

UW Dept. of Atmospheric Sciences – Graduate Student Resources

PhD Procedures Checklist - Final Exam & Doctoral Thesis

Before beginning the Final Exam process, please be sure to familiarize yourself with the UW Graduate School's Doctoral Degree Policies: <http://www.grad.washington.edu/policies/doctoral/index.shtml>. You are responsible for knowing this information.

Should already be completed (at time of General Exam):

- Complete credit requirements for degree: <http://www.atmos.washington.edu/academics/grads/reqcourses.shtml>
- 3.0 minimum cumulative GPA
- Doctoral Supervisory Committee - minimum of five members, consisting of:
 - Faculty adviser/chair
 - 3 Graduate faculty in Dept. of Atmospheric Sciences
 - GSR

Committee should have been set up for General Exam; if membership has changed, email Sam with changes.

At least four weeks prior to Final Exam:

- Set up Reading Committee - minimum of three members, consisting of:
 - Faculty adviser/committee chair
 - 2 members of doctoral supervisory committee (not to include GSR)

To set up committee, send an email to Sam including names of Reading Committee members
- Confirm in writing (emails will not be accepted) that a complete draft of your dissertation has been given to Reading Committee (per Grad School policy, the Reading Committee must have read a draft of your thesis prior to submitting the Request for Final Exam, <http://www.grad.washington.edu/policies/doctoral/final-exam.shtml>). Confirmation may be made via the form at the bottom of this checklist.
- Schedule a room for exam
 - To give final exam during Colloquium, see the Colloquium coordinator to schedule a date
 - To give final exam at an alternate time, see Sam for assistance in scheduling a room for a Special Seminar

At least one week prior to Final Exam:

- Obtain explicit approval from all supervisory committee members (in writing or via email) that they will attend the Final Exam on the date you propose – the quorum for a graduate exam is four (must incl chair and GSR).
 - Approvals must be submitted to the Student Services Coordinator prior to submitting the Request for Final Exam – if approvals are via email, you may forward them to Sam or have your supervisory committee members send them directly to her, provided the email explicitly states that they approve your request for the Final Exam and will attend on the date you propose.
- Submit Request for Final Exam (<http://www.grad.washington.edu/mygrad/student.htm>)
- After submitting request form, email Sam to confirm submission - include the following information:
 - Date, time, location of final exam
 - Title of defense seminar

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UW Dept. of Atmospheric Sciences – Graduate Student Resources

Final Exam warrant:

Once the Student Services Coordinator has received confirmation of supervisory committee approval, she will approve the request online (a system-generated email will be sent to student and all members of committee) and print the warrant. The warrant is kept in the student's file until the day before the exam at which time the file and warrant are given to the student's faculty adviser/committee chair.

Doctoral Thesis:

- **Review Graduate School dissertation submission policies carefully before preparing your final thesis document:** <http://www.grad.washington.edu/students/etd/>. Please format final thesis according to LaTeX template, which can be found here: <http://staff.washington.edu/fox/tex/thesis.shtml>
- Submit final dissertation to Graduate School
 - Deadline 60 days from final exam or end of quarter of graduation, whichever is first
- Submit copies of final dissertation to Sam, as follows, by the end of the quarter of graduation:
 - Required: one (1) unbound hardcopy - will be bound by dept and placed in the department thesis library
 - Optional (encouraged): one (1) pdf copy - submit online:
<http://www.atmos.washington.edu/academics/grads/submitthesis.php>

Confirmation of Dissertation Draft

At least four weeks prior to your final exam date, complete and sign the form below and present it to the Student Services Coordinator, who will initial and make a copy for your student file. Request for Final Exam will not be approved without completing this step.

By signing below, I confirm that I have given a complete draft of my PhD dissertation to my Reading Committee (RC) at least four weeks prior to the proposed date of my Final Exam.

Dissertation given to RC on: _____

Date of Final Exam: _____

I will also obtain explicit approval from all supervisory committee members (in writing or via email) of intent to take Final Exam on the date proposed above. Signatures or email will be provided to the Student Services Coordinator prior to submitting the Request for Final Exam online.

Signature

Date

Printed Name

To be Completed by Student Services Coordinator:

- Confirmation of dissertation draft submission received on: _____