

Department of Epidemiology
Administrative Checklist: Graduation (Masters & PhD)

PLEASE READ AND COMPLETE THIS FORM BEFORE YOUR FINAL QUARTER.

Contact Epidemiology (epi@u.washington.edu; 206-685-1762) if you have any questions.

[Procedures for Masters Students](#)

[Procedures for PhD Students](#)

[Updated Diploma Name Procedures for Masters & PhD students](#)

REQUIRED FOR ALL STUDENTS

- Contact Epidemiology (epi@; 685-1762) and request a transcript audit. We will promptly inform you of any remaining requirements. **All courses must be complete, and credit for incompletes (“I” or “X” on your transcript) must be turned in by the appropriate faculty member prior to the last day of the quarter.** Incomplete courses could prevent graduation.
 - ▶ **MPH Students must turn in the all of the required Practicum paperwork** (evaluation, PowerPoint poster, etc.), **and the signed Practicum Checklist prior to the last day of the quarter. Unfinished practicums are listed as contingencies on the graduation warrant. You will not receive credit nor graduate if the Practicum grade remains incomplete.**

- Register for a minimum of 2 credits. (This is the tuition minimum during your final quarter.) Faculty/staff tuition exempt students may register for 1 course credit.

- Formatting your thesis/dissertation:** Follow the most recent *Style And Policy Manual For Theses And Dissertations* (<http://www.grad.washington.edu/stsv/stylman/00stylman.htm>). **TAKE YOUR THESIS OR DISSERTATION TO THE GRAD SCHOOL FOR A PRELIMINARY CHECK. The Style & Policy Manual is not totally clear.** Formatted drafts may be dropped off at G-1 Communications during work hours: 8:00 a.m. – 4:45 p.m. (closed between 12 p.m. – 1 p.m.) You will be contacted for pick up within 1 – 2 days. (Include a self-addressed, stamped envelope if you prefer to have it mailed to you).
 - ▶ **Please be sure to take a draft copy of your entire document.** _____
The following is a list of items the Graduate School Counseling Services Coordinator reviews during the Preliminary Check:
 - Un-numbered pages: Title Page through the Abstract (if you are a Ph.D. student).
 - Preliminary pages: Table of Contents through the Dedication.
 - Text: At the very least some sample text, all chapter headings, figures and tables.
 - Final Pages: List of References/Bibliography, and Appendices (and Vita for Ph.D. students).

- Correctly formatted page numbers: One of the things we check for is missing pages and pagination correspondence between the text, Table of Contents and the List of Figures/Tables.

Note: Please get your signature page checked BEFORE you collect committee signatures! Feel free to e-mail your signature pages as an attachment to studentservices@grad.washington.edu, drop by our G1-Communications, or FAX (206-685-3234) this single sheet for a formatting check at any time.

A thesis/dissertation drop box is available in G-1 Communications Bldg., Monday-Friday, 8:00 am – 4:45 pm. Please prepare an unbound, clean copy (free of other notes or revisions) printed in the same format you intend the final version to be in. (Do not try to save paper by printing double-sided unless your document is formatted for the double-sided option!)

A thesis adviser **may** be available during **quarter breaks, but do not count on having your document checked during those times.**

▶ **Common issues/problems** _____

- **Margins:** There must be a minimum 1 inch margin to the page number and 1.5 inch margin to the text on the top. The right side, and bottom must have a 1 inch margin. The document must have a minimum 1.5 inch margin on the left hand side. Margins cannot be significantly larger than the required minimums. They must be blank from the top of the page number to the edge of the paper. Make sure the gutter margins are at least 1.05 inches. We suggest that you set the margins .05 or larger than the gutter margins because printers vary.
- **Page Numbering:** Pages starting with the Table of Contents have lower case Roman numerals centered at the bottom of the page one inch from bottom edge. Page one of the text is considered to be page 1. The number is either centered at the top or in the upper right hand corner of the page. Page numbers must be in portrait even if the pages are in landscape.
- **Title and Signature Pages:** The program authorized to grant the degree should read “School of Public Health and Community Medicine – Epidemiology”. The signature page must have the same number of lines as faculty signing the page.
- **Please do not argue with the Counseling Services staff about the changes they request; just make the necessary changes. The rules are determined by the Faculty Senate.**
- After the preliminary check, you will receive a blue checklist of needed changes (if any). **Be sure to keep the blue check list – it becomes your ticket to an “express” Final submission.**

- Make an appointment for final submission of your thesis or dissertation.** 15 minute appointments may be made in the following ways:

Phone: 206/543-5900

E-Mail: blueizs@grad.washington.edu

In Person: Graduate School Receptionist Desk, G-1 Communications

Try to submit your thesis by appointment before the last week of the quarter; during finals week, submissions are accepted on a walk-in basis only. Wait times can be several hours. Students who have had their thesis format pre-checked receive priority. If you get in line after 5:00 p.m. on the last day of the quarter, you will not graduate!

- Submit Exit Survey to EPI Program Office.
- Return keys for T341 offices to EPI Program Office.
- If you do not turn in your completed thesis or dissertation by the last day of the quarter, you will have to register for the next quarter.

PROCEDURES FOR MASTERS STUDENTS

- Masters students - apply to graduate.** The request period commences Monday, the third week of the prior quarter and closes Friday (midnight Pacific Time), the second week of the quarter you intend to graduate. **Applications will not be accepted after that date.** Online application only - <http://www.grad.washington.edu/stsv/mastapp.htm>. You must have a STUDENT (rather than faculty/staff) UW NetID. You must set up the student UW NetID at least 24 hours before applying to graduate.
- Pay the binding fee in the Cashier's Office on the first floor of Schmitz Hall – **save your receipt and turn it in with your thesis** (see below).
- Submit "Thesis Committee Form" to the EPI Program Office.
- Submit a copy of your signed thesis **proposal** to the EPI Program Office (Box 357236, Seattle, WA 98195-7236).
- Pick up your warrant from the EPI Program Office (available for pick up during regular office hours, 7:45 a.m. – 4:15 p.m. after the middle of the quarter.)
- Have your committee sign two original thesis signature pages (original signatures, no copies). **DO NOT** create any extra signature lines – the Grad School requires every signature line be filled.
- Have your committee sign the warrant. The signatures must match those on the signature page.
- When everything is signed, take the following to your Grad School appointment in G-1 Communications:

-Continued on the next page-

- ▶ TWO ORIGINALS of your thesis IN NEW MANILA ENVELOPES with the TITLE PAGE TAPED LIGHTLY TO THE FRONT OF THE ENVELOPES.
(Note: DO NOT BIND your thesis in any way, and do not use padded envelopes.) _____
- ▶ Binding fee receipt _____
- ▶ Blue Check list (received after preliminary check) _____
- Returned signed warrant to EPIDEMIOLOGY PROGRAM OFFICE _____
- If you do not turn in your completed thesis or dissertation by the last day of the quarter, you have to reapply to graduate and register for the next quarter.

PROCEDURES FOR PhD STUDENTS

- PhD Students: set up your Reading Committee at least 6 weeks in advance if possible.** Send a written request to Epidemiology Program Office via e-mail (epi@u.washington.edu). Include the full name and department of the members.
- Set a date for your final exam (public seminar).
 - ▶ **You must find a date that is suitable to your GSR's schedule.** The Graduate School will not replace GSRs (including GSRs with 9 month appointments).
 - ▶ Note: at least four committee members must attend the Final Examination, including the Chair and the Graduate School Representative. The GSR, but not the Chair, can be replaced by another Graduate Faculty member if s/he does not show up at the last minute. The Epidemiology Program Office must be notified if the GSR is replaced. Members may be present by audio/video conferencing. See http://www.grad.washington.edu/stsv/instructions_for_audio.htm for the required procedures.
- Complete a "Request for Final Examination" (<http://www.grad.washington.edu/forms/forms.htm>). **This form must contain signatures of all committee members**, whether or not they are attending the final examination. Keep a copy for your records. **The signed Request must be received by the Graduate School three weeks prior to the date of the Final Examination.**
- Send the date, time, location and title of your presentation to Epidemiology (epi@u.washington.edu, 206-685-1762) – for advertising to EPI students, faculty, and staff.
- Pick up Final Exam warrant from the EPI Program Office.

- After the exam, have all PRESENT members of the committee sign the warrant. Submit form to the Grad School before the end of the quarter.

- You have 60 days from the date of your final exam or until the last day of the quarter (whichever is earlier) to submit your dissertation to the Grad School. Make sure you do the following:
 - ▶ Pay the binding fee and microfilming fee at Schmitz Hall and keep the receipt _____
 - ▶ Pay the copyright fee if desired. _____
 - ▶ Have two copies of the dissertation signed by the Reading Committee. _____
 - ▶ Place the dissertations in new manila envelopes (not padded) with a copy of the title page lightly taped to the front of each envelope. _____
 - ▶ Hand deliver, if possible, the 2 official dissertations, the warrant signed by the Committee, the binding fee receipt, and the PhD graduation survey to the Graduate School in G1 Communications before 5 pm on the last day of the quarter. _____

Note: It is best to avoid the last day of the quarter because lines are long. If a student enters the line after the 5 pm bell, they will not be allowed to graduate that quarter. You will have to register for the following quarter. The 60 day timeline is still in effect. If you miss the 60 day timeline, you will have to retake the final exam.

Diploma Procedures:

Diplomas will be issued with your name as it appears on MyUW and your transcript. It must include your legal first and last name. To indicate hyphens, spaces, lower/upper case letters, accents, or other special characters on your diploma, complete the Diploma Name Request Form [UoW1993]. Submit it to the Graduation and Academic Records Office, 264 Schmitz Hall, by the last day of the quarter you plan to graduate. The form is also available on the web at <http://www.washington.edu/students/reg/grad.html>.

To change your name on your University records, file a Change of Name form with the appropriate legal documentation which may include: marriage license/certificate, court order, divorce decree, passport or permanent visa. Forms are available at a registration window, 225 Schmitz Hall.