

PhD Procedures Checklist - Final Exam & Doctoral Thesis

Before beginning the Final Exam process, please be sure to familiarize yourself with both Graduate School and Department policies. You are responsible for knowing this information:

- UW Graduate School's Doctoral Degree Policies: <http://www.grad.washington.edu/policies/doctoral/index.shtml>.
- Department of Biochemistry PhD guidelines: <http://depts.washington.edu/biowww/academics/graduate-programs/departmental-guidelines-for-graduate-study/>

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

- 3.0 minimum cumulative GPA
- Doctoral Supervisory Committee - minimum of five members, consisting of:
 - Faculty adviser/chair
 - 3 Graduate faculty, at least two with appointments in Biochemistry
 - Graduate School Representative (GSR)

Committee should have been set up for the General Exam; if membership has changed, email Graduate Program Coordinator 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)
- Send an email to Graduate Program Coordinator with the names of Reading Committee members.
- Schedule a room for exam using RoomQ <http://depts.washington.edu/hsrr/roomq/> and course number BIOC 800.
- Submit Request for Final Exam at: <http://www.grad.washington.edu/mygrad/student.htm>.
- Have all of your supervisory committee members email the Graduate Program Coordinator with their approval of your intent to take the final exam on the date you propose.

One week prior to Final Exam:

The Graduate Program Coordinator will email you your warrant and GSR report. You are responsible for bringing these to your final examination. Note: The final examination warrant is the official document authorizing you to take your final examination. Your committee completes and signs the warrant to convey the result of the examination. The GSR report is completed by the Graduate School Representative indicating whether all procedures are carried out fairly and according to the guidelines of The Graduate School.

After the Final Exam:

- Submit the signed warrant and GSR report to the Graduate Program Coordinator.
- Beginning Spring 2012, all dissertations will be submitted online. Read the comprehensive instructions at: <http://www.grad.washington.edu/students/etd/info.shtml>.

Important Deadlines:

- Electronic Thesis Submittal: 11:59pm on the last day of the quarter.
- Doctoral Dissertation Reading Committee Approval Form: 5:00pm on the last day of the quarter.
- Survey of Earned Doctorates Certificate of Completion: 5:00pm on the last day of the quarter.