

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/academic/grad/html/gradrqmts.html>)
- ☐ 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
- ☐ 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 three weeks prior to Final Exam:

- ☐ Submit Request for Final Exam (<http://www.grad.washington.edu/mygrad/student.htm>)
 - Must be submitted at least 3 weeks prior to final exam date
 - Typically, the final exam is given during colloquium
 - Reading committee must have read draft of thesis prior to submitting form (per UW Grad School policy)
- ☐ Send an email to Sam with the following (3 weeks prior to exam date):
 - Date, time, location of final exam
 - Title of defense seminar

Final Exam warrant:

Upon submitting the exam request online, the Student Services Coordinator will approve the request and print the warrant. The warrant is given to the student's faculty adviser/committee chair the day before the exam.

Doctoral Thesis:

Review Graduate School dissertation submission policies carefully before preparing your final thesis document: <http://www.grad.washington.edu/stsv/checklist.html>. Please format final thesis according to LaTeX template, which can be found here: <http://staff.washington.edu/fox/tex/thesis.shtml>

- ☐ At least three weeks prior to final submission, submit title and signature pages of thesis to Graduate School via email for prelim review
- ☐ 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:
 - Required: one (1) unbound hardcopy - will be bound and placed in the department thesis library
 - Optional (strongly encouraged): one (1) pdf copy - submit online: <http://www.atmos.washington.edu/academic/grad/html/submitthesis.php>