

UW CEAS MECHANICAL ENGINEERING DOCTORAL PROGRAM GUIDE FOR GRADUATION

| Student Program Steps | Student Required Action | Timeline for Completion |
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| Defining a Graduate Committee: The student has fully discussed with their research advisor and arrived at a recommendation for committee members who can benefit the student's research and professional development. | Graduate Committee Assignment Form | DUE: within the first 2 semesters. |
| Scoping a Program of Study: With the input of their advisor the student arrives at a planned set of classroom courses and research. | Program of Study Worksheet | DUE: Student's 3rd Semester. |
| Scheduling the Preliminary Defense: | Report on Preliminary Examination for Admission to Candidacy | DUE: PhD candidates must complete a preliminary defense a minimum of 15 weeks prior to their Final Defense. Additionally candidates must announce their preliminary defense 2 weeks prior to the exam. |
| Application for graduation: once coursework and research is completed student may set a goal for graduation. | Anticipated Graduation Date Instructions | DUE: Student must complete coursework within 6 calendar years after beginning the 1st course on the program of study. (NOTE: program of study form must be updated if actual coursework differs from approved program of study). |
| Scheduling/announcing the Dissertation Defense: The student has the agreement of their Advisor to defend with the research concluded and the thesis in final draft. | The student also must create a defense announcement using our Defense Template and turn this in to the department Office Associate who will then distribute the announcement and list the seminar on the CEAS webpage. | DUE: PhD candidates have 4 years from the date of their Preliminary defense to complete their degree. An announcement must be made at least 2 WEEKS PRIOR to Defense date. |
| Dissertation Defense: the "final exam" as referred to by the Graduate School, the student presents and defends their research in an open forum and further defends the research approach and results in an open and/or closed session to the Graduate Committee. | Report of Final Exam | DUE: Defense must be held after the beginning of the semester of graduation, and no later than 10 days prior to the last day of class of semester graduation. |
| Dissertaion Submission: Electronic submission of corrected thesis | PROQUEST | DUE: All graduate paperwork and Thesis uploaded to PROQUEST by the last day of class, of semester of graduation. |

All forms and other paperwork should be submitted to the department office associate unless otherwise directed.