

---

---

## Final Exam Guidelines and Checklist

The following steps will need to be met to successfully obtain your PhD! Note deadlines.

- Establish Reading Committee - email MaryEllin names of committee members. Required: 3 members. This should be done at least 2 months before your defense date.
- Style and Policy Manual - Review for thesis formatting, deadlines and fees [http://www.grad.washington.edu/stsv/stylman/policy\\_style.pdf](http://www.grad.washington.edu/stsv/stylman/policy_style.pdf)
- Final Exam date set with Supervisory Committee. The GSR and Chair are required to be at the Final Exam.
- Present your Reading Committee with your thesis two to three weeks before you plan to schedule your Final Examination online. Your thesis Reading Committee must read your thesis and agree to the date and time of your exam before you schedule your Final Examination online.
- Scheduling of your Final Examination is done online and must be submitted at least three weeks before your exam date. If your exam will **not** be held on the UW main campus or at FHCRC, you will need to include the full address and room number of the venue. When the exam is approved, you will be notified that your Warrant, along with the MCB Exit Survey, is either available to pick up in the MCB office or will be mailed to you in campus mail if you are off campus. Final Exam Online Registration: <http://www.grad.washington.edu/mygrad/student.htm>
- Email Diane Darling three weeks before your defense date giving her the title of your dissertation, date, time, location and how you want your name to read; she will announce your exam and make up flyers. Diane's email: [ddarling@u.washington.edu](mailto:ddarling@u.washington.edu)
- Have the Graduate School review the formatting of your thesis *title page and signature page* prior to final submission of your thesis. The two pages need to be sent by email to Graduate Educational Services at [gsstusrv@uw.edu](mailto:gsstusrv@uw.edu) The review and reply will be completed within 5 business days.
- Your Supervisory Committee will determine if your thesis is formatted properly and approve the appearance of the thesis.
- Your thesis must be filed with Graduate School by the last day of the quarter along with all fees that must be paid. The fees are reviewed in the Style & Policy Manual
- The signed Warrant must be returned to MaryEllin within 3 days of your final exam and not later than the last day of the Quarter. MaryEllin will officially report the outcome of your exam to the Graduate School. Your completed MCB Exit Survey (included with your Warrant) must be returned to Diane. You will also submit to Diane via email attachments, your Abstract and publications.

Please feel free to contact me if you have any questions.

MaryEllin  
[maryell@u.washington.edu](mailto:maryell@u.washington.edu)  
206-685-3155