

### Doctoral Milestones and Forms (updated 9/10/20)

This checklist is to provide an overview of the doctoral milestones and the actions required by students, faculty and staff in the Office of Student Services. For questions about anything on this sheet, please contact Brittany Ota-Malloy ([bota@uw.edu](mailto:bota@uw.edu)) or Paula Wetterhahn ([paulajw@uw.edu](mailto:paulajw@uw.edu)). Students should always work closely with their faculty advisors to ensure they are on track in their program in meeting Graduate School requirements and College of Education requirements. College of Education forms may be found here: <https://education.uw.edu/my-coe/current-students/forms/doctoral-degree-forms>. All forms can be submitted and approved electronically – email to Brittany Ota-Malloy ([bota@uw.edu](mailto:bota@uw.edu)) or Paula Wetterhahn ([paulajw@uw.edu](mailto:paulajw@uw.edu)).

Step in Doctoral Degree Completion	Action Required by Student	Action required by Faculty	Action required by Student Services
Advancement to Prospective Candidacy	Work with faculty advisor to advance to prospective candidacy	Faculty advisor will complete this form. The form will be emailed to Student Services where it will be processed and filed.	Student Services will check this form into the Student Database and file it in the student file.
Research and Inquiry Paper Submission	Upon completion of R&I paper, have a minimum of 3 members sign electronically or provide email approval of the R&I Paper Title/Evaluation Form. Email the R&I Title/Evaluation form to Student Services  <i>*After submission of R&amp;I paper, students can proceed to formation of Supervisory Committee and General Exams</i>	A minimum of three faculty members must approve the Title/evaluation form through electronic or email signatures	Student Services will process the form and enter R&I completion in the Student database. The form will be filed in the student file.
Presentation at the Research and Inquiry Conference	After successful participation in Research and Inquiry Conference, have a minimum of 3 members approve the R&I Conference Evaluation Form. Email R&I Conference Evaluation form to Student Services  <i>*Students must participate in R&amp;I Conference prior to Final Exam/defending dissertation.</i>	A minimum of three faculty members must approve the Conference Evaluation through electronic signatures or by email.	Student Services will process the form and enter R&I completion in the Student database. The form will be filed in the student file.
Formation of Supervisory Committee	Complete the Formation of Supervisory Committee form and email it to the Office of Student Services. Have your faculty chair approve the form electronically or by email prior to emailing it to Student Services.	The faculty chair must approve the Supervisory Committee form electronically or email approval to support the form.	Student Services will enter your committee online with the Graduate School. All committee members and the student will receive an email confirmation once this has been set up online.
General Exams (Written)	Complete the Written Exam request form and have it approved by your faculty chair.  Email the form to Student Services.  Email your Course of Study form to Student Services.	The faculty chair must approve the Written Exam Request form as well as the Course of Study form by electronic signature or by email.  The faculty chair will also send the exam questions to the Office of Student Services.	Student Services will file the forms in the student file. Course of Study completion will be entered in the Student Database.

Step in Doctoral Degree Completion	Action Required by Student	Action required by Faculty	Action required by Student Services
General Exams (Oral) *Must have Supervisory committee set up online before requesting exam	Request your Oral Exam with the Graduate School using your Student MyGrad page: <a href="http://grad.uw.edu/for-students-and-post-docs/mygrad-program/">http://grad.uw.edu/for-students-and-post-docs/mygrad-program/</a>	The faculty chair (along with all other committee members) will receive an automated email confirmation that the exam has been scheduled and approved.  2 weeks before the exam, Student Services will email the faculty chair the warrant and to be approved at the exam. The warrant should be emailed to Student Services following the exam.	Student Services will approve your request. You will receive email confirmation of this.  Student Services will email the faculty chair the warrant to be brought to the exam.  Student Services will convey the exam results to the Graduate School once the exam is completed and the approved warrant is received.
Formation of Reading Committee	Complete the Formation of Supervisory/Reading Committee form and email it to the Office of Student Services. Have your faculty chair approve the form by electronic signature or email prior to emailing it to Student Services.	The faculty chair must approve the Supervisory Committee form electronically or email approval to support the form.	Student Services will enter your Reading committee online with the Graduate School. Committee members and the student will receive an email confirmation once this has been set up online.
Dissertation Proposal	Complete the Proposal for Dissertation form and gain electronic signatures or emails of approval from each member of your committee.  Email the form to the Office of Student Services with an abstract of your dissertation proposal.	All Reading Committee members should approve the dissertation proposal form. Email signatures may be attached to the form in place of physical signatures.	Student Services will document this form in the Student Database and file the form in the student file.
Final Exam *Must have Reading Committee set up online before requesting exam  A minimum of 27 dissertation credits (EDUC 800) must be completed over a minimum of 3 quarters by the time of graduation.	Request your Oral Exam with the Graduate School using your Student MyGrad page: <a href="http://grad.uw.edu/for-students-and-post-docs/mygrad-program/">http://grad.uw.edu/for-students-and-post-docs/mygrad-program/</a>  Thoroughly read through the Graduate School steps for completing your degree and filing your dissertation and form electronically. <ol style="list-style-type: none"> <li>1. Submit dissertation online by the last day of the quarter.</li> <li>2. Reading Committee members must electronically approve your dissertation</li> <li>3. Complete Survey of Earned Doctorates</li> </ol> Graduate School steps can be found here: <a href="https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/">https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/</a>	The faculty chair (along with other committee members) will receive an email confirmation that the exam has been scheduled)  2 weeks before the exam, Student Services will email the committee and student the warrant to be approved for the exam. The warrant should be emailed to Student Services following the exam.  All Reading Committee members must also <b>electronically</b> approve the dissertation: <a href="https://grad.uw.edu/for-faculty-and-staff/mygrad-faculty-view/">https://grad.uw.edu/for-faculty-and-staff/mygrad-faculty-view/</a> by the last day of the quarter  Grades must be posted by the end of the quarter to avoid any delays in graduation.	Student Services will approve your request. You will receive email confirmation of this.  Student Services will email the faculty chair the warrant and GSR which will be brought to the exam.  Student Services will convey the exam results to the Graduate School once the exam is completed and the signed warrant is received.