

# MLA Capstone Checklist

## GRADUATION PROCEDURES

### **1. Master's Degree Request**

For all students completing your Capstone work, you will need to apply to graduate early in the quarter you aim to graduate. Apply online to graduate by submitting a [Master's Degree Request](#). This request should be completed in the **first two weeks of the quarter you plan to graduate**, but can be made up to the tenth week of the term. If you would like to have your name appear in the graduation program in June, submit your graduation request in the first two weeks of Spring Quarter.

This link will include a prompt for if you are doing a thesis. If you are doing a thesis, reply "Yes" and complete the form. If you are doing a Capstone Studio or Group Project, reply "No" and complete the form.

**Note:** *You must be enrolled for a minimum of two (2) credits the term you wish to graduate.*

### **2. Warrant**

This Application to Graduate will result in a Warrant getting sent to JoAnne. You will need to pick up the Warrant and have your thesis committee, Capstone Studio instructor, or Group Project advisor sign this warrant. It is signed at the same time the your final document/project is approved. If you are doing a thesis, you will print out the Master's Supervisory Approval Form noted below—see instructions below for submitting online with your thesis.

Turn in the signed Warrant to JoAnne, and she will check you out of the MyGrad Program System so you are qualified to graduate. This will get the diploma process underway. You can turn this Warrant in on the last day of the quarter.

### **3. Diploma Mailing Address**

Your diploma will be mailed to you about three months after graduation. Be sure to update your mailing address in MyUW to an address where you get mail at that time.

### **4. International Students' Optional Practical Training (OPT)**

If you are an international student, and wish to apply for work in the US after graduating, you can apply for a 12 month Optional Practical Training (OPT). The application for OPT takes about 3 months to process, so you should get this underway in Spring Quarter, before graduation. Go to [UW's Optional Practical Training](#) page.

### **5. Final Clean Up**

Finally, be sure you have cleaned out your desk, locker and mail folder and give JoAnne an updated address for the Alumni Database. You may submit your Capstone project/thesis in the WASLA Student Awards Program in the next year, if you wish.

## **THESIS STUDENTS:**

The following checklist applies to students that are completing the *individual thesis* option of the MLA Capstone. Refer to the [MLA Capstone Guidelines](#) for more information. Please familiarize yourself with the information provided, as it is *your* responsibility to make sure you have addressed all the necessary steps to graduate.

### **1. Credits**

The UW Graduate School requires no less than nine (9) credits of LARC 700 in order to graduate. These credits should be split between your thesis advisors. Be sure to have your LARC 700 form signed by your Thesis Committee, and place in your student file.

*Note: LARC 701 - Thesis Studio credits do not count towards the thesis credits required by the UW Graduate School.*

### **2. Warrant and Master's Supervisory Committee Approval form**

The application to graduate generates a hardcopy **Warrant**. You can pick up the Warrant from the department office when you are ready to obtain signatures from your thesis committee. Only one committee signature is required for the Warrant, though all may sign. The Warrant needs to be returned to the Graduate Program Assistant in the department office who will check you out of the department once you have submitted your thesis.

You also need to print out the [Master's Supervisory Committee Approval Form](#). This form is to be signed by all thesis committee members. Original signatures are required, and faculty will not sign unless the thesis contains an abstract. The Supervisory Committee Approval form needs to be submitted electronically with the thesis document.

Arrange in advance to obtain signatures from your thesis committee members, to make sure they will be available.

*Note: The Master's Supervisory Committee Approval Form requires original signatures from all Thesis Committee members to sign. The Warrant just requires one member's signature. Have both forms signed by committee members at the same time.*

### **3. Electronic Thesis or Dissertation Account**

Activate your [UW Electronic Thesis or Dissertation](#) (ETD) account, well before you are ready to submit your thesis. This will help familiarize you with the UW ETD administrator site, and allow you to troubleshoot any technical glitches. This is where you will submit your final thesis document and your Supervisory Committee Approval form.

Go to [Final Submission of Your Thesis Dissertation](#) for checklist, [deadlines](#), forms and instructions.

### **4. Preparing the Thesis Document**

The Graduate School no longer provides formatting guidelines for thesis documents. Formatting questions should be referred to your thesis committee.

This stated, the Graduate School does have [general document requirements](#). The document is:

- not exceed 1,000 MB in size
- must be in a pdf form
- must have a correctly formatted title page, copyright page and abstract

The Graduate School refers you to the [ETD Administrator Site](#) for more instructions.

The Graduate School also provides information on [Open Access, Copyright and Publishing](#).

### **5. Submitting the Thesis Document**

You must submit your thesis to the Graduate School, by the last day of Finals week. Once your thesis is submitted, no additional changes to the document are allowed. The submissions are reviewed by the Graduate Enrollment Management Services (GEMS) advisors and then sent to ProQuest for publication. You will receive an email confirmation, if your submission has been accepted.

If you need additional time to format the thesis, you may pay the [\\$250 Graduate Registration Waiver Fee](#) and turn in your thesis within the two-week period directly following the quarter in which all Graduate School and graduate program degree requirements are met. The Thesis, Master's Supervisory Approval Form and the \$250 Graduate Registration Waiver Fee must be turned into GEMS by the second Friday after the last day of the preceding quarter. See eligibility and instructions for the Graduate Registration Waiver Fee at:

If the \$250 Graduate Registration Waiver Fee option is used, you must [apply to graduate](#) again in the first five days of the following term. If you are unable to turn in the thesis within the two-week extension period, you must sign up for (2) credits of coursework and reapply to graduate, the following term.

### **6. After Submitting Document**

Once you have submitted your thesis, you can [order bound \(paper\) copies](#) of your thesis. Arrange with your Thesis Committee whether they would like a digital and/or paper copy of your thesis.

Submit your signed **Warrant** to the department office by the next Monday after you have submitted your thesis. At that time, you are required to submit a digital copy of your document title and abstract. This will be uploaded to the department website.

### ***Helpful Websites***

Thesis/Dissertation

<https://www.grad.washington.edu/students/etd>

Master's Degree Request

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

Final Submission of Your Electronic Thesis or Dissertation (ETD)

<http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/final-submission-of-your-thesisdissertation/>

Master's Supervisory Committee Approval Form

<http://grad.uw.edu/wordpress/wp-content/uploads/thesis-approval-form.pdf>

or: <http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/final-submission-of-your-thesisdissertation/>

ProQuest ETD

<https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/final-submission-of-your-thesisdissertation/>

Dates and Deadlines

<http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/final-submission-of-your-thesisdissertation/>

<http://grad.uw.edu/for-students-and-post-docs/dates-and-deadlines/>

Graduate Registration Waiver Fee

<https://grad.uw.edu/policies-procedures/general-graduate-student-policies/graduate-registration-waiver-fee/>

Publish dissertations and theses with UMI ETD Administrator

<https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/final-submission-of-your-thesisdissertation/>

UMI ETD Administrator – Frequently Asked Questions

<https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/final-submission-of-your-thesisdissertation/required-sections-for-your-document>

UMI ETD Administrator – Creating PDFs

<https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/final-submission-of-your-thesisdissertation/>

University Libraries – Electronic Thesis and Dissertations – Copyright, Open Access and Publishing FAQs

<http://digital.lib.washington.edu/etd-faq.html>

University Libraries - References for formatting footnotes:

<http://guides.lib.washington.edu/citations>