

***This document outlines your steps toward graduation, including a) the documentation of your integrative learning experience, b) how to schedule and submit your culminating project, and c) a graduation checklist for your final quarter.***

## A. Integrative Learning Experience

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MPH and MS students are required to complete an integrative learning experience (ILE) that demonstrates synthesis of foundational and concentration competencies.

### MPH Students

- ☐ In consultation with your capstone instructor or thesis chair, select at least one foundational competency and one concentration-specific competency appropriate to your project and professional goals.
- ☐ Log the two competencies in the [online portal](#) at the beginning of the project and evaluate your attainment of these competencies at the end of it. Your instructor or chair will also evaluate your competency attainment in the portal. Student and Academic Services will verify completion through the portal as part of your steps to graduation.

### MS Students

- ☐ In consultation with your capstone instructor or thesis chair, select one concentration-specific competency and develop your own competency appropriate to your educational and professional goals.
- ☐ Identify the competencies on the ILE documentation form and, at the end of the quarter, report your progress meeting these goals via a written summary submitted to your instructor or chair, who will also evaluate competency attainment.
- ☐ Submit completed materials to Student and Academic Services at [gradnutr@uw.edu](mailto:gradnutr@uw.edu) for tracking as part of your steps to graduation.

## B. Culminating Project Presentation Scheduling & Submission

### Capstone Students

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You will present your capstone as part of your course experience. Your instructor will submit your presentation date, time, and a final PDF copy of your capstone report to [gradnutr@uw.edu](mailto:gradnutr@uw.edu) for your student record. After the quarter, you may be asked to confirm or provide additional project details.

### Thesis Students

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There are several steps required to schedule your thesis presentation (or “defense”), in addition to any other arrangements you make with your committee. It is program policy that defenses be publicized at least two weeks prior to your presentation date. Without adequate advance notice, you may be asked to reschedule.

#### Arranging and Publicizing Your Thesis Defense

- ☐ Notify [gradnutr@uw.edu](mailto:gradnutr@uw.edu) of the date and time of your presentation.

You may choose to schedule your thesis defense in person or in a virtual setting. One hour is usually sufficient for the presentation, although you will want to leave extra time for set-up/preparation at the beginning and questions at the end, as well as for your committee to discuss and vote. Review this [guidance from the Graduate School for virtual committee meetings](#). If you need assistance with in-person room reservations, let us know.

- ❑ **At least 3 weeks** prior to defending, send your thesis title to [gradnutr@uw.edu](mailto:gradnutr@uw.edu) for your announcement.
- ❑ **At least 2 weeks** prior to defending, we will prepare and distribute an announcement. You may be asked to review a draft; please respond as soon as possible.

### Formatting your Thesis

- ❑ Confirm that your thesis or dissertation document has the formatting and sections required by the Graduate School and ProQuest. See [Graduate School Formatting Guidelines](#)

### Required Paperwork

- ❑ **Master's Supervisory Committee Approval Form** is signed by your committee to document that they have examined and approved the final copy of your thesis.
  - Download the [Master's Supervisory Committee Approval Form](#).
  - Traditionally, original signatures by all committee members are required, but flexibility shown during remote learning to gather electronic concurrence continues.

### Submitting Your Thesis & Committee Approval Form

- ❑ Submit a scanned copy of your signed Master's Supervisory Committee Approval Form (PDF) to the Administrative Documents section of the [UW ETD Administrator Site](#) no later than 11:59 p.m. PST on the last day of the quarter you plan to graduate.
- ❑ Following these Graduate School [instructions](#), submit your thesis on the [UW ETD Administrator Site](#) by 11:59:59 p.m. PST on the last day of the quarter you plan to graduate. If you submit your thesis after the deadline, you will graduate the following quarter and must register for 2 credits or pay the \$250 Graduate Registration Waiver Fee. The Graduate Registration Waiver Fee ([criteria and instructions](#)) allows you to submit your thesis/dissertation up to 14 days after the end of the quarter ([review specific deadlines](#)) without registering for additional credits; your degree, however, will still post the next quarter. Please notify [gradnutr@uw.edu](mailto:gradnutr@uw.edu) if/when you decide to use the registration waiver fee.
- ❑ You may finish and defend your thesis prior to your graduation quarter, but the Graduate School requests you wait until your quarter of graduation to submit the file.

## C. Graduation Checklist, All Students

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### The quarter before you plan to graduate:

- ❑ Review your degree audit on your MyUW account. For questions, contact [gradnutr@uw.edu](mailto:gradnutr@uw.edu).

### The quarter you plan to graduate:

- ❑ Review the Graduate School's [Preparing to Graduate page](#).
- ❑ Review the [Dates and Deadlines](#) on the Graduate School website
- ❑ **MPH/MS:** Submit your **Master's Degree Request** in [MyGradProgram](#)
  - MPH Students: Select "Master of Public Health (Public Health Nutrition)"
  - MS Students: Select "Master of Science (Nutritional Sciences)"

You can apply for your degree starting on the first day of the quarter. **Apply as soon as possible to allow time to resolve any problems and for enough time for your warrant to be printed, sent to you, signed by your committee, and returned to [gradnutr@uw.edu](mailto:gradnutr@uw.edu).**

**Required Paperwork:**

☐ **Committee Form (formerly known as the Warrant)**

The Committee Form is generated by the Master's Degree Request that you submit through MyGradProgram. It is signed by your capstone instructor or thesis committee to document that you have met all requirements and are approved to graduate.

- If you are presenting a capstone or thesis the quarter you plan to graduate, please submit your Master's Degree Request *before* your presentation so the Committee Form can be printed and sent to you by email. If you have already presented in a previous quarter, we will print and send the Committee Form the quarter you will graduate.
- As soon as your Committee Form is signed, return it directly to [gradnutr@uw.edu](mailto:gradnutr@uw.edu) so we can recommend you for graduation (must be done no later than the day after grades get posted).

**Registration Requirements:**

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

**Please contact us at [gradnutr@uw.edu](mailto:gradnutr@uw.edu) if you have questions or need assistance.**