

## GRADUATION AND FINAL QUARTER CHECKLIST FOR MLA STUDENTS

Updated 4/2022

The Graduate School website provides instructions and checklists for graduation. Please spend some time reviewing all requirements- <https://grad.uw.edu/for-students-and-post-docs/degree-requirements/>

### Important Deadlines for Spring 2022

		Thesis	Group Project	Capstone Studio
<b>Submit Master's Request</b> (in order to be included in printed program)	Friday, April 15	X	X	X
<b>Submit Master's Request</b> (Dept deadline)	Friday, May 13	X	X	X
<b>Submit Signed Warrant</b>	Friday, June 10	X	X	X
<b>Upload Capstone Final Document</b> (Dept google drive)	Friday, June 10	X	X	X
<b>Upload signed Masters Supervisory Committee Approval form (MSCA) + Thesis</b> (ETD Account)	Friday, June 10 11:59pm	X		
<b>Register for UW Commencement</b>	May 4 - 22			
<b>RSVP for CBE Commencement</b> (to be included in printed program)	Wednesday, May 25			
<b>RSVP for CBE Commencement</b> (to walk in the ceremony)	Friday, June 3			
<b>Department Graduation Event</b>	Wednesday, June 8			
<b>CBE Commencement</b>	Friday, June 10			
<b>UW Commencement</b>	Saturday, June 11			

### Summary Chart for Forms Required for Graduation

	Masters Degree Request	Warrant	Upload Final Document (Dept.)	Masters Supervisory Committee Approval	Upload Thesis + MSCA form to ETD Account
<b>Thesis</b>	X	X	X	X	X
<b>Group Project</b>	X	X	X		
<b>Capstone Studio</b>	X	X	X		

## Steps to Graduate

### Register for credits – Week 1

You must register for at least 2 credits in the quarter you will graduate.

### Apply to graduate / Master's Degree Request – Week 1-2 recommended; by Week 7 required

Submit a Master's Degree Request via MyGrad – Student View.

<https://webapps.grad.uw.edu/student/mastapp.aspx>

You can apply to graduate from the 1<sup>st</sup> day of the quarter until the last day of the quarter, however, **the department requires that you submit your request to graduate at least 3 weeks BEFORE the end of the quarter to allow time to process your request and required forms.**

- For students graduating in spring quarter, typically **you must apply to graduate by the second week** of the quarter to have your name included in the printed UW Commencement Program.
- Be sure and use the correct code when applying to graduate.
  - MLA I (3 yr track) + 4 yr concurrent degree students: 0 L ARCH-00-27.
  - MLA II (2 yr track) + 3 yr concurrent degree students: 0 L ARCH-02-27.
  - MLA/MArch concurrent degree students should NOT select the L ARCH/MArch Concurrent code 0 L A ARC-00-27, because the code is not currently active. Instead, use the correct code listed above.
- Concurrent Degree students must apply to graduate twice; once for each department.

### Review ISS Final Quarter Registration Information + Checklist (International students) – Week 1-2

<https://iss.washington.edu/procedures/final-checklist/>

**Note:** The MLA degree program is coded as “Sustainability Studies”, not “Landscape Architecture” so the degree is STEM designated. This does not change that your degree is a Master of Landscape Architecture. This coding is only so the program is STEM designated for OPT purposes.

### Confirm the schedule to complete your capstone – Week 3

Confirm with your committee/faculty supervisor/faculty instructor when you will need to submit a draft, how long your committee needs for reviewing and providing edits and how long you need to edit and format the final version.

### Activate your Electronic Thesis or Dissertation (ETD) account (Thesis students only) – Week 3

Activating your account early will give you time to become familiar with the system and troubleshoot any technical issues. You will submit your final thesis and signed Supervisory Committee Approval Form here.

<https://www.etsadmin.com/main/home?siteid=412>

### Review your Degree Audit / Degree Checklist – Week 3-5

- **MLA (SINGLE DEGREE) STUDENTS.** When you submit a request to graduate, the Graduate School will confirm your eligibility to graduate by running a degree audit through the Degree Audit Report System (DARS). Please run an audit yourself and confirm that your audit indicates that you will fulfill all requirements and credit count upon completing the current quarter. Confirm all grade changes have been made. Note, the DARS report can be misleading because it only includes the courses that are required to fulfill your degree requirements so it may appear that courses you have taken are missing. Courses that go beyond your degree requirements (often open electives) will be on your transcript but are not on the Degree Audit Report. Contact Jennie or Julie P. if you have questions.

- **STUDENTS EARNING MLA + GRADUATE CERTIFICATE.** Due to enrollment in multiple programs, your degree audit is not done in the DARS program. Instead, use your degree checklist and certificate checklist to confirm you have completed all degree requirements and credit count. Your degree checklist is available in your Checklist Folder, please contact Jennie if you are not able to locate your checklist. Your certificate checklist is available from the certificate advisor.

Print a copy of your transcript. Using 3 colors, color code courses that apply towards your MLA degree, courses that apply towards your Graduate Certificate and courses that are shared. Make a pdf of the color-coded transcript. Fill out the UW Concurrent Form, attach your color-coded transcript and submit. Contact Jennie or Julie P. if you have questions.

Find the UW Concurrent Form: <https://grad.uw.edu/policies-procedures/general-graduate-student-policies/concurrent-degree-graduation-requirements/>

Students earning a certificate that is NOT a certificate run through the Graduate School are considered single degree students. Non-Graduate School certificates do not show up on your transcript.

- **CONCURRENT DEGREE STUDENTS.** Due to enrollment in multiple programs, your degree audit is not done in the DARS program. Instead, confirm use your degree checklist to confirm you have completed all degree requirements and credit count. Your degree checklist is available in your Checklist Folder, please contact Jennie if you are not able to locate your checklist.

Print a copy of your transcript. Using 3 colors, color code courses that apply towards your MLA degree, courses that apply towards your Graduate Certificate and courses that are shared. Make a pdf of the color-coded transcript. Fill out the UW Concurrent Form, attach your color-coded transcript and submit. Contact Jennie or Julie P. if you have questions.

Find the UW Concurrent Form: <https://grad.uw.edu/policies-procedures/general-graduate-student-policies/concurrent-degree-graduation-requirements/>

#### **Review Your Warrant – Week 3-5**

- After you submit your Master's Degree Request, the department will email you a Warrant Form. You will get your Warrant form signed by your capstone advisor(s) when your capstone is complete, submitted, and has been approved by your capstone advisor(s). The signed Warrant indicates to the Department that you have completed your capstone project. After the Department receives your signed Warrant, the Department conveys a recommendation for you to graduate to the Graduate School. The Graduate School then performs their own review.
- Review your Warrant for contingencies. Your Warrant form will indicate all requirements that have not been met to-date; incomplete or in-progress requirements will be listed as contingencies. If you have any concerns about incomplete requirements, please email Julie P.

#### **Capstone Project Check-in – Week 8**

- **BY Week 8**, please confirm with your capstone committee your ability to complete your capstone on-time. **If you have any concerns about submitting your capstone on-time, please email Julie P by the end of Week 8.**

#### **Submit a signed Warrant – due by: Last Day of the quarter**

- Once your capstone project is approved for submission by your committee/instructor, you need to get your Warrant form signed. The signatures depend on your capstone option.
  - Thesis students: your thesis committee members (chair and 1 member) should sign.
  - Group Project students: your group project faculty supervisor should sign.
  - Capstone Studio students: your instructor should sign.

- **Provide a digital copy of your Warrant Form to your signers when you submit your capstone project for final approval. Faculty will submit the form to the Dept once they have approved your work and provided a grade HOWEVER it is YOUR responsibility to confirm that the form has been submitted to the Dept.**
  - Your committee chair/faculty supervisor will email the signed copy of the warrant to Julie P. Faculty need to sign the same form. If a faculty member cannot sign the digital form, they can send an email indicating their approval of the Warrant Form. In this case, faculty should email the signed form and approval emails as a single pdf.
- Upload your final capstone document – due by: Last Day of the quarter**
- Once your capstone project is approved as completed, upload a pdf file of your final document to the [MLA Capstone Projects drive](#). Thesis students should upload their thesis and abstract (single pdf file). Upload to your year and capstone option. Name file: LASTNAME First name\_capstone option.pdf
- CBE Commencement**
- Check CBE's commencement site for details. <https://be.uw.edu/news-events/graduation/>
- CBE Commencement is typically the last day (Friday) of exams in spring quarter
- UW Commencement**
- Check UW's commencement site for details. <https://www.washington.edu/graduation/>
- Spring Quarter Commencement Program includes students graduating in Summer Quarter the year before, Autumn Quarter, Winter Quarter and Spring Quarter of the current year.
  - UW Commencement is typically the day after (Saturday) the last day of exams in spring quarter
  - Check the website for the window when you can RSVP and order gowns, it is usually 2 weeks in May.
- Diplomas**
- Your diploma will be sent to your permanent address 3-4 months after you graduate. <https://registrar.washington.edu/students/graduation-commencement-and-diplomas/>

## Additional Information for Students Doing the Thesis Capstone Option

**Review the Graduate School site for Thesis/Dissertation – Week 1-2**

Full guidelines, policies, etc for your thesis - <https://www.grad.washington.edu/for-students-and-post-docs/thesisdissertation/>

- **ETD (Electronic Theses and Dissertations (ETDs) Overview** - <https://guides.lib.uw.edu/research/etds>

**You need a minimum of 9 Thesis credits (LARCH 700) to graduate.**

Only LARCH 700 credits count as thesis credits. If you are a concurrent degree student, you need a combined total of 9 thesis credits split between both departments with at least 3 credits in each department.

**Follow ETD Formatting Guidelines.**

The Graduate School provides an [ETD Formatting Checklist](#), fillable title pages, sample pages and more. See Graduate School guidelines - <https://www.grad.washington.edu/for-students-and-post-docs/thesisdissertation/etd-formatting-guidelines/>

**Submit your Thesis + Master's Supervisory Committee Approval Form to ETD – Finals Week**

- Concurrent Degree students: submit 1 copy of your thesis to ETD with 1 MSCA form.
- **Submit by the last day of the quarter (by 11:59 pm).**
- **Master's Supervisory Committee Approval form.** This needs to be signed by all committee members. The form is submitted digitally when you upload your thesis (ETD). Committee members may use a digital signature or provide emailed approval. See page 2 of the form for the required information that should be in the email. <https://grad.uw.edu/wp-content/uploads/thesis-approval-form.pdf>  
  
Concurrent Degree students need to submit one Masters Supervisory Committee Approval Form with both degrees listed. Example: Name of Degree: Master of XXX/Master of XXX
- **If you miss the ETD deadline refer to the Registration Waiver Fee.** If you miss the deadline (and have completed all other degree requirements), you can submit your ETD within 14 calendar days, pay the Registration Waiver Fee and graduate the quarter immediately after you should have submitted your ETD. There are several requirements, including re-applying to graduate, see <https://grad.uw.edu/policies-procedures/general-graduate-student-policies/graduate-registration-waiver-fee/>. If you do not submit your ETD within the 14 day window, you must enroll in (2) credits of coursework in the quarter in which you will graduate (students who miss the deadline and 14 day window in Spring Quarter, must enroll in Autumn Quarter as faculty do not work during the Summer Quarter).
  - **Extraordinary Circumstances Quarters:** The Graduate School has made adjustments to the Graduation Registration Waiver Fee for ECQ's. Consult the website above for adjusted deadlines. **Students must confirm with their thesis committee that they are eligible for submitting their thesis during the 14-day extension as the extension goes beyond faculty contracts for the academic year.**
- **No edits may be made after you submit your ETD.** You will not be able to make any edits to your thesis after you submit your ETD.

**Upload your final capstone document – due by: Last Day of the quarter**

- Once your thesis is approved, upload a pdf file of your final document to the [MLA Capstone Projects drive](#). Upload your thesis and abstract. Upload to your year and capstone option. Name file: LASTNAME First name\_capstone option.pdf

## Things to do BEFORE You Graduate

- Update your current and permanent addresses including email.** Make changes through MyUW. Your diploma will be mailed to this address.
- Pay all Library fines and bills.** If not paid, a hold will be placed on your transcript. <https://www.lib.washington.edu/services/borrow/fines>
- Pay all Hall Health fines and bills.** If not paid, a hold will be placed on your transcript. <https://wellbeing.uw.edu/hall-health-billing/>
- Save/Archive your work.** Be sure you have saved all work stored on UW computers and drives.
- Photograph all models.** Use the Photo Lab to take photos of your models for your records.
- Do an Exit Interview and Complete the Exit Interview Survey.** Dept Chair will conduct Exit Interviews for all graduating MLA students. We welcome feedback on the strengths and weaknesses of the program. This feedback guides changes for future students, so your thoughts are valued. Appointments for Exit Interviews and the link for the Exit Interview Survey will be posted by Vanessa.
- Clean out your items in Gould Hall and your Student File.** If you still have items in Gould Hall, contact Vanessa to arrange to retrieve them.

## Things to do/know AFTER You Graduate

- Alumni Database.** Send Jennie your updated address including your non-UW email address for the Department's Alumni Database. The database is not shared with any organizations outside the Department. The database is used for program accreditation and reports as well as a resource for inviting alumni to participate on reviews, for students searching for job and internships, and for alumni newsletters. If you are job hunting and would like information from the database, please contact Jennie.
- Update your contact and job information each time it changes.** Whenever you change locations or jobs, please contact the Department so we can update your information.
- Access to the Digital Commons and Gould Hall.** After you graduate, you will only have access to the Digital Commons and Gould Hall during regular business hours. You will have access to the CBE computers as long as your UW NetID works. Your UW NetID will expire after you are not enrolled for two consecutive quarters, excluding summer. <https://itconnect.uw.edu/security/uw-netids/about-uw-netids/expiration>
- Digital Storage Expiration for U Drive and Email.** All digital storage (U Drive, UW Gmail (in UW G Suite) and UW Exchange Online (in UW Office 365) expire on the 10<sup>th</sup> day of the second quarter\* that you are not registered as a student. After that date, graduating and departing students will no longer have access to the account and all data will be deleted. For students graduating in spring quarter, your access will end on 10<sup>th</sup> day of winter quarter. \*summer quarter is not included. More details here - <https://itconnect.uw.edu/connect/productivity-platforms/uw-g-suite/account-lifecycle/>
- Expiration for Shared Google Drive** A UW Google Shared Drive and all data contained within the Shared Drive will be deleted when the last UW member is removed from the Shared Drive or the last UW member departs the UW. <https://itconnect.uw.edu/connect/email/google-apps/team-drive-for-uw-g-suite/>
- Transcripts + Degree Verification** If you need degree verification for an employer before your diploma arrives, you can order a transcript through the registrar - <https://registrar.washington.edu/students/enrollment-and-degree-verification/>

- UW Alumni Association** You can buy an annual or lifetime membership for the UW Alumni Association after graduating. There is reduced cost for lifetime memberships if purchased within 6 months of graduating. Useful benefits of membership include email forwarding from your UW email and use of the UW Libraries. More info - <https://www.washington.edu/alumni/>

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