UW Dept. of Atmospheric Sciences – Graduate Student Resources

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.

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 GSR.

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

- The name(s) of your faculty adviser or co-advisers
- The names of three graduate faculty in Atmos Sci 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 can't be set up without this information

At least one quarter prior to General Exam:

☐ Complete credit requirements for degree
(http://www.atmos.washington.edu/academic/grad/html/gradrqmts.html)

- 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 for General Exam; if membership has changed, email Sam with changes.

At least three weeks prior to General Exam:

☐ Schedule a room for exam (usually ATG 406 or 627 - only you and your committee will be present)

☐ Set up Doctoral Supervisory Committee prior to submitting exam request (if you haven't already)

☐ Submit Request for General Exam (http://www.grad.washington.edu/mygrad/student.htm)

- Must be submitted at least 3 weeks prior to general exam date

☐ Notify Sam of the date, time, location of general exam

General Exam warrant:

Upon submitting the exam request online, the Student Services Coordinator will approve the request 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.