

MS/MPH Capstone Graduation Procedures

In addition to the arrangements you will make with your Capstone Faculty Advisor as you prepare to present your Capstone Report, there are several administrative steps you must take to prepare for graduation.

Preparing to Graduate

The quarter before you plan to graduate:

- Review your degree audit on your MyUW account. For questions or changes please contact nutr@uw.edu.

The quarter you will graduate:

- Submit your **Master's Degree Request** on MyGradProgram* <http://grad.uw.edu/for-students-and-post-docs/mygrad-program/>
 - Select "Non-Thesis Program (includes degree projects)"
 - You can apply for the degree starting on the first day of the quarter. Apply as soon as possible to allow time to resolve any problems and no later than the last week of the quarter.

Arranging Your Capstone Report Presentation

- Confirm the key stakeholder group for your presentation in consultation with your Capstone Faculty Advisor.
- Make arrangements with your Capstone Faculty Advisor and key stakeholder group to present your Capstone Report. Due to scheduling limitations, Capstone Faculty Advisors are not required to attend your Capstone Report presentation to stakeholders. Please schedule this presentation at a time and location that works best for your stakeholders.

Formatting your Capstone Report

- Establish the deadline for final review with your Capstone Faculty Advisor and confirm your Capstone Report is ready to submit.
- Please review the [Capstone Manual](#) for the **Capstone Report Format Guidelines**.

Required Paperwork

- Warrant for Master's Degree**

The warrant is generated by the Master's Degree Request that you submit through MyGradProgram. It is signed by your Capstone Faculty Advisor to document that you have met all requirements for your degree (including successful completion of the final Capstone Report and presentation). The signed warrant provides approval for you to graduate.

 - The warrant form will be sent by email, typically one month prior to graduation. If you need the warrant printed sooner, please notify nutr@uw.edu.
 - The Capstone Faculty Advisor will sign the warrant after the successful submission of the final Capstone Report and completion of the presentation.
 - As soon as your warrant is signed (original signatures required), return it directly to the Nutritional Sciences Program main office so we can process your graduation.
 - You must submit your signed form before the ***last day of the quarter***.

PDF Copy of final Capstone Report

You are required to submit a PDF of your final approved Capstone Report to nutr@uw.edu ***before the last day of the quarter***. Your report will be kept with your student record and may be posted on the Nutritional Sciences website.

Registration Requirements

- You must be registered for at least 2 credits in the quarter you wish to graduate.

Please contact us at nutr@uw.edu if you have questions.