

## BEPHD—Information on Committees and Exam Timing

### Committees

These are governed by Graduate School Policy 4.2.2 ([see the policy](#) for more details)

Your doctoral committee must have a minimum of 4 members:

- Chair — a member of the core faculty of the program (see the core faculty tab at our [program faculty page](#))
- Graduate School Representative (GSR) — must be a Graduate School faculty member\* and endorsed to chair doctoral committees. Nowadays most GSRs have an interest in at least an aspect of students' work; however, that is not necessary—they can be hands off and some prefer to be. Ask your faculty advisors for ideas about who to ask and if you can take a class from potential GSRs so you can see where they're coming from and if they'll be a good match for you and your interests and the rest of your potential committee.
- An additional member, preferably from the CBE faculty, who is also Graduate School faculty\*
- A 4<sup>th</sup> member who can be any productive scholar in your major field and/or subfield. This can be someone from the college, the university, another university (watch for issues with time conflicts), or anyone who can be considered a productive scholar. If they are not UW faculty we have to have a copy of their CV on file and they will be asked to create a UW NetID.

\* to check on someone's Graduate School faculty status, there is a [Graduate School Faculty locator](#). This also indicates with an asterisk \* who is endorsed to chair. Your chair and your GSR must be endorsed to chair.

### Exam Timing

First, be sure your entire committee agrees that you are ready to take the exam.

Begin by scheduling the oral exam when your entire committee can attend. Book a room (Neile can help with this) if you are going to be in person or have a hybrid meeting. The Grad School has policies about what to do [if a committee member is missing](#) and info about [their requirements for Virtual exams](#). Our program does not have additional policies about these issues.

Once you have full agreement on time/date, etc., go to [MyGrad](#) to request the exam.

Working backwards, find out from your committee how long they will need to read your written responses to your exam questions. This varies from a week upwards.

Add that time in advance of your oral exam. That gives you the day you will need to turn in your written responses to the questions.

Then a week before that will be the day your chair should send you the questions—the day your General Exam actually starts.

Let me or Alex know if you have questions!