

2016

*Graduate Program in Neuroscience  
Orientation Guide*

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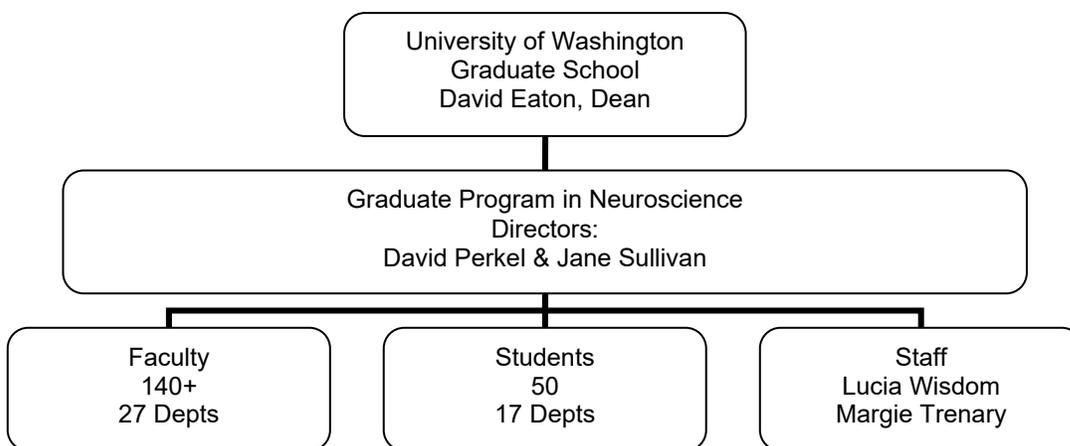
# Welcome to the Graduate Program in Neuroscience at the University of Washington.



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 Neuroscience 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 140 faculty members with appointments in 27 different academic departments and 5 partner institutes. We have faculty in the School of Medicine, College of Arts & Sciences, College of Engineering, and School of Public Health. Our faculty (and their labs) are located in the UW Medical Center, the Health Sciences, Upper Campus, Fred Hutchinson Cancer Research Center (FHCRC), Harborview Medical Center (HMC), Seattle Children's Research Institute, South Lake Union site of UW Medicine, the Regional VA Hospital/Med Center, and the Allen Institute for Brain Science. Our current students span most of those sites.



## What to Expect

During the first year, Neuroscience students do a minimum of three (3) lab rotations, and take the basic Neuroscience core courses. By the end of three rotations students pick a lab. First-year mentors assigned to each student (along with discussions with the directors) help guide students on their choice of lab.

## Orientation

**Orientation starts on Monday, September 19, 2016** with an administrative orientation session, which will cover the basic curriculum, program requirements, payroll, insurance and union issues. The introductory **JumpStart program** for all incoming Neuroscience students will be held **September 19, 22-23**. **Our annual all-day retreat at the Waterfront Activity Center will be on Monday, September 26.**

### Departmental Retreats

As part of orientation, all Neuroscience incoming students are invited to the Physiology & Biophysics (PBIO) and Pharmacology retreats (**Sept 15-16; Sept 20-21**, respectively). You should have received emails from Tina Schulstad (PBIO) and Diane Schulstad (Pharmacology) during the summer regarding the retreats. If you missed those emails and still wish to attend, please let either Margie or Lucia know immediately. We might be able to get you a slot. For specifics on those retreats, please contact Tina ([tinias@uw.edu](mailto:tinias@uw.edu)) and Diane ([dianesch@uw.edu](mailto:dianesch@uw.edu)) directly. If you join the lab of either a PBIO or Pharmacology faculty member, you will be attending those retreats on an annual basis.

### Lab Safety Training/Animal Handling Protocols (Mandatory)

First year students must attend mandatory laboratory safety training on the UW campus. Per our emails, we have registered you for **Lab Safety Training on Tuesday, September 27 (2:00-6:00pm)**. If you wish to take any more safety courses, please note that a number of them are available as an on-line option. 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 28:**

Since **Autumn Quarter starts Wednesday, September 28**, 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 Margie and/or Lucia on your payroll paperwork
- Register for classes – (**decline** insurance – except International students)
  - NEURO 501 Intro to Neurobiology (SLN 18440)
  - NEURO 510 Seminar (SLN 18442)
  - NEURO 504 A – Biop Nrv Msl Syn (SLN – 18441)
  - NEURO 526 Lab Rotations (SLN 18445)
  - NEURO 527 Current Topics (SLN 18446)
- Enroll on-line for your GAIP insurance (after your payroll is done & you have enrolled for NEURO courses) – see section on insurance.
- Get your Neuroscience photo taken if you are not happy with your interview photo (check with Margie)
- Get your Health Sciences Access card – **MUST** do before classes begin. See your orientation packet.

**No later than the first week of Autumn Quarter**, you will need to:

- Inform Margie and/or Lucia of your rotation lab choice.
- Handling animals during your rotation?** If yes, coordinate with rotation advisor to take required animal handling classes so you can be added to the lab's animal protocol. You **cannot** begin to work with vertebrate animals at uw until you have been approved. Send email copy of your certificate to the Neuro Admin Office (can be done via Google Drive).

<p><b>NOTE:</b> By end of third week (<b>October 16</b>) – pay remaining portion of <b>tuition</b> (student activity and building fees, plus UPASS).</p>
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## PROGRAM OFFICE

The Neuroscience Program Office is located in T-471 in the T-Wing of the Health Sciences Building.

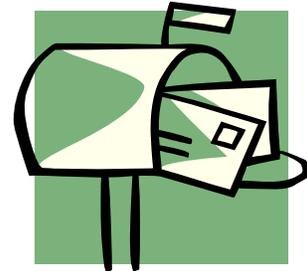
Inside the Program Office you will have a **mailbox and access to the computers (PC and Mac)**. We have a copier for first year student use in the Program Office which allows you to print from the computers, make copies and scan. (Code – 1617)

We also have a **fax machine (206-616-6290)**, which Neuroscience students can use. Faxes to on-campus UW office only require the last 5 digits. Off campus faxes require a “9” before the full number. When coding in the number, insert a pause between the 9, 1, and area code.

The **general office phone number is 206-685-1647**. This is Margie’s office number. Her email address is [trenam@uw.edu](mailto:trenam@uw.edu). Lucia’s phone number is 206-616-8253. Her email address is [lwisdom@uw.edu](mailto:lwisdom@uw.edu).

The Program Office address is

**University of Washington  
Graduate Program in Neuroscience  
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 are 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. You also should carry your Husky Card which provides your photo ID for the building.

First year students receive a flash drive for their use. Any drives 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. We anticipate rolling out a new Program website in Autumn Quarter 2016.

## 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/>

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/>

We also have a library contact for our Program – Diana Louden – [dknl@uw.edu](mailto:dknl@uw.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 is a mandatory part of your registration. Biking is also a great way to get around! Here are some useful links:

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

<http://www.washington.edu/facilities/transportation/student-u-pass>

<http://www.washington.edu/facilities/transportation/bike>

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

<http://www.washington.edu/facilities/transportation/uwshuttles/>

## SAFETY

All incoming students are required to take the Laboratory Safety Training on Tues, September 27. Also, 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 he/she receives 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 fees, UPASS). Each student's initial 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/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 NEURO 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.

### Employee Status

- Each student has a unique Employee Identification Number (EIN), instead of a Social Security number.
- Non-Academic grievances (including sexual harassment) are handled through UW HR; the Ombudsman's Office - <http://www.washington.edu/about/ombudsman/>
- 5 of 6 pay periods rule – must be on the payroll at least 5 payperiods of each quarter to qualify for their tuition waiver and insurance.
- Insurance – GAIP – through GSA appointment or fellowship/stipend appointment.  
Union Membership – Most NEURO students will be represented by a union (UAW) and will either pay union dues or pay a union administrative fee. <http://www.washington.edu/admin/hr/laborrel/contracts/uaw/addons/index.html>

## PAYROLL

The current salary rate for Neuroscience students is **\$31,320 per year; \$2610 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 \$1305**. 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**. This salary is presumed to be the salary for a single student. The Neuroscience 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/her dissertation lab.

Paychecks generally become available on the 10<sup>th</sup> and 25<sup>th</sup> of each month. They each reflect the preceding payperiod just completed (e.g., the "25<sup>th</sup>" paycheck is for the 1-15 days of that month). **The first paycheck for Autumn Quarter 2016 is October 7 (since Oct 10 is a bank holiday)** and reflects appointments starting on September 16. For other payday in 2016, 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 in 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 Neuroscience 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 Neuroscience 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 (Neuroscience 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 Neuroscience students will enroll in September and it will become effective October 1<sup>st</sup>.**

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 Neuroscience students will apply for Washington State residency at the end of their first year. During their first year, all non-resident Neuroscience students receive a tuition waiver for resident tuition. They also receive a non-resident (NR) tuition waiver. (Non-resident tuition is substantially higher.) 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 (NEURO Offer letter; ESS information)

We anticipate that all students (non-international) starting in Autumn 2016 will be applying at the end of **Summer Quarter 2017**.

## TRAINING GRANTS/FELLOWSHIPS

After they have joined a lab, Neuroscience students are encouraged to apply to the many NIH training grants available on the UW campus. Instructions and deadlines are available during Winter and Spring Quarters. If interested, please contact the Neuroscience Program Office.

## REGISTRATION

Most Neuroscience 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/>

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 (~ \$800 per credit; \$1,400 for non-resident) for the excess credits.

**NOTE:** First year students **do not enroll for electives** while taking their 501-502-503-504 core courses. Electives are allowed in the first year only under special circumstances and with prior approval from the Neuroscience Directors.

**DO NOT drop any classes during a quarter and go below 10 credits** without discussing this with the Neuroscience 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 1<sup>st</sup> day of the quarter.**

<b>Autumn Quarter</b>		
NEURO 501	Intro to Neurobiology	3.0
NEURO 504	Biophysics of Nerve, Muscle, and Synapse	3.0
NEURO 510	Neuro Seminar Series (every yr)	0.5
NEURO 526	Lab Rotation	4.0
NEURO 527	Current Topics	1.0
Total		<b>11.5</b>

<b>Winter Quarter</b>		
NEURO 502	Intro to Neurobiology w/lab	5.0
NEURO 510	Neuro Seminar Series (every yr)	0.5
NEURO 526	Lab Rotation	4.0
NEURO 527	Current Topics	1.0
NEURO 545	Quantitative Methods	3.0
Total		<b>13.5</b>

<b>Spring Quarter</b>		
NEURO 503	Cognitive Neuroscience w/lab	4.0
NEURO 510	Neuro Seminar Series (every yr)	0.5
NEURO 526	Lab Rotation	4.0
NEURO 527	Current Topics	1.0
NEURO 559	Neurobiology of Disease	3.0
Total		<b>12.5</b>

<b>Summer Quarter</b>		
NEURO 526	Lab Rotation	4.0
<i>Or</i>		
NEURO 600	Independent Research	2

## 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 & building fees and the mandatory UPASS**. First year funding is provided by a state budget and we are not allowed by law to pay these fees. The fees usually average around **\$250 plus the required UPASS (\$80) per quarter**. Incoming students have already paid a deposit on their fees when accepting their offer and paid \$250 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 the \$250 deposit. Each student's tuition bill will include your UPASS (per the union agreement) and any additional charges chosen during registration. **The student's portion is ALWAYS due the end of the 3<sup>rd</sup> week of the quarter.** For example, the Autumn Quarter 2016 deadline is **October 14**.

## GRADES & SATISFACTORY PROGRESS

All Neuroscience 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 who **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 Tuesday after the end of a quarter. Grades are available for view via MyUW within a few days. Please note that not all instructors meet the Tuesday deadline. If the deadline is missed, it may take at least one week before the grade will be posted. Neuroscience administrative staff monitor grade reporting and will let students know if there are any problems with submitted grades.

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 Neuroscience Program also expects that students **enter a dissertation laboratory by the end of their third rotation** (the possibility of a fourth rotation may be discussed with 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 **at least once a year** with his/her **Supervisory Committee** to provide an update on dissertation research and review the student's Individual Development Plan (IDP). After this annual meeting, a revised IDP and progress report will be submitted by the student, along with an evaluation prepared by the student's advisor. These documents 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 Neuroscience Program for students entering in Autumn 2016. Failure to meet these deadlines can result in a warning, probation, and finally with withdrawal from the NEURO Program.

Milestone	Deadline
Choosing a dissertation lab	June 1, 2017; end of 3 <sup>rd</sup> rotation
Annual elective plan	2 weeks before end of Summer Quarter; until requirement is completed
Establishing a Supervisory Committee	End of Autumn 2017 (December 15, 2017)
Pass General Examination; 18 graded credits (400-500 level)	End of Spring 2018 (June 8, 2018)
Annual Supervisory Committee Meeting	Once a year
Annual Student Evaluation & IDP/Progress Report	Due 2 weeks after the annual Supervisory Committee meeting
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	Neuroscience students normally finish within 5.0-5.5 years; this entering class should finish by the 2020-2021 academic year.

## ELECTIVES

We have **core list of electives**, and students can **petition the Directors** to consider a course that they, their Advisor(s) and 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 prior to enrollment.

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

The elective requirement for the Neuroscience 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

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 140+ faculty members, 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 assigned faculty mentor from the Graduate Training Committee to facilitate the process; he/she 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.

NEURO Students who start in Autumn Quarter 2016 must submit their dissertation lab choice to the Program Office by <b>Thursday, June 1, 2017.</b>
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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 department 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 also benefits and tuition waivers. At this point, responsibility for the student's payroll will transfer from the Neuroscience Program Office to the advisor's home department.

### Rotation Talks/Posters

Upon completion of a lab rotation, students are required to present a short talk on their project. The Rotation Talks are to be held on the last day of the quarter.

The titles for the presentations will be due the Monday of Finals Week. 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 Neuroscience Program Requirements. We update this throughout the year. The most current version will always be found on the Neuroscience website. As with Graduate School requirements, students must fulfill the Neuroscience Program Requirements in effect the quarter they finish their dissertation.

We can provide a little overview of what the general progression will be for a Neuroscience student and which milestones are reached and when:

### **NEURO Core**

The basic Neuroscience core courses (501-502-503-504) are taught Autumn Quarter through Spring Quarter. Students are also required to enroll in the Current Topics reading and discussion course (NEURO 527) throughout the first year. All first year students are required to do three lab rotations (NEURO 526), and pick their dissertation lab at the end. NEURO 545 (Winter) and NEURO 559 (Spring) also required courses. During Autumn Quarter, 1<sup>st</sup> year students will be expected to attend Monday Lunches (Mon, 11:30am-12:20pm) to allow them to get to know some faculty members, introduce potential lab rotation opportunities, and hear about different career trajectories. **Lunch is provided.**

### **Seminar Series (NEURO 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.

### **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 Neuroscience 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 Neuroscience students are required to do two quarters of teaching internship (TI) assignments. Some internships are equivalent to two (2) quarters towards this requirement. Most Neuroscience students do their teaching requirement in their 2<sup>nd</sup> or 3<sup>rd</sup> year. A teaching practicum course (NEURO 515) is required of all students during their internship quarters. At the end of 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 joining a dissertation lab, students will work with their advisor(s) to prepare an Individual Development Plan (IDP) that are updated annually with input from the student's Supervisory Committee. Advisors provide annual progress evaluations. The evaluations with attached IDP are submitted to the Graduate Training Committee for review.

## **Supervisory Committee (Autumn Quarter of 1st yr in dissertation lab)**

All students are required to pick their Supervisory Committee by the end of Autumn 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 members who have a Graduate Faculty Appointment. If a committee member is chosen outside of the Neuroscience Program, the student must verify that the faculty has this appointment.

Check for this appointment here:

<https://grad.uw.edu/for-faculty-and-staff/faculty-locator/>

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 Neuroscience Program. Please check with the Neuroscience Program Staff for assistance in this process if there are any questions. When a committee is selected, the student contacts the Program Office via email 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 Spring Quarter 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.

## **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.

## **Your Exit Strategy – Dissertation and Final Exam**

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 --

1. **Six weeks prior to the projected final exam date**, the student distributes a full draft of the entire dissertation to all members of the supervisory committee and

to the Neuroscience program office (neurogrd@uw.edu). We encourage students to do this electronically.

2. **At that time**, the student may initiate scheduling a room and obtaining the warrant.
3. **Two months before the planned final exam**, the student shall designate and get approved the Reading Committee.
4. **Four weeks prior to the target final exam date**, the program office staff will request 1) confirmation from the entire committee that each member is available for the exam; and 2) confirmation from the Reading Committee that each member feels there is a draft dissertation that is complete enough to move forward with scheduling the final exam.
5. **At least three weeks prior to the exam date**, with (and only with) those approvals, the program office will officially enter the exam into the Graduate School website.
6. **When submitting the dissertation electronically** through ProQuest, the student must also submit an electronic pdf of the dissertation to the Neuroscience Program Office (neurogrd@uw.edu). The Neuroscience Office staff will handle the printing and binding of Program's paper copy of the dissertation.
7. Other steps occur according to the Graduate School rules.