

Information for Thesis Students, Spring 2009

Intent to Present Thesis form

In order to present your thesis you must have the approval of your thesis. You must also have fulfilled all other degree requirements. Please fill out and submit a signed *Intent to Present Thesis* form by May 8. Once you have submitted this, the department will schedule your final review. Final reviews will be June 8 and 9.

Apply for Graduation

In order to graduate this quarter you must apply for the Master's Degree with the Graduate School <http://www.grad.washington.edu/student/mastapp.aspx>. Deadline for submittal without a late fee is May 17. Final deadline is May 31 (late fee is \$250). The Graduate School will return an *Application for the Master's Degree* (warrant) to our department. The warrant must be signed and submitted with the final document.

Thesis Document format

For style and formatting of the document consult the Graduate School's website: <http://www.grad.washington.edu/stsv/etd/chklst.htm>.

Preliminary review of document

Check the Graduate school website for frequently asked questions about submitting the thesis document. <http://www.grad.washington.edu/stsv/FAQ.htm>

Take advantage of the chance to have a Preliminary Review of your document. It will save you a great deal of time and anxiety at final submission if you take advantage of this service.

Drop off your document with the Graduate School Receptionist in G1 Communications, Monday-Friday, 8:00am-4:45pm. Or, you may send it via campus or U.S. Mail (Graduate Student Services, Box 353770, Seattle, WA 98195-3770).

Within 5-7 days you will be contacted to pick up your reviewed document (the Graduate School can mail it back if you provide us with a self addressed, stamped envelope). It will contain a blue *Preliminary Check Receipt* and a check list of *Final Submission Reminders*. The blue check list becomes your ticket to an "express" Final Submission.

After the Preliminary Review, you may schedule a 15 minute Final Submission Appointment. During the last week of the quarter everyone is seen on a first-come, first-served basis. Waiting times can become lengthy, as documents being submitted for review for the first time can take anywhere from 15-45+ minutes each.

What to submit for preliminary review:

- Include Title Page, Signature Page (unsigned), Quote Slip and Abstract (if required), Table of Contents, Lists of Figures/Tables (if required), Acknowledgements, Dedication, main text, Bibliography, and Appendices.
- The content of your work may change after the Preliminary Review; the review ensures that your formatting is on track.

Signature of The Thesis Document and Application for the Master's Degree

Two original, unbound copies of the thesis document and one copy of the *Application for the Master's Degree* (warrant) must be signed by at least two (but preferably all) members of the thesis committee prior to submitting the document to the Graduate School. As a matter of courtesy you should prepare a bound copy of the document for each member of the committee.

Submission of The Thesis Document and Application for the Master's Degree

Submit two copies of the thesis, together with the signed *Application for the Master's Degree*, to the Graduate School by the last day of the quarter (June 12) in order to graduate officially that quarter.

Late Submission of the Document

If you have completed all degree requirements and have successfully presented and defended your thesis but are not able to meet the March 20 submission deadline, you can still submit the document without registering for thesis in the winter quarter. To do this you must reapply for graduation and pay the graduation late fee (\$250) and then submit the signed document by the 4th Friday of summer quarter (July 17). See <http://www.grad.washington.edu/area/degreelatefee.html> for details. If you miss this deadline, you must register for thesis and submit by the end of the term.