

STEPS TO GRADUATION

Below you will find information to help you complete the steps necessary to graduate with your MPH or MS from the Nutritional Sciences Program:

- A. Documenting your integrative learning experience,
- B. Arranging the presentation and submission of your culminating project, and
- C. A checklist of graduation tasks in your final quarter.

A. Integrative Learning Experience

MPH and MS students are required to complete an integrative learning experience (ILE) that demonstrates the synthesis of foundational and concentration competencies.

MPH Students

- In consultation with your capstone instructor or thesis chair, select at least one foundational competency (Appendix A of the [ILE Documentation Form](#)) and one concentration-specific competency (Appendix B) appropriate to your project and professional goals.
- Log the two competencies in SPH's [ILE portal](#) (**NOT** on the ILE Documentation Form) at the beginning of the project and evaluate your attainment of these competencies at the end. Your instructor or chair will also evaluate your competency attainment via the portal.
- Student and Academic Services will track your project completion through the portal as part of your steps to graduation.

MS Students

- In consultation with your capstone instructor or thesis chair, select one concentration-specific competency (Appendix C of the [ILE Documentation Form](#)) and develop another competency appropriate to your educational and professional goals.
- Identify the competencies on the linked form above and, at the end of the quarter, report your progress meeting these goals via a written summary submitted to your instructor or chair. They will also evaluate competency attainment as documented on the form.
- Submit completed materials to Student and Academic Services at gradnutr@uw.edu for tracking as part of your steps to graduation.

B. Culminating Project Presentation and Submission

Capstone

You will present your capstone as part of the NUTR 596 course experience. Your instructor will submit your presentation date, time, and a final PDF copy of your capstone report to gradnutr@uw.edu for your student record. After the quarter, you may be asked to confirm or provide additional project details.

Thesis

There are several steps required to schedule your thesis presentation (or "defense"), in addition to any other arrangements you make with your committee. It is program policy that defenses be publicized at least two weeks prior to your presentation date; without adequate advance notice, you may be asked to reschedule.

Scheduling and publicizing your thesis defense

- ❑ Schedule your thesis defense. Work with your committee as early in the quarter as possible to arrange a mutually acceptable date/time and location (in person or via Zoom) for your presentation. One hour is usually sufficient for the presentation, although you will want to leave extra time for set-up/preparation at the beginning and questions at the end, as well as for your committee to discuss and vote. Please contact gradnutr@uw.edu if you need assistance with in-person room reservations.
- ❑ At least three (3) weeks prior to defending, send your thesis title and the date/time/location of your presentation to gradnutr@uw.edu. Student and Academic Services staff will prepare and distribute a defense announcement to the Program community. two (2) weeks before your presentation. You may be asked to review a draft, so please respond as soon as possible.

Formatting your thesis

- ❑ Confirm that your thesis has the correct formatting required by the Graduate School and ProQuest: [Graduate School Thesis/Dissertation website](#).

Completing and submitting the required paperwork

- ❑ Make sure your committee chair and members have signed the [Master's Supervisory Committee Approval Form](#) to document they have examined and approved the final copy of your thesis.
- ❑ Submit a scanned copy (pdf) of your signed Committee Approval Form to the Administrative Documents section of the [UW ETD Administrator Site](#) no later than 11:59 p.m. PST on the last day of the quarter you plan to graduate.

Submitting your thesis

- ❑ Following the instructions on the [Graduate School Thesis/Dissertation website](#), submit your thesis on the [UW ETD Administrator Site](#) no later than 11:59 p.m. PST on the last day of the quarter you plan to graduate. If you submit your thesis after the deadline, you will graduate the following quarter and must register for 2 credits or pay the \$250 Graduate Registration Waiver Fee.
 - The Graduate Registration Waiver Fee ([criteria and instructions](#)) allows you to submit your thesis up to 14 days after the end of the quarter ([review specific deadlines](#)) without registering for additional credits; your degree, however, will still post the next quarter. Please notify gradnutr@uw.edu if/when you decide to pursue a Graduate Registration Waiver.
 - You may finish and present your thesis prior to your graduation quarter; however, the Graduate School requests you wait until your quarter of graduation to submit the file.

C. Graduation Checklist – All Students

The quarter before you plan to graduate

- ❑ Review your degree audit in MyUW. Please send any questions to gradnutr@uw.edu.

The quarter you plan to graduate

- ❑ You must be registered for at least 2 credits in the quarter you plan to graduate.
- ❑ Review the Graduate School's [Graduation Requirements](#), paying close attention to dates and deadlines.
- ❑ Submit your [Master's Degree Request](#) (graduation application) in MyGrad.
 - MPH: select "Master of Public Health (Public Health Nutrition)"
 - MS: select "Master of Science (Nutritional Sciences)"

You can apply for your degree starting on the first day of the quarter you plan to graduate. **Apply as soon as possible to allow time to resolve any problems and for your Committee Form (see below) to be generated, sent to you, signed, and returned.**

- ❑ Have your Committee Form signed and return it to gradnutr@uw.edu.

The Committee Form is generated by the Master's Degree Request you submit through MyGrad. You will need to have it signed by the Graduate Program Coordinator (Cristen Harris) or your thesis committee to document that you have met all requirements and are approved to graduate.

- If you are presenting a capstone or thesis the quarter you plan to graduate, please submit your Master's Degree Request *before* your presentation so the Committee Form can be generated and sent to you by email. If you have already presented in a previous quarter, we will generate and send the Committee Form the quarter you plan to graduate.
- As soon as your Committee Form is signed, return it immediately to gradnutr@uw.edu so we can recommend you for graduation (this must be done no later than the day after grades get posted; see the [Academic Calendar](#) for dates).

Please contact us at gradnutr@uw.edu if you have questions or need assistance.