

PH.D. GENERAL EXAM CHECKLIST**NAME:** _____**PHD General Exam should be taken within 4 quarters after passing PhD Qualifying Evaluation**

	Deadline	Date Completed
Once you pass the PhD Qualifying Evaluation, e-mail Prof. Cao (gzcao@u) and Kathy Elkins (kelkins@u) requesting the establishment of your PhD Supervisory Committee including a Grad School Representative (GSR)	Within 1 quarter after passing the PhD Qualifying Evaluation	
Graduate School officially appoints PhD Supervisory Committee		
Submit typed and signed "Request for General Examination to Grad School". Get this form off web: http://www.grad.washington.edu/forms/forms.htm Be sure to give MSE Academic Counselor a photocopy of your signed Request Form before submitting it to the Graduate School.	At least 3 weeks prior to General Exam	
Department receives Warrant for General Exam, placed in student file, one week prior to exam		
Prepare a written summary (70-120 pages suggested length) describing your dissertation topic and your plan of proposed research. Summary is to include a pertinent literature review and any preliminary results obtained. You will be examined orally on your general area of research interest and specifically on your proposed plan of research.	Submit copies of your summary to all members of your Supervisory Committee at least 2 weeks prior to General Exam	
Post Degree Examination Notice to MSE Department bulletin boards to notify faculty and students of your upcoming Exam. Degree Exam Notice template available from MSE website: http://depts.washington.edu/mse/student_resources Be sure to give a copy to the academic counselor.	At least 1 week prior to General Exam	
You must maintain registration as a full- or part-time graduate student for the quarter in which you take the General Exam		
Following General Exam, student takes signed Warrant to Grad School. Be sure to give MSE Academic Counselor a photocopy of your signed Warrant before submitting it to the Graduate School.	No later than the last day of the Quarter you wish to advance to candidacy	

It is your responsibility to know the requirements for your PhD degree. Graduate School requirements are available on-line:

[http://www.grad.washington.edu/stsv/quickref.htm#Doctoral Degree Requirements](http://www.grad.washington.edu/stsv/quickref.htm#Doctoral_Degree_Requirements)

You also need to refer to the MSE Department's Graduate Program Guidelines to ensure that you have completed all of the Department's requirements for your degree.