

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/stsv/doctoralinfo.htm>
<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: Download the Request for Final Examination form.
		NOTE: The Request for Final Examination form must be signed (or date/time/location confirmed by email) by <u>all</u> members of the Supervisory Committee (even if not attending the Exam). 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.
_____		TASK: Return the Request for Final Examination form (with emails attached, as needed) to the Graduate Program Adviser <u>no less than 3 weeks prior</u> to your Final Exam date.

Deadline

Task Done

Tasks and Notes

TASK: Return Immediate Plans form to the Graduate Program Adviser at the same time.

NOTE: About a week prior to the Exam, the warrant will be sent to the Graduate Program Adviser who will contact you by email. You will take the warrant to your Exam for signing by the committee members who attend.

TASK: Pick up warrant prior to your Exam.

NOTE: You must turn in the Immediate Plans form to the Graduate Program Adviser before you can receive your warrant.

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 forward to the Graduate School immediately following your Exam) 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 a late fee.

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 form: <http://www.grad.washington.edu/forms/forms.htm>)