

MCB GENERAL EXAM CHECKLIST

BEFORE FINAL EXAM

TASK	DEADLINE	SUBMISSION/INSTRUCTIONS
<input type="checkbox"/> Schedule General Exam Date with Supervisory Committee	Last day of Summer Quarter of Year 2	Maia Low (maialow@uw.edu)
<input type="checkbox"/> Select General Exam Chair -A committee member other than the P.I. or the GSR must chair the exam	At least 4 weeks before exam	
<input type="checkbox"/> Schedule venue for General Exam	As soon as General Exam Date is set	
<input type="checkbox"/> Schedule General Exam online -List your PI, not the Exam Chair, as the Chair of your Supervisory Committee	At least 4 weeks before exam	MyGrad Student View
<input type="checkbox"/> Confirm credit requirements met -18 Total Graded Credits	At least 4 weeks before exam	MyUW: on the Academics Tab in the Grades Box
<input type="checkbox"/> Submit Written Proposal to Supervisory Committee	At least 2 weeks before exam	Supervisory Committee Members
<input type="checkbox"/> Receive Committee Signature Form and other documents from MCB Office	At least 2 weeks before exam	MCB Office (mcb@uw.edu)
<input type="checkbox"/> Complete General Exam	Last day of Autumn Quarter of Year 3	

DAY OF GENERAL EXAM

REQUIRED DOCUMENTS	SIGNATURES	SUBMISSION/INSTRUCTIONS
<input type="checkbox"/> Committee Signature Form	Signed by entire committee	Signed original to Maia Low (MCB Office)

AFTER GENERAL EXAM

TASK	DEADLINE	SUBMISSION
<input type="checkbox"/> Submit original signed Committee Signature Form	3 days after defense or last day of quarter, whichever is sooner	Maia Low, MCB Office, T-466
<input type="checkbox"/> Register for MCB 800 -Faculty Code remains the same as MCB 600	Quarter after passing General Exam	MyUW