**MS PROCEDURES CHECKLIST**

Before beginning the MS Degree process, please be sure to familiarize yourself with the UW Graduate School’s Master’s Degree Policies (https://www.grad.washington.edu/policies-procedures/doctoral-degree-policies/) and all SAFS milestones and procedures (https://fish.uw.edu/students/advising/forms-guidelines-handbooks/) You are responsible for knowing this information.

Grad School Prepare to Graduate: https://grad.uw.edu/for-students-and-post-docs/degree-requirements/preparing-to-graduate/

Grad School dates and deadlines: https://grad.uw.edu/for-students-and-post-docs/degree-requirements/dates-and-deadlines/

**First & Second Year of Study:**

☐ **Set up your Masters Supervisory Committee, deadline last day of your 5th quarter of study**
   As soon as appropriate (typically after a research topic has been established) the student, in consultation with the Supervisory Committee Chair, establishes a supervisory committee consisting of two to four members. The Chair and at least one-half of the total membership must be members of the Graduate Faculty. **A minimum of two committee members must also be SAFS Core faculty.**
   
   Set up your MS committee: https://docs.google.com/forms/d/e/1FAIpQLSdMCg96RoRT4yEIAMorzOPT6GqDYFRQcPp0Ttr0D22idJqYg/viewform

☐ **Submit your Plan of Study, deadline last day of your 5th quarter of study**
   This form is intended to set an agreed upon plan of coursework for the student and will be retained in the student's file. A student cannot be recommended for graduation by SAFS until all required courses are completed.
   
   Submit your Plan of Study: https://docs.google.com/forms/d/e/1FAIpQLSfJR2CyPnTCvS9S_M3ouymq5CRK823z5QZJcv2Fitq74hCBPFQ/viewform

☐ **Submit Masters research proposal, deadline last day of your 5th quarter of study**
   A student is expected to submit a thesis proposal to their supervisory committee by the 5th quarter of study and before beginning substantive thesis research. The proposal provides evidence to the committee of the student's readiness to carry out the research, and also clarifies the expectations of both the student and committee as to the final content of the thesis.
   
   Submit your Thesis Proposal: https://docs.google.com/forms/d/e/1FAIpQLScL5Tp4GOxGUTxV2c1-kxW0bfPTZEfuFt4IMF4eoJ9ILHC9mcw/viewform

**At least two quarters prior to MS Final Exam:**

☐ Complete coursework on Plan of Study and any other credit requirements for degree
   
   - Minimum 45 cr to include:
     - Min. 18 cr courses numbered 500 or above
     - 18cr numerically graded in dept approved 400- and 500-level courses (excludes 499 and transfer cr)
     - No more than 6cr transfer, 12cr GNM, or 12cr combined transfer+GNM
     - Min. 27 non-thesis credits

☐ 3.0 minimum cumulative GPA

☐ Meet with SAFS GPA to review transcript, check Plan of Study and confirm that all milestones are complete.
   Failure to attend this meeting may delay your graduation quarter.
At least four weeks prior to Final Exam:

- Submit near-to-final draft of the thesis (reviewed and approved by faculty adviser) to committee, before scheduling exam
- Schedule Final Exam and reserve room in FSH, during 1st nine weeks of the quarter
- Submit Final Exam request (SAFS), during 1st nine weeks of the quarter: https://docs.google.com/forms/d/e/1FAIpQLSc-JxIPLy156qPNQWOL8LGW3JR1kmVNd4DriQywX_4Q3SZ1A/viewform
- Submit Master's Degree Request (MyGrad), during 1st nine weeks of the quarter: https://webapps.grad.washington.edu/student/mastapp.aspx (email GPA once submitted)

MS Final Exam & Thesis Quarter (by end of 6th Yr from entry into program):

- Register for minimum number of credits required for plan of study and/or grad funding package:
  - 2cr minimum, if not funded on RA, TA, SA, or fellowship (check with funding organization)
  - 10cr minimum, if funded on RA, TA, SA, or fellowship (check with funding organization)

MS Warrant:

Once the GPA has received confirmation of submission of Masters Degree Request, they will send the warrant to the student's faculty adviser/committee chair. The chair will have until the last day of the quarter of graduation to make a degree recommendation and collect committee signatures. Once the warrant is completed and returned to the GPA, they will enter the recommendation online at which time a system-generated email will be sent to the student.

Masters Thesis:

Review Graduate School thesis submission policies carefully before preparing your final thesis document: https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/

- Submit final thesis to Graduate School
  - Review ETD Formatting Guidelines: https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/etd-formatting-guidelines/
  - Submit committee approval and final thesis: https://www.etdadmin.com/main/home?siteId=412
  - Deadline: Last day of quarter of graduation
    - The $250 Graduate Registration Waiver Fee is an option if all degree requirements have been met by the final day of the quarter with the exception of the dissertation, https://www.grad.washington.edu/policies-procedures/general-graduate-student-policies/graduate-registration-waiver-fee/

General Timeline for Masters Degree

Per UW Graduate School policy, students must complete all Masters degree requirements within six years of entry into the program (including any quarters spent On-Leave)