



## 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, the [Graduate Degree Requirements](#), and ATMOS' [departmental expectations](#). 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 a minimum of 60 credits for the degree: [click here for the required classes](#)
  - Minimum 60 credits to include:
    - At least 25 credits ATMOS 500-level (25-28 credits should be required courses)
    - ATMOS 800 credits
  - 3.0 minimum cumulative GPA
- ✓ Doctoral Supervisory Committee - minimum of five members, consisting of:
  - Faculty adviser/chair
  - 3 Graduate faculty in the Department 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 via [MyGrad Program for Students](#).
- ✓ 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 will be followed by up to 60 minutes of questioning from the committee.

- ✓ Return the signed Committee Signature Form to the Advisor after the exam.