

MCB FINAL EXAM CHECKLIST

BEFORE FINAL EXAM

TASK	DEADLINE	SUBMISSION/INSTRUCTIONS
<input type="checkbox"/> Receive approval to graduate from Supervisory Committee		
<input type="checkbox"/> Upload Supervisory Committee Report	Within 1 week of meeting	Portal: https://bit.ly/MCB_Annual_Comm_Docs
<input type="checkbox"/> Schedule graduation advising meeting with Maia	At least 3 months before defense	Calendly Link: https://calendly.com/mcb_seattle/advising-with-maia
<input type="checkbox"/> Set Final Exam Date with Supervisory Committee	At least 3 months before defense	
<input type="checkbox"/> Establish 3 member Reading Committee	At least 3 months before defense	
<input type="checkbox"/> Hold draft submission timeline meeting with Reading Committee	At least 3 months before defense	
<input type="checkbox"/> Reserve venue for defense	As soon as Final Exam Date is set	UW: MCB Office (mcb@uw.edu) FH: Office of Graduate Education (graduateeducation@fredhutch.org)
<input type="checkbox"/> Email Maia with Reading Committee members and confirmation of draft submission timeline	At least 3 months before defense	Maia Low (maialow@uw.edu)
<input type="checkbox"/> Submit thesis to Reading Committee	According to draft timeline	Reading Committee Members
<input type="checkbox"/> Schedule doctoral final exam online at least 3 weeks before exam date	At least 3 weeks before defense	MyGrad Student View
<input type="checkbox"/> Email your name, dissertation title, date, time, and location	At least 3 weeks before defense	To Alice Ven (valice@uw.edu)
<input type="checkbox"/> Receive Committee Signature Form, MCB Exit Survey and other documents from MCB Office	At least 3 weeks before defense	From Alice Ven (valice@uw.edu)
<input type="checkbox"/> Activate Electronic Thesis/Dissertation (ETD) account	At least 3 weeks before defense	UW ETD Administrator Site
<input type="checkbox"/> Send Reading Committee instructions to electronically approve thesis	At least 3 weeks before defense	PDF Link

DAY OF FINAL EXAM

REQUIRED DOCUMENTS	SIGNATURES	SUBMISSION/INSTRUCTIONS
<input type="checkbox"/> Committee Signature Form	Entire committee must sign by hand or digitally using Adobe signature	Signed original to Maia Low (MCB Office)

AFTER FINAL EXAM

TASK	DEADLINE	SUBMISSION
<input type="checkbox"/> Submit MCB Exit Survey	Last day of the quarter	To Alice Ven via provided survey link
<input type="checkbox"/> Prepare thesis for ETD submission	One day before submission	UW Graduate School Guidelines
<input type="checkbox"/> Upload dissertation to ETD	11:59 pm PST on the last day of the quarter <i>*Check the UW Academic Calendar for quarter end deadline (last day of finals week)*</i>	UW ETD Administrator Site
<input type="checkbox"/> Upload Survey of Earned Doctorates (SED)	11:59 pm PST on the last day of the quarter <i>*Check the UW Academic Calendar for quarter end deadline (last day of finals week)*</i>	SED registration and survey access