

# UW Graduate School

## Master's Supervisory Committee Approval Form

### Student Instructions

1. Complete the student information section **and** sign the student agreement.
2. Obtain your committee members' signatures.
3. Scan your form (PDF) when it is completed and signed.
4. Upload the PDF to the Administrative Documents section of the UW ETD Administrator Site.

**Deadline: 11:59 p.m. PST** on the last day of the quarter.

**Note:** If your form is incomplete (missing information and/or signatures) or if GEMS receives it after the deadline, you will be required to register the following quarter or pay the \$250 Graduate Registration Waiver Fee.

<https://grad.uw.edu/policies-procedures/general-graduate-student-policies/graduate-registration-waiver-fee/>

**Exception:** if you have received approval but are unable to collect physical signatures, see Page 2 for instructions.

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### Student Information

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Graduation (Quarter/Year): \_\_\_\_\_ UW Email Account: \_\_\_\_\_

Name of Degree: \_\_\_\_\_ Program: \_\_\_\_\_

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### Student Agreement

I certify that I have presented my master's supervisory committee with the final copy of my master's thesis for examination and approval.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Print name to certify (if unable to sign): \_\_\_\_\_

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### Master's Supervisory Committee Agreement

I certify that I have examined the final copy of the above student's master's thesis and have found that it is complete and satisfactory in all respects, and that any and all revisions required by the final examining committee have been made.

Signature of Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

*Print name below signature line:*

Signature of Committee Co-Chair (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

*Print name below signature line:*

Signature of Committee Member:  \_\_\_\_\_ Date: \_\_\_\_\_

*Print name below signature line:*

Signature of Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

*Print name below signature line:*

Signature of Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

*Print name below signature line:*

**Questions:** Please contact Graduate Enrollment Management Services (GEMS) at [uwgrad@uw.edu](mailto:uwgrad@uw.edu) or 206.685.2630.

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## Master's Supervisory Committee Approval Form

### Unable to Collect Ink Signatures?

*If you have completed your thesis and your committee approves the work*, but you are unable to receive all required ink signatures on the document, please follow these instructions to complete the form by the deadline:

- 1.) Complete the "Student Information" section.
- 2.) Complete the "Student Agreement" section. If you are unable to sign, type your name for certification. Save the form.
- 3.) Contact any committee member who is unable to sign the document to collect e-mailed approval. The e-mailed approval should contain the below information:

#### Student Information

Name:

Student ID #:

Graduation (Quarter/Year):

Name of Degree:

Program:

#### Master's Supervisory Committee Agreement

I certify that I have examined the final copy of the above student's master's thesis and have found that it is complete and satisfactory in all respects, and that any and all revisions required by the final examining committee have been made.

#Committee Member name#, #date#

- 4.) After you have collected all signatures, upload the approval form along with all e-mail(s) approvals as ONE PDF and upload to the UW ETD Administrator Site (Administrative documents section).