

DOCTOR OF PHILOSOPHY: DEGREE REQUIREMENTS & DISSERTATION PROCESS GUIDE

This handbook is intended to highlight some useful information pertaining to the pursuit of your doctoral degree. Use this in conjunction with advice from your chairperson and supervisory committee, the Graduate School, and the NSP. Relevant web sites are included below.

Graduate School

- Doctoral Degree Policies: <https://grad.uw.edu/policies-procedures/doctoral-degree-policies/>
- Doctoral Degree Requirements: <https://grad.uw.edu/policies-procedures/doctoral-degree-policies/doctoral-degree-requirements/>

Nutritional Science Program

- Doctoral Degree Requirements: <http://depts.washington.edu/nutr/?p=330>

Time Limit

All work for the doctoral degree must be completed within **ten years** (including any quarters you go on-leave).

NSP Degree Requirements

All PhD students complete a curriculum comprised of required courses and electives. Additionally, you will complete several required milestones including annual participation in the Student Research Symposium and completion of the Nutritional Sciences Graduate Student Portfolio, PhD teaching requirement, general exam, dissertation, and final exam.

Course Requirements & Degree Progress Tracking

You will receive a degree progress tracking sheet when you enter the Program which documents the course and credit requirements that you will need to complete. The tracking sheet is maintained by the Graduate Student Services Coordinator and you will receive periodic updates to reflect your progress. Questions about the tracking sheet or your requirements can be directed to nutr@uw.edu. The PhD curriculum offers flexibility in selecting courses to satisfy several content areas. It is expected, that you will plan courses to satisfy the requirement in consultation with your initial adviser and dissertation chair.

Graduate Student Portfolio

The Student Portfolio is a mechanism for you to convey to the faculty that you have achieved the core competencies before engaging in your formal research. The portfolio summarizes the learning that has taken place in the core classes (NUTR 500, 520, 521, 522, 529, 531, 562 and BIOST 511) and beyond. You will present a self-assessment, a select example of one research paper, one PowerPoint presentation, a list of core competency achievements, a history of evaluations from the core classes, and a science to policy paper.

The portfolio should be a summation of positive achievements that provides a focus on the strengths you bring to the dissertation project, as well as additional areas for development and continued training. Portfolios are submitted to the GPA via an on-line repository at the end of Spring Quarter during the student's first academic year. Information about the portfolio is provided in NUTR 529 and during Spring Quarter. The following web page also provides information on the portfolio.

<http://depts.washington.edu/nutr/graduate-study/student-resources/graduate-student-portfolio/>

Annual Graduate Student Research and Practice Symposium

Each spring quarter the Program holds a full-day Graduate Student Research & Practice Symposium. It is usually held on a Wednesday during the month of May. Presentation (by all but 1st year students) and attendance by all students is mandatory. Please make arrangements with your employer or professors to accommodate this event. We will give you plenty of notice (usually at least 2 or 3 months) in order for you to make arrangements.

PhD Teaching Requirement

PhD students are required to have teaching experience. Each PhD student should provide a summary of their teaching experience to the GPC for review and approval. This requirement may be fulfilled by a teaching assistantship under the direction of a faculty instructor, providing at least 1 guest lecture in an undergraduate or graduate course, teaching experiences at other institutions, or completion of the course GRDSCH 630: Teaching & Learning In Higher Education.

DISSERTATION CHAIRPERSON AND SUPERVISORY COMMITTEE

You will choose a faculty member to chair your dissertation supervisory committee. The supervisory committee is the most important group you will select and work with during your academic program. Faculty members on this committee will guide you, serve as your mentors, approve your program of studies, and evaluate your dissertation. Once you have selected your committee chairperson and committee members, send an e-mail notification to the GPA and cc the GPC. For PhD committees, the GPA will formally submit a committee request to the Graduate School, who will then notify you of approval via e-mail.

PhD Supervisory Committee Criteria

Committee Composition: For PhD students, the doctoral supervisory committee consists of a minimum of four members; at least three of whom (including the Chair and the GSR) must be members of the Graduate Faculty with an endorsement to chair doctoral committees. A majority of the members must be members of the Graduate Faculty.

Committee Chair: PhD students may select a committee chair from the Core Faculty, the Affiliate Faculty, or any UW faculty with GFS granted by the Graduate School. If a non-nutrition core faculty member is chair (research), a nutrition core faculty member must serve as co-chair (primarily for academic advising).

Special Considerations for the PhD Supervisory Committee

Your supervisory committee should be formed in your second or third year of study following approval of the Student Portfolio. This committee oversees your academic work throughout the program. The doctoral supervisory committee consists of a minimum of four members, at least three of whom (including the Chair and the Graduate School Representative [GSR]) must be members of the Graduate Faculty with an endorsement to chair doctoral committees. A majority of the members must be members of the Graduate Faculty.

GSRs are selected by the student in consultation with the committee chair. All endorsed graduate faculty, with the exception of affiliates, are eligible to serve as a GSR. GSR assignments are unlimited with the exception that faculty are limited to no more than four concurrent appointments within a specific department. The GSR cannot hold any departmental affiliations in common with the student or with the doctoral committee chair. The GSR's roles are to represent the broad concerns of the University with respect to high standards of scholarly performance; to provide, for The Graduate School, a non-specialist's view of the quality of the student's work, ensuring that the student's mastery of the subject matter is broad and comprehensive; and to assure that all procedures are carried out fairly and according to the guidelines of The Graduate School. For more information on the roles of doctoral committee chairs, members, and GSRs, please visit <https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-13-supervisory-committee-for-graduate-students/>. In order to allow time to identify a suitable GSR, it is suggested that the doctoral supervisory committee be established at least four months prior to the intended date of the General Examination (see General Examination heading later in this section).

What is Graduate Faculty Status (GFS) ?

The graduate faculty is comprised of faculty members designated by the Dean of the Graduate School and nominated by Department Chairpersons and Program Directors. All graduate faculty members demonstrate continued excellence in research and are involved in instructing and supervising graduate students. To determine if a faculty member is a member of the graduate faculty, check the Graduate School website (<http://grad.uw.edu/for-faculty-and-staff/faculty-locator/>). You can search by Name, Appointing Department, and Research/Scholarly interest.

Once approved, submit your committee membership to the Graduate Student Services Coordinator by e-mail and cc the GPC. S/he will then register your committee with the Graduate School for approval. The NSP Director, if not already a member of your supervisory committee, serves as an *ex-officio* member. If you select someone from off-campus to serve on your committee, a Curriculum Vita (CV) must accompany a letter to the Graduate School requesting an *ex-officio* appointment. Your supervisory committee should convene at least once a year to review your progress, discuss current issues, and determine future plans and activities.

You can find detailed information about the supervisory committee at <https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-13-supervisory-committee-for-graduate-students/>.

RESEARCH REQUIREMENTS: OVERVIEW OF THE DISSERTATION

The purpose of a dissertation is to provide you with the experience of developing a research question, testing this question, collecting data, analyzing the data and writing the results. To truly complete the experience, you are encouraged to submit your results for peer review and eventual publication.

The dissertation is an original research study that addresses an appropriate research question, generates new knowledge, applies concepts and methods from disciplines relevant to public health, and is presented in a scholarly format. The dissertation demonstrates the student's comprehensive knowledge of the substantive area of the study and the research methods used. It represents the culminating product of the doctoral program in which students are expected to integrate and apply the concepts and methods learned in coursework.

Components

The components of the dissertation process are as follows:

- development of an **original** research question;
- discussion of your question with appropriate faculty members, formation of a committee;
- development of a research proposal (submit to committee for review, obtain authorization to proceed, submit proposal to GPC);
- approval by the Animal Care Committee or the Human Subject Review Board, if necessary (see below for more information on animal/human subject approvals);
- data collection;
- analysis of the results;
- writing the dissertation and obtaining subsequent approval from your committee;
- oral presentation;
- submission of the dissertation.

Developing the right question is perhaps the most challenging part of research. A good question is focused, clearly stated, interesting to you and to people in the field, relevant to the science, and answerable. You are also encouraged to meet with faculty both within and outside of Nutritional Sciences to discuss available projects.

Scope of Dissertation Project and Proposals

The scope of a dissertation is broader than that of a thesis project and has a specific data collection requirement. The goal of associating the data collection requirement with the dissertation is to ensure that training and experience in data collection are both 1) designed and organized, though not necessarily carried out, by the student as the "Principal Investigator" of his or her own research project, and 2) mentored by his/her committee. The data collection requirement has considerable flexibility within this goal, but in all cases the student must be responsible for the collection of a new data component as part of the dissertation research. "Collection of new data" may include one or more of the following: subject interviews, medical record abstraction, laboratory measures on newly collected or stored specimens, or linkage of complex data sets and creation of new variables for statistical analysis. Students should check with the GPC and supervisory committee chair regarding any questions he or she has as to whether or not his or her dissertation projects meets the data collection requirement. Meta-analyses and other quantitative reviews do not satisfy the data collection requirement. Similarly, a dissertation project cannot consist solely of non-quantitative

research (e.g., review papers and qualitative studies); such work could be a component of a larger dissertation project in which quantitative testing of hypotheses using individual level data is conducted. For PhD students without experience in design and implementation of primary data collection through questionnaires or abstraction of records, the Supervisory Committee should ensure that the student gains experience in these types of data collection from other research or through an ancillary study to the dissertation project.

Requirements for Registering for Dissertation Credits

Before registering for dissertation (NUTR 800) credits, all students must complete the competencies noted below. Doctoral students are also required to complete their general exam in order to receive approval to register for NUTR 800.

Animal or Human Subjects Approval

The Graduate School requires a graduate degree student to discuss animal or human subjects use requirements with his or her supervisory committee chair. Those aspects of a student's dissertation project that involve animal or human subjects (e.g., subject identification and recruitment, data and/or specimen collection or analysis) must be reviewed and approved in accordance with UW policies and federal regulations before the research can be initiated. Unless the project qualifies as "Exempt" under these regulations, the review and approval process can take several months, so you should begin the process as early as possible. Most dissertations will require full approval, rather than exemption, even if the project funding the research (the parent project) has been approved. Each student is responsible for maintaining documentation of his/her project's approval throughout the course of the dissertation work and through graduation. Information regarding animal and human subject use is provided in NUTR 529-A; the links below access the web pages of the Office of Animal Welfare (<http://oaw.washington.edu/>) and Human Subjects Division (<http://www.washington.edu/research/hsd/>).

PREPARATION OF YOUR DISSERTATION PROPOSAL

Short Dissertation Proposal for Faculty Review

Prior to taking the General Examination, the student must prepare a 3-5 page short proposal with input from the Supervisory Committee. The Departmental faculty, at a regularly scheduled faculty meeting, will review this proposal. The goal of the review is to inform all faculty of the proposed project, and provide the opportunity for faculty members to comment on the student's project. It also gives faculty members the opportunity to offer constructive suggestions and apprise the student of resources of which s/he may not be aware. The Committee Chair then provides feedback, if any, to the student.

To start the Faculty Review process, the student must submit the short proposal to the GPC at least 3 weeks prior to the faculty meeting at which the proposal will be discussed. The GPC will review the proposal to ensure that all of the required elements are present. Once the GPC has reviewed the short proposal, and communicated any required changes to the student, the GPC will instruct the student to send the short proposal by email attachment to the NSP Program Manager, who will forward it to the faculty for review. Faculty meetings are typically held monthly (on the 1st Wednesday), but the schedule may vary. The student should coordinate with his or her Committee Chair as to which faculty meeting is appropriate for the presentation. The student does not attend the meeting. In the summer, or if a faculty meeting is cancelled, the short proposal will be circulated and comments solicited electronically.

NIH-Style (Long) Dissertation Proposal

In addition to the short proposal for full faculty review, PhD students must develop and present to their supervisory committee a more detailed proposal that expands on the scope of work and addresses any concerns raised during the review of the short proposal. The suggested format for the "long" dissertation proposal is an NIH-style grant application using the standard Public Health Service format (adapted from the PHS398 instructions at <http://www.grants.nih.gov/grants/forms.htm>). The following table outlines the sections of an NIH-style grant application.

Section Title	Instructions
1. Specific Aims	List the broad, long-term objectives and the goal of the specific research proposed, for example, to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology. Limited to one page.
2. Background and Significance	Briefly sketch the background leading to the present application, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill. State concisely the importance and health relevance of the research described in this application by relating the specific aims to the broad, long-term objectives. If the aims of the application are achieved, state how scientific knowledge or clinical practice will be advanced. Describe the effect of these studies on the concepts, methods, technologies, treatments, services or preventative interventions that drive this field.
3. Innovation	<i>Preliminary Studies.</i> Use this section to provide an account of the student and his/her mentor's (s') preliminary studies pertinent to this application. This information will also help to establish the experience and competence of the investigator to pursue the proposed project.
4. Approach	Describe the research design conceptual or clinical framework, procedures, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted. Describe any new methodology and its advantage over existing methodologies. Describe any novel concepts, approaches, tools, or technologies for the proposed studies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. As part of this section, provide a tentative sequence or timetable for the project. The significance, innovation, and approach sections are limited to 12 pages.
5. Protection of Human Subjects [If working with vertebrate animals, replace this description with description of animal use and appropriate protocols. Please consult with committee chair for content that must be addressed.]	<p>1. <i>Risks To The Subjects</i></p> <p>a. <i>Human Subjects Involvement and Characteristics</i></p> <ul style="list-style-type: none"> • Describe the proposed involvement of human subjects in the work outlined in the Research Design and Methods section. • Describe the characteristics of the subject population, including their anticipated number, age range, and health status. • Identify the criteria for inclusion or exclusion of any subpopulation. • Explain the rationale for the involvement of special classes of subjects, such as fetuses, neonates, pregnant women, children, prisoners, institutionalized individuals, or others who may be considered vulnerable populations. Note that 'prisoners' includes all subjects involuntarily incarcerated (for example, in detention centers) as well as subjects who become incarcerated after the study begins. • List any collaborating sites where human subjects research will be performed, and describe the role of those sites in performing the proposed research. <p>b. <i>Sources of Materials</i></p> <ul style="list-style-type: none"> • Describe the research material obtained from living human subjects in the form of specimens, records, or data. • Describe any data that will be recorded on the human subjects involved in the project. • Describe the linkages to subjects, and indicate who will have access to subject identities. • Provide information about how the specimens, records, or data are collected and whether material or data will be collected specifically for your proposed research project. <p>c. <i>Potential Risks</i></p> <ul style="list-style-type: none"> • Describe the potential risks to subjects (physical, psychological, social, legal, or other), and assess their likelihood and seriousness to the subjects. • Where appropriate, describe alternative treatments and procedures, including the risks and benefits of the alternative treatments and procedures to participants in the proposed research.

Section Title	Instructions
	<p data-bbox="370 142 846 176"><i>2. Adequacy Of Protection Against Risks</i></p> <p data-bbox="370 176 818 210"><i>a. Recruitment and Informed Consent</i></p> <ul data-bbox="418 210 1513 457" style="list-style-type: none"> <li data-bbox="418 210 1513 310">• Describe plans for the recruitment of subjects (where appropriate) and the process for obtaining informed consent. If the proposed studies will include children, describe the process for meeting requirements for parental permission and child assent. <li data-bbox="418 319 1513 457">• Include a description of the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. Informed consent document(s) need not be submitted to the PHS agencies unless requested. <p data-bbox="370 466 678 499"><i>b. Protection Against Risk</i></p> <ul data-bbox="418 499 1513 747" style="list-style-type: none"> <li data-bbox="418 499 1513 571">• Describe planned procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. <li data-bbox="418 579 1513 747">• Where appropriate, discuss plans for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Studies that involve clinical trials (biomedical and behavioral intervention studies) must include a description of the plan for data and safety monitoring of the research and adverse event reporting to ensure the safety of subjects. <p data-bbox="370 756 1256 789"><i>3. Potential Benefits Of The Proposed Research To The Subjects and Others</i></p> <ul data-bbox="418 789 1513 890" style="list-style-type: none"> <li data-bbox="418 789 1513 823">• Discuss the potential benefits of the research to the subjects and others. <li data-bbox="418 831 1513 890">• Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and others. <p data-bbox="370 898 927 932"><i>4. Importance Of The Knowledge To Be Gained</i></p> <ul data-bbox="418 932 1513 1075" style="list-style-type: none"> <li data-bbox="418 932 1513 1003">• Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. <li data-bbox="418 1012 1513 1075">• Discuss why the risks to subjects are reasonable in relation to the importance of the knowledge that reasonably may be expected to result. <p data-bbox="370 1083 1513 1327">NOTE: Test articles (investigational new drugs, devices, or biologicals) including test articles that will be used for purposes or administered by routes that have not been approved for general use by the Food and Drug Administration (FDA) must be named. State whether the 30-day interval between submission of applicant certification to the FDA and its response has elapsed or has been waived and/or whether use of the test article has been withheld or restricted by the Food and Drug Administration, and/or the status of requests for an IND or IDE covering the proposed use of the test article in the Research Plan.</p> <p data-bbox="370 1335 797 1369"><i>5. Data And Safety Monitoring Plan</i></p> <ul data-bbox="418 1369 1513 1961" style="list-style-type: none"> <li data-bbox="418 1369 1513 1440">• If your research includes a clinical trial, create a heading entitled “Data and Safety Monitoring Plan.” <li data-bbox="418 1449 1513 1726">• Provide a general description of a monitoring plan that you plan to establish as the overall framework for data and safety monitoring. Describe the entity that will be responsible for monitoring and the process by which Adverse Events (AEs) will be reported to the Institutional Review Board (IRB), the funding I/C, the NIH Office of Biotechnology Activities (OBA), and the Food and Drug Administration (FDA) in accordance with Investigational New Drug (IND) or Investigational Device Exemption (IDE) regulations. Be succinct. Contact the FDA (http://www.fda.gov/) and also see the following websites for more information related to IND and IDE requirements: http://www.access.gpo.gov/nara/cfr/waisidx_01/21cfr312_01.html (IND) http://www.access.gpo.gov/nara/cfr/waisidx_01/21cfr812_01.html (IDE) <li data-bbox="418 1797 1513 1961">• The frequency of monitoring will depend on potential risks, complexity, and the nature of the trial; therefore, a number of options for monitoring trials are available. These can include, but are not limited to, monitoring by a: <ul data-bbox="509 1898 1008 1961" style="list-style-type: none"> <li data-bbox="509 1898 753 1932">a. PD/PI (required) <li data-bbox="509 1940 1008 1961">b. Independent individual/Safety Officer

Section Title	Instructions
	<ul style="list-style-type: none"> c. Designated medical monitor d. Internal Committee or Board with explicit guidelines e. Data and Safety Monitoring Board (DSMB). NIH specifically requires the establishment of Data and Safety Monitoring Boards (DSMBs) for <i>multi-site</i> clinical trials involving interventions that entail potential <i>risk</i> to the participants, and generally for Phase III clinical trials. Although Phase I and Phase II clinical trials may also use DSMBs, smaller clinical trials may not require this oversight format, and alternative monitoring plans may be appropriate. f. Institutional Review Board (IRB - required) <ul style="list-style-type: none"> • A detailed Data and Safety Monitoring Plan must be submitted to the applicant’s IRB and subsequently to the funding IC for approval prior to the accrual of human subjects (http://grants.nih.gov/grants/guide/notice-files/NOT-OD-00-038.html). For additional guidance on creating this Plan, see the above reference. <p>Although no specific number of pages is recommended for the Human Subjects section, be as succinct as possible.</p>
6. Bibliography and References Cited	Provide a bibliography of any references cited in the previous sections. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. Include only bibliographic citations. The references should be limited to relevant and current literature. While there is not a page limitation, it is important to be concise and to select only those literature references pertinent to the proposed research.

Sections 1-4 above must comprise no more than 12 pages. You must use 11-point Arial font and margins of no less than ½ inch.

The long/NIH-style proposal must be given to the committee members prior to the formulation of the general examination, since the committee members will design examination questions based on the proposal. The receipt of an acceptable long/NIH-style proposal by the Supervisory Committee must be confirmed by an email from the Chair to the Graduate Student Services Coordinator and GPC in the Nutritional Sciences Program Office. It is the student’s responsibility to ensure that such confirmation occurs, as the warrant for the General Examination will not be issued otherwise. The Supervisory Committee typically meets with the student at least once following the submission of the NIH-style proposal to address any issues and further discuss the project. After the discussion, the student is excused and the committee discusses possible questions to include on the General Examination.

GENERAL EXAMINATION

A General Examination may be scheduled if: (a) you have completed 60 credits (some of these credits may be taken the same quarter of the exam); (b) all required program examinations that do not need Graduate School approval have been completed and; (c) all members of the supervisory committee agree that your background of study and preparation is sufficient and have approved you to schedule a General Examination. At least four members of a supervisory committee (including the Chair, GSR, and one additional Graduate Faculty member) must be present at the examination. This examination is usually taken after all course work is completed and consists of both a written and an oral portion.

For the written portion, each member of your supervisory committee will write between one and three questions. You are given one week to complete the “open book” written portion. You should ask each committee member how they recommend that you prepare.

The oral portion of the general examination should be scheduled for as soon as possible following completion of the written examination. It usually includes a brief presentation by the student on research completed to date and follow-up questions from the supervisory committee members related to the written examination.

Satisfactory completion of the general examination initiates candidacy for degree (PhC), and the Graduate School awards a certificate. Schedule your general exam through MyGrad Program at:
<http://www.grad.washington.edu/mygrad/student.htm>

The Graduate School will approve the warrant if you have met the requirements for residence and study. Your committee chairperson, the GSR and two other committee members **must** be present at your oral defense. In the event that a member of the committee should unexpectedly not attend an exam, the following procedures should be followed.

1. If the Chair is not present, wait 15 minutes (or longer if appropriate) then adjourn the exam and reschedule to a later time/date.
2. If the GSR is not present, wait 15 minutes then notify the Graduate School at 685-2630 or 543-5900. The student's department may ask a member of the graduate faculty outside its department and the Chair's department to serve as a replacement. Once the replacement GSR is present, the exam may proceed.
3. If a general member is not present and the quorum (as stated above) is not intact, the exam should be adjourned and rescheduled to a later time/date, OR, the exam may adjourn momentarily until another field-specific faculty member can be found as a replacement.
4. If a general member is not present but the quorum (as stated above) is intact, the exam may proceed.

In all cases, an attempt must be made to contact the absent member before taking any action.

If the general examination is unsatisfactory, your committee may recommend that the Dean of the Graduate School permit up to a maximum of two additional reexaminations after a period of additional study. Any members of a supervisory committee who do not agree with the majority opinion are encouraged to submit a minority report to the Dean of the Graduate School.

After the General Examination, the GPC uses MyGradProgram to inform the Dean of The Graduate School of at least three members of the supervisory committee who will serve on the dissertation reading committee. At least one of the members of the reading committee must hold an endorsement to chair doctoral committees. The reading committee is appointed to read and approve the dissertation. It is the responsibility of a reading committee to (a) ensure that the dissertation is a significant original contribution to knowledge and is an acceptable piece of scholarly writing; (b) determine the appropriateness of a candidate's dissertation as a basis for issuing a warrant for a Final Examination; (c) approve a candidate's dissertation and; (d) sign two original Signature Pages that are placed within a dissertation after all revisions are completed.

FINAL EXAMINATION

Notify the Graduate Student Services Coordinator of your anticipated final exam date and apply for your final examination through MyGrad Program (<https://apps.grad.uw.edu/mgp-stu/uwnetid/default.aspx>). Many faculty hold 9-month positions and are not at the University of Washington in the summer months. Please take this into consideration when scheduling your examination.

The final examination is devoted to the subject of your dissertation. After you make a public presentation of your dissertation findings, your supervisory committee and others present will question you about your research. The supervisory committee may also request a non-public period of questioning. If your final examination is satisfactory, your supervisory committee signs the Graduate School warrant. Once the warrant is signed, it must be turned into the Graduate Student Services Coordinator for processing. If the examination is unsatisfactory, your committee may recommend that the Dean of the Graduate School permit a second examination after a period of further study. To graduate in any given quarter, you must complete all of the requirements for the degree by the last day of the quarter. If this deadline is not met, you will be expected to register for at least two credits the following quarter.

SUBMISSION OF YOUR DISSERTATION

To graduate with a doctoral degree at the UW, Graduate students are required to submit the dissertation through the UW Electronic Thesis/Dissertation (ETD) Administrative Site. Documents will be published by ProQuest/UMI Dissertation Publishing and made available on an open access basis through UW Libraries [ResearchWorks Service](#). Very specific instructions for submission are found here: <https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/final-submission-of-your-thesisdissertation/>.

Formatting Requirements

The dissertation must meet specific format requirements before being accepted by the Graduate School. Format requirements are described on <https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/final-submission-of-your-thesisdissertation/required-sections-for-your-document/> and in this guide (<https://grad.uw.edu/wordpress/wp-content/uploads/Preparing-Your-Manuscript-for-Submission-Revised-31jul2015.pdf>). **Because of changes in requirements, students should not use existing library or departmental copies of theses/dissertations as examples of proper format.**

The NSP requires that you write an abstract, placed at the beginning of your dissertation.

Very specific instructions for dissertation submission are found here: <https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/final-submission-of-your-thesisdissertation/>.

It is also customary to give your chairperson a copy of your dissertation.

Graduate Registration Waiver Fee

If you have completed all degree requirements but just need a brief extension to finish formatting your dissertation, you can file for a Graduate Registration Waiver and pay a \$250 fee in lieu of registration. It is available to qualifying students for a 2 week period directly following the quarter in which all Graduate School and graduate program degree requirements are met. Qualifying students who pay this fee will graduate in the quarter following the fee payment period. **Note:** This option may have an effect on the grace period for student loans becoming due; students should check with their lenders for registration requirements before utilizing this option in lieu of registration. For complete details on this option and to confirm your eligibility go to: <https://grad.uw.edu/policies-procedures/general-graduate-student-policies/graduate-registration-waiver-fee/>.