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: https://grad.uw.edu/policies/1-1-graduate-degree-requirements/, and ATMS departmental expectations: https://atmos.uw.edu/students/graduate-program/academic-program/phd-degree/general-exam/. 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, students will defend their choice of problem, proposed methods, and background knowledge needed to pursue the plan.

NOTE: The General Exam should be taken no later than the end of the 3rd year, or as specified by the Qualifying Exam Committee.

WITHIN ONE MONTH OF ENTERING THE PHD PROGRAM (PASSING THE QUALIFYING EXAM)

☐ Set up Doctoral Supervisory Committee (PhD Committee) - minimum of five members, consisting of a Faculty Adviser/committee chair, 3 Graduate Faculty in Atmospheric and Climate Science, and a Graduate School Representative (GSR). The GSR must be a Graduate Faculty member (in any other department besides Atmospheric and Climate Science) 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 and Climate Science who have agreed to be on your committee;
- The name of the GSR who has agreed to be on your committee.

AT LEAST ONE QUARTER PRIOR TO GENERAL EXAM

☐ Complete credit requirements for the degree: https://atmos.uw.edu/students/graduate-program/academic-program/curriculum/
  - 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 and Climate Science,
  - GSR

The committee should have been set up within one month of passing the Qualifying Exam; if membership has
changed, email the Academic Adviser with the 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).

☐ Schedule a room for the exam, usually ATG 311 or 406. Only you and your committee will be present.

☐ Email the Academic Adviser and copy your committee chair to inform the Academic Advisor of your exam time and space prior to submitting the Request for the General Exam; your Academic Advisor will confirm the approval with your committee chair.

☐ Submit Request for General Exam: https://grad.uw.edu/mygrad-program/.

☐ Submit a substantial written thesis proposal including a review of the pertinent literature, preliminary results on the subject of the research, and proposed future research and methodology. Verify the preferred format and submission deadline with the faculty advisor/committee chair.

GENERAL EXAM COMMITTEE SIGNATURE FORM

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 the student and all members of committee) and generate the Committee Signature Form.

☐ Pick up the Committee Signature Form from the Advisor and bring it to your exam.

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.

☐ Return the signed Committee Signature Form to the Advisor after the exam.