

GENERAL EXAM INFORMATION

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- ◆ The usual form of a General Examination in the Physics Department is a public presentation of research already done and research proposed, followed by an examination with only members of the graduate faculty. A student should schedule the General Examination at the earliest time agreeable with the Supervisory Committee.
- ◆ The Supervisory Committee is responsible for administering the General Examination. **At least 4 members** of the Supervisory Committee (including the Chair, Graduate School Representative, and one additional Graduate Faculty member) **must** be present at the General Examination.
- ◆ The Supervisory Committee must be established with The Graduate School *at least 4 months before* the General Examination is scheduled. If you haven't established your Supervisory Committee, please submit the Supervisory Committee Form at http://www.phys.washington.edu/forms/supcom_form.htm
- ◆ If you haven't been in contact with your Graduate School Representative recently, you may want to make sure he or she is still at the UW or is not on leave before you schedule your exam.
- ◆ If you would like to add or remove supervisory committee members, please do so before you schedule your exam. The Graduate School has your Supervisory Committee on file, so if it has changed, The Graduate School needs to be notified. To add or remove a member from your committee, please email the Graduate Program Assistant at grad@phys.washington.edu.

HOW TO SCHEDULE A GENERAL EXAM

- Reserve a room **before** submitting the Request For General Examination form to The Graduate School.
 - The receptionist (reception@phys.washington.edu) in the Physics Department's main office is responsible for scheduling PAT C520, B-042, and C421 in the afternoons
 - The INT (located in PAT C411, 685-3360) is responsible for scheduling PAT C421 in the mornings.
 - Ivy Mason (ivym@u.washington.edu) in PAT C-121G is our contact for scheduling all other rooms.
- Schedule the General Examination
 - Complete the "Schedule a General Examination" webform via the Graduate School's MyGrad-Student View (MGP) at:

<http://www.grad.washington.edu/mygrad/student.htm>

This should be done at least 3 weeks before the scheduled date of the General Exam

OTHER GENERAL EXAM DETAILS

- ◆ After The Graduate School checks the student's requirements, the General Examination warrant will be sent to the Graduate Program Assistant. The Graduate Program Assistant will give the warrant and student's file to the Chair of the Supervisory Committee the day before the exam.

◆ After passing the General Exam, you will receive a promotion to either a Predoctoral Teaching Associate 2 or Predoctoral Research Associate 2 starting the next pay period after the date of your General Exam. Please go to The Graduate School web page for current rates, <http://www.grad.washington.edu/fellow/salarieschedule.htm>.