Final Exam Checklist

Before beginning the Final Exam (Dissertation Defense) process, please be sure to familiarize yourself with the UW Graduate School’s Doctoral Degree Policies: [http://www.grad.washington.edu/policies/doctoral/](http://www.grad.washington.edu/policies/doctoral/). You are responsible for knowing this information.

### The following should be done before you schedule your Dissertation Defense

- [ ] Complete course requirements for degree
- [ ] Complete Preliminary Exam
- [ ] Set up your Doctoral Supervisory Committee – minimum of four members*
- [ ] Complete General Written and Oral Exam
- [ ] Have a formal committee meeting, where each member must be in agreement that you should proceed with writing your dissertation
  
  *If your committee has changed, please let the Program Manager know

### All of the following must take place before the Dissertation Defense

- [ ] Set a date for the Final Exam with your supervisory committee
  - At least four members must be present at your final exam. These include the Chair, Graduate School Representative (GSR), and one additional Graduate Faculty member. The fourth member is determined by you.
- [ ] Set up the Reading Committee – minimum of three members, consisting of:
  - Chair
  - 2 other supervisory committee members
- [ ] Present your reading committee with your dissertation
  - Your reading committee must agree that the work described is appropriate for fulfillment of the doctoral degree and that the dissertation is in good enough shape that you will be able to make the necessary changes prior to the end of the quarter. The full committee must then formally agree to the date and time of your exam before you schedule your final examination online. Please consult with the Program Manager for options if it is not possible to have four members attend.
- [ ] Schedule your Final Exam
  - This includes finding a room and confirming with your committee they are available
  - Complete the “Final Exam Request” at [http://www.grad.washington.edu/mygrad/student.htm](http://www.grad.washington.edu/mygrad/student.htm) at least three weeks prior to the exam, if possible. If not, email the Program Manager.
- [ ] Warrant: The program manager will email you the “warrant” for your final exam. Print it; give the warrant to your chair at your final exam.

### After your Dissertation Defense

- [ ] After your Dissertation Defense, have all committee members who are present sign the warrant. The Chair must indicate the exam outcome on the warrant. If a member is present by audio or video conferencing, he/she must email the chair and say that he/she was present by audio/video conferencing the entire time and his/her vote.
- [ ] You must submit the original signed warrant to the program manager before 5:00PM on the last day of the quarter. Earlier is preferred, drop off with the Program Manager at Harris Hydraulics