Graduation Training for Graduate Advisors

Spring 2018
Graduate Enrollment Management Services
The Graduate School

UNIVERSITY *of* WASHINGTON

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SESSION OVERVIEW

> Key Terms

> Expectations and Responsibilities

> Timelines & GEMS Graduation Process

> Student Petitions

> Degree Audit Crash Course

> Best Practices- what to do before recommending

> Recommending Graduation

> Questions

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GRADUATION
Key terms and definitions

> **Master's Request:** Application for graduation for a Master's degree, submitted by the student in MyGrad.

> **General Exam:** The student's request for advancement to candidacy for a doctoral degree. The exam is scheduled by the student in MyGrad. The GPA approves the exam date/time/place and enters the exam outcome into MyGrad based on the decision conveyed on the exam warrant.

> **Final Exam:** The dissertation defense and a doctoral student's application for graduation. The exam is scheduled by the student in MyGrad. The GPA approves the exam date/time/place and enters the exam outcome into MyGrad based on the decision conveyed on the exam warrant.

> **Warrant:** department's record of recommendation for advancement to candidacy, graduation or completion of degree requirements. To be signed by faculty and kept in the student's file in the department.

> **GSR:** Graduate School Representative

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GRADUATION
Key terms and definitions

> **Committee Approval Form:** certifies that the student's faculty committee has examined the final copy of the thesis or dissertation, have found it complete and satisfactory, and confirm that any and all revisions required by the final examining committee have been made by the student.

> **ETD:** Electronic Thesis or Dissertation

> **ProQuest:** The dissertation and theses database where UW students deposit and publish their scholarly work (ETD).

> **ResearchWorks:** The UW institutional repository for theses and dissertations, maintained by the libraries.

> **GARS:** Graduation and Academic Records Office in the Registrar.
  – This unit mails diplomas and maintains official UW transcript records.

> **Letter of certification:** An official letter a student may <u>request from GEMS</u> verifying completion of degree requirements before degree is formally posted to the UW transcript.

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GRADUATION
Key terms and definitions

> **Degree Audit**: A computer-generated analysis that enables students and their advisers to assess the student's academic progress and unfulfilled degree requirements. The degree audit also enables the Graduate School to review UW graduate degrees.

> **DARS: D**egree **A**udit **R**eporting **S**ystem

> **Encoding:** The process of converting degree program graduation requirements into a coded form that can be read by a computer. Encoding is done by staff in the Degree Audit Reporting System (DARS) Office in the UW Registrar's Office.

> **Concurrent or manual audit**: For students with more than one program/degree code, a manual paper audit substitutes for the electronic degree audit in MyGrad Program.

 – The audit process entails printing a student's transcript and manually highlighting/counting the credits and courses taken to fulfill each degree's requirements. Students are instructed to complete this and submit the color-coded transcript to GEMS by the end of the quarter.

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GRADUATION
Key terms and definitions

> **Degree Program**: This refers to a graduate degree offering unit, which is most often, but not always, a department.

> **Degree Code**: A combination of codes that uniquely identify a degree program at the UW. When students graduate, the degree code attached to their record is mapped to the degree audit for that degree.

Example: *Master of Science (Computational Linguistics) 0-C-LING-10-2-5*

0	C	LING	10	2	5
Campus Code	College Code	Major Code (Abbreviation)	Pathway Code	Degree Level Code	Degree Type Code

A report on Degree Codes can be retrieved from the B.I. Portal.

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GRADUATION:
Expectations and Responsibilities

- **Graduate Program Advisors**
  - Facilitate timely graduation for students by: reviewing and approving degree audits and student transcripts for departmental and Graduate School degree requirements, recommending graduation to GEMS by the Wednesday following the last day of the quarter or notifying GEMS of delayed recommendations, and following through on faculty grade submissions.
  - Be available via email after the deadline to recommend graduation to GEMS or designate a colleague GEMS can contact if there are questions about a student's status, or if petitions are needed.
- **Student**
  - Submit Master's Request and schedule exams (doctoral students) through MyGrad Program by deadline.
  - Submit thesis/dissertation by deadline (if required).
  - Complete coursework, program, and all other university requirements. Be available via email.
  - Review transcript and follow through on outstanding missing grades or discrepancies before leaving the university.
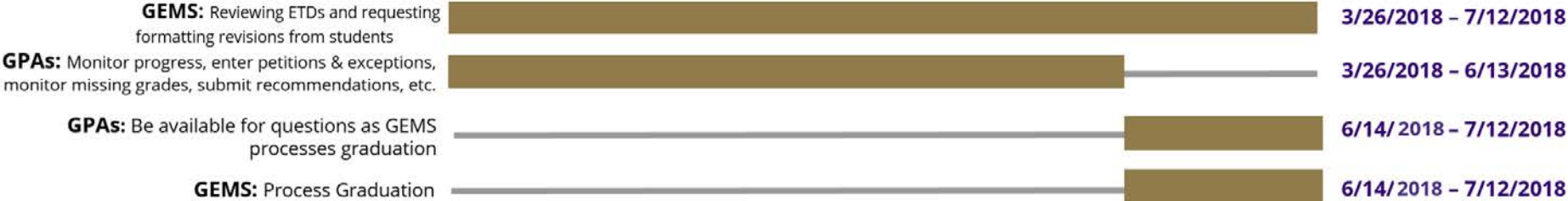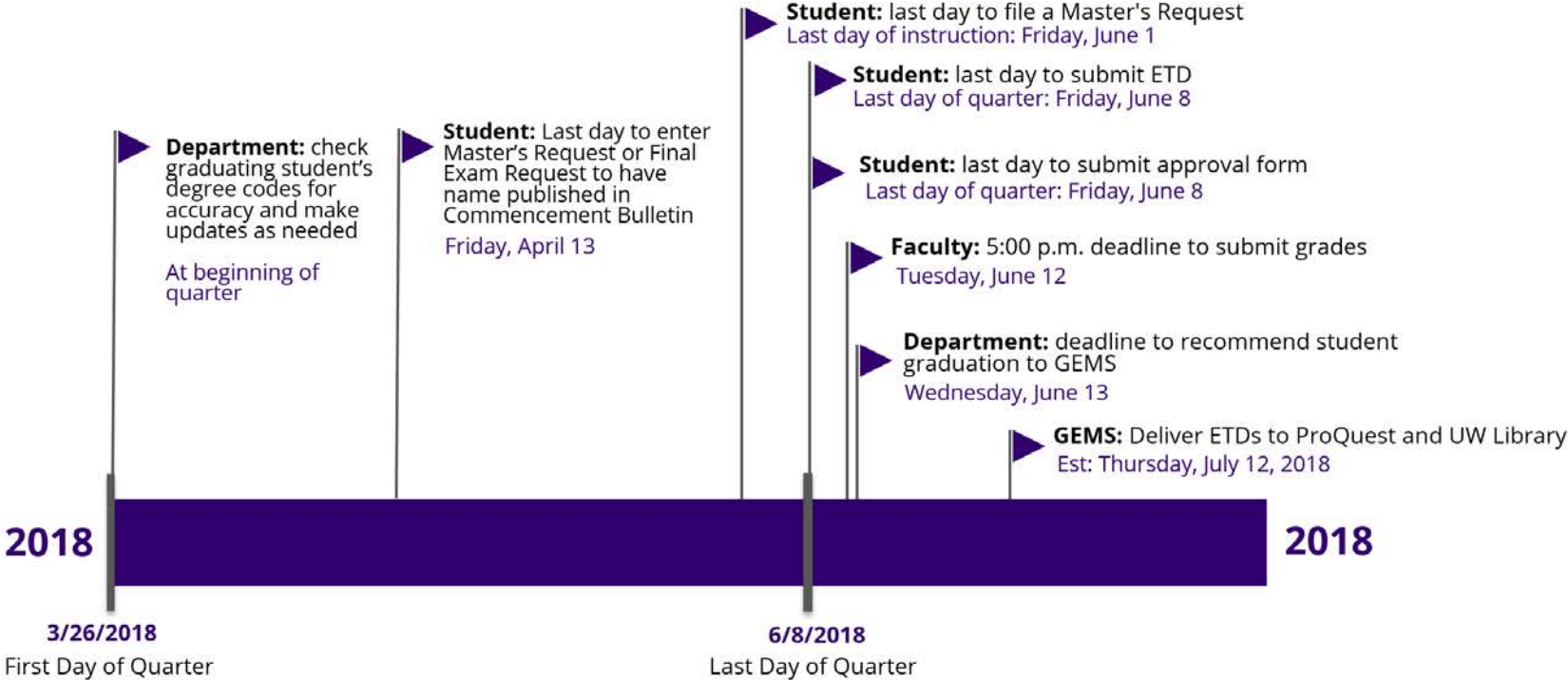- **Faculty**
  - Submit grades by the Registrar's deadline and communicate with GPA and students on status of grade submissions. Be available via email.
- **GEMS**
  - Review and approve thesis and dissertations, review and approve degree audits for Graduate School degree requirements, process graduation efficiently, coordinate with students and GPAs, communicate unsatisfied requirements in a timely and clear manner to students and GPAs.

Graduation Timeline Spring 2018

Student: last day to file a Master's Request
Last day of instruction: Friday, June 1

Student: last day to submit ETD
Last day of quarter: Friday, June 8

Department: check graduating student's degree codes for accuracy and make updates as needed

At beginning of quarter

Student: Last day to enter Master's Request or Final Exam Request to have name published in Commencement Bulletin

Friday, April 13

Student: last day to submit approval form
Last day of quarter: Friday, June 8

Faculty: 5:00 p.m. deadline to submit grades
Tuesday, June 12

Department: deadline to recommend student graduation to GEMS
Wednesday, June 13

GEMS: Deliver ETDs to ProQuest and UW Library
Est: Thursday, July 12, 2018

2018

2018

3/26/2018
First Day of Quarter

6/8/2018
Last Day of Quarter

GEMS: Reviewing ETDs and requesting formatting revisions from students	3/26/2018 – 7/12/2018
GPAs: Monitor progress, enter petitions & exceptions, monitor missing grades, submit recommendations, etc.	3/26/2018 – 6/13/2018
GPAs: Be available for questions as GEMS processes graduation	6/14/ 2018 – 7/12/2018
GEMS: Process Graduation	6/14/ 2018 – 7/12/2018

GEMS Graduation Process
What are we doing?

JUNE 2018				
MON	**TUES**	**WED**	**THU**	**FRI**
				1 *Deadline to submit a Master's Request for Spring quarter **Last day of instruction**
4	**5**	**6**	**7**	**8** *Deadline to submit ETDs for spring graduates (11:59 p.m.) **Last day of quarter**
11 *GEMS reviewing ETDs and processing candidacy today	**12** *GEMS reviewing ETDs and processing candidacy today	**13** *Deadline for departments to convey recommendations *We can begin graduating students on this day	**14** *GEMS processing graduation	**15** *GEMS processing graduation *GPAs to notify GEMS today of any late recommendations
18 *GEMS approving ETD revisions, processing graduation **Summer Quarter Begins**	**19** *GEMS approving ETD revisions & processing graduation	**20** *GEMS approving ETD revisions & processing graduation	**21** *GEMS approving ETD revisions & processing graduation	**22** *GEMS approving ETD revisions & processing graduation
25 *GEMS processing graduation: clean-up phase	**26** *GEMS processing graduation: clean-up phase	**27** *GEMS processing graduation: clean-up phase	**28** *GEMS processing graduation: clean-up phase	**29** *GEMS processing graduation: clean-up phase *Deadline to submit ETDs for students using Registration Waiver Fee (11:59 p.m.)

✓ GEMS Advisors divide graduation processing by Master's and Doctoral degrees: A-K and L-Z
✓ Registration Waiver Fee students from prior quarter generally processed first
✓ We cannot begin graduating students until the Wednesday following the last day of quarter.
✓ Degrees post to student transcript (335 screen in SDB) via automatic uploads to SDB until ~ 2nd week of July.
✓ After the cut-off date, all requests for graduation are processed manually in coordination with GARS.

3 busiest days of graduation processing!
During this time, all GEMS advisors are processing graduation as a priority task and prioritizing 'clear/green audits'.
All green degree audits will be graduated first. Any records with questions, missing grades, unsatisfied requirements, etc. will be reviewed on the second round.

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STUDENT PETITIONS

> **Definition:** A request to the Dean of the Graduate School to waive Graduate School degree requirements for enrolled or previously enrolled graduate students.

> **Process:**

- The student selects the petition type, provides a justification, and submits the petition in in MyGrad Student View.

- The department reviews the student petition and makes a recommendation to the Graduate School.

- The Graduate School approves or denies the department's recommendation and, if needed, takes action (e.g., makes changes to the student's degree audit).

> Petitions may also be submitted on behalf of the student by the department (via the Student Detail page), but must be approved twice by the department in these cases (two-step process).

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STUDENT PETITIONS
> Extension of time limit for degree completion

> Master's degree: six years

> Doctoral degree: ten years

> Petitions should be submitted as soon as the student plans to graduate and the petition should specify the intended graduation quarter and year

> **Details needed in petition:**
  – Expected graduation quarter and year.

> If the department provides a reasonable justification of the circumstances requiring an extension of the time limit, the Graduate School will support a department's recommendation

> If a student's graduation is postponed, a new petition is needed with the new quarter and year they plan to graduate

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STUDENT PETITIONS
> Count 12 GNM credits toward degree

> A student may apply a maximum of twelve applicable Graduate Non-Matriculated credits towards a graduate degree.

  – See Memo 37

> Petitions should be submitted as soon as an eligible student inquires about a waiver of Graduate School requirements.

> **Details needed in petition:**

  – Course information including quarter and year taken, course prefix, and credit amount

> GNM credits will not appear on the degree audit until approved by petition

> GNM credits are automatically calculated into the cumulative GPA on student's transcript. Approved GNM credits will be calculated into the cumulative GPA on student's degree audit.

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STUDENT PETITIONS
> Master's degree – Transfer credits from another institution

> A student working toward the master's degree <u>may petition to transfer</u> to UW the equivalent of a maximum of 6 quarter credits of graduate level course work taken at another recognized academic institution. Credits may not have been used to satisfy requirements for another degree.

> **Details needed in petition:**
  – Name of institution, system (quarter, semester, etc.), confirmation that the credits were not used for another degree, course prefix, number, and name, and number of credits

> Student must submit an official transcript to GEMS unless the official transcript was previously submitted to GEMS for degree verification.

> The credits once approved will not appear on the student's UW transcript but will be applied toward the total credits required in the degree audit.

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STUDENT PETITIONS
> Waive up to 30 doctoral degree credits for previously earned graduate degree

> With the approval of the degree-granting unit, an appropriate master's degree from an accredited institution may substitute for 30 credits of enrollment.

> **Details needed in petition:**

– Name of institution, name of degree and date degree awarded, number of credits requested/approved.

– The student or the department submits an official transcript to GEMS unless the official transcript was previously submitted to GEMS for degree verification.

> The credits once approved will not appear on the student's UW transcript but will be applied toward the total credits required in the degree audit.

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STUDENT PETITIONS
Submission & Approval Process

- Student submission process via <u>MyGrad – Student View</u>
- Student selects *Submit a petition to the dean*
- **Note:** cannot be accessed until after matriculation as graduate student

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STUDENT PETITIONS
Submission & Approval Process

- Student selects *Submit a Petition*

STUDENT PETITIONS
Submission & Approval Process

- Student specifies petition type
- Enter justification viewable to department and Graduate School (will remain part of student record)
- Select *Submit new petition now*

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STUDENT PETITIONS
Submission & Approval Process

To submit a petition for approval, follow the three steps below to complete the petition form and submit it for approval.

1. Specify type	Please select a petition type ▼
	Please select a petition type
2. Write petition justification (limit 1000 characters)	Change degree/pathway coding
	Count 12 GNM credits towards degree
	Defer AEP requirements
	Doctoral degree - Extend ten-year limit
	Graduate without being registered
	Master's degree - Extend six-year limit
	Master's degree - Transfer credits from another institution
	Request to award certificate
	Submit collaborative thesis/dissertation
	Submit thesis/dissertation in a foreign language
	Waive Graduate School requirements
	Waive up to 30 doctoral degree credits for previously earned graduate degree

3. Submit new petition now

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mgpinfo@u.washington.edu

- Overview of petitions available to choose from.
- Note: *Waive Graduate School requirements* typically a miscellaneous category, if nothing else is applicable.

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STUDENT PETITIONS
Submission & Approval Process

Task Items		
Task Name/Status	Options	Action
151 admissions decisions to convey to Graduate Admissions		Go
5 master's requests to act on		Go
There are **No** general exam requests to act on		
There are **No** final exam requests to act on		
There are **No** students candidacy to approve		
3 doctoral degrees to approve		Go
There are **No** graduate Faculty renewals to act on		
1 petitions to act on		Go
There are **No** student leave requests to approve		
There are **No** Leave Requests for Department to pay		
There are **No** Reinstate Requests		

- If a student has submitted a petition, it will appear on your task list to act on.
- Select **Go**

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STUDENT PETITIONS
Submission & Approval Process

Departmental Petition Decision Recommendations
| **User Profile** | **Unit Profile** | **Find Person** | **View Email Templates** | **Review Applications** |
| **View Applicants** | **View Grad Students** | **View Faculty** | **View Admin** | **Main Page** | **Help** | **End Session** |

Student Petitions Pending Departmental Recommendations to the Graduate School

You may act on each petition individually by selecting "Make Recommendation" in the list below.

Make Recommendation	Name	Description	Date Submitted
Make Recommendation		Count 12 GNM credits towards degree	5/14/2018 9:33:59 AM

Number of petitions listed: 1

- Select **Make Recommendation** to review

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STUDENT PETITIONS
Submission & Approval Process

Graduate Student Petition Recommendation:

| Transcript | Transactions | Return to the Recommendation List |

| View Applicants | View Grad Students | View Faculty | View Admin | Main Page | Help | End Session |

Type	Count 12 GNM credits towards degree
Petition justification	test
Date Submitted	5/14/2018 9:33:59 AM
Departmental Recommendation	Approve ▾
Departmental Notes (500 characters maximum)	Please approve ESS 595 (2 credits), ESS 594 (2 credits), ESS 590 (2 credits), ESS 527 (5 credits) taken Autumn 2016 in GNM status towards graduate degree requirements.
Approval Status	Pending
Graduate School Notes	

⟶ Make recommendation

- Review the petitions and add any additional departmental notes (details are always helpful)
- Enter **Departmental Recommendation**: Approve, Withdraw, or Deny
- If you choose **Approve**, the petition is now submitted to GEMS for review

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STUDENT PETITIONS
Submission & Approval Process

Departmental Petition Decision Recommendations

| Transcript | Transactions | Return to the Recommendation List |

| View Applicants | View Grad Students | View Faculty | View Admin | Main Page | Help | End Session |

Student Petitions Pending Departmental Recommendations to the Graduate School

You may act on each petition individually by selecting "Make Recommendation" in the list below.

Make Recommendation	Name	Description	Date Submitted

Number of petitions listed: 0

- Return to Main Page. If submitting on behalf of student, you must approve your own petition.

Petitions:

Student Detail | Advisors & Committees | Grad Appointments | Transcripts | Masters Requests | Petitions | Exceptions | Degree Audit | Transactions | Doc Exam Requests | Leave Requests | Find Student

View Applicants | View Grad Students | View Faculty | View Admin | Main Page | Help | End Session

Petition History

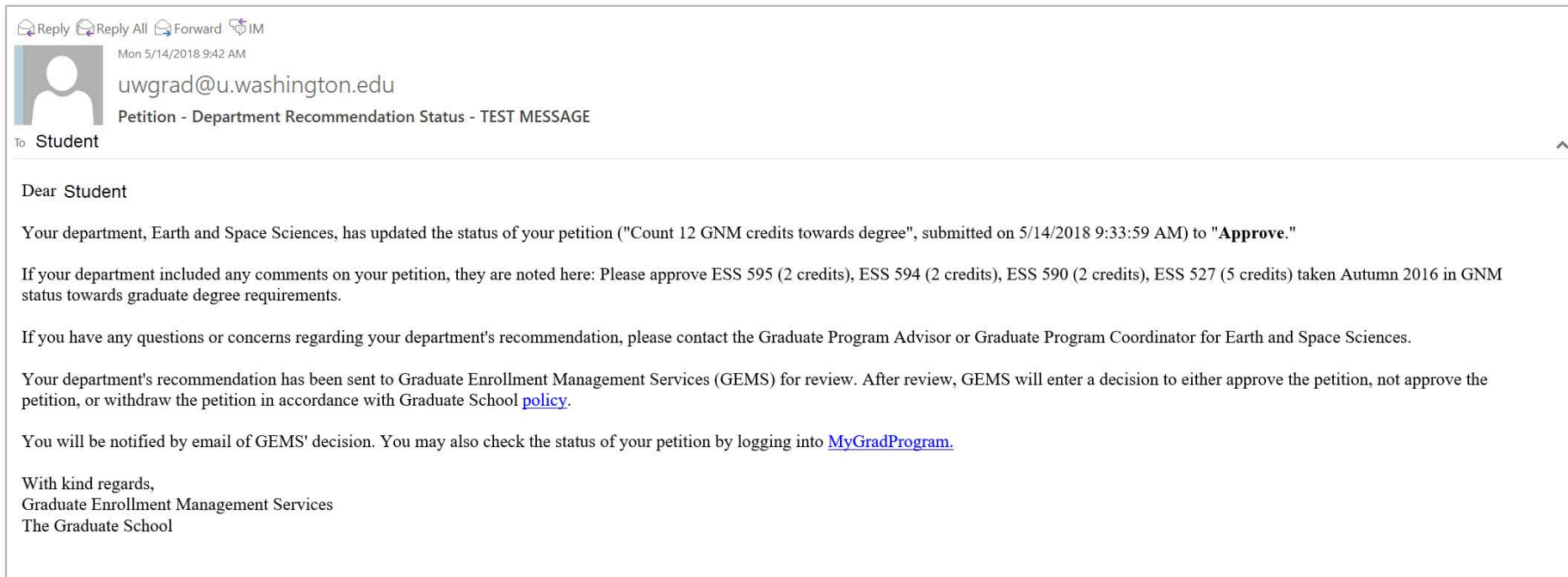| Description	Submitted	Dept Recommend	GS Decision	Decision Date	Justification	Dept Notes	GS Notes
Count 12 GNM credits towards degree	5/14/2018	Approve	Pending		test	Please approve ESS 595 (2 credits), ESS 594 (2 credits), ESS 590 (2 credits), ESS 527 (5 credits) taken Autumn 2016 in GNM status towards graduate degree requirements.	

Create Petition

- Graduate School Decision & petition status may be monitored in the Student Detail > Petition

STUDENT PETITIONS
Submission & Approval Process

- The student receives the following email when the department approves their petition. It includes the notes entered by you on the petition.

Reply   Reply All   Forward   IM

Mon 5/14/2018 9:42 AM

uwgrad@u.washington.edu

Petition - Department Recommendation Status - TEST MESSAGE

To   Student

Dear Student

Your department, Earth and Space Sciences, has updated the status of your petition ("Count 12 GNM credits towards degree", submitted on 5/14/2018 9:33:59 AM) to "**Approve**."

If your department included any comments on your petition, they are noted here: Please approve ESS 595 (2 credits), ESS 594 (2 credits), ESS 590 (2 credits), ESS 527 (5 credits) taken Autumn 2016 in GNM status towards graduate degree requirements.

If you have any questions or concerns regarding your department's recommendation, please contact the Graduate Program Advisor or Graduate Program Coordinator for Earth and Space Sciences.

Your department's recommendation has been sent to Graduate Enrollment Management Services (GEMS) for review. After review, GEMS will enter a decision to either approve the petition, not approve the petition, or withdraw the petition in accordance with Graduate School policy.

You will be notified by email of GEMS' decision. You may also check the status of your petition by logging into MyGradProgram.

With kind regards,
Graduate Enrollment Management Services
The Graduate School

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STUDENT PETITIONS
Submission & Approval Process

> The petition is then reviewed by a GEMS advisor, in consultation with the Director or Assistant Director as needed. At this time, only the student is the recipient of confirmation emails.

> The more detail entered into a petition justification, the better!

> Petitions are an integral part of the degree audit and graduation process!

> Additional Resources:

– MGP Help Files: https://apps.grad.uw.edu/mgp-dept/instruct/petition.asp

– GEMS Advisor Guide: http://grad.uw.edu/wordpress/wp-content/uploads/gradadvisorguide.pdf

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What to do before recommending… > Graduation Best Practices

> Verify the master's request indicates the correct degree code

> Verify that all department contingencies have been cleared

> Verify that all required courses have grades appearing on the transcript **and** degree audit in MGP

  – Scan the student's transcript for N or X grades!

> Verify that any necessary petitions have been submitted *and* approved by GEMS

  – e.g., "count GNM credits" or "extend time limit"

> Verify that all requirements appear OK by running the Degree Audit from the Student Detail Page in MGP.

> Verify that grades **are posted** to the transcript in MyGrad for the final quarter of enrollment

> Print the warrant **before approving** a Master's Degree Request

> If you are unable to recommend a student for graduation by the Friday following the last day of the quarter at 5 p.m., contact GEMS

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Degree Audit Guide

> The Degree Audit is color-coded to help you quickly identify the status of requirements:

  IP – The requirement is satisfied when the current or in-progress courses are completed.

  NO – The requirement has not been satisfied.

  OK – The requirement has been satisfied.

> Run the Degree Audit from the Student Detail Page in MGP to verify that all requirements appear OK with a few exceptions:

> The following requirements will always appear as NO because they are satisfied by GEMS during graduation processing:

  – Thesis accepted by the Graduate School

  – Thesis written in English

  – Dissertation accepted by the Graduate School

  – Dissertation written in English

  – Registered as a graduate student the quarter the Final Exam is taken

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Degree Audit Guide

> The following requirement will appear as NO if the student is paying the Graduate Registration Waiver Fee:

 – Maintain registration as a graduate student through the end of the quarter in which the degree is conferred

> All other requirements should appear OK before you recommend graduation in MyGrad.

> **Degree Audit Tips:**

 – Examine the IP requirements closely. Sometimes grades are missing for required courses taken in previous quarters/years.

 – Do not recommend graduation if an IP course is a required course. Confirm the grade has posted *before* you recommend graduation.

> Bookmark the Audit Guide: https://www.washington.edu/students/reg/dars/audit.html

Degree Audit Guide – Other Symbols

+	The sub-requirement has been satisfied.
-	The sub-requirement has **not** been satisfied.
IP -	A course is in-progress which partially satisfies the sub-requirement but does not complete it.
IP +	A course is in-progress which satisfies the sub-requirement.
0000	Zeros precede some transfer courses to indicate that the quarter and year the course was taken are not available to DARS.
R	This sub-requirement is mandatory.
*	This sub-requirement is optional.
>S	The course credit is split.
>R	The course is repeatable.
>-	The course has exceeded the repeatable limit and has had its credit reduced.
DP	This course has been retaken.
>D	Credit has been removed from this retaken course. For the purposes of a given requirement, credit may be restored--as when a minimum grade is required. The course is used in your UW GPA.

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Sample Audit: Master's Student A

- **Scenario:** Master's student with a thesis requirement, who completed all requirements last quarter and is graduating spring using the Registration Waiver Fee.

- Ok to recommend to GEMS!

OK, because departments only need to verify the minimum of 9 thesis credits (with grades posted). GEMS will verify 2 and 3.

OK, because using Registration Waiver Fee in lieu of final quarter registration.

GRADUATE SCHOOL MASTER'S REQUIREMENTS

Date Prepared:	05/14/18 - 04:58 PM	Graduation Date:	not found
		Catalog Year:	SU 18
Prepared For:			

NOTE: At least one requirement still incomplete.

- This report is an advising tool used to track degree progress. Final confirmation of degree requirements is subject to department or college and university approval.

IF YOU HAVE REQUESTED AN EXCEPTION to A REQUIREMENT AND IT DOES NOT APPEAR ON THIS REPORT, PLEASE SEE YOUR ADVISER.

UW GRADUATE SCHOOL GENERAL DEGREE REQUIREMENTS

- This report only displays Graduate School requirements. Please see your adviser for requirements specific to your degree program.

OK Minimum cumulative GPA of 3.00 in all coursework taken at the University of Washington at the graduate level.
Earned: **3.78** GPA

Note: Courses graded less than a 2.7 do not count towards a graduate degree at the University of Washington.

OK Minimum 18 credits numerically graded coursework completed at the UW and used toward degree requirements in courses numbered 400 - 599 (Excludes 499).
Earned: **38** credits

OK Minimum 18 credits numbered 500 and above used toward degree requirements.
Earned: **74** credits

UW GRADUATE SCHOOL MASTER'S REQUIREMENTS

OK The Graduate School requires a minimum of 36 graduate level credits completed at the UW for a Master's degree. Your particular degree program may require more credits.
NOTE: In-progress courses appear only until your total earned credits reaches 36.
Earned: **77** credits

NO Thesis Requirements
The Graduate School will verify these requirements have been satisfied at the time the degree is conferred.

  ✓ **OK** 1) Minimum 9 thesis credits Course credits exceeding minimum requirement not included here.
  Earned: **10** creds earned

  NO 2) Thesis must be accepted by the Graduate School.

  NO 3) Thesis must be written in English.

OK Completion of all work for the Master's degree within six years. (This includes quarters spent On-Leave or out of status as well as UW Graduate Non-matriculated credits used towards the 36 course credit total).

✓ **NO** Maintain registration as a graduate student through the end of the quarter in which the degree is conferred.

Sample Audit : Master's Student B

- **Scenario:** This Master's student has requested graduation for Spring 2018. They do not have a thesis requirement and are still enrolled.
- Not ready to recommend to GEMS!

Cannot recommend because of an IP for the minimum graduate level credits. Wait until grades are submitted for Spring and this turns to OK

Final grades are not in for Spring.
Note: If courses taken in Spring are not required for degree requirements, and *all other requirements* are OK, you can recommend a student if the "maintain registration" requirement is IP.

GRADUATE SCHOOL MASTER'S REQUIREMENTS

| Date Prepared: | 05/15/18 - 05:33 PM | Graduation Date: | not found |
| | | Catalog Year: | SU 18 |

Prepared For:

NOTE: All requirements met if in-progress courses completed.

- This report is an advising tool used to track degree progress. Final confirmation of degree requirements is subject to department or college and university approval.

IF YOU HAVE REQUESTED AN EXCEPTION to A REQUIREMENT AND IT DOES NOT APPEAR ON THIS REPORT, PLEASE SEE YOUR ADVISER.

UW GRADUATE SCHOOL GENERAL DEGREE REQUIREMENTS

- This report only displays Graduate School requirements. Please see your adviser for requirements specific to your degree program.

OK Minimum cumulative GPA of 3.00 in all coursework taken at the University of Washington at the graduate level.
Earned: **3.96** GPA

Note: Courses graded less than a 2.7 do not count towards a graduate degree at the University of Washington.

OK Minimum 18 credits numerically graded coursework completed at the UW and used toward degree requirements in courses numbered 400 - 599 (Excludes 499).
Earned: **30** credits

OK Minimum 18 credits numbered 500 and above used toward degree requirements.
Earned: **33** credits

UW GRADUATE SCHOOL MASTER'S REQUIREMENTS

IP The Graduate School requires a minimum of 36 graduate level credits completed at the UW for a Master's degree. Your particular degree program may require more credits.
NOTE: In-progress courses appear only until your total earned credits reaches 36.
Earned: **33** credits   In-progress: **3** credits

OK Completion of all work for the Master's degree within six years. (This includes quarters spent On-Leave or out of status as well as UW Graduate Non-matriculated credits used towards the 36 course credit total).

IP Maintain registration as a graduate student through the end of the quarter in which the degree is conferred.

OTHER COURSES: MAY INCLUDE PLANNED COURSES, IN-PROGRESS COURSES, COURSES THAT HAVE BEEN SPLIT, COURSES WITH CREDIT REDUCED, COURSES NOT INCLUDED IN EARNED CREDIT, COURSES NOT ASSIGNED TO REQUIREMENTS.

COURSES IN-PROGRESS
The following courses are considered in-progress, either because they have been registered for but not completed (IP) or have a grade of I, N, or X.

Qtr	Course Name		Credits	Grade
SP18	NMETH 526	PT CTR HLTH COM TEC	3	IP
SU18	NSG 540	TELEHEALTH	4	IP

Sample Audit : Master's Student C

- **Scenario:** This student is still enrolled in courses required to meet a minimum Graduate School degree requirement, minimum 18 numerically graded credits.
- Not ready to recommend to GEMS!

UW GRADUATE SCHOOL GENERAL DEGREE REQUIREMENTS

OK Minimum cumulative GPA of 3.00 in all coursework taken at the University of Washington at the graduate level.
Earned: **3.12** GPA

Note: Courses graded less than a 2.7 do not count towards a graduate degree at the University of Washington.

☒ **IP** Minimum 18 credits numerically graded coursework completed at the UW in courses numbered 400 - 599 (Excludes 499).
Earned: **15** credits   In-progress: **5** credits

OK Minimum 18 credits numbered 500 and above.
Earned: **18** credits

UW GRADUATE SCHOOL MASTER'S REQUIREMENTS

OK Completion of all work for the Master's degree within six years. (This includes quarters spent On-Leave or out of status as well as UW Graduate Non-matriculated credits used towards the 36 course credit total).

? **IP** Maintain registration as a graduate student through the end of the quarter in which the degree is conferred.

University of Washington Credit Total: Credits completed as an admitted graduate student at the UW. For reference only. Some completed credits may not be applied to your degree requirements.
Earned: **18** credits

OTHER COURSES: MAY INCLUDE PLANNED COURSES, IN-PROGRESS COURSES, COURSES THAT HAVE BEEN SPLIT, COURSES WITH CREDIT REDUCED, COURSES NOT INCLUDED IN EARNED CREDIT, COURSES NOT ASSIGNED TO REQUIREMENTS.

COURSES IN-PROGRESS
The following courses are considered in-progress, either because they have been registered for but not completed (IP) or have a grade of I, N, or X.

Qtr	Course Name		Credits	Grade	
SP18	MSE 498	SPECIAL TOPICS	3	IP	
SP18	MSE 599	SPEC TPCS MATLS SCI	5	IP	>R
SP18	MSE 600	INDEPENDENT STUDY	10	IP	

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Sample Audit: Doctoral Student

- Scenario: This doctoral student has passed their exam and has enough graduate level credits, but is missing a lot of grades.
- Not ready to recommend to GEMS!
- Additionally… (next slide)

GRADUATE SCHOOL DOCTORAL REQUIREMENTS

Date Prepared:	05/15/18 - 05:53 PM	Graduation Date:	not found
Prepared For:		Catalog Year:	SU 18

NOTE: At least one requirement still incomplete.

- This report is an advising tool used to track degree progress. Final confirmation of degree requirements is subject to department or college and university approval.

IF YOU HAVE REQUESTED AN EXCEPTION to A REQUIREMENT AND IT DOES NOT APPEAR ON THIS REPORT, PLEASE SEE YOUR ADVISER.

UW GRADUATE SCHOOL GENERAL DEGREE REQUIREMENTS

- This report only displays Graduate School requirements. Please see your adviser for requirements specific to your degree program.

OK Minimum cumulative GPA of 3.00 in all coursework taken at the University of Washington at the graduate level.
Earned: **3.85** GPA

Note: Courses graded less than a 2.7 do not count towards a graduate degree at the University of Washington.

OK Minimum 18 credits numerically graded coursework completed at the UW in courses numbered 400 - 599 (Excludes 499).
Earned: **18** credits

OK Minimum 18 credits numbered 500 and above.
Earned: **104** credits

UW GRADUATE SCHOOL CANDIDACY REQUIREMENTS

OK The Graduate School requires a minimum of 60 graduate level credits completed at the UW for candidacy. Your particular degree program may require more credits.
NOTE: In-progress courses appear only until your total earned credits reaches 60.
Earned: **104** credits

OK Candidacy Requirements

> Registered as a graduate student the quarter the General Exam is taken.
> NOTE: Fulfilled 8/19/2016

> Registered as a graduate student the quarter candidacy is conferred.
> NOTE: Fulfilled 8/19/2016

UW GRADUATE SCHOOL DOCTORAL REQUIREMENTS

OK The Graduate School requires a minimum of 90 graduate level credits completed at the UW for a doctoral degree. Your particular degree program may require more credits.
NOTE: In-progress courses appear only until your total earned credits reaches 90.
Earned: **104** credits

[X] **IP** Minimum 27 dissertation credits.
Course credits exceeding minimum requirement not included here.
In-progress: **32** credits

✓ **NO** Doctoral Requirements
The Graduate School will verify these requirements have been satisfied at the time the degree is conferred.

> Candidacy conferred by the Graduate School
> NOTE: Fulfilled 8/19/2016

NO Registered as a graduate student the quarter the Final Exam is taken.

NO Dissertation accepted by the Graduate School.

NO Dissertation must be written in English.

OK Completion of all work for the doctoral degree within ten years. (This includes quarters spent On-Leave or out of status, applicable work from a master's degree from the UW, as well as UW Graduate Non-matriculated credits used towards the 90 course credit total).

? **IP** Maintain registration as a graduate student through the end of the quarter in which the degree is conferred.

Sample Audit– Doctoral Student, Cont'd.

- This student also has several years worth of X grades.
- This is an instance, where, if recommended to GEMS we would suggest having the grades submitted before graduating the student.
- We see this often with PhD students and repeated courses (e.g. dissertation, special topics, seminars).

OTHER COURSES: MAY INCLUDE PLANNED COURSES, IN-PROGRESS COURSES, COURSES THAT HAVE BEEN SPLIT, COURSES WITH CREDIT REDUCED, COURSES NOT INCLUDED IN EARNED CREDIT, COURSES NOT ASSIGNED TO REQUIREMENTS.

COURSES IN-PROGRESS
The following courses are considered in-progress, either because they have been registered for but not completed (IP) or have a grade of I, N, or X.

Qtr	Course Name		Credits	Grade	
AU16	590	SMNR	1	X	>R
AU16	593	SMNR	1	X	>R
AU16	800	DOCTORAL DISSERTATN	8	X	>R
WI17	590	SMNR	1	X	>R
WI17	800	DOCTORAL DISSERTATN	8	X	>R
SP17	590	SMNR	1	X	>R
SP17	593	SMNR	1	X	>R
SP17	800	DOCTORAL DISSERTATN	8	X	>R
SU17	800	DOCTORAL DISSERTATN	2	X	>R
AU17	590		1	X	>R
AU17	800	DOCTORAL DISSERTATN	8	X	>R
WI18	590	SMNR	1	X	>R
WI18	593	SMNR	1	X	>R
WI18	800	DOCTORAL DISSERTATN	8	X	>R
SP18	590	SMNR	1	IP	>R
SP18	593	SMNR	1	IP	>R
SP18	800	DOCTORAL DISSERTATN	8	IP	>R

COURSES NOT INCLUDED IN EARNED CREDIT
The following courses do not apply to the total credit earned because they do not count for credit. Included are I- or X-graded courses more than two years old.

Qtr	Course Name		Credits	Grade
AU14	581	PREP 2ND YEAR EXAM	0	X
WI15	581	PREP 2ND YEAR EXAM	0	X
SP15	581	PREP 2ND YEAR EXAM	0	X
AU15	590	SMNR	0	X
SP14	593	SMNR	0	X
SP15	593	SMNR	0	X

Petition Needed: Extension of Time Limit for a Master's Degree

- Audit **before** the petition is submitted and processed:

UW GRADUATE SCHOOL MASTER'S REQUIREMENTS

OK The Graduate School requires a minimum of 36 graduate level credits completed at the UW for a Master's degree. Your particular degree program may require more credits.
NOTE: In-progress courses appear only until your total earned credits reaches 36.
Earned: **58** credits

NO Thesis Requirements
The Graduate School will verify these requirements have been satisfied at the time the degree is conferred.

  IP+ 1) Minimum 9 thesis credits Course credits exceeding minimum requirement not included here.
    Earned: **0** creds earned   In-progress: **10** credits

  NO 2) Thesis must be accepted by the Graduate School.

  NO 3) Thesis must be written in English.

NO Completion of all work for the Master's degree within six years. (This includes quarters spent On-Leave or out of status as well as UW Graduate Non-matriculated credits used towards the 36 course credit total). Please see your academic advisor to request an extension.

  IP-

Qtr	Course Name	Credits	Grade	
WI18	G H 700 MASTER'S THESIS	1	N	>R
SP18	G H 700 MASTER'S THESIS	1	IP	>R

Note: courses displayed are those which exceed the six year limit (including prior graduate degrees or GNM status)

IP Maintain registration as a graduate student through the end of the quarter in which the degree is conferred.

UNIVERSITY *of* WASHINGTON

Petition Example: Extension of Time Limit for a Master's Degree

- Audit **after** the petition is submitted and processed:

UW GRADUATE SCHOOL MASTER'S REQUIREMENTS

OK The Graduate School requires a minimum of 36 graduate level credits completed at the UW for a Master's degree. Your particular degree program may require more credits.
NOTE: In-progress courses appear only until your total earned credits reaches 36.
Earned: **58** credits

NO Thesis Requirements
The Graduate School will verify these requirements have been satisfied at the time the degree is conferred.

    IP+ 1) Minimum 9 thesis credits Course credits exceeding minimum requirement not included here.
    Earned: **0** creds earned   In-progress: **10** credits

    NO 2) Thesis must be accepted by the Graduate School.

    NO 3) Thesis must be written in English.

OK Completion of all work for the Master's degree within six years. (This includes quarters spent On-Leave or out of status as well as UW Graduate Non-matriculated credits used towards the 36 course credit total).

    NOTE: Extension to SPR18

GEMS enters a note indicating the extension and the requirement is now "OK".

IP Maintain registration as a graduate student through the end of the quarter in which the degree is conferred.

UNIVERSITY *of* WASHINGTON

Petition Example:
Transfer Credits– Master's Degree

Petition History

Description	Submitted	Dept Recommend	GS Decision	Decision Date	Justification	Dept Notes	GS Notes	Exception
Master's degree - Transfer credits from another institution	2/27/2018	Approve	approved	3/30/2018 12:00:00 AM	Transfer 6 credits (2 courses) from Harvard Medical School, 2017-2018 (semester) towards MA Bioethics Degree. Transcript received by Dept. 2/20/2018. Credits taken while on leave do not apply to another degree.		Approved transfer of six credits for BEth 703 and BEth 705 towards the 36 total credit requirements. The 18 quarter credits of numerically graded course work, and 18 quarter credits of 500-level-and-above course work may not be reduced by transfer credit. --	Add

> Exception Transaction for: Master's degree - Transfer credits from another institution

Transaction	Date	Initiator	Description
Exception Created	3/30/2018	GEMS Advisor	Exception made	Waive credits towards a Masters degree

UW GRADUATE SCHOOL MASTER'S REQUIREMENTS

IP The Graduate School requires a minimum of 36 graduate level credits completed at the UW for a Master's degree. Your particular degree program may require more credits.
NOTE: In-progress courses appear only until your total earned credits reaches 36.
Earned: **25** credits   In-progress: **5** credits
NOTE: Waive 6 credits, Harvard

Instead of 36 required total credits, only 30 required after petition approval.
(25 + 5 = 30; 6 credits waived)

OK Completion of all work for the Master's degree within six years. (This includes quarters spent On-Leave or out of status as well as UW Graduate Non-matriculated credits used towards the 36 course credit total).

IP Maintain registration as a graduate student through the end of the quarter in which the degree is conferred.

Petition Example: Waive up to 30 doctoral credits for previously earned graduate degree

Petition History

Description	Submitted	Dept Recommend	GS Decision	Decision Date	Justification	Dept Notes	GS Notes
Waive up to 30 doctoral degree credits for previously earned graduate degree	9/21/2017	Approve	approved	9/27/2017 12:00:00 AM	This student has a previous MS degree from Tsinghua University. His faculty adviser, has approved the 30 credit waiver towards his PhD degree.		Approved to waive equivalent of 30 quarter credits from MS degree completed at Tsinghua University toward Doctorate degree. Courses do not counts towards the following requirements: -18 credits of course work at the 500 level and above must be completed prior to scheduling the General Examination. -Numerical grades in department approved 400-level courses accepted as part of the major and in 500-level courses. This excludes 499 credits. -60 credits must be taken at UW.

> Exception Transaction for: Waive up to 30 doctoral degree credits for previously earned graduate degree

Transaction	Date	Initiator	Description
Exception Created	9/27/2017	GEMS Advisor	Exception made	Waive up to 30 credits for a previous degree, PhD

UW GRADUATE SCHOOL DOCTORAL REQUIREMENTS

NO   The Graduate School requires a minimum of 90 graduate level credits completed at the UW for a doctoral degree. Your particular degree program may require more credits.

NOTE: In-progress courses appear only until your total earned credits reaches 90.
Earned: **18** credits   In-progress: **14** credits   Needs: **28** credits
NOTE: Allow 30 cr from Tsinghua U

GRADUATION CLEAN UP
> Degree Codes

> It is important to check your graduating students' degree codes at the beginning of the quarter for accuracy.

> Delays to these updates may result in students being awarded the wrong degree or a delay of graduation processing.

> **Checking for Degree Code Accuracy:**

  – From the MGP Main Page, go to View Grad Students.

  – Select graduating student's name.

  – Verify the Degree Title:

Degree Title   MASTER OF AEROSPACE ENGINEERING (FLUIDS) (A E-2-2-7)   UPDATE

  – If *Degree Title* is not correct, select the *Update* button to select the new degree coding and then Save Changes.

GRADUATION CLEAN UP
> Retroactive Changes to Registration

> **Former petition type in MyGrad:**

— **Retroactive changes in registration (i.e. 600-level to 700-level credits)**

> **Requests for retroactive changes in registration now submitted to the Office of University Registrar: ugradoff@uw.edu.**

> **Suggested email template:**

To: ugradoff@uw.edu
Subject: Retroactive Change in Registration

Please make the following retroactive change in registration.

Student Name:
Student Number:
Quarter:
Year:
Instructor Name:
Change: (i.e. SOC W 700 (6 credits) converted to SOC W 600 (6 credits)

The student and instructor have approved this change.

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Concurrent students

> Per Memo 35, students may pursue two degrees from different departments simultaneously in a formal or informal concurrent degree program. Students have flexibility to 'share' coursework, given the approval of both programs.

> **Graduation Process:**

 – Electronic degree audit cannot run in MyGrad if student associated with more than one degree program (code)

 – Manual degree audit is required → Unofficial transcript that clearly identifies courses used to fulfill each degree's requirements by highlighting each degree in a different color

 – This transcript should be submitted to GEMS by the last day of instruction. While ultimately the student's responsibility, departments can help facilitate.

> This includes a graduate degree + graduate certificate code, too!

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CONCURRENT AUDITS
> Examples

UNIVERSITY *of* WASHINGTON

Before Recommending: Print Warrants

	Task Items		
	Task Name/Status	Options	Action
	80 admissions decisions to convey to Graduate Admissions		Go
	58 master's requests to act on		Go
	There are **No** general exam requests to act on		
	3 final exam requests to act on		Go
	2 students candidacy to approve		Go
	1 doctoral degrees to approve		Go
	There are **No** graduate Faculty renewals to act on		
	1 petitions to act on		Go
	2 student leave requests to approve		Go
	There are **No** Leave Requests for Department to pay		
	There are **No** Reinstate Requests		

| Help | End Session |

Departmental Master's Degree Request Recommendations

| Print Warrants for All Listed |

| View Applicants | View Grad Students | View Faculty | View Admin | Main Page | Help | End Session |

Master's Degree Requests Pending Departmental Recommendations to the Graduate School

Note that you may save your preliminary recommendations (designated in the left-most column below) and return to them another day. You **must** use the button at the bottom of this page to officially convey your recommendations to the Graduate School. The Graduate School will not begin reviews and grant degrees until you do this. This list is sorted by quarter, major, pathway and name.

Recommendation	Name	Year	Quarter	Degree	Date Submitted	Grad School Contingencies	Prelim Email	Petition	Enroll Status
Enter Info		2018	Spring	MASTER OF SUSTAINABLE TRANSPORTATION	3/30/2018 6:56:31 AM	Yes		No	Enrolled, 5 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/6/2018 9:29:18 PM	Yes		No	Enrolled, 14 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/13/2018 11:15:53 AM	Yes		No	Enrolled, 3 cr
Enter Info		2018	Spring	MASTER OF SUSTAINABLE TRANSPORTATION	3/27/2018 10:58:45 AM	Yes		No	Enrolled, 5 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/5/2018 1:00:24 PM	Yes		Yes	Enrolled, 12 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/5/2018 4:40:14 PM	Yes		No	Enrolled, 3 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/9/2018 8:23:22 AM	Yes		No	Enrolled, 3 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	3/27/2018 9:19:47 PM	Yes		No	Enrolled, 10 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/10/2018 12:04:54 PM	Yes		No	Enrolled, 16 cr

- Your MGP Main Page Task Items will indicate the number of Master's requests pending a recommendation.
- Click **Go** to access your list of students pending Master's request recommendations.

- Select **Print Warrants for All Listed**

UNIVERSITY *of* WASHINGTON

Before Recommending: Print Warrants

- This page will appear: a batch file of all your pending warrants to be printed.
- Print or Save to PDF for faculty decision and student's file.
- **Note:** you cannot print warrants after recommendation is conveyed to GEMS!

- You can also print individual warrants from the Departmental Master's Degree Request Recommendation page, in the student's individual request.
- Refer to MGP Help Files for how to print Doctoral Exam Warrants.

SAMPLE WARRANT
> Master's Degree

University of Washington Graduate School
Warrant for Master's Degree
To be kept on file in the student's department

Qtr/Yr	Spring 2018		Date Printed	5/16/2018
Full Name			Student Number	
Department	Human Centered Design and Engineering			
Degree	MASTER OF SCIENCE IN HUMAN CENTERED DESIGN AND ENGINEERING		Non-Thesis Program	

☐ APPROVED FOR GRADUATION
We, the undersigned recommend that this student be granted this degree (contingent on satisfying any remaining requirements listed below).

☐ NOT APPROVED FOR GRADUATION
The Examining Committee reports that the candidate has failed to pass a satisfactory examination and is not recommended for graduation.

Examining Committee	Please print names	Signatures
(Chairperson)	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Date_____

Minority Dissent
As committee member(s), I(we) wish to dissent from the committee recommendation that the Master's degree be conferred.

_____   _____

Graduate School Contingencies:

Requirements are in-progress (IP) and must be satisfied by the last day of the graduation quarter. Questions should be directed to the graduate program advisor. A final degree audit will be reviewed prior to graduation.

Comments:

Departmental Contingencies: (Student's department, list any unfinished departmental requirements.)

No departmental contingencies

UNIVERSITY *of* WASHINGTON

SAMPLE WARRANT
> Doctoral Degree

UNIVERSITY OF WASHINGTON - The Graduate School
Warrant for Final Examination for the Doctoral Degree

Friday, October 13, 2017 2:00 PM -- Miller 201

Name of student: _____

Department: _____

The candidate has completed the minimum Graduate School requirements to be admitted to the Final Examination as arranged by the Supervisory Committee unless contingencies are noted below.

Graduate School Contingencies:
Requirements have not been satisfied. Requirements must be satisfied by the last day of the graduation quarter and if required, a thesis/ dissertation must be accepted by the Graduate School. Questions should be directed to the graduate program advisor. A final degree audit will be reviewed prior to graduation.

Departmental Contingencies:
None

EXAMINATION REPORT
(This report must be completed and filed in the student's file within the graduate program by the last day of the quarter.)

The undersigned members of the Supervisory Committee have examined the above-named student in major and minor or supporting fields and the outcome is:

☐ 1. The candidate passed the examination.

☐ 2. The candidate must be reexamined after a further period of study. Requires resubmission of a Request for Final Examination to the Graduate School.

☐ 3. The candidate is not recommended for further work towards the doctoral degree. The effect of this recommendation is termination of the student's enrollment in the doctoral program.

Supervisory Committee: Signatures

(Chairperson)
_____   _____

(Graduate School Representative)
_____   _____

_____   _____

_____   _____

As committee member(s) at the Final Examination, I (we) wish to dissent from the committee recommendation that the doctoral degree be conferred.

Signature(s): _____

_____

Please attach comments if necessary

UNIVERSITY *of* WASHINGTON

How To Recommend Graduation: Conveying a Master's Degree Request

Department Main Page: Civil And Environmental Engineering

| User Profile | Unit Profile | Find Person | View Email Templates | Review Applications |
| View Applicants | View Grad Students | View Faculty | View Admin | Main Page | Help | End Session |

MyGradProgram Main Page

Any task items that you have for your graduate degree granting unit are shown below, based on the functional roles you are authorized for in MyGradProgram. Others in your unit may have the same roles and will share task items with you. To view your roles, select the "User Profile" navigation link above. To find the person in your unit who can authorize roles, select "View Admin" above, then "Unit Directory" and under "listing" choose "MGP Authorization Department Approvers".

Task Items

Task Name/Status	Options	Action
80 admissions decisions to convey to Graduate Admissions		Go
58 master's requests to act on		Go
There are **No** general exam requests to act on		
3 final exam requests to act on		Go
2 students candidacy to approve		Go
1 doctoral degrees to approve		Go
There are **No** graduate Faculty renewals to act on		
1 petitions to act on		Go
2 student leave requests to approve		Go
There are **No** Leave Requests for Department to pay		
There are **No** Reinstate Requests		

| Help | End Session |

Click "Go" to access your list of students pending Master's request recommendations.
Review MGP Help File: https://apps.grad.uw.edu/mgp-dept/instruct/masterrecommend.asp

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How To Recommend Graduation: Conveying a Master's Degree Request

Departmental Master's Degree Request Recommendations

| Print Warrants for All Listed |

| View Applicants | View Grad Students | View Faculty | View Admin | Main Page | Help | End Session |

Master's Degree Requests Pending Departmental Recommendations to the Graduate School

Note that you may save your preliminary recommendations (designated in the left-most column below) and return to them another day. You **must** use the button at the bottom of this page to officially convey your recommendations to the Graduate School. The Graduate School will not begin reviews and grant degrees until you do this. This list is sorted by quarter, major, pathway and name.

Recommendation	Name	Year	Quarter	Degree	Date Submitted	Grad School Contingencies	Prelim Email	Petition	Enroll Status
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	3/27/2018 3:16:01 PM	Yes		No	Enrolled, 6 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	3/28/2018 5:12:59 PM	Yes		No	Enrolled, 3 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/2/2018 1:06:03 PM	Yes		No	Enrolled, 10 cr
Enter Info		2018	Spring	MASTER OF SUSTAINABLE TRANSPORTATION	3/30/2018 6:56:31 AM	Yes		No	Enrolled, 5 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/6/2018 9:29:18 PM	Yes		No	Enrolled, 14 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/16/2018 9:27:30 PM	Yes		No	Enrolled, 13 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/13/2018 11:15:53 AM	Yes		No	Enrolled, 3 cr
Enter Info		2018	Spring	MASTER OF SUSTAINABLE TRANSPORTATION	3/27/2018 10:58:45 AM	Yes		No	Enrolled, 5 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/5/2018 1:00:24 PM	Yes		Yes	Enrolled, 12 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/5/2018 4:40:14 PM	Yes		No	Enrolled, 3 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/9/2018 8:23:22 AM	Yes		No	Enrolled, 3 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	3/27/2018 9:19:47 PM	Yes		No	Enrolled, 10 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/10/2018 12:04:54 PM	Yes		No	Enrolled, 16 cr
Enter Info		2018	Spring	MASTER OF SUSTAINABLE TRANSPORTATION	4/5/2018 11:50:23 AM	Yes		No	Enrolled, 5 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/2/2018 2:59:07 PM	Yes		No	Enrolled, 9 cr
Enter Info		2018	Spring	MASTER OF SUPPLY CHAIN TRANSPORTATION AND LOGISTICS	5/2/2018 4:33:33 PM	Yes		No	Enrolled, 5 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/13/2018 3:25:11 PM	Yes		No	Enrolled, 12 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/4/2018 10:36:35 PM	Yes		No	Enrolled, 6 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/12/2018 8:03:03 PM	Yes		No	Enrolled, 4 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/27/2018 12:36:15 PM	Yes		No	Enrolled, 10 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	3/28/2018 1:58:04 PM	Yes		No	Enrolled, 1 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	3/26/2018 12:26:29 PM	Yes		No	Enrolled, 15 cr

In the Recommendation column, click "Enter Info" next to the student name whose master's request you wish to recommend.

UNIVERSITY *of* WASHINGTON

How To Recommend Graduation: Conveying a Master's Degree Request

- On the Graduate Master's Request Recommendation page, click the drop down box in the field, **Department recommendation for *student name*.**
- Select **Recommend Graduation**.
- Click **Save Preliminary Recommendation**.

UNIVERSITY *of* WASHINGTON

How To Recommend Graduation: Conveying a Master's Degree Request

Departmental Master's Degree Request Recommendations

| Print Warrants for All Listed |

| View Applicants | View Grad Students | View Faculty | View Admin | Main Page | Help | End Session |

Master's Degree Requests Pending Departmental Recommendations to the Graduate School

Note that you may save your preliminary recommendations (designated in the left-most column below) and return to them another day. You **must** use the button at the bottom of this page to officially convey your recommendations to the Graduate School. The Graduate School will not begin reviews and grant degrees until you do this. This list is sorted by quarter, major, pathway and name.

Recommendation	Name	Year	Quarter	Degree	Date Submitted	Grad School Contingencies	Prelim Email	Petition	Enroll Status
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	3/27/2018 3:16:01 PM	Yes		No	Enrolled, 6 cr
Recommend graduation		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	3/28/2018 5:12:59 PM	Yes		No	Enrolled, 3 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/2/2018 1:06:03 PM	Yes		No	Enrolled, 10 cr
Enter Info		2018	Spring	MASTER OF SUSTAINABLE TRANSPORTATION	3/30/2018 6:56:31 AM	Yes		No	Enrolled, 5 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/6/2018 9:29:18 PM	Yes		No	Enrolled, 14 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/16/2018 9:27:30 PM	Yes		No	Enrolled, 13 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/13/2018 11:15:53 AM	Yes		No	Enrolled, 3 cr
Enter Info		2018	Spring	MASTER OF SUSTAINABLE TRANSPORTATION	3/27/2018 10:58:45 AM	Yes		No	Enrolled, 5 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/5/2018 1:00:24 PM	Yes		Yes	Enrolled, 12 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/5/2018 4:40:14 PM	Yes		No	Enrolled, 3 cr
Enter Info		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/9/2018 8:23:22 AM	Yes		No	Enrolled, 3 cr

- The *Departmental Master's Degree Request Recommendation* page re-appears.
- You should see **Recommend graduation** in the column next to the student name of the request you just processed.
- Repeat for all students.

UNIVERSITY *of* WASHINGTON

How To Recommend Graduation: Conveying a Master's Degree Request

Enter Info		2018	Spring	MASTER OF SUSTAINABLE TRANSPORTATION	4/11/2018 2:00:59 PM	Yes		No	Enrolled, 5 cr
Enter Info		2018	Spring	MASTER OF SUSTAINABLE TRANSPORTATION	4/5/2018 12:34:55 PM	Yes		No	Enrolled, 5 cr
Recommend graduation		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/10/2018 10:44:34 AM	Yes		No	Enrolled, 11 cr
Recommend graduation		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/6/2018 3:30:19 PM	Yes		No	Enrolled, 13 cr
Recommend graduation		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	3/26/2018 3:03:48 PM	Yes		No	Enrolled, 1 cr
Recommend graduation		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/11/2018 10:16:58 AM	Yes		No	Enrolled, 10 cr
Withdraw on student request		2018	Spring	MASTER OF SUSTAINABLE TRANSPORTATION	4/4/2018 7:20:03 PM	Yes		No	Enrolled, 5 cr
Withdraw on student request		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/13/2018 10:27:20 AM	Yes		No	Enrolled, 15 cr
Recommend graduation		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/9/2018 9:00:16 PM	Yes		No	Enrolled, 13 cr
Recommend graduation		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/11/2018 4:52:27 PM	Yes		No	Enrolled, 4 cr
Recommend graduation		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	3/27/2018 1:12:50 PM	Yes		No	Enrolled last quarter

Convey These Recommendations to the Graduate School Now

Number of requests listed: 58

| View Applicants | View Grad Students | View Faculty | Main Page | Help | End Session |

MyGradProgram Version 11 © 2002-2018 Graduate School, University of Washington
mgpinfo@u.washington.edu

WARNING: Test version - Page Name: mast-dept-recommend-list

- Once you have completed all recommendations for this batch of students, scroll to the bottom of the page and click **Convey These Recommendations to the Graduate School Now**.
- A warning box will appear. Click **OK** to convey the recommendations or **Cancel** to stop conveying the recommendations.

UNIVERSITY of WASHINGTON

How To Recommend Graduation: Conveying a Master's Degree Request

Confirmation of Departmental Master's Degree Recommendations

| Return to the Recommendation List |

| View Applicants | View Grad Students | View Faculty | View Admin | Main Page | Help | End Session |

Confirmation of Master's Degree Recommendations Conveyed to the Graduate School on 5/15/2018

Recommendation	Name	Year	Quarter	Degree	Date Student Submitted	Thesis Required?	Grad School Contingencies	Dept Contingencies	Late Fee / Date Paid	System Key	Master's Request ID
Recommend graduation		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/2/2018 1:06:03 PM	Yes	Yes	No	No		
Recommend graduation		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/16/2018 9:27:30 PM	No	Yes	No	No		
Recommend graduation		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	4/2/2018 2:59:07 PM	No	Yes	No	No		
Recommend graduation		2018	Spring	MASTER OF SCIENCE IN CIVIL ENGINEERING	3/27/2018 3:16:01 PM	No	Yes	No	No		

Number of Masters listed: 4

Print this page, if desired, as your confirmation of conveying master's degree recommendations to the Graduate School

- If you clicked **OK** the *Confirmation of Departmental Master's Degree Recommendations* page appears and displays all recommendations made in this batch. You can save or print this page if you need a copy of your recommendations.

- E-mail messages are automatically sent to the students informing them of your recommendations, transactions are written and the Graduate School receives your recommendations for final evaluation and graduation decisions.

- You can monitor all Master's requests from "Master's Requests" page (*mast-request*) accessible via the Student List.

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How To Recommend Graduation: Conveying Doctoral Degrees

Task Items		
Task Name/Status	Options	Action
80 admissions decisions to convey to Graduate Admissions		Go
44 master's requests to act on		Go
There are **No** general exam requests to act on		
3 final exam requests to act on		Go
2 students candidacy to approve		Go
1 doctoral degrees to approve		Go
There are **No** graduate Faculty renewals to act on		
1 petitions to act on		Go
2 student leave requests to approve		Go
There are **No** Leave Requests for Department to pay		
There are **No** Reinstate Requests		

A Two-Step Process :

1. **Approving the Date/Time/Place of a doctoral exam and recommending the exam occur:** ___ *final or general exam requests to act on*
   - This should occur fairly soon after the student first submits the exam request. Must be approved before the exam occurs! This formalizes the exam with the Graduate School.
2. **Conveying the exam outcome to the Graduate School:** ___ *students candidacy or doctoral degree to approve*
   - This should occur by the Wednesday deadline after the end of the quarter.

Note: there are four total task items for this process, at both the general and final exam stage.

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How To Recommend Graduation: Approving a Doctoral Final Exam Request

- On the Final Exam Requests list page, *list_convey*, in the Recommendation column, click **Enter Info** next to the student name whose final exam request you wish to approve.

How To Recommend Graduation: Approving a Doctoral Final Exam Request

| Transcript | Transactions | Petitions |

| View Applicants | View Grad Students | View Faculty | View Admin | Main Page | Help | End Session |

Exam Request Number	
Student Nbr / Student's Email	student@uw.edu
Legal Name	
Degree title	DOCTOR OF PHILOSOPHY (CIVIL ENGINEERING)
Degree Coding (major | pathway | degree level | degree type)	CIV E	0	4	1 If this is incorrect, please submit a petition to the Graduate School
Petition status	No petitions
Graduate School Contingencies	Requirements have not been satisfied. Requirements must be satisfied by the last day of the graduation quarter and if required, a thesis/ dissertation must be accepted by the Graduate School. Questions should be directed to the graduate program advisor. A final degree audit will be reviewed prior to graduation.
Departmental contingencies	None Add/Edit departmental contingencies
Exam Time, Date and Place	Friday, June 1, 2018 1:00 PM G-1 Communications Edit Requested Exam Info
Dissertation Title	An interdisciplinary, mixed methods assessment of GPA graduation training needs and perceptions
Exam approval for	Enter decision ▾ Enter decision Approve Exam Date, Time and Place Withdraw Exam Request
Departmental comment (visible by student) - 500 character maximum	

Save preliminary decision

Doctoral Committee

Type	Name	Role	Reading Role	Status	Department	Email
Doctoral Supervisory Committee	Faculty Member	Chair	Chair	Active	Civil And Environmental Engineering	@uw.edu
Doctoral Supervisory Committee	Faculty Member	GSR		Active	Construction Management	@uw.edu
Doctoral Supervisory Committee	Faculty Member	Member	Member	Active	Civil And Environmental Engineering	@u.washington.edu
Doctoral Supervisory Committee	Faculty Member	Member	Member	Active	Civil And Environmental Engineering	@u.washington.edu
Doctoral Supervisory Committee	Faculty Member	Member	Member	Active	Civil And Environmental Engineering	@u.washington.edu

- On the Final Exam Request Approval page, click the drop down box in the field, *Exam approval for Student Name*
- Select **Approve Exam Date, Time, and Place**
- Click "Save preliminary decision"

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How To Recommend Graduation: Approving a Doctoral Final Exam Request

Final Exam Requests Pending Departmental Approval

You may save your preliminary recommendations (designated in the left-most column below) and return to them another day. You **must** use the button at the bottom of this page to officially schedule the exam and send exam information emails. This list is sorted by Exam Date & Time.

Note: "View Info" indicates there is a hold on approving the exam until the Graduate School reviews the contingencies. The exam information will be released for your approval within 5 days of date submitted.

Recommendation	Name	Exam Date & Time	Degree	Date Submitted	Grad School Contingencies	Petition	Enroll Status
Approve Exam Time		6/1/2018 1:00 PM	DOCTOR OF PHILOSOPHY (CIVIL ENGINEERING)	4/7/2018	Yes	No	Enrolled
Enter Info		5/31/2018 1:00 PM	DOCTOR OF PHILOSOPHY (CIVIL ENGINEERING)	3/27/2018	Yes	Yes	Enrolled
Enter Info		5/25/2018 10:00 AM	DOCTOR OF PHILOSOPHY (CIVIL ENGINEERING)	4/13/2018	Yes	No	Enrolled

Number of requests listed: 3

Send exam information emails now

- The *Final Exam Requests Pending Departmental Approval* page re-appears and you will see *Approve Exam Time* in the Recommendation column next to the student name whose exam request you approved.

Confirmation of Final Exam Requests

| Return to Exam Request List |

| View Applicants | View Grad Students | View Faculty | View Admin | Main Page | Help | End Session |

Recommendation	Name	Exam Date & Time	Degree	Date Submitted	Grad School Contingencies	Petition	Enroll Status
Approved Exam Time		6/1/2018 1:00 PM	DOCTOR OF PHILOSOPHY (CIVIL ENGINEERING)	4/7/2018	Yes	No	Enrolled

Number of requests listed: 0

- Once you have completed all exam approvals for this batch of students, scroll to the bottom of the page and click **Send exam information emails now**.
- A warning box will appear. Click OK to convey the recommendations or Cancel to stop conveying the recommendations.

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How To Recommend Graduation: Conveying Doctoral Degrees/Exam Outcomes

Task Items		
Task Name/Status	Options	Action
80 admissions decisions to convey to Graduate Admissions		Go
44 master's requests to act on		Go
There are No general exam requests to act on		
2 final exam requests to act on		Go
2 students candidacy to approve		Go
2 doctoral degrees to approve		Go
There are No graduate Faculty renewals to act on		
1 petitions to act on		Go
2 student leave requests to approve		Go
There are No Leave Requests for Department to pay		
There are No Reinstate Requests		

Graduate list pending final exam outcome

You may save your preliminary recommendations (designated in the left-most column below) and return to them another day. You **must** use the button at the bottom of this page to officially convey your recommendations to the Graduate School. The Graduate School will not begin reviews graduation until you do this. This list is sorted by quarter, major, pathway and name.

Recommendation	Request Status	Name	Exam Date & Time	Degree	Date Submitted	Grad School Contingencies	Petition	Enroll Status
Enter Info	Awaiting Dept Action (Final Exam)		6/1/2018 1:00 PM	DOCTOR OF PHILOSOPHY (CIVIL ENGINEERING)	4/7/2018	Yes	No	Enrolled
Enter Info	Awaiting Dept Action (Final Exam)		5/7/2018 10:00 AM	DOCTOR OF PHILOSOPHY (CIVIL ENGINEERING)	4/5/2018	Yes	Yes	Enrolled

Number of requests listed: 2

Convey These Recommendations to the Graduate School Now

- Next to __ *doctoral degrees to approve* click **Go** to access your list of students pending doctoral degrees
- On the *Doctoral Degrees to Approve List* page, in the Recommendation column, click **Enter Info** next to the student name whose final exam outcome you wish to convey

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How To Recommend Graduation:
Conveying Doctoral Degrees/Exam Outcomes

- On the Final Exam Outcome page, click the drop down box in the field, Exam Outcome.
- Select **Pass** and then **Save preliminary exam outcome**.
- *Note:* This button will be active only if departmental contingencies have been cleared.

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How To Recommend Graduation: Conveying Doctoral Degrees/Exam Outcomes

Graduate list pending final exam outcome

You may save your preliminary recommendations (designated in the left-most column below) and return to them another day. You **must** use the button at the bottom of this page to officially convey your recommendations to the Graduate School. The Graduate School will not begin reviews graduation until you do this. This list is sorted by quarter, major, pathway and name.

Recommendation	Request Status	Name	Exam Date & Time	Degree	Date Submitted	Grad School Contingencies	Petition	Enroll Status
Passed Exam	Awaiting Dept Action (Final Exam)		6/1/2018 1:00 PM	DOCTOR OF PHILOSOPHY (CIVIL ENGINEERING)	4/7/2018	Yes	No	Enrolled
Enter Info	Awaiting Dept Action (Final Exam)		5/7/2018 10:00 AM	DOCTOR OF PHILOSOPHY (CIVIL ENGINEERING)	4/5/2018	Yes	Yes	Enrolled

Number of requests listed: 2

Convey These Recommendations to the Graduate School Now

- The *Graduate list pending final exam outcome* page re-appears.
- You should see **Passed Exam** in the column next to the student name of the record you processed.
- Repeat for all students. Once you have completed all recommendations for this batch of students, scroll to the bottom of the page and click Convey These Recommendations to the Graduate School Now. A warning box will appear. Click OK to convey the recommendations or Cancel to stop conveying the recommendations.

Confirmation to Approved Doctoral Degrees

| Return to Exam Request List |

| View Applicants | View Grad Students | View Faculty | View Admin | Main Page | Help | End Session |

Recommendation	Name	Exam Date & Time	Degree	Date Submitted	Grad School Contingencies	Petition	Enroll Status
Conveyed Passed Exam		6/1/2018 1:00 PM	DOCTOR OF PHILOSOPHY (CIVIL ENGINEERING)	4/7/2018	Yes	No	Enrolled

Number of requests listed: 0

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Graduate Registration Waiver Fee

Definition:

> The $250 Graduate Registration Waiver Fee is an optional fee paid *in lieu of registration*. It is not a late fee, as all degree requirements (apart from ETD submission) must be met by the last day of the quarter they planned to graduate. It is available to qualifying students, directly following the quarter in which all Graduate School and graduate program degree requirements are met. Qualifying students who pay this fee will graduate the <u>next quarter</u>.

Eligibility:

> Master's students who did not submit a Master's degree request prior to the request deadline for the quarter in which all degree requirements were completed

> Students who completed all degree requirements but needed additional time to format the thesis or dissertation (project papers or other final class assignments not included)

Scenario:

> A Master's or PhD student completed all degree requirements in spring quarter and has defended their thesis or dissertation. Their committee has approved the document, but they need more time for finalizing citations and formatting footnotes

> Student may submit their ETD in the 2 weeks following the last day of spring quarter and pay the $250 Registration Waiver Fee

> Master's students must also submit a new master's request for summer quarter!

Deadlines:

> For Spring 2018, the Registration Waiver Fee student's deadline to submit their ETD is **Friday, June 22**.

> Deadline to pay $250 fee is last day of instruction <u>the following quarter</u>, (e.g. August 17 for summer).

> The student will receive a degree with an August 17 conferral date (after summer graduations are processed)

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Additional Graduation Resources

> **Graduate School Memo 46: Graduate Degree Requirements**

> **Encoding Graduate Degree Programs**

 – **Encoding Calendar**

> **Letter of Certification Request Form**

> **Graduation Checklists**

> **ETD Formatting Guidelines**

> **GEMS Advisor Guide**

> **International Students: ISS Graduation Final Year Checklist**

> **Ordering Diplomas**

> **Online Grading FAQ & About Online Grading**

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QUESTIONS?

THANK YOU!

Contact GEMS
Advisors: gemshelp@uw.edu | 206.897.1487
Student/Applicants: uwgrad@uw.edu |206.685.2630

Refer to our new Student Advising Hours, by drop-in and appointments:
http://grad.uw.edu/about-the-graduate-school/directory/

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