

FINAL EXAM INFORMATION

BEFORE SCHEDULING A FINAL EXAM

- A student must be **registered for at least 2 credits** at the time the final requirements are met.
- If you haven't established your Reading Committee, please do so and submit the "Reading Committee Form" posted at <https://sharepoint.washington.edu/phys/grad/Pages/PhD-Forms.aspx>.
- The Reading Committee must approve a draft of your thesis **before** the Final Examination can be scheduled with the Graduate School.
- 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 and 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. Notify the Graduate Program Adviser at grad@phys.washington.edu about these changes, such that the Graduate School can be informed immediately and the make-up of the committee in their records can be updated. Otherwise, e.g., the Examination Warrant they generate will be outdated.

HOW TO SCHEDULE A FINAL EXAM

- Submit the "**Thesis Draft Form**" posted at <https://sharepoint.washington.edu/phys/grad/Pages/PhD-Forms.aspx> to the GPA with signatures of **all** members of your Reading committee. (Direct e-mails to the GPA by committee members are acceptable.) Physics Departmental approval of your request to the Graduate School to schedule a Final Examination by the GPA is contingent on having received this form.
- Reserve a room **before** submitting the Request for a Final Examination Form to the Graduate School. The conventional room for general and final examinations in our Department is PAT 520, but other rooms such as B-042, and C421 (in the afternoons only) are sometimes used instead. Contact the receptionist (reception@phys.washington.edu) in the Physics Department main office for how to make such reservations.
- Complete the "Request for a Final Examination" webform via the Graduate School's MyGrad Student View, at <http://www.grad.washington.edu/mygrad/student.htm>. This should be done at least three weeks before the scheduled date of the General Exam.
- After the Graduate School checks the student's requirements and receives approval from the Department, the Final Examination warrant will be sent to the Graduate Program Adviser. The GPA will give the warrant and the student's file to the Chair of the Supervisory Committee the day before the exam. The student is not allowed to carry the file nor the warrant. After the exam the Chair of the Supervisory Committee returns the file and warrant to the GPA.
- Check carefully at the Graduate School WEB site the current process and requirements (in time and format) for submitting your PhD thesis after you pass the Final Examination. Typically you want to submit your thesis well before Exam Week of the same quarter you take the Final Exam.

DURING THE FINAL EXAM

- The usual format of a Final Examination in the Physics Department is a public presentation of the thesis research about 45 minutes long, followed by an examination with only members of the graduate faculty.
- The Supervisory Committee is responsible for administering the General 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 General Examination.