

# UW College of Education Doctoral Degree Completion Workshop

**Tuesday, April 12, 2016**

**2:00 – 3:00 p.m., 112 Miller Hall**

**Hosted by: Office of Student Services**

# Format of the Workshop

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- Introductions & Remarks
- Review Materials
- Learn about Graduate School Doctoral Degree Requirements
- Benchmarks toward Program Completion
- Completing the Final Exam & Submitting the Dissertation
- Graduation/Commencement Ceremonies
- Questions?

# Review Materials

- COE Graduate Student Manual
  - <http://education.uw.edu/sites/default/files/mycoe/current/forms/Graduate%20Student%20Handbook.pdf>
    - PhD requirements pp. 29-37
    - EdD requirements pp. 37-44
- Course of Study form
- Supervisory/Reading Committee Request form
- Final Exam Request (online)
- College of Education Petition
- Dates/Deadlines Handout

# UW Graduate School: Doctoral Degree Requirements

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## Coursework Requirements:

- A minimum of 90 credits must be completed (a qualifying master's degree from another institution can substitute for 30 of these required credit hours).
- A minimum of 60 credits must be completed at the University of Washington.

## Before the General Exams:

- At least 18 credits of UW course work at the 500 level and above must be completed prior to the General Examination.
- At least 18 numerically graded UW credits of approved 400 and all 500 level courses must be completed prior to the General Examination.
- Completion of 60 credits prior to scheduling the General Examination (which may include 30 credits represented by a qualifying master's degree).

# UW Graduate School: Doctoral Degree Requirements

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## **Dissertation Credits:**

- A minimum of 27 dissertation credits over a period of at least three quarters must be completed. With the exception of summer, students are limited to a maximum of 10 dissertation credits (800) per quarter.
- Additional credits will also come from additional courses, dissertation credits, independent study credits, internship experiences, etc. to complete the required minimum 90 credits needed to complete the doctoral degree.
- Most doctoral students exceed the 90 credits required by the time that they graduate.

# UW Graduate School: Doctoral Degree Requirements

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## Additional Requirements:

- A minimum cumulative GPA of 3.00.
- Successful completion of the General Examination.
- Successful completion of the Final Examination (“dissertation defense”).
- A final copy of the dissertation prepared according to the GS specifications must be submitted to, examined by, and accepted by the Graduate School.
- Registration as a full- or part-time graduate student at the University for the quarter in which the examinations are completed AND the quarter the degree is conferred.
- Completion of all work for the doctoral degree within ten years.

# Benchmarks of the Programs

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- Post-Master's Status
- Advancement to Prospective Candidacy
- Formation of Supervisory Committee
- Research & Inquiry Presentation (Ph.D. only)
- General Exams (leading to Candidacy)
- Candidacy
- Dissertation Proposal
- Formation of Reading Committee
- Research and writing of Dissertation; approval by Reading Committee

# Scheduling the Final Examination

- ❑ Ensure your Reading Committee Form has been set-up
- ❑ Contact your faculty advisor regarding your readiness to schedule a Final Examination.
- ❑ Ensure that the Reading Committee has read an entire draft of your dissertation.
- ❑ Schedule a date, time, and location for the exam, making sure that all committee members can attend.
- ❑ Submit an online Request for Final Examination. Three weeks before the scheduled exam date is recommended.

[http://education.washington.edu/current/resources/online\\_exam\\_request.html](http://education.washington.edu/current/resources/online_exam_request.html)

The Graduate School will determine if you have met the minimum requirements.

- ❑ The Office of Student Services will deliver the Exam Warrant to your faculty advisor in time for the exam.



# Submitting your Dissertation

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- ❑ A copy of the proposal should have been turned in to the Office of Student Services
- ❑ Format considerations: Review the Graduate School's <http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/final-submission-of-your-thesisdissertation/required-sections-for-your-document/> .
- ❑ Online dissertation submission! See details on the Grad School website for details: <http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/final-submission-of-your-thesisdissertation/> .
- ❑ Other general dissertation information: <http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/>

# Graduation/Commencement Ceremonies

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- ❑ If you plan to complete your degree in Spring or Summer 2016 you can participate in the **College of Education Graduation Ceremony and Reception: Saturday, June 11, 2016, 9:30 – 11:30 a.m., UW Quad.**
- ❑ You can also participate in the *UW Commencement Ceremony: Saturday, June 11, 2016, 1:30 p.m., Husky Stadium*
- ❑ Note the important dates and deadlines on the handout, or find more information at <https://education.uw.edu/node/10019> .
- ❑ First deadline on the handout: April 15.

# Congratulations!

