

# PHD PROCEDURES CHECKLIST - GENERAL EXAM

Before beginning the General Exam process, please be sure to familiarize yourself with the UW Graduate School's Doctoral Degree Policies:

<http://www.grad.washington.edu/policies/doctoral/index.shtml>.

You are responsible for knowing this information.

The purpose of the General Exam is for students to present a PhD dissertation research plan. During the General Exam they will defend their choice of problem, proposed methods, and background knowledge that is needed to pursue the plan.

NOTE: The General Exam should be taken no later than the end of the 4<sup>th</sup> year, or as specified by COGS.

## WITHIN ONE MONTH OF ENTERING THE PHD PROGRAM (PASSING COGS)

- Set up Doctoral Supervisory Committee - minimum of five members, consisting of a Faculty Adviser/committee chair, 3 Graduate faculty in Atmospheric Sciences, and a Graduate School Representative (GSR). The GSR must be a Graduate Faculty member (in any other department besides Atmospheric Sciences) and must be clear of any conflicts of interest (i.e. budgetary, personal or research/publication relationships between GSR and student or committee chair).

To set up your PhD committee, email the Academic Adviser with the following:

- The name(s) of your faculty adviser or co-advisers;
- The names of three graduate faculty in Atmospheric Sciences who have agreed to be on your committee;
- The name of the GSR who has agreed to be on your committee;
- The quarter in which you plan on taking the General Exam; this can change, however the committee cannot be set up without this information.

## AT LEAST ONE QUARTER PRIOR TO GENERAL EXAM

- Complete credit requirements for degree:  
<http://www.atmos.washington.edu/academics/grads/reqcourses.shtml>
  - Minimum 90 cr to include:
    - 36 cr ATM S 500-level (25-28 cr should be required courses)
    - 6 cr math/phys sci 500-level
    - 27+ cr ATM S 800
- 3.0 minimum cumulative GPA
- Doctoral Supervisory Committee - minimum of five members, consisting of:
  - Faculty adviser/chair
  - 3 Graduate faculty in Dept. of Atmospheric Sciences
  - GSR

*Committee should have been set up within one month of passing the COGS; if membership has changed, email the Academic Adviser with changes.*

### AT LEAST THREE WEEKS PRIOR TO GENERAL EXAM DATE

- Obtain explicit approval from all supervisory committee members (in writing or via email) that they will attend the General Exam on the date you propose – the quorum for a graduate exam is four (must include chair and GSR).
  - Approvals must be submitted to the Academic Adviser prior to submitting the Request for General Exam; if approvals are via email, you may forward them to the Academic Adviser or have your supervisory committee members contact the Adviser directly, provided the email explicitly states that they approve your request for the General Exam and will attend on the date you propose.
- Schedule a room for exam, usually ATG 406 or 627. Only you and your committee will be present.
- Submit Request for General Exam: <http://www.grad.washington.edu/mygrad/student.htm>.
- After submitting request form, email the Academic Adviser to confirm submission. Include the date, time and location of exam.

### GENERAL EXAM WARRANT

Once the Academic Adviser has received confirmation of supervisory committee approval, the Adviser will approve the request online (a system-generated email will be sent to student and all members of committee) and print the warrant. The warrant is kept in the student's file until the day before the exam at which time the file and warrant are given to the student's faculty adviser/committee chair.

The oral presentation of the proposal will last 20-30 minutes assuming little interruption and be followed by up to 60 minutes of questioning from the committee.