



2009

*Graduate Program in Neurobiology & Behavior
Orientation Guide*

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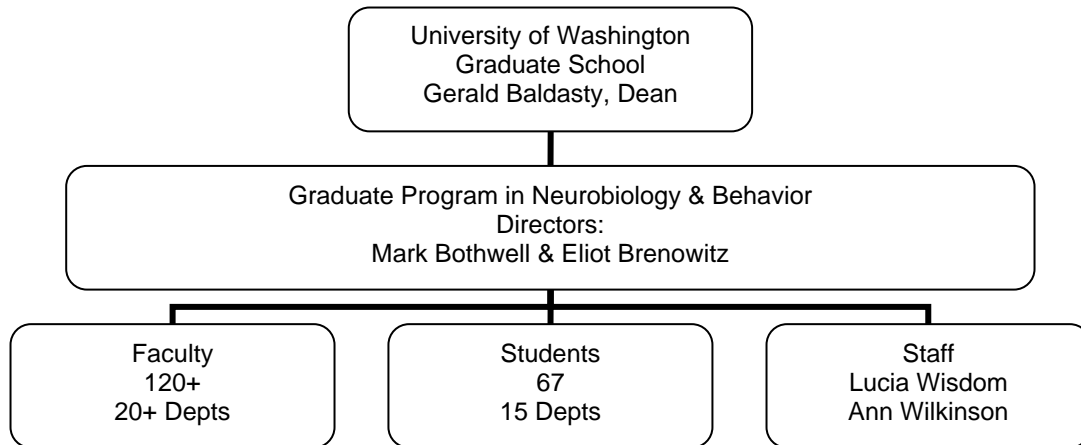
Welcome to the Graduate Program in Neurobiology & Behavior at the University of Washington.



We are very pleased that you have joined us at the University of Washington. We hope that this upcoming academic year will be exciting and challenging.

About the Program

The Graduate Program in Neurobiology and Behavior is an interdisciplinary neuroscience Ph.D.-only graduate program at the University of Washington. We are part of the Graduate School because of our interdisciplinary status. We currently have more than 120 faculty with appointments in over 20 different academic departments. We have faculty in the Medical School, Arts & Sciences, Engineering, and Public Health. Our faculty (and their labs) are located through UWMC, the Health Sciences, Upper Campus, Fred Hutchinson Cancer Research Center (FHRC), Harborview Medical Center (HMC), and the Regional VA Hospital/Med Center. Our current students span all of those sites.



What to Expect

During the first year, N&B students do a minimum of three (3) lab rotations, and enroll for the basic N&B core courses (and attend them). By the end of three rotations students pick a lab. First-year mentors (along with discussions with the directors) help guide students on their lab decisions.

Orientation

The first part of your formal orientation for the N&B Program is scheduled for September 14, 2009 and will be an administrative overview of the program. Our annual retreat will be held on September 18 at the Pacific Science Center. We will also hold “**Jump Start**” program for all incoming N&B students on **September 21, 22, & 23, 2009**. Details on Jump Start will be forthcoming.

Departmental Retreats

As part of orientation, all N&B incoming students are invited to the PBIO and Pharmacology retreats (**Sept 16-17; Sept 24-25**, respectively). You should have received emails from Tina Schulstad (PBIO) and Pat Lew (Pharmacology) during the summer regarding the retreats. If you missed those emails and still wish to attend, please let either Ann or Lucia know immediately. We might be able to get you a slot. For specifics on those retreats, please contact Tina (tinas@u.washington.edu) and Pat (eeeyore@u.washington.edu) directly. If you join the lab of either a PBIO or Pharmacology faculty, you will be attending those retreats on an annual basis.

Lab Safety Training/Animal Handling Protocols (Mandatory)

First year students must attend a mandatory laboratory safety training on the UW campus. Per our emails, you will have registered for your Lab Safety Training on Monday, September 28 or Tuesday, September 29, and the Bloodborne Pathogen training on September 28. If you wish to take any more safety courses, please feel free to register. Ann is also coordinating with all incoming students on animal handling tests/protocols that must be completed before students start their first rotations.

Things You Need to Do Soon

BEFORE September 30:

Since **Autumn Quarter starts Wednesday, September 30**, there are a number of things to complete **BEFORE** that time ---

- Get your Husky Card (Student ID) at the Student ID Center in Odegaard Library. (Immunization must be cleared first.)
- Coordinate with Ann and/or Lucia on your payroll paperwork
- Register for classes – (**decline** insurance – except International students)
 - NEUBEH 501 Intro to Neurobiology (SLN 16537)
 - NEUBEH 510 Seminar (SLN 16538)
 - NEUBEH 504 A – Biop Nrv Msl Syn (SLN – 19586)
 - NEUBEH 511A – Sem in Adv Neurobio (SLN – 20314)
 - NEUBEH 526 Lab Rotations (SLN 16540)
 - NEUBEH 527 Journal Club (SLN 16541)
- Enroll on-line for your GAIP insurance (after your payroll is done & you have enrolled for N&B courses) – see section on insurance.
- Get your N&B photo taken (by Ann – no white shirts, please)
- Get your Health Sciences photo ID and Access card – **MUST** do before classes begin. See your orientation packet.

During the first week of Autumn Quarter, along with attending your classes, you will need to:

- Inform Ann and/or Lucia of your rotation lab choice.
- Handling animals during your rotation?** If yes, coordinate with rotation advisor on getting on appropriate animal handling protocols.

NOTE: By end of third week (**October 16**) – pay remaining portion of **tuition** (student activity fee).

PROGRAM OFFICE

The Neurobiology & Behavior Program Office is located in T-471 in the T-Wing of Health Sciences.

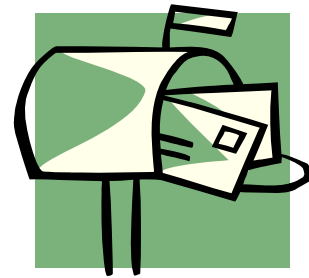
Inside the Program Office you will have a **mailbox and access to the computers (PC and Mac; color laser printer)**. We have a copier for first year student use in the Program Office.

We also have a **fax machine (206-616-6290)** which N&B students can use. (Ask us if the fax is long-distance since that requires a special code.)

The **general office phone number is 206-685-1647**. This is Ann's office number. Her email address is annwilk@u.washington.edu. Lucia's phone number is 206-616-8253. Her email address is lwisdom@u.washington.edu.

The Program Office address is

**University of Washington
Graduate Program in Neurobiology and Behavior
1959 NE Pacific Street, T-471 HSB
Box 357270
Seattle, WA 98195-7270.**



Students can use this as their “official” university address. A small refrigerator and microwave is also available.

First year students receive a **key** to the Program Office which provides 24-hour access to the outer student area. Students also receive an **Access card** which will allow entrance to the Health Sciences Building after hours and on the weekend. This card is important since access to the Health Sciences can be limited without it. Along with the Access card, students need to wear a **Health Sciences photo ID** when they are located in the building after-hours and/or on the weekends & holidays.

First year students receive a memory stick for their use. Any sticks lost during the year will not be replaced.

Please check our website -- <http://depts.washington.edu/behneuro/> on a regular basis. Updates on faculty and events are made frequently on-line.

UW LIBRARY SYSTEM

The University of Washington has a number of libraries available to its students, faculty and staff. Here's the main UW Library website:

<http://www.lib.washington.edu/>

They also have a specific page for graduate students:

<http://www.lib.washington.edu/services/grads.html>

The Health Sciences Library has its own website with access to lots of on-line journals and helpful information about its contents:

<http://healthlinks.washington.edu/>



TRANSPORTATION - PARKING



Parking can be difficult (and expensive) on the main UW campus and we encourage all students to find alternative ways to get on campus. The primary one is the quarterly UPASS which students can request when registering for courses. Here are some useful links:

<http://www.washington.edu/commuterservices/parking/>

<http://www.washington.edu/commuterservices/programs/upass/index.php>

http://www.washington.edu/commuterservices/get_to_uw/other/index.php

Note that there are a number of shuttle services going to other UW and UW-affiliated sites such as FHCRC and Harborview Medical Center. Students interested in doing lab rotations at those sites can use the shuttles.

SAFETY

All students need to familiarize themselves with safety information and requirements at University of Washington. A good place to start is UW Environmental & Safety:

<http://www.ehs.washington.edu/>

Interested students can sign up for any additional safety training at this website:

<http://www.ehs.washington.edu/psotrain/index.shtm>

All students should become familiar with all safety forms and MSDS's in the different labs during their rotations. They can find these forms at:

<http://www.ehs.washington.edu/epomychem/index.shtm>

All students should report all lab and work-related injuries and illnesses or near miss incidents to your lab supervisor as soon as possible. Specific reporting mechanisms available at the UW are found at this website:

<http://www.ehs.washington.edu/ohsoars/index.shtm>



All students should familiarize themselves with the safety equipment and protocols for their labs – even during a rotation. Each student should know the safety coordinator in the lab and make sure that they receive at least a safety walk through of the lab. At minimum, all students should know the quickest route for evacuating the lab and the building.

STUDENT & EMPLOYEE

One of the most important concepts for our students to understand is that they have two concurrent roles within the UW administrative system – first, they are a student; second, they are an employee. All students who maintain satisfactory progress will be supported with a salary, with medical/dental benefits, and with tuition waivers (excluding the student activity fee). Each student's payroll appointment at UW will be a graduate student appointment (GSA) which has automatic benefits and waivers, but is dependent on being enrolled as a full-time (**10 credits min**) graduate student. If a student isn't enrolled, then he or she is not paid, and the student is disenrolled from the insurance plan. The UW payroll system checks the UW student database to determine whether or not students have registered for classes. Conversely, if for some reason a student goes off the UW payroll during a quarter, the student's tuition waiver will be cancelled and that student and any dependents are disenrolled from the insurance plan.

Student Status

- Each student has a unique StudentID# that never changes.
- Sign up for a min of 10 credits Autumn, Winter & Spring Quarters.
- Summer Quarter – min of 2 credits; check with N&B Admin staff if there are any undergraduate loans outstanding or if you are an international student. You may have different credit requirements during Summer Quarter.
- Register for classes before the start of each quarter.
- MyUW – update address information via this site: <http://myuw.washington.edu/>.
- Academic grievances are handled through the UW Graduate School.
- A good source for general graduate student procedures: <http://www.grad.washington.edu/area/currstuds.htm>

Employee Status

- Each student has a unique Employee Identification Number (EIN) which is used instead of a Social Security number – this is for security reasons.
- Non-Academic grievances (including sexual harassment) are handled through UW Human Resources; contact the Ombudsman's Office for more confidentiality (see red & white pamphlets).
- 5 of 6 payperiods rule – a student needs to be on the payroll at least 5 payperiods of each quarter to qualify for their tuition waiver and insurance.
- Insurance – GAIP – available through GSA appointment or fellowship/stipend appointment.
- Union Membership – Most N&B students will be represented by a union (UAW) and will either pay union dues or pay a union administrative fee. Information about the basic union contract is available here –

<http://www.washington.edu/admin/hr/labct/preamble.html>

PAYROLL

The current salary rate for N&B students is **\$27,348 per year; \$2279 per month (gross)**. This is a 50% FTE graduate student appointment (Predoctoral Research Associate 2). There are two (2) payperiods each month; therefore your gross salary **per paycheck will be \$1139.50**. This income is **taxable** so there will be **federal income tax withholding** (except for international students & dependent on their country's treaty with the United States). There is no personal state income tax in Washington. Each student will pay their portion (~\$2/payperiod) of **workers' comp**. The N&B Program Office is the home payroll department for all first year students during their rotations. Responsibility for payroll is transferred to the dissertation advisor's home department when each student enters his or her dissertation lab.

Paychecks generally become available on the 10th and 25th of each month. They each reflect the preceding payperiod just completed (e.g., the "25th" paycheck is for the 1-15 days of that month). **The first paycheck for Autumn Quarter 2009 is October 9** and reflects appointments starting on September 16. For other paydays in 2009, check your orientation packet.

A student may be affected by the **"5 of 6 payperiods" rule** if he/she intends to leave UW (or change from a GSA status to a postdoc status on the UW payroll). If a student goes off the payroll before completing five payperiods on that academic payroll quarter, the student will lose their tuition waiver and the insurance coverage will be cancelled. All students who plan to leave before the end of any quarter must notify the N&B Program Staff. There are a number of options to which do not incur excessive tuition and insurance costs, but must be planned in advance.

INSURANCE

All N&B students receive their UW-paid medical/dental/ vision coverage via the Graduate Appointment Insurance Plan (GAIP). Detailed information regarding the GAIP can be found on this website:

<http://www.washington.edu/admin/hr/benefits/insure/gaip/index.html>

The GAIP website details the coverage and the process for on-line enrollment. Each student must initially enroll for their coverage after they have been put on the UW payroll system (N&B admin staff will notify you when to enroll). A student must have a GSA (or fellowship/stipend appointment) to qualify for this insurance. The insurance becomes effective the month after the student enrolls. **Incoming N&B students will enroll in September and it will become effective October 1st. Students must also re-enroll each Autumn Quarter.**

The GAIP also provides student-paid coverage for student dependents (spouse/children/SSDP). If you need dependent coverage, please check the website carefully for instructions and deadlines. The deadlines are strict and usually earlier than for the UW-paid coverage for the student.

WASHINGTON STATE RESIDENCY

With the exception of international students, it is expected that all first year N&B students will apply for Washington State residency at the end of their first year. During their first year, all non-resident N&B students receive a tuition waiver for resident tuition. They also receive a non-resident (NR) tuition waiver. There is a special fund set aside for the NR tuition waivers which is currently available to those who are in their first year of graduate school and for those who cannot apply or qualify for residency (e.g., international students). We anticipate that this NR tuition fund will be available in the future for those students.



To apply for Washington State Residency, please check out the following website for details:

<http://www.washington.edu/students/reg/residency.html>

Some of the sample documentation that can be used for establishing your residency with the UW Residency Classification Office:

- Tax Forms
- Rent Documents
- Driver's License/ID card (w/in 30 days)
- Car Registration (if you drive a car)
- Voter's Registration
- Local Bank Accounts
- Employment Documentation (N&B Offer letter; ESS information)

We anticipate that all students (non-international) starting in Autumn 2009 will be applying at the end of **Summer Quarter 2010**.

TRAINING GRANTS/FELLOWSHIPS

N&B students are encouraged to apply to the many NIH training grants available on the UW campus (see link below). Instructions and deadlines are available during Winter and Spring Quarters. If interested, please contact the N&B Program Office.

http://depts.washington.edu/behneuro/affiliated_links/training_grants.html

Also, all incoming first year N&B students are highly encouraged to apply for the National Science Foundation predoctoral research fellowships. The NSF fellowship applications are due in early November and students are eligible to apply in their second year in graduate school. Check with the N&B Program Office for more details on the NSF fellowships once classes begin.

REGISTRATION

Most N&B students need to be registered every quarter. Since most financial support is based on a 12-month appointment, most students will need to sign up for Summer Quarter as well as the rest of the regular academic year.

Here are a few useful websites:

Registration Instructions for New Students

<http://www.washington.edu/students/reg/newstd.html>

UW Time Schedule

<http://www.washington.edu/students/timeschd/>

UW Course Catalog

<http://www.washington.edu/students/crscat/>

Academic Calendar

<http://www.washington.edu/students/reg/calendar.html>

With the exception of Summer Quarter, all students will need to **enroll for a minimum of 10 credits**. Students can enroll for a maximum of 18 credits and have their waiver cover the expense. If a student enrolls for over 18 credits they will pay a per credit cost (~ \$300 per credit) for the excess credits.

NOTE: First year student **do not enroll for electives** while taking their 501-502-503 core courses. Electives are only allowed in the first year under special circumstances and with prior approval from the N&B directors.

DO NOT drop any classes during a quarter and go below 10 credits without discussing this with the N&B administrative staff. Students have received **HUGE** tuition bills because they invalidated their waivers by going below 10 credits.

We recommend that every student **enroll for at least the minimum 10 credits BEFORE the 1st day of the quarter.**

Autumn Quarter		
NEUBEH 501	Intro to Neurobiology	3.0
NEUBEH 504	Biophysics of Nerve, Muscle, and Synapse	3.0
NEUBEH 510	N&B Seminar Series (every yr)	0.5
NEUEH 511A	Sem in Advanced Neurobiology	1.0
NEUBEH 526	Lab Rotation	4.0
NEUBEH 527	N&B Journal Club (1 & 2 yrs)	1.0
Total		12.5

Winter Quarter		
NEUBEH 502	Intro to Neurobiology w/lab	5.0
NEUBEH 510	N&B Seminar Series (every yr)	0.5
NEUBEH 526	Lab Rotation	4.0
NEUBEH 527	N&B Journal Club (1 & 2 yrs)	1.0
NEUBEH 532	Discussions on Cell Signaling	2.0
Total		12.5

Spring Quarter		
NEUBEH 503	Cognitive Neuroscience w/lab	4.0
NEUBEH 510	N&B Seminar Series (every yr)	0.5
NEUBEH 526	Lab Rotation	4.0
NEUBEH 527	N&B Journal Club (1 & 2 yrs)	1.0
NEUBEH 559	Neurobiology of Disease	3.0
Total		12.5

Summer Quarter		
NEUBEH 526	Lab Rotation	4.0
<i>Or</i>		
NEUBEH 600	Independent Research	2-10
Subtotal		????
Total Needed	(unless International/Student Loans)	≥2-10

TUITION

All students who have a GSA or fellowship appointment will qualify for a tuition waiver. During the first year, this will include a resident tuition waiver and a non-resident tuition waiver (if applicable). The only part of the waivers that is not covered is the **student activity fee**. First year funding is provided by a state budget and we are not allowed by law to pay student activity fee. All students are responsible for this fee. It usually averages around **\$250**. Incoming students have already paid a deposit on it when accepting their offer and paid \$100 earlier in the year. To get an estimate on the quarterly fee obligation just estimate what was paid in the first quarter and add on \$100 deposit. Each student's tuition bill will include your UPASS or parking costs and any additional things chosen during registration. **The student's portion is ALWAYS due the end of the 3rd week of the quarter.** For example, the Autumn Quarter deadline is **October 16**.

GRADES & SATISFACTORY PROGRESS

All N&B students must maintain at least a **3.0 GPA** throughout their graduate career. Students must receive at least 2.7 in any course (400-500 level) taken during their graduate studies. Any student that **falls below 3.0 GPA** for a quarter or for a cumulative average will be listed on the quarterly **Low Scholarship Report**. It will be at the discretion of the Graduate Training Committee and/or the Directors whether or not inclusion on this Report will result in any action.

Grades are due from the instructor the first Monday after the end of a quarter. Grades are **available for view via MyUW the following day** (Tuesday). Please note that not all instructors meet the Monday deadline. If the deadline is missed, it may take at least one week before the grade will be posted. N&B administrative staff monitor grade reporting and will let students know if there are any problems with submitted grades. There is **one particular exception** to the grade deadline – **NEUBEH 526** (Lab Rotations). NEUBEH 526 grades are submitted only after the Rotation Talks have been presented. Those credits submitted by the end of the second week of the next quarter. These credits should not affect a student's GPA since the rotations are credit/no credit.

All **Incompletes** must be resolved with the instructor by the **end of the following quarter**. We recommend that students not wait until the deadline, but address it as soon as possible, because it is the student's responsibility to resolve the Incomplete and not the instructor's concern. **Failure to resolve** the Incomplete within the prescribed deadline will result in a **permanent mark** on the student's transcripts. Failure to resolve the Incomplete **within two years will result in a failing grade**.

Satisfactory progress is not only a matter of maintaining a satisfactory (3.0) GPA. The N&B Program also expects that students **enter a dissertation laboratory by the end of their third rotation** (a fourth rotation will be allowed at the approval of the Directors), and that the student will reach their **academic milestones (see Milestone grid) in a timely manner**. Each student will be expected to meet with their **Supervisory Committee at least once a year**. Each student will be **evaluated by their advisor** and this evaluation will be **reviewed by the Graduate Training Committee**. Any student who is judged not to be making satisfactory progress may be reviewed by the Graduate Training Committee and the Directors at any time, and **action will be taken to address the lack of progress**.



MILESTONES

The basic milestones listed below in the grid reflect satisfactory progress as defined by the N&B Program for students entering in Autumn 2009. Failure to meet these deadlines can result in a warning, probation, and finally with withdrawal from the N&B Program.

Milestone	Deadline
Choosing a dissertation lab	June 1, 2010; end of 3 rd rotation
Establishing a Supervisory Committee	End of Winter 2011 (March 18, 2011)
Pass General Examination; 18 graded credits (400-500 level)	End of Autumn 2011 (December 16, 2011)
Dissertation Research Meeting (post-general exam)	Students are strongly encouraged to hold their first post-GE committee meeting within 6 months of passing the GE and must do so by Spring 2012 (June 8, 2012)
Annual Supervisory Committee Meeting	Once a year, by mid-December
Annual Student Evaluation & Progress Report	Due every Spring Quarter; after joining a dissertation lab
Establishing Reading Committee	Two (2) months before dissertation defense
Copies of dissertation to Supervisory Committee for review	Six (6) weeks before defense
Request for Warrant for Final Exam	Three (3) weeks before defense
Dissertation Defense/Final Exam	N&B students normally finish within 5-6 years; this entering class should finish by the 2014-2015 academic year.

ELECTIVES

We have **core list of electives**, and students can **petition the Directors** to consider a course that they and their Supervisory Committee feel would be applicable to that student's course of study. Students can petition with a written memo or via email. We must have written verification of all approvals.

All students who have not completed their electives requirement are required to submit an elective plan annually.

The elective requirement for the N&B Program is **10 credits of elective credits**. The credits do **not** have to be graded. In contrast, the Graduate School requires that each student have **18 graded credits at the 400-500 level** before they can take the General Examination.

ROTATIONS

Lab rotation choices are among the most critical decisions that N&B students will make during their first year. Some students can make their lab decision after the first rotation; others need all three rotations for a decision. Students are expected to choose and to be accepted into their dissertation lab by the end of their third rotation. Unless there are unusual circumstances approved by the Directors, **failure to choose a lab at the end of the third rotation will be considered unsatisfactory progress.**

Here are some things that should be considered:

- We have 120+ faculty so you have many choices.
- Ask direct questions – do they have funding for grad students? Do they have room for a grad student? Do they have time for a grad student?
- Don't assume that because they said they had money and they had room, that you have a slot in that lab. (Some faculty like small labs.) If you want to enter that lab – ask them directly and honestly.
- Work with your faculty mentor to facilitate the process; they can have those peer-to-peer conversations you might not be able to have.
- Finally, talk with the Directors about your rotations if you are uncertain or see that you might be having some problems. Don't wait until the deadline.

N&B Students who start in Autumn Quarter 2009 must submit their dissertation lab choice to the Program Office by **Tuesday, June 1, 2010.**

Once a dissertation lab is chosen the Program Office will generate an advisor letter that will be signed by the student, by the dissertation advisor, and that advisor's chairperson. The advisor (and his/her department) will take fiscal responsibility for the support while the student works on his/her Ph.D. course of study. This support will include not only the salary, but benefits and tuition waivers. At this point, responsibility for the student's payroll will transfer from the N&B Program Office to the advisor's home department.

Rotation Talks/Posters

Upon completion of a lab rotation, students are required to present a formal talk on their project. The Rotation Talks are usually held the first Friday afternoon of the first week of the following Quarter, but this can change with the size of the first year class.

The title and abstracts for the presentations will always be due the first day of the Quarter. Since we prepare handouts and web access to this material, we need all students to meet this deadline. We will provide more details approximately one month before the talks.

PROGRAM REQUIREMENTS

For specific details on requirements, please see the most recent N&B Program Requirements. We update this throughout the year. The most current version will always be found on the N&B website. As with Graduate School requirements, students must fulfill the N&B Program Requirements in effect the quarter they finish their dissertation.

We can provide a little overview of what the general progression will be for an N&B students and which milestones are reached and when:

N&B Core

The basic N&B core courses (501-502-503) are taught Autumn Quarter through Spring Quarter. All first year students are required to do three lab rotations (NEUBEH 526), and pick their dissertation lab at the end. NEUBEH 504 (Autumn), NEUBEH 532 (Winter) and NEUBEH 559 (Spring) also required courses. During Autumn Quarter, 1st year students will be required to attend a "Faculty Interest" seminar series (Mon, 11:30am-12:20pm) to expose them to potential lab rotation opportunities. Students will also be taking a short biostatistics course in Autumn Quarter (NEUBEH 511A) which will focus on basic statistics for neuroscience.

Seminar Series (NEUBEH 510)

Students are required to enroll and to attend the seminar series during their first two years. Attendance is expected throughout their course of study.

Journal Club (NEUBEH 527)

Students are required to enroll and attend the Journal Club associated with the seminar series during their first two years. Students may be excused during a quarter (due to a conflict with a course or teaching responsibility), but they will be expected to make up that missed quarter at a later date. Any missed journal club sessions must be fulfilled before students are given credit for this requirement.

Electives (10 credits)

Students are required to take at least 10 credits of electives and these do not need to be graded. They can choose from the core elective list on the N&B website, or request approval from one of the Directors for an exception. The elective does not need to be a 400-500 level course, but should be appropriate to the student's areas of interest.

Teaching Responsibilities (2 Quarters)

All N&B students are required to do two quarters of teaching internship (TI) assignments. Some internships are equivalent to two (2) quarters towards this requirement. Most N&B students do their teaching requirement in their 2nd or 3rd year. A teaching practicum course (NEUBEH 515) is required of all students during their internship quarters. Every Spring Quarter, any student who has not completed his or her teaching requirement will be required to submit teaching preferences for the Teaching Internship Match (TIM) and for their assignments.

Annual Evaluations

After the first year in a dissertation lab, students submit annual progress reports to their dissertation advisors, and the advisors provide progress evaluations. The evaluations with attached progress reports are submitted to the Graduate Training Committee for review.

Supervisory Committee (Winter Quarter of 1st yr in dissertation lab)

All students are required to pick their Supervisory Committee by the end of Winter Quarter of their first year in their dissertation lab. They should have a chair (normally their dissertation advisor), and at least two other UW faculty who have a Graduate Faculty Appointment. If a faculty is chosen outside of the N&B Program, the student must verify that the faculty has this appointment.

Check for this appointment here:

<http://www.grad.washington.edu/gradfac/>

The student must also pick a Graduate School Representative (GSR). The GSR represents the interests of the student and ensures that the Examinations are conducted properly. The GSR cannot be in the advisor's primary department or listed in the Graduate Faculty Locator for the N&B Program. Please check with the N&B Program Staff for assistance in this process if there are any questions. When a committee is selected, the student contacts the Program Office (email is fine) with the committee choices and the estimated Quarter for the exam. The Program Staff will get Director approval and submit the request on-line to the Graduate School. After the submission, all members will be notified via email. Once the committee has been formed, the student can make changes to their committee at any time.

General Examination (end of 2nd year)

In order to take the general exam, each student needs at least 18 graded credits at the 400 & 500 level. This is a Graduate School requirement and we cannot change it. For more details, check with Program Staff. Please check the Program Requirements for details on the General Examination format. All students must have a post-exam meeting of their Supervisory Committee as least six (6) months after passing the General Exam.

After your General Exam, Annual Committee Meetings

All students are required to hold annual committee meetings after they have completed their General Examination. The date of that meeting (or meetings) should be noted on the Annual Evaluation form. All students must complete their annual meeting no later than the end of Autumn Quarter of each calendar year.

Reading Committee

Students must establish a Reading Committee (the advisor and two members of the Supervisory Committee) **approximately two months before the student is ready to defend his/her dissertation.**

Final Examination

When a student is ready to defend his/her dissertation, they need to 1) provide their Supervisory Committee a copy of their dissertation for review at least six (6) weeks before their planned defense, and 2) submit an on-line request for a warrant for the Final Examination to the Graduate School. **Students must request the warrant at least three weeks** before the planned defense. Please contact Program staff for more details.

Your Exit Strategy

When students are **within six months (or two quarters) from finishing** their dissertation, they should contact Program Staff to discuss the situation. There are a number of deadline and payroll considerations that need to be addressed.