GENERAL EXAM CHECKLIST

Department of Astronomy, UW
Updated Winter 2014

<u>GENERAL EXAM</u>

☐ Be registered for the quarter in which you plan to take the general exam

☐ 60 credits must be completed (in-progress credits are allowed)

☐ Take and pass the Astronomy qualifying exam at the candidacy level

1.5 months prior:

☐ Establish a supervisory committee. Consult with your research adviser for the members of this committee. Inform Sarah or Tom of your committee members. The committee must include:

  o A minimum of four members: Chair, Graduate School Representative (GSR), and 2 additional members (one of which must be a member of the graduate faculty).

1 month prior:

☐ Set an exam day and time. Location (typically C-520) should be arranged through Sarah.

☐ Collect and collate concurrences (email or hardcopy fine) from all faculty on the supervisory committee, indicating their agreement on the requested date. Forward to Sarah for approval records.

2 weeks prior:

☐ Provide the 10 page dissertation summary to your committee (with a cc: to Sarah for departmental records). The summary includes the scientific context for your proposed dissertation, a description of the proposed research and a likely timeline for completion of major milestones.

☐ Submit the exam request online (http://www.grad.washington.edu/mygrad/student.htm)

1 week prior:

☐ Your committee will decide if you are ready to complete the general exam.

☐ You should receive an email approving your exam request. If you do not receive this, ask Sarah or Tom.

☐ Exactly one week before your exam you should receive your general exam topic from your research adviser. Please be sure that Sarah or Tom receives the topic for records.

After the exam:

☐ You will receive an email with the outcome of your exam. If you do not receive this, ask Sarah or Tom.

☐ You should register for ASTR 800 dissertation credits starting the quarter after you pass your general exam.

☐ You will also receive a raise in the next academic quarter after you pass. Please consult with the front office or Sarah if you have questions about this.