

Final Exam and Graduation Procedures for PhD Students Epidemiology Department, University of Washington

Minor update 12/2/11

Final Exam

- You must mail to the Epi Program Office at Box 357236 or email to epi@uw.edu a copy of your human subjects' approval or exemption cover page(s) with the following human subjects' information if you did not do so earlier: Include your IRB approval or exemption number, start and end dates, title, and PI name, before you begin dissertation research. If your name is not on the copy, write it on the copy.
- Before you register for your final quarter, request a degree audit from epi@uw.edu. We will inform you of remaining required courses or procedures. If there are many requests, this may take several weeks.
- You must be registered for some credits during your final quarter. Register for at least 2 credits. Faculty/staff tuition-exempt students may register for one course credit **below the 600-level** to use the exemption. EPI 583 Epidemiology Seminar is a good option during the academic year, but is not available Summer Quarter, when there are almost no one-credit seminars.
- Set up your Reading Committee at least 7 weeks in advance of your final exam, if possible. Send a written request with the names of at least three committee members to epi@uw.edu. At least one member must be on the Graduate Faculty endorsed to chair doctoral committees. When the EPO submits the names to the Graduate School, emails will be sent immediately to all members of the Reading Committee; be sure to have communicated with all members in advance. Save the official reply email.
- It is critical that you format your dissertation early in the quarter you plan to graduate.** Do not wait until your dissertation has been approved.
- Poll your entire Committee to select an appropriate date and time for your final exam. Four members, including the Chair and GSR must attend. A member, except the GSR, may be present by audio/video conferencing. A committee member's budget and dialing code must be used to pay for long distance phone charges.
- Reserve a room for the length of time required by the Committee (usually at least 2 hours). To reserve the Epi Conference Room, laptop or projector, email epiadmin@uw.edu. To reserve F348 HSC, email sphcm348@uw.edu or call 206-543-1144. To reserve a classroom, email hsbrooms@uw.edu and make the reservation for Epi 800. You will have to pay to use AV equipment.
- Request your Final Exam at least 3 weeks in advance of the exam date at <http://www.grad.washington.edu/mygrad/student.htm>, if possible. You must include the exam room number. If 3 weeks in advance is not possible, send an urgent email to epi@uw.edu to warn us.

The dissertation title used in your request is your official title. To change it, visit the URL above.

Diplomas will be issued with your first and last name as listed with the UW. To indicate hyphens, lower/upper case letters, accents, etc. on your diploma, complete the form at <http://www.washington.edu/students/reg/grad.html>. To change your name on your University records, read the detailed procedures at: http://www.washington.edu/students/reg/name_change.html. (You must submit official proof of your new name.)

- Send your name, the date, time, location, title of your dissertation, and name of your chair (and access directions for a secure room) in a well-formatted email with nothing else in it, to epi@uw.edu for the required departmental announcement.
- Warrant: We will email your Final Exam warrant to you when it is ready. (You must have applied for a Final Exam before it is available in the Graduate School system.)

- After your Final Exam, have all committee members who are PRESENT sign the warrant.
- A member present by audio/video conference must send a “clean” email with your name and his/her full name indicating that he/she attended for the entire time and his/her vote on the exam to Committee Chair and to epi@uw.edu.
- You must submit your **signed warrant to the Epi Program Office (EPO) by 4:15 pm on the last day of your graduation quarter** (earlier preferred). You may mail it to EPO, Box 357236 or deliver it to F262 or Kate O’Brien’s mail slot in the F261 hall across from the EPO, but it must reach the EPO by the deadline.

Turning in the Dissertation

- Read the Thesis/Dissertation Checklist at <http://www.grad.washington.edu/students/thesis-dissertation/checklist.shtml>.
- DEADLINE FOR DISSERTATION SUBMISSION: You must turn in 2 original dissertations plus all the supporting documents to the Graduate School by 4:15 pm by the last day of your graduation quarter.**
- Read all the relevant documents at <http://www.grad.washington.edu/students/thesis-dissertation/index.shtml>.
- “Preliminary Dissertation Review”** (Required). See “Formatting Specific Pages” at the URL below. As soon as you have formatted the title and signature pages, email them to uwgrad@uw.edu. The deadline is at least 3 weeks (more in spring) prior to final submission. Allow at least 5 business days (more in spring) for them to be returned.
- Format the Required Pages and Margins** as explained at <http://www.grad.washington.edu/students/thesis-dissertation/format-guidelines/index.shtml>. They will be checked at your final submission. The Graduate School does not check the formatting of tables, etc.
- Signature Pages:** Have your Reading Committee sign two original signature pages (original signatures, no copies). DO NOT create extra signature lines.
- Read the Final Submission instructions at <http://www.grad.washington.edu/students/thesis-dissertation/doctoral-final-submission.shtml>
- Appointment for “Final Submission”** (Required): Make an appointment for Final Submission of your dissertation as early as possible in your final quarter, and no later than 2 weeks prior to final submission. In Spring Quarter, final submission appointments fill about a month in advance of finals week. Write uwgrad@uw.edu or call 206-543-5900.

If you wait until finals week, dissertations are accepted on a walk-in basis only. Wait times can be several hours in Spring. If you get in line after 4:30 p.m. on the last day of the quarter, you will not graduate. If you do not turn in your signed dissertation by the last day of the quarter, you will have to register for the next quarter or pay the Graduate Registration Fee Waiver for a 2-week extension for minor edits. (See end of this document.)
- At least one week prior to final submission (earlier is better), pay all relevant fees. Read the Final Submission Instructions at the URL below because there are very specific procedures for paying the fees. You are required to present a printed itemized tuition statement as proof of your payment of the relevant fees to the Graduate School staff when making the Final Thesis Submission.
- See “Dissertation: Final Submission Instructions” at <http://www.grad.washington.edu/students/thesis-dissertation/final-submission-phd.pdf> for additional required items.
- Go to your “Final Submission Appointment” at the Graduate School Office on upper campus in Communications Building G-1 (just north of HUB on west side of Steven Way).

- If you will mail in your dissertation, significant lead time is required. Read the procedures at <http://www.grad.washington.edu/students/thesis-dissertation/submit-by-mail.shtml>. If you will not be in town, it is often easier if you find a friend to gather the signatures and go to the final submission appointment.

Epidemiology Final Procedures

- Return any keys or key cards checked out from the EPO. Otherwise you will be charged \$10 each, the cost to the Department to replace them.
- Submit your Departmental Exit Survey to the EPO by mail to Box 357236, email epi@uw.edu or in person. (You will receive this survey attached to the email with your final exam audit.) It is different from the online survey because we have to tally information not requested by the Graduate School for NIH, ASPH and other reports. You may remove the second page to provide a confidential evaluation of the program. Complete it without your name and mail it to EPO 357236 or put it in Kate O'Brien's mail slot in the F261 hall across from EPO.

Late Dissertation Procedures

- If you do not turn in your completed dissertation by the last day of the quarter, you may be able to use the Graduate Registration Waiver Fee (\$250) option if you meet all the following conditions.
- Required course work and credits completed and graded during your last registered quarter.
 - Dissertation completed, approved by your committee and only needs minor revisions.
 - Final Examination passed by the last day of the registered quarter.
 - In that case, everything, including the late fee at Student Fiscal Services, is due **14 days following the last day of your last registered quarter**. For more information on the Late Fee option, visit <http://www.grad.washington.edu/area/regwaiver.html> and let epi@uw.edu know if you plan to use it.
- You will graduate the last day of the following quarter, but you may email uwgrad@uw.edu with your student number after you have turned in your dissertation to request a letter verifying that you have completed all the requirements for the degree.
- If you do not meet the Graduate Registration Waiver Fee requirements, **you will have to register for a minimum of 2 credits the following quarter**. Faculty/staff tuition exempt students may register for one credit (numbered under 600), such as Epi 583 to use the tuition exemption. One-credit registration does not work well in the summer because there are very few one-credit seminar courses.

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