

GWSS Final Exam & Graduation Checklist

Before beginning the Final Exam process, please be sure to familiarize yourself with both Graduate School and Department policies. You are responsible for knowing this information:

UW Graduate School's Doctoral Degree Policies:

<https://grad.uw.edu/for-students-and-post-docs/degree-requirements/>

Department of Gender, Women & Sexuality Studies Doctoral Degree Policies:

<https://gwss.washington.edu/gwss-graduate-manual>

SHOULD ALREADY BE COMPLETED:

- All required coursework and credit requirements with a minimum 3.0 cumulative GPA
- Established Doctoral Supervisory Committee – consisting of at least 4 members:
 - Faculty advisor/chair
 - 2 graduate faculty
 - Graduate School Representative (GSR)
- Passed the General Exam at least one quarter before the Final Exam

BEGINNING OF THE QUARTER:

- Register for a minimum of 2-credit hours
- International Students:** Review the [ISS final quarter registration information and checklist](#)
- Concurrent Students:** if enrolled in more than one degree program, prepare manual degree audit per the [concurrent degree graduation review instructions](#)
- Check unofficial transcript in [MyUW](#) for missing grades from previous quarters; contact professors to submit change of grade requests if “X” or “N” grades on transcript, especially for required courses
- Check [MyGrad](#) to confirm name and dissertation details on record are correct
- Officially set name in [Identity.UW](#) if publishing thesis using a preferred name
- Create an account in the [UW ETD Administrator Site](#)
 - Verify name and thesis details entered in the UW ETD Administrator Site match MyGrad exactly
 - Review [ETD Formatting Guidelines](#) and insert the three required sections into the body of your dissertation (the first three pages of the document): [title page](#), [copyright page](#), [abstract](#).
 - Check out the following ETD resources which may be helpful:
 - [Hacking the Academy: UW Theses and Dissertations](#) (recorded version of quarterly workshop)
 - [Electronic Theses & Dissertations with UW Libraries](#) (self-guided canvas course)
 - [Microsoft Word template](#) for UW Graduate Thesis (template outline for formatting entire dissertation)
- Complete the [Survey of Earned Doctorates \(SED\)](#); save a copy of the SED Certificate received via email from SEDWEB@norc.uchicago.edu after completion

AT LEAST FOUR WEEKS PRIOR TO FINAL EXAM:

- Login to [MyGrad](#) and review committee information for accuracy
 - Notify Graduate Program Coordinator immediately of any committee changes
- Schedule Final Exam:
 - Contact Doctoral Supervisory committee to arrange a date, time and location (in-person or virtual) for exam; either cc GPC or forward copies of each committee member's confirmation of attendance
 - In-person Exams:** Contact Graduate Program Coordinator to reserve conference room
 - Remote Exams:** Follow [Graduate School guidelines](#) to setup Zoom meeting
 - Email Zoom link to doctoral committee members and cc the Graduate Program Coordinator
 - Review Graduate School policies for [virtual doctoral examinations](#)
 - Schedule Final Exam via [MyGrad](#)

ONE WEEK PRIOR TO FINAL EXAM:

- Receive an electronic copy of the Supervisory Committee Approval Form from the Graduate Program Coordinator; after exam completion, have all committee members sign and return completed form to the GPC as soon as possible
- Review [Commencement](#) details if you plan to participate in any graduation ceremonies

BY LAST DAY OF THE QUARTER/EXAMS (NO LATER THAN 11:59 PM):

- If not already done, submit signed Supervisory Committee Approval Form to Graduate Program Coordinator
- Confirm that all reading committee members have approved dissertation in [MyGrad](#)
- [UW ETD Administrator Site](#):
 - Upload SED Certificate of Completion to the Administrative Documents section
 - Upload dissertation
 - SUBMIT** SED Certificate of Completion and dissertation
 - Confirm successful submission: the message "Your dissertation/thesis has been submitted" should appear and you should receive an e-mail confirmation from "Administrator of University of Washington"

Note: If your dissertation is not submitted by the last day of the quarter in which you passed your Final Exam, you must either register for 2-credits the following quarter or pay the [Graduate Registration Waiver Fee](#), which provides 14 calendar days following the last day of the quarter to submit the dissertation (all other requirements must be met).

AFTER QUARTER ENDS:

- Monitor UW email:
 - For notification that either ETD was accepted or a request for formatting revisions
 - If revisions required, upload changes to [UW ETD Administrator Site](#) by deadline provided
 - For time-sensitive requests or questions that might arise during graduation processing
 - For email confirming graduation has been recommended by department and degree has been granted
- Complete [diploma name and address form](#); diplomas are mailed by [Office of University Registrar](#) 2-3 months after graduation