

Doctoral Milestones and Forms (updated 3/22)

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 Paula Wetterhahn (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 for milestones and actions below are found on the Graduate Forms page here: <https://education.uw.edu/my-coe/currentstudents/forms/doctoral-degree-forms>

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. Initiate the Prospective Candidacy form for the faculty to sign.	The Faculty advisor will complete the form and a copy will be sent electronically to Student Services.	Student Services will check off this milestone and this form into the Student Database.
Research and Inquiry Paper Submission	Upon completion of R&I paper, have a minimum of 3 members approve the R&I Completion form. <i>*After submission of R&I paper, students can proceed to formation of Supervisory Committee and General Exams</i>	A minimum of three faculty members must approve the R&I Completion form.	Student Services will process the form and enter R&I completion in the Student database.
Presentation at the Research and Inquiry Conference	After successful participation in Research and Inquiry Conference, have a minimum of 3 members sign the R&I Presentation Feedback form. <i>*Students must participate in R&I Conference prior to Final Exam/defending dissertation.</i>	A minimum of three faculty members must sign the R&I Presentation Feedback form.	Student Services will process the form and enter R&I completion in the Student database. The form will be added to the Student database.
Formation of Supervisory Committee *Required before oral General Exam	Complete the Formation of Supervisory Committee form and submit to the Office of Student Services.	The faculty chair must approve the Supervisory Committee form.	Student Services will enter your committee online with the Graduate School. All committee members will receive an email confirmation once this has been set up online.
General Exams (Written)	Complete the Written Exam request form and have it signed by your faculty chair. Submit the form to Student Services. Submit your Course of Study form to Student Services.	The faculty chair must sign the Written Exam Request form as well as the Course of Study form. The faculty chair may also send the exam questions to the Office of Student Services.	The General Exam written date will be noted. 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
<p>General Exams (Oral) *Must have Supervisory committee set up online at least 3 weeks before requesting exam</p>	<p>Request your Oral Exam with the Graduate School using your Student MyGrad page: http://grad.uw.edu/for-students-and-post-docs/mygrad-program/</p>	<p>The faculty chair (along with all other committee members) will receive an automated email confirmation that the exam has been scheduled and approved.</p> <p>2 weeks before the exam, Student Services will email the faculty chair the warrant to be approved at the exam. The warrant should be returned to Student Services following the exam.</p>	<p>Student Services will approve your request. You will receive email confirmation of this.</p> <p>Student Services will email the faculty chair the warrant to be signed after the exam</p> <p>Student Services will convey the exam results to the Graduate School once the exam is completed and the signed warrant is received.</p>
<p>Formation of Reading Committee *Required before defense</p>	<p>Complete the Formation of Reading Committee form and submit to the Office of Student Services.</p>	<p>The faculty chair must sign the Reading Committee form</p>	<p>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.</p>
<p>Dissertation Proposal</p>	<p>Complete the Proposal for Dissertation form and gain signatures or emails of approval from each member of your committee.</p> <p>Submit the form to the Office of Student Services with an abstract of your dissertation proposal.</p>	<p>All Reading Committee members should sign the dissertation proposal form.</p>	<p>Student Services will document this form in the Student Database and file the form in the student file.</p>
<p>Final Exam *Must have Reading Committee set up online before requesting exam</p> <p>A minimum of 27 dissertation credits (EDUC 800) must be completed over a minimum of 3 quarters by the time of graduation.</p>	<p>Request your Oral Exam with the Graduate School using your Student MyGrad page: http://grad.uw.edu/for-students-and-post-docs/mygrad-program/</p> <p>Thoroughly read through the Graduate School steps for completing your degree and filing your dissertation and form electronically.</p> <ol style="list-style-type: none"> 1. Submit dissertation online by the last day of the quarter. 2. Reading Committee members must electronically approve your dissertation 3. Complete Survey of Earned Doctorates <p>Graduate School steps and the approval form can be found here: https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/</p>	<p>The faculty chair (along with all other committee members) will receive an email confirmation that the exam has been scheduled and approved.</p> <p>2 weeks before the exam, Student Services will email the faculty chair the warrant to be approved after the exam. The warrant should be returned to Student Services following the exam.</p> <p>All Reading Committee members must also provide electronically approve the dissertation: https://grad.uw.edu/for-faculty-and-staff/mygrad-faculty-view/ by the last day of the quarter.</p> <p>Grades must be posted by the end of the quarter to avoid any delays in graduation.</p>	<p>Student Services will approve your request. You will receive email confirmation of this.</p> <p>Student Services will email the faculty chair the warrant which will be brought to the exam.</p> <p>Student Services will convey the exam results to the Graduate School once the exam is completed and the signed warrant is received.</p>