

CHECKLIST OF DEADLINES FOR FINAL EXAMINATION

You must satisfy the requirements that are in effect at the time the degree is to be awarded. Therefore, please visit the following websites to obtain the most recent information from the Graduate School:

<http://www.grad.washington.edu/policies/doctoral/>
<http://www.grad.washington.edu/students/etd/info.shtml>

8 WEEKS PRIOR TO YOUR FINAL EXAM:

- Complete the Selection of Reading Committee Members form and return it to Ashley Zigler. (You may email this information if you do not have the form)
 - Note: The Reading Committee should have at least 5 weeks in order to read a nearly final draft of your dissertation.
- Reserve a conference room for your Final Exam.
- Return the Final Quarter Support form to Ashley Zigler.

4 WEEKS PRIOR TO YOUR FINAL EXAM:

- Officially schedule your Final Exam in MyGrad. The exam information will be automatically sent to Ashley Zigler.
<http://www.grad.washington.edu/mygrad/student.htm>
 - Note: Ashley Zigler has access to an electronic copy of your warrant as soon as you schedule the exam and will email it to you one week prior to the exam. You will take the warrant to your exam for signing by your Supervisory Committee.
 - Note: It is essential that four faculty members attend your Final Exam – your supervisor, the GSR, and two other member of your Supervisory Committee.
<http://www.grad.washington.edu/policies/memoranda/memo13.shtml>

LAST DAY OF THE QUARTER (I.E., LAST DAY OF EXAMS):

- Everything must be turned in by 5:00 pm on this date in order for your degree to be conferred during the current quarter.
 - The signed Final Exam warrant must be submitted to Ashley Zigler.
 - The Doctoral Dissertation Reading Committee Approval Form *with original signatures* and the Survey of Earned Doctorates Certificate of Completion must be submitted to the Graduate School (take to Communications G-1 or send by campus mail to Box 353770).
<http://www.grad.washington.edu/students/etd/info.shtml>
 - Electronic submission of the dissertation must be complete.
<http://www.grad.washington.edu/students/etd/info.shtml>
 - Note: If your dissertation is not submitted 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 the Graduate Registration Waiver Fee.
<http://www.grad.washington.edu/area/regwaiver.html>
 - 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 in Bagley 109), which includes the following steps:

- Obtain initials of your research supervisor
- Make appointment with Paul Miller for lab inspection
- Return textbooks
- Return equipment to Machine Shop
- Return equipment to Electronics Shop
- Terminate payroll
- Remove budget access
- Return keys