

FINAL EXAM AND DISSERTATION CHECKLIST
UW Astronomy Department
(Updating February 2022)

FINAL EXAM

- Be registered for the quarter in which both the final exam and the dissertation is submitted.
- Review the [Graduate School Final Quarter Graduation Timeline](#)
- Review Graduate School's [Doctoral Graduation Checklist](#)

4 months prior:

- Review your current supervisory committee and make any necessary changes. Ask Elisa Quintana or Eric Agol for the list if you're unsure.
- Establish a reading committee through Elisa Quintana or Eric Agol.

2 months prior:

- Set an exam day and time. Location (typically C-520) should be arranged through Elisa.
- Collect and collate concurrences (email or hardcopy) from all faculty on supervisory committee, indicating their agreement on the requested date. Forward to Elisa for approval 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 UW NetID, email Elisa.

- Your GSR must be physically present, but if any other members of your committee need to video conference into your Final Exam, you should review the policy here to be sure all requirements are met, and that physically absent committee members provide proper documentation of their participation and their vote.:

<http://grad.uw.edu/policies-procedures/doctoral-degree-policies/instructions-for-video-conferencing-in-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 Elisa or Eric.

After the exam:

- You and Elisa will receive an email with the outcome of your exam from your supervisory committee. If you do not receive this, ask Elisa and Eric.

(SEE GRAD SCHOOL PAGE FOR INSTRUCTIONS ON ELECTRONIC THESIS/DISSERTATION (ETD) SUBMISSION AND OTHER REQUIREMENTS.)