

## UW School of Aquatic & Fishery Sciences – Graduate Student Resources

### PhD PROCEDURES CHECKLIST

Before beginning the PhD Degree process, please be sure to familiarize yourself with the following resources. You are responsible for knowing this information.

- **SAFS Graduate Student Guide:** <https://tinyurl.com/SAFSGradGuide>
- **UW Graduate School's PhD Degree Policies:** <https://grad.uw.edu/grad-school-policies/>
- **SAFS Grad Milestones form & instructions:**  
<https://uwnetid.sharepoint.com/sites/safs/students/SitePages/SAFS-Grad-Milestones.aspx>
- **Grad School Prepare to Graduate:**  
<https://grad.uw.edu/current-students/enrollment-through-graduation/graduation-requirements/>
- **Grad School dates and deadlines:** <https://grad.uw.edu/calendars/student-dates-deadlines/>

#### First & Second Year of Study:

<input checked="" type="checkbox"/>	TASK	DEADLINE	INFO/LINK
<input type="checkbox"/>	Submit PhD Supervisory Committee	Last day of 5th quarter of study	<a href="https://tinyurl.com/SAFSGradMilestonesForm">https://tinyurl.com/SAFSGradMilestonesForm</a>
<input type="checkbox"/>	Submit PhD Plan of Study	Last day of 5th quarter of study	<a href="https://tinyurl.com/SAFSGradMilestonesForm">https://tinyurl.com/SAFSGradMilestonesForm</a>

#### Qualifying Exam quarter:

<input checked="" type="checkbox"/>	TASK	DEADLINE	INFO/LINK
<input type="checkbox"/>	Register for credits	First day of quarter	
<input type="checkbox"/>	Schedule Qualifying Exam with committee	Last day of 8 <sup>th</sup> quarter of study	<a href="https://tinyurl.com/SAFSGradMilestonesForm">https://tinyurl.com/SAFSGradMilestonesForm</a>
<input type="checkbox"/>	Submit Request for Qualifying Exam	Prior to exam	<a href="https://tinyurl.com/SAFSGradMilestonesForm">https://tinyurl.com/SAFSGradMilestonesForm</a>
<input type="checkbox"/>	Submit PhD Dissertation Proposal	Last day of 8 <sup>th</sup> quarter of study	<a href="https://tinyurl.com/SAFSGradMilestonesForm">https://tinyurl.com/SAFSGradMilestonesForm</a>

#### Before submitting request for General Exam:

<input checked="" type="checkbox"/>	TASK	DEADLINE	INFO/LINK
<input type="checkbox"/>	Complete coursework	Prior to PhD General Exam	<a href="https://myplan.uw.edu/audit/#/degree">https://myplan.uw.edu/audit/#/degree</a>
<input type="checkbox"/>	3.0 cumulative GPA	Prior to PhD General Exam	<a href="https://myplan.uw.edu/audit/#/degree">https://myplan.uw.edu/audit/#/degree</a>
<input type="checkbox"/>	Meet with SAFS GPA	Prior to scheduling PhD General Exam	<a href="https://calendly.com/safsgrad">https://calendly.com/safsgrad</a>

#### General Exam quarter:

<input checked="" type="checkbox"/>	TASK	DEADLINE	INFO/LINK
<input type="checkbox"/>	Register for credits	First day of quarter	
<input type="checkbox"/>	Schedule exam and reserve room	At least two weeks prior to exam date	FSH rooms can be reserved at SAFS front desk

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<input type="checkbox"/>	<b>SAFS Request for General Exam</b>	At least 2 weeks prior to exam date	<a href="https://tinyurl.com/SAFSGradMilestonesForm">https://tinyurl.com/SAFSGradMilestonesForm</a>
<input type="checkbox"/>	<b>MyGrad General Exam Request</b>	At least 2 weeks prior to exam date	<a href="https://grad.uw.edu/mygrad-program/">https://grad.uw.edu/mygrad-program/</a>

### Before submitting request for Final Exam

<input checked="" type="checkbox"/>	TASK	DEADLINE	INFO/LINK
<input type="checkbox"/>	<b>Submit* Reading Committee</b>	Prior to scheduling PhD Final Exam ( <i>near-to-final draft should be complete</i> )	<a href="https://tinyurl.com/SAFSGradMilestonesForm">https://tinyurl.com/SAFSGradMilestonesForm</a>
*READ THIS BEFORE SUBMITTING: <a href="https://docs.google.com/document/d/1UwDjLWishAr5CBUuyQShZJxp9fqN20V8/edit">https://docs.google.com/document/d/1UwDjLWishAr5CBUuyQShZJxp9fqN20V8/edit</a>			
<input type="checkbox"/>	<b>Dissertation draft to committee</b>	4 weeks prior to scheduling PhD Final Exam	Near-to-final draft
<input type="checkbox"/>	<b>Meet with SAFS GPA</b>	Prior to scheduling PhD Final Exam	<a href="https://calendly.com/safsgrad">https://calendly.com/safsgrad</a>

### Final Exam & Dissertation Quarter:

DEADLINE: End of 10<sup>th</sup> year from entry into program (including on-leave quarters)

<input checked="" type="checkbox"/>	TASK	DEADLINE	INFO/LINK
<input type="checkbox"/>	<b>Register for credits</b>	First day of quarter	
<input type="checkbox"/>	<b>Schedule exam and reserve room</b>	At least two weeks prior to exam date	FSH rooms can be reserved at SAFS front desk
<input type="checkbox"/>	<b>SAFS Request for Final Exam</b>	At least 2 weeks prior to exam date	<a href="https://tinyurl.com/SAFSGradMilestonesForm">https://tinyurl.com/SAFSGradMilestonesForm</a>
<input type="checkbox"/>	<b>MyGrad Final Exam Request</b>	At least 2 weeks prior to exam date	<a href="https://grad.uw.edu/mygrad-program/">https://grad.uw.edu/mygrad-program/</a>

### PhD Dissertation:

Questions about the ETD process should be directed to the Graduate School, [uwgrad@uw.edu](mailto:uwgrad@uw.edu)

<input checked="" type="checkbox"/>	TASK	DEADLINE	INFO/LINK
<input type="checkbox"/>	<b>Review thesis policies and formatting guidelines</b>	Prior to submitting thesis	<a href="https://grad.uw.edu/current-students/enrollment-through-graduation/thesis-dissertation/">https://grad.uw.edu/current-students/enrollment-through-graduation/thesis-dissertation/</a>
<input type="checkbox"/>	<b>Submit final thesis</b>	Last day of quarter of graduation*	<a href="https://www.etdadmin.com/main/home?siteId=412">https://www.etdadmin.com/main/home?siteId=412</a>

\*The \$250 Graduate Registration Waiver Fee is an option if all degree requirements have been met by the final day of the quarter with the exception of the dissertation: <https://grad.uw.edu/policies/3-6-graduate-registration-waiver/>