

GRADUATION AND FINAL QUARTER CHECKLIST FOR MLA STUDENTS

Updated 4/2020

The Graduate School website provides instructions and checklists for what you will need to do to graduate. Please spend some time reviewing all requirements to graduate and the Graduation Checklist–  
<https://grad.uw.edu/for-students-and-post-docs/degree-requirements/>

**Key Things to Note**

- **You must register for at least 2 credits** in the quarter you will graduate.
- **You must apply to graduate.** 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.
- **Apply to graduate by April 17th, 2020** to have your name included in the 2020 Commencement Program.
- Be sure and use the correct code when applying to graduate. Three year track MLAs use 0 L ARCH-00-27. Two-year track MLAs use 0 L ARCH-02-27.
- Dual Degree students must apply to graduate twice; once for each department. Be sure and **select the correct codes.** MLA/MArch Dual degree students should **NOT** select the L ARCH/Arch Concurrent code 0 L A ARC-00-27, even though this seems logical. This code is not currently active. Instead, depending on whether you are three-year track or four-year track, the codes are: 0 ARCH-01-27, 0 ARCH-02-27, 0 L ARCH-00-27, 0 L ARCH-02-27, 0 URBDP-00-27.
- The Application to Graduate will generate a **Warrant.** This Warrant will be made into a pdf and emailed to you. You are to have at least one member of your Thesis Committee, or your Faculty Supervisor of your Capstone Project, sign it and email it to JoAnne Edwards. She will sign you out of the Graduate School, as soon as she knows you have turned in your thesis or completed your Capstone Project. We do not want to sign you out of the Graduate School until we are sure you are finished. Otherwise, you'll have to reapply to Graduate School.
- For Thesis Students, it would be easier to have the professors sign the Warrant at the same time you have your Masters Supervisory Committee Approval Form signed. <https://grad.uw.edu/wp-content/uploads/2019/06/thesis-approval-form.pdf>
- The Warrant goes back to the Department and the Supervisory Committee Approval Form is submitted, with your thesis, to the Graduate School.
- Review your Degree Audit / Degree Checklist.

**FOR MLA (SINGLE DEGREE) STUDENTS.** Submitting a request to graduate will generate a digital degree audit. This year we have transitioned MLA degree credit requirements to the online Degree Audit Report System (DARS). Your audit should indicate you will fulfill all requirements and credit count upon completing the current quarter. Confirm all grade changes have been made. Contact JoAnne or Julie P. if you have questions.

**FOR STUDENTS EARNING A MLA + GRADUATE CERTIFICATE.** Review your Degree Checklist, to ensure you have no outstanding credits, courses or grades. Due to enrollment in multiple programs, your degree audit will happen by paper rather than in the DARS program.

Print a copy of your transcript. Color code which credits apply towards your Masters degree, which courses count towards your Certificate and which courses are shared. Make a pdf of the color coded transcript. Fill out the UW Concurrent Form and attach your color coded transcript and send. Find the UW Concurrent Form:

<https://grad.uw.edu/policies-procedures/general-graduate-student-policies/concurrent-degree-graduation-requirements/>

**FOR CONCURRENT DEGREE STUDENTS.** Review your Degree Checklist, to ensure you have no outstanding credits, courses or grades. Due to enrollment in multiple programs, your degree audit will happen by paper rather than in the DARS program.

Print a copy of your transcript. Color code which credits apply towards each degree and which courses are shared. Make a pdf of the color coded transcript. Fill out the UW Concurrent Form and attached your color coded transcript and send. Find the UW Concurrent Form:

<https://grad.uw.edu/policies-procedures/general-graduate-student-policies/concurrent-degree-graduation-requirements/>

- **Confirm the schedule to complete your capstone.** 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 – FOR STUDENTS IN THE THESIS CAPSTONE OPTION ONLY.** 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.
- **Review ISS Final Quarter Registration Information and Checklist – FOR INTERNATIONAL STUDENTS** [https://iss.washington.edu/procedures/final-checklist/#final\\_quarter\\_registration](https://iss.washington.edu/procedures/final-checklist/#final_quarter_registration)

Note: For STEM designation for OPT, the MLA degree is coded as “Sustainability Studies”, not “Landscape Architecture”. 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.

- **Spring Quarter Commencement Program** will list students graduating in Summer Quarter the year before, Autumn Quarter, Winter Quarter and Spring Quarter of the current year.
- **UW Commencement 2020 Information** (June 13, 2020) – <https://www.washington.edu/graduation/>
- **CBE Commencement 2020 Information** (June 13, 2020) – still being planned.
- **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 Thesis Capstone Option**

- **You need a minimum of 9 Thesis credits (LARCH 700) to graduate.** Only LARCH 700 credits count as thesis credits. If you are concurrent degree student, you need a combined total of 9 thesis credits split between both departments with at least 3 credits in each department.
- **Master’s Supervisory Committee Approval Form.** You must submit a signed form as part of your Electronic Thesis (ETD). This form must be signed by all members of your thesis committee. The form and instructions are available here – <https://grad.uw.edu/for-students-and-post-docs/degree-requirements/preparing-to-graduate/>
- **Follow ETD Formatting Guidelines.** See Graduation Checklist: Thesis Master’s Students on the Grad School webpage.
- **Publish your Thesis with Your Preferred Name.** See instructions to publish with your preferred name in the Graduation Checklist: Thesis Master’s Students on the Grad School webpage.
- **Submit your ETD by the last day of the quarter at 11:59 pm.**

- **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).
- **Send Abstract to department.** Send a digital copy of your Abstract to JoAnne.
- **No edits after you submit your ETD.** You will not be able to make any edits to your thesis after you submit your ETD.
- **ETD FAQs.** Please refer to the Graduate School's FAQs.

### 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.
- **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.** Ken Yocom will conduct Exit Interviews for all graduating MLA students. This is an opportunity to provide feedback on what you feel are 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 soon.
- **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 JoAnne 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 JoAnne.
- **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. Accurate and up-to-date information is required for reports for accreditation and for the Council of Educators in Landscape Architecture (CELA).
- **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.
- **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/>

### Stay in Touch with the Department

- [Facebook](#)
- [Instagram](#)
- [Vimeo](#)
- [Sign up!](#) for the Mailing List