



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](#) and [Graduation Requirements](#). You are responsible for knowing this information.

CONFIRM COMPLETION OF GENERAL EXAM REQUIREMENTS

- ✓ Complete credit requirements for degree: [click here for the required classes](#)
 - Minimum 90 credits to include:
 - 36 credits ATM S 500-level (25-28 credits should be required courses)
 - 6 credits math/phys sci 500-level
 - 27+ credits ATM S 800
- ✓ 3.0 minimum cumulative GPA
- ✓ Doctoral Supervisory Committee - minimum of five members, consisting of:
 - Faculty adviser (henceforth called committee Chair)
 - 3 Graduate faculty in the Department of Atmospheric and Climate Science
 - GSR

The doctoral committee should have been set up within one month of passing the Qualifying Exam; if membership has changed, email the GPA with the changes.

QUARTER BEFORE FINAL EXAM DATE

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

To set up the committee, email the GPA and copy your faculty advisor(s), including the names of the Reading Committee members
- ✓ Scheduling the exam
 - To give the Final Exam during Colloquium, contact the Colloquium coordinator to schedule a date
 - To give the Final Exam at an alternate time and reserve department space for it, visit the [department's intranet](#); to reserve other space on campus, visit the [classroom rental policy site](#). Contact the GPA if you need further assistance.
 - Should a student elect not to do an open defense, the student must provide written notification to their committee Chair, the GPC, and the GPA
- ✓ 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).
- ✓ Once you have confirmed the committee's availability, inform the GPA of their confirmation and the exam date by email and copy your committee Chair.



AT LEAST 4 WEEKS PRIOR TO THE EXAM DATE

- ✓ Email the GPA and GPC confirmation that a complete draft of your dissertation has been given to the Reading Committee. Please, include the exam date and location. Per the Graduate School's [Guidance for the Final Examination](#), the Reading Committee must have read a draft of your dissertation prior to the department approving the Final Exam date with the Graduate School.
- ✓ Request a Final Exam date with the Graduate School via [MyGrad Program for Students](#). This request will await approval in the next step.

2 WEEKS PRIOR TO THE EXAM DATE

- ✓ The GPA will email the PhD committee to verify that the committee agrees that the student is prepared to be examined. The GPA will wait one week, and if no concerns are raised, will approve the Final Exam request that the student has made via MyGrad (a system-generated email will be sent to the student and committee). The GPA will generate the Committee Signature Form. Please make sure to pick up the Committee Signature Form from the GPA as soon as possible and no later than the day before your Final Exam.

FINAL EXAM: COMMITTEE SIGNATURE FORM & READING COMMITTEE APPROVAL

- ✓ Bring your Committee Signature Form to your Final Exam.
- ✓ Once your committee members sign, return the form to the GPA.
- ✓ Reading Committee members must confirm their approval of the dissertation on MyGrad before the end of the quarter.

DOCTORAL DISSERTATION DEADLINES

- ✓ Review the Graduate School's [dissertation submission policies](#) carefully before preparing your final dissertation document:
 - If you would like to use LaTeX template, one can be found [here](#).
- ✓ Submit final dissertation to Graduate School:
 - The last day of the quarter is the deadline to submit your dissertation and [survey of earned doctorates \(SED\)](#) certificate to the UW ETD Administrator Site.
- ✓ Submit a copy of the final dissertation to the Department by the end of the quarter via the [Department's dissertation submission portal](#).