

## FINAL EXAM INFORMATION

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- ◆ A student must be registered for *at least 2 credits* at the time the final requirements are met.
- ◆ The Supervisory Committee is responsible for administering the Final Examination. **At least 4 members** of the Supervisory Committee (including the Chair, Graduate School Representative, and one additional Graduate Faculty member) **must** be present at the Final Examination.
- ◆ The Reading Committee must be established with The Graduate School *before* the Final Examination is scheduled. If you haven't established your Reading Committee, please submit the Reading Committee Form at [http://www.phys.washington.edu/forms/readcom\\_form.htm](http://www.phys.washington.edu/forms/readcom_form.htm)
- ◆ If you haven't been in contact with your Graduate School Representative recently, you may want to make sure he or she is still at the UW or is not on leave before you schedule your exam.
- ◆ If you would like to add or remove supervisory committee members, please do so before you schedule your exam. The Graduate School has your Supervisory Committee on file, so if it has changed, The Graduate School needs to be notified. To add or remove a member from your committee, please email the Graduate Program Assistant at [grad@phys.washington.edu](mailto:grad@phys.washington.edu).

### HOW TO SCHEDULE A FINAL EXAM

- Submit an acceptable draft of the dissertation to the Reading Committee **before** scheduling the Final Examination.
- Reserve a room **before** submitting the Request For Final Examination form to The Graduate School.
  - The receptionist ([reception@phys.washington.edu](mailto:reception@phys.washington.edu)) in the Physics Department's main office is responsible for scheduling PAT C520, B-042, and C421 in the afternoons
  - The INT (located in PAT C411, 685-3360) is responsible for scheduling PAT C421 in the mornings.
  - Ivy Mason ([ivym@u.washington.edu](mailto:ivym@u.washington.edu)) in PAT C-121G is our contact for scheduling all other rooms.
- Schedule the Final Examination
  1. Complete the "Schedule a Final Examination" webform via the Graduate School's MyGrad-Student View (MGP) at:
 

<http://www.grad.washington.edu/mygrad/student.htm>

This should be done at least 3 weeks before the scheduled date of the Final Exam
  2. Inform the Graduate Program Assistant (Jen Lehner, [jlehner@phys.washington.edu](mailto:jlehner@phys.washington.edu)) of your Final Examination's dissertation title, so that it can be added to the weekly seminar list

### OTHER FINAL EXAM DETAILS

- After The Graduate School checks the student's requirements, the Final Examination warrant will be sent to the Graduate Program Assistant. The Graduate Program Assistant will give the warrant and student's file to the Chair of the Supervisory Committee the day before the exam.

- A maximum of 60 days may elapse between the examination and the presentation of the dissertation in final form, BUT you must turn in your dissertation by the last day of the quarter in order to have your degree conferred in that quarter.