

Thesis & Graduation Procedures for Master's Students Epidemiology Department, University of Washington

Updated 10/29/09

Preparing for Thesis

- Read the Epidemiology Thesis Guidelines at http://depts.washington.edu/epidem/CurrentStudents/Thesis_Development_and_Writing.pdf
- Read the [Epidemiology Program Guidelines](#) about which faculty may serve as your chair and other committee member(s) as well as the requirements for an EPI thesis.
- Send epi@u.washington.edu the name of your chair and tentative topic.
- You and your chair must discuss human subjects' requirements and sign and send the document linked below to the Epi Program Office at Box 357236, Fax: 206-616-4053, or send as a scanned PDF attachment to epi@u.washington.edu.
Form: <http://www.grad.washington.edu/students/research/human-animal-subjects.shtml>
- Thesis entry codes will not be provided until the EPI Program Office receives the information and form above.

Prior to Thesis Research

- Select all thesis committee members. See [Epidemiology Program Guidelines](#) for rules.
- You must also email epi@u.washington.edu with the following human subjects' information: Your IRB approval or exemption number, start and end dates, title, and PI name, before you begin thesis research.
- Prepare a thesis proposal according to the Proposal Guidelines at http://depts.washington.edu/epidem/CurrentStudents/proposal_format_guidelines.shtml. Obtain signatures from all your committee members and return the proposal to the EPI Program Office, Box 357236.

Preparing to Graduate

- Before you register for your final quarter, request a degree audit from epi@u.washington.edu. We will inform you of remaining required courses or procedures. If there are many requests, this may take a several weeks.
- You must be registered for some credits during your final quarter. Register for at least 2 credits. Faculty/staff tuition-exempt students may register for one course credit **below 600-level** to use the exemption. EPI 583 Epidemiology Seminar is a good option during the academic year, but is not available Summer Quarter.
- Read the Graduate School Thesis/Dissertation Checklist and other documents at <http://www.grad.washington.edu/students/thesis-dissertation/index.shtml>.
- Request a Master's Degree at <http://www.grad.washington.edu/student/mastapp.aspx>. The request period begins the first day of the quarter, and ends Sunday after the 9th week of the quarter. Request the degree as early as possible to give the Epi Program Office time to prepare and print your warrant. **If you even have a chance of graduating the current quarter, request a master's degree early.**

Exact quarterly request dates are at <http://www.grad.washington.edu/student/mastapp.aspx>.

Diplomas will be issued with your first and last name as listed with the UW. To indicate hyphens, lower/upper case letters, accents, etc. on your diploma, complete this form <http://www.washington.edu/students/reg/grad.html>.

The thesis title used in your request is your official title. To change it, visit <http://www.grad.washington.edu/student/mastapp.aspx>.

- MPH Students must turn in all required Practicum paperwork (PowerPoint poster, paper, Final Practicum Checklist signed by your chair/faculty practicum advisor and your site supervisor) to Rene Lucas, SPH Box 357230, F346 HSC, by 5:00pm on the last day of the quarter. Earlier is preferable because Epidemiology cannot approve your graduation until Rene Lucas has received your items, checked them in and forwarded the checklist to Epidemiology. Following that, your grade is submitted. You cannot graduate if the Practicum grade remains incomplete, blank or as an "X". If you have lost or never received your Final Practicum Checklist, email rlucas@u.washington.edu.

Turning in Your Thesis

- "Preliminary Thesis Review" (Required). As soon as you have the title and signature pages formatted, email them to gsstusrv@u.washington.edu. The deadline is at least 3 weeks prior to final submission. Allow at least 5 business days (more in spring) for them to be returned.
- Masters Thesis Format: Format the first 5 required pages and the margins as explained at <http://grad.washington.edu/stsv/etd/chklist.htm>. They will be checked at your final submission.

Read detailed information on the rules, steps, procedures and required formatting for your thesis, in the "Policy and Style Manual" <http://www.grad.washington.edu/stsv/stylman/00stylman.htm>

- Appointment for "Final Thesis Submission" (Required). Make an appointment for Final Submission of your master's thesis as early as possible in your final quarter and no later than 2 weeks prior to final submission. In Spring Quarter, final submission appointments fill about a month in advance of finals week. Write gsstusrv@u.washington.edu or call 206-543-5900.

Note – if you wait until finals week, theses are accepted only on a walk-in basis. Wait times can be several hours in spring. If you get in line after 4:30 p.m. on the last day of the quarter, you will not graduate. If you do not turn in your completed thesis by the last day of the quarter, you will have to register for the next quarter or pay the Graduate Registration Fee Waiver for a 2-week extension for minor edits. (See end of this document).

- At least one week prior to final submission (earlier is better), pay all relevant fees. You may make payments to Student Fiscal Services (SFS) in the Cashier's Office on the first floor of Schmitz Hall or via webcheck or US mail. If you use a check write your student number and "Grad Degree Binding Fee" in the memo line. If you use webcheck, inform SFS of all fees you plan to pay via phone or email prior to payment at sfshelp@u.washington.edu or 206-543-4694. See Master's Thesis: Final Submission Instructions at www.grad.washington.edu/students/thesis-dissertation/final-submission-masters.pdf. More details are available on page 4 of the "Policy and Style Manual".

You are required to present a printed itemized tuition statement as proof of your payment of the relevant fees to the Graduate School staff when making the Final Thesis Submission.

- Paper Warrant. Pick up your paper warrant from the EPI Program Office. We email you when your warrant is ready – generally a couple of weeks before the end of the quarter. Let us know immediately if you want it mailed to you, with the address to use.
- Thesis Signature Pages. Have your committee sign two original thesis signature pages (original signatures, no copies). DO NOT create extra signature lines.
- Go to your "Final Thesis Submission" Appointment at the Graduate School Office on upper campus in Communications Building G-1. See [Final Submission Instructions](#) for what to bring.

Epidemiology Final Procedure

- Obtain signatures on your warrant from your committee members. The signatures must match those on the signature page.
- Deliver the SIGNED WARRANT to the EPI Program Office before 5:00pm on the last day of the quarter; earlier is much better. Forms faxed to 206-616-4053 or emailed as pdf attachments to epi@u.washington.edu are also acceptable. The warrant is not returned to the Graduate School.
- Return any keys or key cards checked out from Epidemiology to the EPI Program Office. Otherwise you will be charged \$10 each, the cost of replacement.
- Submit your Departmental Exit Survey to the EPI Program Office by mail or in person. (You will receive this survey with your warrant.) It is different from the Graduate Survey, which does not include information we have to tally for NIH.

Late Thesis Procedures

- If you do not turn in your completed thesis by the last day of the quarter, you may be able to use the Graduate Registration Waiver Fee (\$250) option if you completed the following during your last registered quarter.
 - Required course work and credits
 - Thesis is complete, has been approved by your committee and only needs minor formatting changes (not content revisions).
 - In that case, everything, including the late fee, is due **14 days following the last day of your last registered quarter**. For more information on the Late Fee option, visit <http://www.grad.washington.edu/area/regwaiver.html> and let epi@u.washington.edu know if you plan to use it.
 - **You must re-request a master's degree** <http://grad.washington.edu/student/mastapp.aspx> during the first 2 weeks of the following quarter.
 - You will graduate the last day of the following quarter, but you may email gsstusrv@u.washington.edu with your student number after you have turned in your thesis to request a letter verifying that you have completed all the requirements for the degree.
- If you do not meet the Graduate Registration Waiver Fee requirements, **you will have to register for a minimum of 2 credits the following quarter**. Faculty/staff tuition exempt students may register for 1 credit (numbered under 600), such as Epi 583. One credit registration does not work well in the summer because there are very few 1-credit seminar courses. **You also must re-request a master's degree for your graduation quarter.**

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