



Ph.D. Check List

- Petition to Proceed approved
- With the help of faculty advisor, identify possible Graduate School Representatives (GSRs) and contact them to see if they are willing to be the GSR on your PhD supervisors committee.
- Submit form establishing PhD Supervisory Committee to the Graduate Program Advisor who will enter it into the MyUW system which sends emails notifying all committee members.
- PhD language requirement satisfied. Language: _____
Ask faculty advisor to describe the terms of this requirement and to document fulfillment of it for student file.

- Three Field Exams completed and passed
1st Field- Supervisor/date passed: _____
2nd Field- Supervisor/date passed: _____
3rd Field- Supervisor/date passed: _____
- Use MyGrad student view to schedule General Exam for the PhD; On day of exam have faculty sign warrant, GSR fill out and sign GSR form, and Graduate Program Advisor enter online.
- Department and Graduate School course requirements satisfied, including 27 credits of ASIAN 800 taken over a period of at least three quarters, as described in the Graduate School guidelines:
grad.washington.edu/stsv/quickref.htm
- Informal reading committee established
1st member: _____
2nd member: _____
3rd member: _____
- Dissertation prospectus submitted, approved and filed with the Graduate Program Adviser.
- Dissertation presented to informal reading committee.
- Formal reading committee established. Names submitted to the Graduate School by the Graduate Program Advisor who enters them into MyGrad. This should be done no later than the quarter you plan to defend your dissertation, and might be done the quarter before.
1st member: _____
2nd member: _____
3rd member: _____
- Dissertation abstract presented to and approved by the doctoral supervisory committee.
- Dissertation submitted to the formal reading committee a minimum of 6 weeks prior to the anticipated defense. The committee may require 8 weeks, but should do so in writing.
- Schedule defense and Request for Final Examination on MyGrad.
- Final Examination passed: _____
- Dissertation and Doctoral Dissertation Reading Committee Approval Form submitted to the Graduate School via ETD.
- Warrant, with appropriate signatures submitted to Graduate Program Advisor for entry into MyGrad.
- Exit survey returned to the Graduate School. Please also leave your forwarding address with the Graduate Program Advisor.

- Department and Graduate School course requirements satisfied.** Consult the relevant language program description and your faculty advisor. Program descriptions are on the AL&L website: asian.washington.edu/graduate-programs. For Graduate School requirements, see: grad.washington.edu/students/doctoral/index.shtml.
- General Examination for the Ph.D. passed** (see P&P 3.7.0, 3.8.3; for Graduate School requirements, grad.washington.edu/policies/doctoral/general-exam.shtml and deadlines, grad.washington.edu/students/dates.shtml). Contact your committee members to establish the date and time. To schedule the exam, reserve a room with AL&L staff, and submit an on-line request via MyGrad student view.

- Informal reading committee established** (see P&P 3.9.0 - 3.9.2).

1st member: _____

2nd member: _____

3rd member: _____

- Dissertation prospectus submitted, approved, and filed** (see P&P 3.9.1).

Date: _____.

- Dissertation presented to informal reading committee.**

A formal reading committee must be established by submitting the names of its members to the Graduate Program Advisor who will enter these into your MyGrad record, and the Graduate School will send emails out to all members. This should be done no later than the quarter you plan to defend your dissertation, and might be done the quarter before.

- Reading Committee formalized by the Graduate School.**

First member (and Chair of Supervisory Committee): _____

2nd member: _____

3rd member: _____

- Dissertation abstract presented to and approved by the supervisory committee.**
- Dissertation submitted to the Reading Committee a minimum of six weeks prior to the anticipated Defense. The Committee may require submission eight weeks prior to the Defense, but should do so in writing.**
- In consultation with, and approval of the Supervisory Committee, scheduling of the defense.**(see P&P 3.7.0, 3.8.3; for Graduate School requirements, grad.washington.edu/policies/doctoral/final-exam.shtml and deadlines, grad.washington.edu/students/dates.shtml). Contact your committee members to establish the date and time. To schedule the exam, reserve a room with AL&L staff, and submit an on-line request on MyGrad Student view.

- Final examination passed:**_____.
- Dissertation, with appropriate signatures, submitted to the Graduate School.**
- Warrant, with appropriate signatures, submitted to the Graduate Program Advisor.**
- Exit survey returned to the Graduate School.** Please also leave your forwarding address with the Graduate Program Advisor.

Quarters/Academic Years On-Leave while a Ph.D. student:_____

Notes:

TA/RA/SA appointments(Quarters/Academic Years):_____

Fellowship Awards (Quarters/Academic Years):_____

Annual Spring Review

Each year the faculty in each language program review the progress of their students. This is done in the spring. Students who are not making satisfactory progress or whose work does not reflect a high enough standard will be notified in writing of what they must do to remedy the situation.

Comments:_____
