

## UW Dept. of Atmospheric Sciences – Graduate Student Resources

### PhD Procedures Checklist - Final Exam & Doctoral Thesis

#### Should already be completed (at time of General Exam):

- Complete credit requirements for degree (<http://www.atmos.washington.edu/academic/grad/html/gradrqmts.html>)
- 3.0 minimum cumulative GPA
- Doctoral Supervisory Committee - minimum of five members, consisting of:
  - Faculty adviser/chair
  - 3 Graduate faculty in Dept. of Atmospheric Sciences
  - GSR

*Committee should have been set up for General Exam; if membership has changed, email Sam with changes.*

#### At least four weeks prior to Final Exam:

- Set up Reading Committee - minimum of three members, consisting of:
  - Faculty adviser/committee chair
  - 2 members of doctoral supervisory committee (not to include GSR)

*To set up committee, send an email to Sam including names of Reading Committee members*
- Schedule a room for exam
  - To give final exam during Colloquium, see the Colloquium coordinator to schedule a date
  - To give final exam at an alternate time, see Sam for assistance in scheduling a room for a Special Seminar

#### At least three weeks prior to Final Exam:

- Submit Request for Final Exam (<http://www.grad.washington.edu/mygrad/student.htm>)
  - Must be submitted at least 3 weeks prior to final exam date
  - Typically, the final exam is given during colloquium
  - Reading committee must have read draft of thesis prior to submitting form
- Send an email to Sam with the following (3 weeks prior to exam date):
  - Date, time, location of final exam
  - Title of defense seminar

#### Final Exam warrant:

Upon submitting the exam request online, the Student Services Coordinator will approve the request and print the warrant. The warrant is kept in the student's file until the day before the exam at which time the file and warrant are given to the student's faculty adviser/committee chair.

#### Doctoral Thesis:

Review Graduate School dissertation submission policies carefully before preparing your final thesis document: <http://www.grad.washington.edu/stsv/checklist.html>. Please format final thesis according to LaTeX template, which can be found here: <http://staff.washington.edu/fox/tex/thesis.shtml>

- At least three weeks prior to final submission, submit title and signature pages of thesis to Graduate School via email for prelim review
- Submit final dissertation to Graduate School
  - Deadline 60 days from final exam or end of quarter of graduation, whichever is first
- Submit copies of final dissertation to Sam, as follows:
  - Required: one (1) unbound hardcopy - will be bound and placed in the department thesis library
  - Optional (strongly encouraged): one (1) pdf copy - submit online: <http://www.atmos.washington.edu/academic/grad/html/submitthesis.php>