

PHD PROCEDURES CHECKLIST - FINAL EXAM & DISSERTATION

Before beginning the Final Exam process, please be sure to familiarize yourself with the UW Graduate School's Doctoral Degree Policies: <https://grad.uw.edu/policies-procedures/doctoral-degree-policies/> . You are responsible for knowing this information.

CONFIRM COMPLETION OF GENERAL EXAM REQUIREMENTS

- Complete credit requirements for degree:
<https://atmos.uw.edu/students/graduate-program/academic-program/curriculum/>
 - Minimum 90 cr to include:
 - 36 cr ATM S 500-level (25-28 cr should be required courses)
 - 6 cr math/phys sci 500-level
 - 27+ cr ATM S 800
- 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 within one month of passing the COGS; if membership has changed, email the Academic Adviser with changes.

Quarter before FINAL EXAM DATE

- 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 email the Academic Adviser including names of Reading Committee members
- Schedule a room for exam
 - To give final exam during Colloquium, contact Colloquium coordinator to schedule a date
 - To give final exam at an alternate time, see Academic Adviser for assistance in scheduling a room for a Special Seminar
- 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 include Chair and GSR).
 - Approvals must be submitted to the Academic Adviser prior to submitting the Request for Final Exam – if approvals are via email, you may forward them to the Academic Adviser or have your supervisory committee members send them directly to them, provided the email explicitly states that they approve your request for the Final Exam and will attend on the date you propose.

At least 4 weeks prior to exam date

- Confirm in writing or via emails that a complete draft of your dissertation has been given to Reading Committee – see template below. Per Graduate School policy, the Reading Committee must have read a draft of your dissertation prior to submitting the Request for Final Exam
<https://grad.uw.edu/policies-procedures/doctoral-degree-policies/final-examination-dissertation-defense/>.
- Submit Request for Final Exam: <https://grad.uw.edu/for-students-and-post-docs/mygrad-program/>

- After submitting request form, email the Academic Adviser and the Chair's Assistant:
 - Date, time, location of final exam
 - Title of defense seminar

FINAL EXAM: WARRANT & Reading Committee Approval

- Once the Academic Adviser has received confirmation of supervisory committee approval, they 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.
- Reading Committee members can approve the dissertation online following your final exam.
- The week of the exam, the student will confirm that their committee chair has obtained the warrant from the Academic Adviser. Prior to the start of the exam, the student will confirm that the warrant is present with the committee.

DOCTORAL DISSERTATION DEADLINES

- Review Graduate School dissertation submission policies carefully before preparing your final dissertation document: <http://www.grad.washington.edu/students/etd/>.
If you would like to use LaTeX template, one 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 by end of quarter to the Academic Adviser:
 - One (1) unbound hardcopy - will be bound by dept and placed in the department thesis library
 - PDF of final dissertation submitted [online](#)

CONFIRMATION OF DISSERTATION DRAFT MEMO

At least four weeks prior to your final exam date, complete and sign the form below or email the Academic Adviser, who will place a copy in your student file.

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 Reading Committee 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 Academic Adviser prior to submitting the Request for Final Exam online.

Signature Date

Printed Name