

BHI Dissertation Defense Procedures

1. **Carefully review** the [Graduate School policy on dissertation defenses](#).
2. **Send the names of your Reading Committee members to your Graduate Program Advisor (GPA)** if you haven't already done so, to forward to the Graduate School. You should submit your reading committee within the first two weeks of the quarter in which you plan to defend.
3. **Finalize a date and time** that works for you and your supervisory committee. It is highly recommended to schedule your exam no later than the last day of instruction in case any unexpected issues arise; for example, you or a committee member getting sick and needing to reschedule, delays in getting the necessary paperwork signed and delivered to BHI and the Graduate School by the deadline at the end of the quarter, etc. Note, you must be registered in the quarter in which you take your exam.
4. **Reserve a room.** Ask your committee if they have a preferred location for the exam. You may reserve a room in Health Sciences/South Campus Center using Health Sciences Room Reservation (HSRR)'s [RoomQ](#); see page 2 for instructions. For rooms in South Lake Union, ask your GPA to make a reservation; it should be a publically accessible room on the 1st floor (please reserve early!). If your committee prefers to have the exam in a different building, please consult with them on how to reserve the room. At least a 25-person capacity room is recommended.
5. **Schedule your exam** on [MyGrad](#) and notify your GPA once doing so. Departmental approval will then be granted.
6. **Submit your title and abstract** to the GPA at least three weeks before the exam to include in the BIME weekly newsletter and on the BHI website calendar.
7. **Request parking validation coupons for any non-UW committee members** if needed, at least two weeks prior to your exam. You must provide your GPA with name of the committee member. The parking coupon can be picked up at South Lake Union or delivered to you by campus mail.
8. **Print and bring the following two documents** to your committee on the day of the exam.
 - 1) Your GPA will email you your **Exam Warrant** prior to the exam date to hand to your committee on the day of the defense. The warrant must be signed by the committee after the exam, and a committee member must return it to the GPA or Graduate Program Coordinator (GPC), ideally in person. If the members cannot bring it to the GPA at South Lake Union, it can instead be dropped off at George Demiris' office in Nursing, Health Sciences T618B. If no one is present, it may be slipped under the door. The warrant will be used to submit your exam results to the Graduate School no later than **the last day of the quarter**, and will be kept on file by the department.
 - 2) Review the Graduate School website about [submission of your dissertation](#), especially the instructions for [final submission of your electronic dissertation](#). Available on this site is the **Doctoral Dissertation Reading Committee Approval Form**, which you should also bring to your defense. This form must be signed by the reading committee members, and you must submit this electronically **by the last day of the quarter** in order to graduate. **Note:** Signatures may be collected on multiple committee forms, but must be uploaded to ProQuest as a single PDF.
9. Lastly, you must also **submit your dissertation electronically by the last day of the quarter**, and complete any other steps outlined on the above websites, including completing the [Survey of Earned Doctorates \(SED\)](#).

Important notes about committee attendance at examinations:

- [What to do if a committee member is late or missing](#)
- [Requirements and instructions on how to do a video conference with a remote member](#)

Who to contact if there is an issue with your room or AV in Health Sciences/South Campus Center:

Health Sciences Room Reservations at 206-543-0530 or hsbrooms@uw.edu. They are located in South Campus Center, Room 335 for direct assistance.

How to reserve a room on RoomQ for your exam:

1. After logging in with your UW NetID, click on the “Make a request” button in the blue menu bar.
2. Under “Request Information”:
 - a. Enter “BIME 800” for event title, and select “Course Breakout” under “Event Type”.
 - b. Select “No” for all questions (Only events that expect a large number of non-UW guests are considered “open to the public” and require a RUUF).
 - c. Note that food is not allowed in any of the Health Sciences rooms. However, food is allowed in South Campus Center rooms.
3. On the next page:
 - a. You may type in your name and Dissertation Defense for the name.
 - b. Enter the start and end time for your exam. You may need to select an end time later than your scheduled time as reservations follow regular class times.
 - c. Select at least 30 minutes under “setup time” so that you have time to prepare and get settled in the room.
 - d. Generally, a 20 to 30 person capacity room is sufficient for most exams.
 - e. Select “Yes” for “Using the installed AV equipment”
(*Note: Using provided/built-in AV equipment in Health Sciences includes a charge, \$37/per person. You may want to consider reserving a department projector through BIME IT Support Specialist.)
 - f. You may include specific room locations or other preferences under Special Instructions for consideration. See the [room list](#).
 - g. Select the date and review your request.
 - h. After you receive your room assignment, be sure to check the room using the [room list](#) to make sure that it meets your needs (e.g. room setup, LCD projector). Contact HSRR as soon as possible if you need a room change.
4. You may refer to the [HSRR RoomQ instructions](#) or contact me if you have any questions.