

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

Updated 8/10/09

Final Exam

- Set up your Reading Committee at least 6 weeks in advance of your final exam, if possible. Send a written request to epi@u.washington.edu. See requirements in the [EPI Program Guidelines](#). When the EPO submits the names to the Graduate School, emails will be sent immediately to all members of the committee; so be sure to have communicated with all members in advance. Save the official email.
- Read the directions about exactly what to submit and how to format it for the Preliminary Dissertation Review at: <http://grad.washington.edu/area/thesissubmittips.html>
- You must be registered during your final exam quarter. Register for at least 2 credits. Faculty/staff tuition exempt students may register for 1 course credit, (below EPI 600) such as Epi 583 to save money. Almost no one-credit seminars are available in the summer. If you only register for 1 Epi 600 or 800 credit, you will be charged for 2 credits.
- Doctoral Dissertation Format: Format the first 5 required pages and the margins as explained at <http://www.grad.washington.edu/stsv/etd/chklist.htm>.

Read detailed information on the rules, steps, procedures and required formatting for your dissertation, in the **"Policy and Style Manual"**: <http://www.grad.washington.edu/stsv/stylman/00stylman.htm>. Only the format of the first five pages and margins will be enforced.
- "Preliminary Format Review" (Required). Do this as soon as you have all of the initial pages of the dissertation formatted. Submit a draft copy of your dissertation to the Graduate School on upper campus. Use the Drop Box in Communications Building G-1 during work hours: 8:00am - 4:45pm (closed 12 pm – 1 pm). Fill out and enclose the blue information sheet near the Drop Box. The deadline for a preliminary check is two weeks prior to the end of the quarter, but do not wait that late in Spring Quarter. Mail options are described on page 10 of the "Policy and Style Manual." Email submission is only available for the signature page. **KEEP the blue Preliminary Check Receipt** from the Preliminary Review. This is a checklist of required changes, if any. This blue Check Receipt must accompany the "Final Submission" of your dissertation.
- Obtain email approvals of the time, date and place of your Final Exam from all of your committee members. Paste them in a single email (or word document) and send it to epi@u.washington.edu
- Request your Final Exam at least 3 weeks in advance of the exam date at www.grad.washington.edu/mgrad/student.htm.
- 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, to epi@u.washington.edu for departmental information.
- Paper Warrant: We will notify you when your warrant is ready – generally a few days before your exam. Pick up your warrant for your Final Exam from the EPO.
- After your Final Exam, have all committee members who are PRESENT sign the warrant.

- A member(s) present by audio/video conference call should send a “clean” email with your name and his/her full name indicating his/her vote on the exam to epi@u.washington.edu. The GSR must physically be present at the exam.
- YOU MUST SUBMIT your signed warrant to the Epi Program Office by 5pm on the last day of the quarter or within 60 days of the exam, whichever is earlier. You may mail it or hand deliver it but it must reach the EPO by the deadline.
- Pay the Doctoral Dissertation Fees (see p. 4 of Manual): You may make payments to Student Fiscal Services (SFS) by webcheck, US mail or in person at the Cashier’s Office on the first floor of Schmitz Hall. If you plan to pay by webcheck, email sfshelp@u.washington.edu to ask Student Fiscal Services to add the fee(s) to your account. If you mail a check indicate exactly what it is for in the memo line, along with your student number. We recommend that you pay the copyright fee unless you are planning to publish your dissertation in a journal that will hold the copyright.

You are required to present a printed, itemized tuition statement from MyUW as proof of your fee payment to the Graduate School at the Final Dissertation Submission.

- Appointment for “Final Dissertation Submission” (Required): Make an appointment for Final Submission of your doctoral dissertation as early as possible in your final quarter. Contact gsstusrv@u.washington.edu, 206-543-5900, or go in person to Graduate School Receptionist Desk, G1 Communications. Final appointments during the last 3 weeks of Spring Quarter classes fill well in advance.

During finals week, submissions are only accepted on a walk-in basis. Wait times can be several hours. Students who have had their dissertation format pre-checked receive priority. If you get in line after 5:00 p.m. on the last day of the quarter, you will not graduate!

- DEADLINE FOR DISSERTATION SUBMISSION: You have 60 days from the date of your final exam or until the last day of the quarter (whichever is earlier) to submit your dissertation to the Grad School. **Given your exam date, determine which deadline applies to you. You must meet the 60-day deadline, or retake the Final.**

- Go to your “Final Dissertation Submission” Appointment at the Graduate School in G-1 Communications. See page 5 in the “Policy and Style Manual” for a detailed list of what to bring to this appointment.

- Diploma Procedures
Diplomas will be issued with your name as it appears on MyUW and your transcript, and must include your legal first and last name. To indicate hyphens, lower/upper case letters, accents, etc. on your diploma, complete the Diploma Name Request 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 name.)

- Return any keys or key cards checked out from Epidemiology to the EPO. Otherwise you will be charged \$10 each.
- Submit your Departmental Exit Survey to the EPO by mail, email or in person. (You will receive this survey with your warrant.) It is different from the online survey because we have to tally information not requested by the Graduate School for NIH reports.

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 completed the following during your last registered quarter.
 - Required course work and credits
 - Dissertation is complete, has been approved by your committee and only needs minor formatting changes (not content revisions).
 - In that case everything, including the late fee, 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 contact epi@u.washington.edu.

- ☐ 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 1 credit (numbered under 600), such as Epi 583. This option does not work well in the summer because there are very few 1-credit seminar courses.

Epidemiology Program Office (EPO)
University of Washington
Box 357236
Seattle, WA 98012
epi@u.washington.edu
<http://depts.washington.edu/epidem/>
Ph: (206) 685-1792 or (206) 543-1065
Fx: (206) 616-4053 or (206) 543-8525