

GENERAL EXAM CHECKLIST

Department of Astronomy, UW

Updated February 2022

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 adviser for the members of this committee. Inform Elisa and Eric of your committee members. The committee must include:
 - 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 Elisa.
- Collect and collate concurrences (email thread) from all faculty on the supervisory committee, indicating their agreement on the requested date. Forward to Elisa for approval records.

2 weeks prior:

- Provide the 10-page dissertation summary to your committee (with a Cc: to Elisa 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 (<https://grad.uw.edu/for-students-and-post-docs/mygrad-program/>)

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 Elisa.
- Exactly one week before your exam you should receive your general exam topic from your research adviser. Please be sure that Elisa or Eric receives 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 was approved and signed. If you do not receive this, ask Elisa.
- You should register for ASTR 800 dissertation credits starting the quarter after you pass your general exam.
- Elisa 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 Elisa if you have questions about this, or if you do not get notification that you will be receiving a raise.

- For final exams, make sure you submit your final dissertation to Graduate School and Elisa.
 - You will receive an email with the outcome of your exam.

Questions? Contact:

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Astronomy Department Office (for announcements)

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