

MCB FINAL EXAM CHECKLIST: VIRTUAL EXAM

BEFORE FINAL EXAM

TASK	DEADLINE	SUBMISSION/INSTRUCTIONS
<input type="checkbox"/> Set Final Exam Date with Supervisory Committee	At least 3 months before defense	Maia Low (maialow@uw.edu)
<input type="checkbox"/> Establish 3 member Reading Committee	At least 3 months before defense	Maia Low (maialow@uw.edu)
<input type="checkbox"/> Schedule venue for defense	As soon as Final Exam Date is set	Schedule Zoom Meeting Designate Maia as alternate host (maia@uw.edu)
<input type="checkbox"/> Confirm credit requirements met -18 Total Graded Credits -27 Total MCB 800 Credits	At least 3 months before defense	Transcript from MyUW: on the Academics Tab in the Grades Box
<input type="checkbox"/> Submit thesis to Reading Committee	At least 5 weeks before defense	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"/> Receive Warrant, MCB Exit Survey and other documents from MCB Office	At least 3 weeks before defense	Madeleine Zwirello (maddyzee@uw.edu)
<input type="checkbox"/> Activate Electronic Thesis/Dissertation (ETD) account	At least 3 weeks before defense	UW ETD Administrator Site
<input type="checkbox"/> Email your name, dissertation title, date, time, and location to MCB Office	At least 3 weeks before defense	Madeleine Zwirello (maddyzee@uw.edu)
<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"/> Final Exam Warrant	Signed by entire committee via email	Signatures facilitated by Maia Low
<input type="checkbox"/> Doctoral Dissertation Reading Committee Form	Approval in MyGrad Program	Approval submitted by Committee

AFTER FINAL EXAM

TASK	DEADLINE	SUBMISSION
<input type="checkbox"/> Submit MCB Exit Survey, Abstract and list of publications	Last day of the quarter	Madeleine Zwirello (maddyzee@uw.edu)
<input type="checkbox"/> Prepare thesis for ETD submission http://grad.uw.edu/wordpress/wp-content/uploads/Preparing-Your-Manuscript-for-Submission-Revised-31jul2015.pdf	One day before submission	
<input type="checkbox"/> Upload dissertation to ETD	11:59 pm PST on the last day of the quarter	UW ETD Administrator Site
<input type="checkbox"/> Upload Survey of Earned Doctorates (SED)	11:59 pm PST on the last day of the quarter	SED registration and survey access