

GENERAL EXAM CHECKLIST

UW Department of Astronomy

Updated March 2025

GENERAL EXAM

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 advisor for the members of this committee. Inform Ricky and Sarah of your committee members (their contact information is at the bottom of this document). The committee must include:

- A minimum of four members: A 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 Ricky.

Collect and collate concurrences (email thread) from all faculty on the supervisory committee, indicating their agreement on the requested date. Forward to Ricky for approval records.

3 weeks prior:

Provide a 10-page dissertation summary to your committee (with a cc: to Ricky 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.

2 weeks prior:

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

Submit the exam request online (<https://grad.uw.edu/for-students-and-post-docs/mygrad-program/>)

1 week prior:

You should receive an email approving your exam request. If you do not receive this, ask Ricky.

Exactly one week before your exam you should receive your general exam topic from your research advisor. Please be sure that Ricky and Sarah receive the topic for records.

After the exam:

You will receive an email with the outcome of your exam or be notified that your Exam Warrant has been approved and signed. If you do not receive this, ask Ricky.

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

Ricky will notify Ashley (Payroll Coordinator) that you passed and will be eligible for a raise beginning the next academic quarter. Please consult with the main office or Ricky if you have questions about this, or if you do not get a notification that you will be receiving a raise.

For final exams, make sure you submit your final dissertation to the Graduate School and Ricky.

- You will receive an email with the outcome of your exam.

Questions? Contact:

Ricky Chon, Academic Counselor

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Sarah Tuttle, Graduate Program Director (GPC)

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Astronomy Department Office (for announcements)

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Ashley Detert, Astronomy Payroll Coordinator

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