

FINAL EXAM AND DISSERTATION CHECKLIST

UW Astronomy Department

(Updated 2025)

FINAL EXAM

Be registered for the quarter in which both the final exam and the dissertation are submitted.

Review the [Graduate School Final Quarter Graduation Timeline](#)

Review the Graduate School's [Doctoral Graduation Checklist](#)

4 months prior:

Review your current supervisory committee and make any necessary changes. Ask Sarah Tuttle or Ricky Chon for the list if you are unsure.

Establish a reading committee through Sarah Tuttle or Ricky Chon.

2 months prior:

Set an exam day and time. Location (if C-520) should be arranged through Ricky.

Collect and collate concurrences (email or hard copy) from all faculty on supervisory committee, indicating their agreement on the requested date. Forward to Ricky for records.

5 weeks prior:

Provide a dissertation draft to your reading committee. You should also send a copy to your supervisory committee members with instructions that they are not required to read the draft or provide comments unless they wish to.

Submit the exam request online: <https://grad.uw.edu/for-students-and-post-docs/mygrad-program/>

You should now start considering when and how your reading committee will provide their original signatures on your Doctoral Dissertation Supervisory Committee Approval Form.

*All approvers will need a UW NetID. If a member needs a UW NetID, email Ricky.

Review the policy needed to video conference into your Final Exam to ensure that all requirements are met and that physically absent committee members provide

proper documentation of their participation and vote:

<https://grad.uw.edu/policies/instructions-for-virtual-doctoral-examinations/>

2 weeks prior:

You should receive an email approving your exam request if your committee agrees that you are prepared to defend your dissertation. If you do not receive this, ask Sarah or Ricky.

After the exam:

You and Ricky will receive an email with the outcome of your exam from your supervisory committee. If you do not receive this, ask Sarah or Ricky.

(SEE GRAD SCHOOL PAGE FOR INSTRUCTIONS ON [ELECTRONIC THESIS/DISSERTATION \(ETD\)](#) SUBMISSION AND OTHER REQUIREMENTS)