

# DOCTORAL STUDENTS: GRADUATION CHECKLIST

- Schedule your doctoral final exam via [MyGrad – Student View](#). Your exam must be formally scheduled in advance with the Graduate School to be valid. *If you are a concurrent student, follow the instructions of submitting a color-coded transcript to the GEMS office early in the quarter.*
- Verify accuracy of your Supervisory and Reading Committee membership in [MyGrad](#). Contact your graduate program advisor if any corrections are needed.
- International students: review the [ISS final quarter registration information and checklist](#).
- Confirm your name and dissertation details on record with the UW and the Graduate School (as listed in [MyGrad](#)). *If you will publish your dissertation using your Preferred Name, you must officially set that name in [Identity.UW](#).*
- Check your unofficial transcript in [MyUW](#) for any missing grades from previous quarters. Contact your professors to submit change of grade requests if you see “X” or “N” grades on your transcript.
- Create an account in the [UW ETD Administrator Site](#). We recommend creating your account before you submit your dissertation. The beginning of the quarter you intend to graduate is a great time to complete this step and familiarize yourself with the site.
- Review [ETD Formatting Guidelines](#) and insert the three required sections into the body of your dissertation (the first three pages of the document): [title page](#), [copyright page](#), [abstract](#).
- Complete the [Survey of Earned Doctorates \(SED\)](#) online. Upon completing the SED, you will receive an email from [SEDWEB@norc.uchicago.edu](mailto:SEDWEB@norc.uchicago.edu), which includes your SED Certificate of Completion. Save a copy of this certificate.
- Obtain the necessary signatures on your [Doctoral Dissertation Reading Committee Approval Form](#).
- Upload your Committee Approval Form and SED Certificate of Completion to the Administrative documents section of the [UW ETD Administrator Site](#).
- Upload your dissertation to the [UW ETD Administrator Site](#).
- Submit your dissertation, Signed Committee Approval Form, and SED Certificate of Completion via the UW ETD Administrator Site by the [quarterly deadline](#) (last day of the quarter at 11:59 p.m.).
- Confirm submission: after a successful submission, the message “Your dissertation/thesis has been submitted” will appear. You will also receive an e-mail from “Administrator of University of Washington” that you have submitted to the University of Washington.
- Monitor your email after submission for any requests for revisions. You will either receive an email notifying you the ETD was accepted or requesting formatting revisions. If you are asked to make revisions, the email will indicate a new deadline. Upload the revisions by the provided deadline.
- Monitor your UW email after the quarter ends for any time-sensitive requests or questions that might arise during graduation processing. You will receive an email when graduation has been recommended by your department *and* when your degree has been granted by the Graduate School.
- Update your diploma address in [MyUW](#). Diplomas are mailed by the [Office of University Registrar](#) 2-3 months following graduation.
- Review [Commencement](#) details if you plan to participate in any graduation ceremonies.