

# SET Graduate Course Registration Form: Thesis and Capstone

## MSIT/MSECE Graduate Thesis/Capstone Approval & Registration Workflow

Students cannot self-register for thesis or capstone credits. This workflow ensures your registration is accurate, approved, and fully compliant with [UW Graduate School Policy 4.2](#).

To register for thesis or capstone credits, all MSIT and MSECE students must complete the steps in MSIT/MSECE Graduate Thesis/Capstone Approval & Registration Workflow.

This is a student-initiated, Master's Supervisory Committee-approved, Graduate Program Advisor (GPA/Graduate Advisor)-reviewed, and Graduate Program Advisor-executed process. Please submit all required materials to avoid delays in registration, additional registration fees, and/or tuition forfeiture.

This SET Graduate Course Registration Form and Master's Supervisory Committee approved proposal for the requested quarter are ***due via the SET Registration Request by 4PM on the Friday of the first week of the quarter.***

Students are encouraged to submit materials much sooner.

## Instructions

Students must submit a [Course Enrollment Request](#), upload this SET Graduate Course Registration Form, and upload a proposal approved by their Master's Supervisory Committee ***each quarter*** they intend to be registered for thesis or capstone credits.

Students must submit the SET Registration Request, upload this SET Graduate Course Registration Form, and upload an updated proposal each quarter if credits are split and/or taken over multiple and/or consecutive quarters.

These instructions also apply if ***any significant changes*** are made to the following: Master's Supervisory Committee composition; number of credits; deliverables; research topic; research methods; C/NC assessment criteria; and/or dates and deadlines for major research milestones.

Master's Supervisory Committee members will sign the SET Graduate Course Registration Form to indicate that the proposal is approved.

The Graduate Program Advisor will not register students who submit incomplete or inaccurate materials. This includes the SET Registration Request, this SET Graduate Course Registration Form, and the required capstone or thesis proposal.

If there are any issues with materials submitted as part of the MSIT/MSECE Graduate Thesis/Capstone Approval & Registration Workflow, the Graduate Program Advisor will deny the request. The Graduate Program Advisor will then provide clear instructions on how to resolve the registration issues and will communicate directly with students and their Master's Supervisory Committee members via their **NetID@uw.edu** email addresses ([UW Tacoma IT FERPA](#)).

These instructions and policies described apply to the following course codes.

## **MSIT**

TINFO 700: Master's Thesis (1 – 10 credits, maximum 10)

*Variable credits. Requires a Master's Supervisory Committee, submitted SET Registration Request, and uploaded SET Graduate Course Registration Form and Master's Supervisory Committee-approved proposal prior to registration.*

TINFO 702: Capstone (1 – 10 credits, maximum 10)

*Variable credits. Requires a Master's Supervisory Committee, submitted SET Registration Request, and uploaded SET Graduate Course Registration Form and Master's Supervisory Committee-approved proposal prior to registration.*

## **MSECE**

TECE 599: Capstone (1 – 5 credits, maximum 5)

*Variable credits. Requires a Master's Supervisory Committee, submitted SET Registration Request, and uploaded SET Graduate Course Registration Form and Master's Supervisory Committee-approved proposal prior to registration.*

TECE 700: Master's Thesis (1 – 15, maximum 15)

*Variable credits. Requires a Master's Supervisory Committee, submitted SET Registration Request, and uploaded SET Graduate Course Registration Form and Master's Supervisory Committee-approved proposal prior to registration.*

## **Recommended Way to Proceed**

The MSIT/MSECE Graduate Thesis/Capstone Approval & Registration Workflow takes significant work on the student's end—start early! An established Master's Supervisory Committee is required.

It is the student's responsibility to identify Master's Supervisory Committee Members and secure proposal approval. The Graduate Program Advisor recommends that students start planning for thesis or capstone credits *at least six (6) weeks prior to the first day of instruction of the quarter they are requesting registration.*

## **1. Develop a Proposal and Establish Master's Supervisory Committee**

Identify faculty members to work with and reach an agreement on the scope and length of your thesis or capstone project. It is the student's responsibility to create a preliminary proposal (much like a syllabus) available for review that includes educational objectives and outcomes, references, milestones, due dates, deliverables, and expectations for the final report. Students will work closely with their Master's Supervisory Committee to produce the final, approved proposal for submission.

See the MSIT Graduate Handbook or MSECE Graduate Handbook for UW Graduate School Policy 4.2-specific instructions on the formation of the Master's Supervisory Committee and minimum committee membership requirements.

See the MSIT Graduate Handbook or MSECE Graduate Handbook for guidelines on proposals.

SET Program Graduate Handbooks are available on the SET Graduate Resources website: [https://www.tacoma.uw.edu/set/student\\_resources/graduate](https://www.tacoma.uw.edu/set/student_resources/graduate)

## **2. Determine Number of Credits**

Students will work with their Master's Supervisory Committee to determine the number of credits appropriate for the level of work required to complete milestones identified in the proposal.

*\*\*Keep in mind that there are strict limits on the combined total number of credits that can apply towards your degree requirements. If you are unsure about this, refer to your program's Graduate Handbook or schedule an advising appointment with your Graduate Program Advisor.*

## **3. Initiate Course Enrollment Request**

Submit the [Course Enrollment Request Form](#). Upload this SET Graduate Course Registration Form and the Master's Supervisory Committee-approved proposal no later than 4PM on the first Friday of the first week of the quarter.

## **4. Registration**

Upon approval, the Graduate Program Advisor will formally enter the student's Master's Supervisory Committee Members in the MyGrad system. Students, Master's Supervisory Committee Members, and the Graduate Program Advisor will receive an automated email from the system when complete.

After the Graduate Program Advisor has recorded the student's Master's Supervisory Committee, the Graduate Program Advisor will manually register the student for their course(s) and credits.

Please allow up to three (3) business days from initial SET Registration Request for the Graduate Program Advisor to review the request and materials.

Students may also check their academic schedule via [MyPlan](https://myplan.uw.edu/plan/) to self-confirm their registration and/or Master's Supervisory Committee is accurate at any time:  
<https://myplan.uw.edu/plan/>

# SET Graduate Registration Form (Thesis and Capstone)

Student Name	Student ID Number	UW E-mail Address

Quarter & Year	SLN #	Credits	Instructor Name

Attach a **typed** proposal to this form that thoroughly addresses all the components listed below. Students will not be registered for incomplete or handwritten proposals.

Your project proposal must include:

1. Title or Subject
2. All committee members - Minimum 2 members ([Policy 4.2](#))
  - a. SET Graduate faculty advisor (required)
  - b. SET Graduate faculty committee member (required)
  - c. Faculty committee member (optional)
  - d. Faculty committee member (optional)
3. Project Description
4. Learning Outcomes
5. Project Timeline and Due Dates
6. Project Deliverables
7. Anticipated Resources/References
8. Final Thesis ETD/Capstone Project
9. Instructor assessment tools/criteria for C/NC

By signing this form, the student, the graduate faculty advisor, the graduate faculty committee member, and all faculty committee members agree to the terms and expectations of the attached project proposal and UW Graduate School [Policy 1.1](#).

\_\_\_\_\_  
Student (required) \_\_\_\_\_  
Date

\_\_\_\_\_  
SET Graduate Faculty Advisor (required) \_\_\_\_\_  
Date

\_\_\_\_\_  
SET Faculty Committee Member (required) \_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Committee Member (if applies) \_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Committee Member (if applies) \_\_\_\_\_  
Date