

BHI Policies and Procedures: Master's Thesis and Degree Completion

Form your Master's Supervisory Committee

1. Identify an advisor/chair and work with him/her to form your committee.
Important notes about committee composition:
 - Per BHI policy, the Supervisory Committee Chair must be a BHI core faculty member.
 - Per [Graduate School policy](#),
 - The committee must consist of two to four members.
 - At least one-half of the committee must be Graduate Faculty members, including the Chair. However, *for a committee of two members, both must be Graduate Faculty per BHI policy.*
2. When selecting your members, check a faculty member's Graduate Faculty status at the [Graduate Faculty Locator website](#).
3. Once your proposed members have agreed to serve on your Committee and have your Committee Chair's approval, send the following information to the Graduate Program Advisor (GPA), who will then officially submit your committee to the Graduate School. All members will receive an email confirmation regarding their committee appointment.
 - UW faculty: Name and Department
 - Non-UW faculty: Name, Institution and Department, and Email address
 - Signed copy of the Human Subjects and Animal Care Approval Form available at the Graduate School's [Human Subjects and Animal Care Approval Information page](#).

Work on Your Thesis

1. After your thesis chair and ideally your entire committee have approved your thesis plan, you may sign up for BIME 700 thesis credits. You must email your GPA with the name of your advisor before signing up for credits; the GPA can provide you with your advisor's faculty code in order to register. The email must copy your advisor.

At least nine thesis credits over a period of at least two quarters are required to graduate. Most students choose to take three credits over three quarters, or four and five over two quarters.

2. **Carefully review** the [Graduate School's Thesis Submission Requirements](#). The Graduate School has some requirements for the format of the final document; other formatting matters including organization and length is agreed upon by the committee and the student. Traditionally, theses have been organized in chapters such as Introduction and Background, Methods, Results, Discussion and Conclusions.

Thesis Defense Procedures

A thesis defense is an oral presentation/exam open to the public. The student presents for about 40 minutes, leaving 10-15 minutes for Q&A with the audience. The audience is then asked to leave and the student and the committee have a closed Q&A/discussion. After the exam, the committee will sign a warrant to indicate whether you have passed the exam. The committee may also request some additional changes to the written thesis. Once it is satisfactory, they will sign a supervisory committee approval form.

1. **Carefully review** the Graduate School policy on the [Final Examination for Master's Degree](#).
2. **Finalize a date and time** for your exam 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.
3. **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.
4. **Submit a Master's Degree Request** through [MyGrad](#).
5. **Notify your Graduate Program Advisor (GPA)** of the exam date and location.
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 required 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.
9. Be sure to (re)review the [Graduate School's Thesis Submission Requirements](#), especially the instructions for [final submission of your electronic thesis](#). You should also bring the [Supervisory Committee Approval Form](#) to your defense. This form must be signed by all 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.
10. Lastly, you must also **submit your thesis electronically by the last day of the quarter**, and complete any other steps outlined on the above websites.

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 Room 335 in South Campus Center 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 600” 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 General Exam 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.