

## GS Grad Program Quick Reference Guide for Faculty

### Rotations:

Incoming grads are welcome to contact faculty to discuss their mutual research interests and potential lab rotations, but lab rotations may not be finalized until after the department retreat.

### Dissertation Lab Choice:

Dissertation Lab choices may not be confirmed until after May 15. Faculty are welcome (and encouraged) to provide feedback on a student's rotation performance.

<https://www.gs.washington.edu/academics/gradprogram/handbook/first/rotations.htm>

### General Exam:

General Exams are typically taken in late spring or early summer quarter of a student's second year and must be taken by the end of June.

Supervisory committees must be established and exams scheduled no later than April 1. If it is not possible to take the exam by the end of June, the student must obtain permission from their advisor and the graduate program directors (Christine and Doug) to hold the exam after the deadline.

Detailed information is available at

<https://www.gs.washington.edu/academics/gradprogram/handbook/second/general.htm>

### Committee Meetings:

Committee meetings should be held at least once per year and are the joint responsibility of the student and their advisor. Meetings are often held in conjunction with a student's Research Reports presentation.

Because non-exam committee meetings are a requirement of the department, not the graduate school, these are less formal. Not all committee members need to attend, and the GSR certainly is not required to attend. An email summarizing items discussed and decisions reached is written by the advisor and sent to Brian (copying the student), so that there is no confusion over decisions and timelines.

### Teaching Assistants:

GS grads are expected to serve as teaching assistants for one course in year three, and a second course in year four (MSTP grads have teaching responsibilities in medical school, and therefore teach only one GS course). While this is not an excuse to neglect lab responsibilities, please be aware that teaching will take a lot of their time that quarter.

### Academic Probation:

Academic Probation is the formal disciplinary process available to faculty. It is a multi-quarter process:

First Quarter – warning to student, including written documentation of the issues leading to the warning

Second Quarter – if situation does not improve, student put on academic probation

Third Quarter – if situation does not improve, student put on final probation

<https://grad.uw.edu/policies/3-7-academic-performance-and-progress/>

**Defense:**

In order to schedule a defense, the student must have the approval of the advisor and committee. Therefore, a pre-defense committee meeting is recommended, usually ~6 months before the target date.

While not required, the student is encouraged to first submit their draft dissertation to the advisor. Three weeks before the defense, the student must submit a draft thesis to the reading committee. Failure to submit this draft is grounds for the committee canceling the defense. The reading committee should read the thesis and provide comments to the student on the day of the defense.

The student has until the end of the quarter in which the defense was completed to address the reading committee's comments and turn in a final version of the thesis, which must be approved by the committee. If the final thesis is not submitted and approved by the end of the quarter, the student will need to register for another quarter.

<https://www.gs.washington.edu/academics/gradprogram/handbook/beyond/final.htm>