PHD PROCEDURES CHECKLIST

Before beginning the PhD Degree process, please be sure to familiarize yourself with the UW Graduate School’s Doctoral Degree Policies (https://www.grad.washington.edu/policies-procedures/doctoral-degree-policies/) and all SAFS all milestones and procedures (https://fish.uw.edu/students/advising/forms-guidelines-handbooks/) You are responsible for knowing this information.

Grad School Prepare to Graduate: https://grad.uw.edu/for-students-and-post-docs/degree-requirements/preparing-to-graduate/

Grad School dates and deadlines: https://grad.uw.edu/for-students-and-post-docs/degree-requirements/dates-and-deadlines/

Completed (at time of General Exam):

☐ Passed General Exam (at least one quarter prior to Final Exam)

☐ Set up your PhD Supervisory Committee – minimum of four members consisting of:
  - Faculty adviser/chair
  - 2 members, one of which MUST be graduate faculty in SAFS
  - GSR – must be UW Graduate faculty; may not be a primary, joint, or affiliate member of SAFS faculty

  Email GPA with any changes to committee

☐ Completed coursework on Plan of Study and any other credit requirements for degree

☐ 3.0 minimum cumulative GPA

At least two quarters prior to Final Exam:

☐ Meet with SAFS GPA to review transcript, check Plan of Study and confirm that all milestones are complete.
  Failure to attend this meeting may delay your graduation quarter.

At least two months prior to Final Exam:

☐ Set up your Reading Committee
  The Reading Committee is composed of at least three members of the supervisory committee who will serve on the reading committee. One of the members must be the Chair of the supervisory committee. At least one of the members of the reading committee must hold an endorsement to chair doctoral committees. The reading committee is appointed to read and approve the dissertation.

  Set up your Reading Committee: https://docs.google.com/forms/d/e/1FAIpQLSc292aGyJTxHUuY480aIF_Cm9cXr6PNxLCukzMeDQKLfPlo9g/viewform

At least four weeks prior to Final Exam:

☐ Submit near-to-final draft of the dissertation (reviewed and approved by faculty adviser) to reading committee, before scheduling exam

☐ Schedule Final Exam with committee

☐ Submit Final Exam request (SAFS), during 1st nine weeks of the quarter: https://docs.google.com/forms/d/e/1FAIpQLSd-6XLNCAbn-14oLZg_e9EVMiXGL7G1k2ZAJ7AygGvr8BA5c5w/viewform

☐ Submit Final Exam Request (MyGrad), during 1st nine weeks of the quarter: https://grad.uw.edu/for-students-and-post-docs/mygrad-program/ (email GPA once submitted)
Final Exam & Dissertation Quarter (by end of 10th year of entry into program):

☐ Register for minimum number of credits required for plan of study and/or grad funding package:
  - 2cr minimum, if not funded on RA, TA, SA, or fellowship (check with funding organization)
  - 10cr minimum, if funded on RA, TA, SA, or fellowship (check with funding organization)

Final Exam Warrant:

Once the GPA has received confirmation of submission of Final Exam Request, they will send the warrant to the student's faculty adviser/committee chair. The chair will have until the last day of the quarter of graduation to make a degree recommendation and collect committee signatures. Once the warrant is completed and returned to the GPA, they will enter the recommendation online at which time a system-generated email will be sent to the student.

PhD Dissertation:

Review Graduate School thesis submission policies carefully before preparing your final dissertation document: https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/

☐ Submit final thesis to Graduate School
  - Review ETD Formatting Guidelines: https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/etd-formatting-guidelines/
  - Submit committee approval and final thesis: https://www.etdadmin.com/main/home?siteId=412
  - Deadline: Last day of quarter of graduation
    - The $250 Graduate Registration Waiver Fee is an option if all degree requirements have been met by the final day of the quarter with the exception of the dissertation, https://www.grad.washington.edu/policies-procedures/general-graduate-student-policies/graduate-registration-waiver-fee/

General Timeline for PhD Degree

Per UW Graduate School policy, students must complete all PhD degree requirements within ten years of entry into the program (including any quarters spent On-Leave)