

You must satisfy the requirements that are in force at the time the degree is to be awarded. Therefore, please visit the following websites to obtain the most recent information and style manual from the Graduate School:

<http://www.grad.washington.edu/students/doctoral/index.shtml>
<http://www.grad.washington.edu/stsv/stylman/00stylman.htm>

CHECKLIST OF DEADLINES FOR FINAL DEFENSE

<u>Deadline</u>	<u>Task Done</u>	<u>Tasks and Notes</u>
_____		Fill in proposed date of your Final Examination.
_____		Fill in date 8 weeks prior to your Final Exam date.
	_____	TASK: Complete the Selection of Reading Committee Members form (or you may e-mail this information) and return it to the Graduate Program Adviser.
		NOTE: The Reading Committee should have at least <u>5 weeks</u> in order to read a nearly final draft of your dissertation prior to signing the Request for Final Examination form. The additional <u>3 weeks</u> are needed for submission of the Request form to the Graduate Program Adviser (see below)
	_____	TASK: Reserve a room for your Final Exam.
_____		Fill in date 3 weeks prior to your Final Exam date.
	_____	TASK: Schedule a Final Exam Online. http://www.grad.washington.edu/mygrad/student.htm
		NOTE: By agreeing to the date of the Exam, the Reading Committee members are attesting that they have read the dissertation and believe that you are ready to defend.
		NOTE: It is essential that 4 people attend the Final Exam: your supervisor, the GSR, and two other members of your Supervisory Committee. http://www.grad.washington.edu/Acad/gsmemos/gsmemo13.htm
		NOTE: When you schedule your Final Exam Online it is automatically sent to the Graduate Program Adviser.

Deadline

Task Done

Tasks and Notes

TASK: Return Final Quarter Support form to the Graduate Program Adviser at the same time.

NOTE: Graduate Program Adviser has an electronic copy of your warrant as soon as you schedule the exam. The warrant will be emailed to you as a pdf one week prior to the exam. You will take the warrant to your Exam for signing by the committee members who attend.

TASK: Print the warrant prior to your Exam.

NOTE: Make sure your committee remembers to check the box on your warrant after your exam.

Fill in last day of the quarter (i.e., last day of exams).

NOTE: Everything must be turned in to the Graduate School by this deadline to have the degree conferred during the current quarter. This includes the Final Exam warrant (which the Graduate Program Adviser will enter the results to the Graduate School) and two approved copies of your dissertation.

NOTE: If your dissertation is not turned in by the last day of the quarter in which you passed your Final Exam, you must either register for 2 credits for the following quarter or pay the graduate registration waiver fee.

<http://www.grad.washington.edu/area/regwaiver.html>

Fill in date that is 60 days from the date of your Final Exam.

NOTE: If the dissertation is not turned into the Graduate School within 60 days of the Final Exam, you might be required to retake the Final Exam.

CHECKING OUT OF THE DEPARTMENT

When you are ready to leave the Department, you must complete a check-out form (available from the Chemistry Department Receptionist), which includes the following steps:

- Obtain initials of your Research Supervisor
- Make appointment with Tracy Harvey for lab inspection
- Return textbooks
- Return equipment to Machine Shop
- Return equipment to Electronics Shop
- Return books to Chemistry Library
- Terminate payroll
- Return copy card
- Return keys and building permit

(link for Request for Final Examination: <http://www.grad.washington.edu/mygrad/student.htm>)