GENERAL EXAM PROCEDURES CHECKLIST

Before beginning the PhD Degree process, please be sure to familiarize yourself with the UW Graduate School’s Doctoral Degree Policies (https://www.grad.washington.edu/policies-procedures/doctoral-degree-policies/) and all SAFS all milestones and procedures (https://fish.uw.edu/students/advising/forms-guidelines-handbooks/) You are responsible for knowing this information.

Grad School Prepare to Graduate: https://grad.uw.edu/for-students-and-post-docs/degree-requirements/preparing-to-graduate/

Grad School dates and deadlines: https://grad.uw.edu/for-students-and-post-docs/degree-requirements/dates-and-deadlines/

### First & Second Year of Study (at least one quarter prior to General Exam):

- **Set up your PhD Supervisory Committee, at least four months prior to General Exam**
  As soon as appropriate (typically after a research topic has been established) the student, in consultation with the Supervisory Committee Chair, establishes a supervisory committee consisting of a minimum of four members, including the GSR. The Chair, the GSR and at least one other member must be members of the UW Graduate Faculty. A minimum of two committee members – including the Chair – must also be SAFS Core faculty. The GSR may not be a primary, joint, or affiliate member of SAFS faculty.

  Set up your PhD committee:
  https://docs.google.com/forms/d/e/1FAIpQLScAjjvii49vzlO4bEj8YyJUlOGW2BSpHD_5BcgutfFA/viewform

- **Submit your Plan of Study, deadline last day of your 5th quarter of study**
  This form is intended to set an agreed upon plan of coursework for the student and will be retained in the student’s file. A student cannot be recommended for graduation by SAFS until all required courses are completed.

  Submit your Plan of Study:
  https://docs.google.com/forms/d/e/1FAIpQLSfYoK7xH-PoFoCyujhhPQ_JT0Vn8VqOzFhvD_EVbmwOP13w/viewform

- **Submit PhD dissertation proposal, deadline last day of your 5th quarter of study**
  A student is expected to submit a dissertation proposal to their supervisory committee before the end of the 5th quarter of study in the Ph.D. program and before beginning substantive dissertation research. The proposal provides evidence to the committee of the student’s readiness to carry out the research, and also clarifies the expectations of both the student and committee as to the final content of the thesis.

  Submit your Thesis Proposal: https://docs.google.com/forms/d/e/1FAIpQLSe_qjBGcx-mR_85-MeW89uacJx_B60Kuc2nhhhhKKeGjSLg/viewform

- **Pass Qualifying Exam**
  The Qualifying Examination is a written exam required by the School of Aquatic & Fishery Sciences (SAFS) and administered by the PhD Supervisory Committee over a one-week period. The Qualifying Exam should be completed within the first two years of the program, although the timing might vary depending on course availability, research planning, etc.

  Information on the Qualifying Exam may be found in the SAFS Grad Student Guide: https://fish.uw.edu/students/advising/forms-guidelines-handbooks/
At least three weeks prior to General Exam:

- Complete/In-Progress coursework on Plan of Study and any other credit requirements for degree (may be taken during Gen Exam quarter)
  - Minimum 60 cr to include:
    - Min. 18 cr courses numbered 500 or above, prior to scheduling Gen Exam
    - 18cr numerically graded in dept approved 400- and 500-level courses (excludes 499 and transfer cr), prior to scheduling Gen Exam
    - No more than 6cr transfer, 12cr GNM, or 12cr combined transfer+GNM
    - Min. 27 non-thesis credits

- 3.0 minimum cumulative GPA

- Meet with SAFS GPA to review transcript, check Plan of Study and confirm that all milestones are complete.
  Failure to attend this meeting may delay your exam quarter.

- Schedule General Exam with committee – only the student and committee will attend this exam

- Submit General Exam request (SAFS), during 1st nine weeks of the quarter:
  [https://docs.google.com/forms/d/e/1FAIpQLSc58cM3s2WQM6E04CKHHFhse7bjiX5YhWolAm2m1rvU1N6Lvw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSc58cM3s2WQM6E04CKHHFhse7bjiX5YhWolAm2m1rvU1N6Lvw/viewform)

- Submit General Exam Request (MyGrad), during 1st nine weeks of the quarter: [https://grad.uw.edu/for-students-and-post-docs/mygrad-program/](https://grad.uw.edu/for-students-and-post-docs/mygrad-program/) (email GPA once submitted)

General Exam Quarter:

- Register for minimum number of credits required for plan of study and/or grad funding package:
  - 2cr minimum, if not funded on RA, TA, SA, or fellowship (check with funding organization)
  - 10cr minimum, if funded on RA, TA, SA, or fellowship (check with funding organization)

- Complete/In-Progress coursework on Plan of Study and any other credit requirements for degree (may be taken during Gen Exam quarter)
  - Minimum 60 cr to include:
    - Min. 18 cr courses numbered 500 or above, prior to scheduling Gen Exam
    - 18cr numerically graded in dept approved 400- and 500-level courses (excludes 499 and transfer cr), prior to scheduling Gen Exam
    - No more than 6cr transfer, 12cr GNM, or 12cr combined transfer+GNM
    - Min. 27 non-thesis credits

- 3.0 minimum cumulative GPA

General Exam Warrant:

Once the GPA has received confirmation of submission of General Exam Request, they will send the warrant to the student's faculty adviser/committee chair. The chair will have until the last day of the quarter of graduation to make a degree recommendation and collect committee signatures. Once the warrant is completed and returned to the GPA, they will enter the recommendation online at which time a system-generated email will be sent to the student.

Candidacy:

When the Graduate School approves candidacy, a student is identified and designated as a candidate for the appropriate doctoral degree and is awarded a candidate certificate. After achieving candidate status, a student ordinarily devotes his or her time primarily to the completion of research, writing of the dissertation, and preparation for the Final Examination.

A candidate certificate and the doctoral degree may not be awarded the same quarter.

If student is funded on RA, TA, SA, or fellowship with variable rates based on academic status, the Candidacy rate will be effective beginning the quarter immediately after passing the General Exam.