

General Exam Checklist

Before beginning the General Exam (written and oral) process, please be sure to familiarize yourself with the UW Graduate School's Doctoral Degree Policies: <http://www.grad.washington.edu/policies/doctoral/>. You are responsible for knowing this information.

The following should be done before you schedule the General Exam

- ☐ Complete preliminary exam (offered every September)
- ☐ Complete course requirements for degree

All of the following must take place before the Oral General Exam

- ☐ Your Doctoral Supervisory Committee must be established formally. Send the names of your committee members including the Chair, GSR and other members* and the tentative quarter of your oral exam to the Program Manager so it can be submitted to the UW Graduate School.

**Please note that only one of the committee members is permitted not to be appointed as Graduate Faculty*

- ☐ Once your Doctoral Supervisory committee is established, set up a meeting to discuss your preliminary dissertation proposal.
- ☐ Take the written General Exam. This is administered by the students Doctoral Supervisory Committee and is generally a 7 to 14 day take home exam with 4-7 questions. The students committee will determine the questions and time period.
- ☐ Determine a date for your Oral General Exam suitable for the schedule of your GSR and committee.
 - At least four committee members must attend the General Examination, including the Chair and the Graduate School Representative (GSR) and one additional Graduate Faculty member.
- ☐ Complete the "General Exam Request" at <http://www.grad.washington.edu/mygrad/student.htm> at least three weeks prior to the exam, if possible. If not, email the Program Manager.
 - To make changes to a submitted request, contact the Program Manager, not the graduate school
- ☐ Warrant: The program manager will email you the "warrant" for your Oral Exam and the GSR report. Print them; give the warrant to your chair and the report to your GSR at the exam. (Email the warrant to any members who will be present by audio/video conferencing).

After your Oral Exam

- ☐ After your Oral Exam, have all committee members who are present sign the warrant. The Chair must indicate the exam outcome on the warrant. If a member is present by audio or video conferencing, he/she must email the chair and that he/she was present by audio/videoconferencing the entire time and his/her vote.
- ☐ You must submit the original signed warrant to the Program Manager before 5:00PM on the last day of the quarter. Earlier is preferred, drop it off with the Program Manager at Harris Hydraulics.
- ☐ You will become a candidate the quarter after passing the oral general exam. If you pass between quarters, you will become a candidate the quarter after next.