

GRADUATE SCHOOL E-APPROVAL SUBMISSION

A form is a "Service Request" (SR) within myWSU. You will upload your form **(in this case, a PDF file of your correctly formatted title page, abstract page(s), and signature page from your thesis/dissertation)** for review by your faculty advisory committee.

The Graduate School intends to expand this process to include nearly all forms by the start of Fall 2020 semester. Until that time, please do not upload other types of forms.

Directions:

#1: Log in to myWSU with your NID and password.

#2: On your Homepage, click on the Profile tile.

#3: On the left side of your screen, click on Service Requests, followed by Create New Request.

#4: You must correctly identify your college, graduate program, and form to have your document successfully route for signatures:



In the Select a Request Category menu, select your academic college and click Next.*

In the Select a Request Type menu, select your graduate program and click Next.*

In the Select a Subtype menu, select Signature Page and click Next.*

**These are nested menus – if you do not see your graduate program in the Request Type menu, click Previous to go back and select a different academic college.*

Select a Request Category

Select a Request Category	
	Request Category
<input type="radio"/>	Invest in Cougs
<input type="radio"/>	College of Agri Human & Nat Res Sciences
<input checked="" type="radio"/>	College of Arts and Sciences
<input type="radio"/>	Carson College of Business
<input type="radio"/>	College of Communication
<input type="radio"/>	College of Education
<input type="radio"/>	College of Engineering & Architecture
<input type="radio"/>	College of Medicine
<input type="radio"/>	College of Nursing
<input type="radio"/>	College of Pharmacy
<input type="radio"/>	College of Veterinary Medicine
<input type="radio"/>	Graduate School

Select a Request Type

Select a Request Type	
	Request Type
<input type="radio"/>	American Studies
<input type="radio"/>	Anthropology
<input type="radio"/>	Chemistry
<input type="radio"/>	Criminal Justice and Criminology
<input type="radio"/>	English
<input type="radio"/>	Fine Arts
<input type="radio"/>	Foreign Languages and Cultures
<input type="radio"/>	Hispanic Studies
<input type="radio"/>	History
<input type="radio"/>	Mathematics
<input type="radio"/>	School of Music
<input type="radio"/>	Physics and Astronomy
<input type="radio"/>	Politics, Philosophy and Public Affairs
<input checked="" type="radio"/>	Psychology
<input type="radio"/>	Sociology
<input type="radio"/>	School of Biological Sciences
<input type="radio"/>	School of the Environment - CAS

Select a Request Subtype

Select a Request Subtype	
	Request Subtype
<input type="radio"/>	Update Application for Degree
<input type="radio"/>	Third Extension
<input type="radio"/>	Survey of Earned Doctorate
<input checked="" type="radio"/>	Signature Page
<input type="radio"/>	Second Extension
<input type="radio"/>	Reservation of Graduate Credit
<input type="radio"/>	Research Credit Grade Change
<input type="radio"/>	Reinstatement
<input type="radio"/>	Re-enrollment
<input type="radio"/>	Program of Study - Masters
<input type="radio"/>	Program of Study - Doctoral
<input type="radio"/>	Program of Study - DNP
<input type="radio"/>	Program Change
<input type="radio"/>	Plan and Degree Level Change
<input type="radio"/>	Parental Leave

My Request Detail

Category College of Arts and Sciences Type Psychology

Subtype Signature Page Request Date 04/15/2020

Status Request Submitted

Comment

Format Font Size **B** *I* U ~~S~~

Place your comments here.

File Attachments Personalize | Find | First 1 of 1 Last

Attached File	View	Add Attachment
	View	Add Attachment

Submit Cancel

#5: Under the My Request Detail section, enter a comment if necessary.

#6: Upload the file you want to submit:

Click on Add Attachment.

In the File Attachment window, click Browse to locate your PDF of the title page, abstract page(s), and signature page of your thesis or dissertation.

Select the file, and then click Open.

In the File Attachment window, click Upload.

#7: Click Submit in the bottom left.

The Attorney General for the State of Washington has determined that uploading a form within myWSU constitutes that person's approval and legal signature within a state system. Do not upload a form of which you do not approve. It is critical that you do not give your myWSU log in information to anyone.