

Dissertation and General Exam Procedures for PhD Students Epidemiology Department, University of Washington

Updated 07/29/09

Earning Dissertation Credits

- Read the detailed requirements for dissertations and committees in the Epi Program Guidelines at <http://depts.washington.edu/epidem/CurrentStudents/guide.doc>.
- Before you earn dissertation (Epi 800) credits, you and your chair must discuss human subjects' requirements and sign and send the document linked below to the Epi Program Office at Box 357236 or Fax: 206-616-4053. <http://jones.grad.washington.edu/forms/human-animal-advivory-certif.pdf>.
- You must also send us your tentative topic before earning Epi 800 credits.

General Examination

All of the following must take place before the General Exam.

- Request a degree audit from epi@u.washington.edu. We will inform you of remaining required courses and procedures. This could take a few weeks if there are many requests. All required coursework (except EPI 800) must be complete by the end of the quarter of the Oral Exam.
- Read the Epi Program Guidelines about General Examination requirements. (See top of page for URL.)
- Your supervisory committee must be established formally. Send the names of your committee members, including the chair, and the tentative quarter of your oral General Exam to epi@u.washington.edu so we can submit them to the UW Graduate School. Emails are sent immediately to the entire committee when it is submitted, so be sure to have communicated with all committee members in advance. Save the official email.
- Prepare a short proposal that your chair must present to the Epidemiology faculty at a faculty meeting. This step requires considerable advance planning. See the [Epi Program Guidelines](#) and the [Short Proposal Format](#) for more details.
- Submit an NIH-style long proposal to your committee. See [Epi Program Guidelines](#) for the requirements. Your chair must send an email to epi@u.washington.edu when your committee has approved it before you may collect your Oral General Exam warrant.
- Take your written General Exam. Your committee determines the questions and time period for the exam.
- Determine a date for your oral General Exam suitable for the schedule of your GSR and your committee.
 - At least four committee members must attend the General Examination, including the Chair and the Graduate School Representative.
 - Members, except the GSR, may be present by audio/video conferencing if epi@u.washington.edu is notified in advance. The GSR must be present in person.
- Obtain email approvals of the time, date and place from all of your committee members. Paste them in a single email or MS Word document and send it to epi@u.washington.edu
- Complete the "General Exam Request" at <http://www.grad.washington.edu/mygrad/student.htm> at least 3 weeks prior to the exam.
 - To make changes to a submitted Request, contact the EPO, not the Graduate School.

- Paper Warrant: Pick up your paper warrant for your Oral Exam from the EPO. We will notify you when your warrant is ready, generally a few days before your exam.

- The GSR, but not the Chair, may be replaced by another Graduate Faculty member from outside Epidemiology if s/he does not show up at the last minute. The EPO MUST be notified prior to the exam if the GSR is replaced. If you cannot reach the EPI, call the Graduate School at 206-543-5900. If the Chair is absent, the Exam may not be held.

- After your Oral Exam, have all committee members who are present sign the warrant. If a member is present by audio or video conferencing, he/she must email epi@u.washington.edu that he/she was present by audio/video conferencing at the exam and his/her vote.

- YOU MUST SUBMIT the signed warrant to the Epidemiology Department, before 5:00 pm on the last day of the quarter. Mail to Box 357236, fax to 206-616-4053 and send the scanned document to epi@u.washington.edu.

- You will become a candidate the QUARTER AFTER passing the Oral General Exam.

- Before starting research, mail EPO the following human subjects' information by email: IRB approval or exemption with the number, start and end dates, title, and PI name.

Epidemiology Program Office (EPO)
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Box 357236
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epi@u.washington.edu
<http://depts.washington.edu/epidem/>
Ph: (206) 685-1792 or (206) 543-1065
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