

## BHI General Exam Procedures

1. Carefully review the [BHI policy](#) and [Graduate School policy](#) on **General Exams**:
2. **Finalize a date and time** that works for you and your supervisory committee.
  - The Graduate School policy recommends that the doctoral supervisory committee is formed at least four months prior to the general exam; however this is not a requirement.
  - We highly recommend that you schedule your exam no later than the last day of instruction in case any unexpected issues arise; for example, you or a committee member getting sick and need to reschedule, delays in getting the necessary paperwork signed and delivered to the department and the Graduate School by the deadline at the end of the quarter, etc.
3. **Reserve a room.** Ask your committee if they have a preferred location for the exam. You may reserve a room in Health Sciences/South Campus Center using Health Sciences Room Reservation (HSRR)'s [RoomQ](#); see page 2 for instructions. For rooms in South Lake Union, ask your GPA to make a reservation; it should be a publically accessible room on the 1<sup>st</sup> floor (please reserve early!) If your committee prefers to have the exam in a different building, please consult with them on how to reserve the room. At least a 25-person capacity room is recommended.
4. **Schedule your exam** on [MyGrad](#) and notify your GPA after doing so. Departmental approval will then be granted.
5. **Submit your title and abstract** to the GPA at least three weeks before the exam to include in the BIME weekly newsletter and on the BHI website.
6. **Request parking validation coupons for any non-UW committee members** if needed, at least two weeks prior to your exam. You must provide your GPA with name of the committee member. The parking coupon can be picked up at South Lake Union or delivered to you by campus mail.
7. **Print and bring the required paperwork** to your committee on the day of the exam. Your GPA will email you your **exam warrant** prior to the exam date to hand to your committee on the day of the defense. The warrant must be signed by the committee after the exam, and a committee member must return it to the GPA or Graduate Program Coordinator (GPC), ideally in person, or via campus mail. The warrant will be used to submit your exam results to the Graduate School no later than **the last day of the quarter**, and will be kept on file by the department.

### Important notes about committee attendance at examinations:

- [What to do if a committee member is late or missing](#)
- [Requirements and instructions on how to do a video conference with a remote member](#)

### Who to contact if there is an issue with your room or AV in Health Sciences/South Campus Center:

Health Sciences Room Reservations at 206-543-0530 or [hsbrooms@uw.edu](mailto:hsbrooms@uw.edu). They are located in HSB T291.

### After your General Exam:

After completing your general exam, you may submit the names of your reading committee members to your GPA to forward to the Graduate School. Review the [Graduate School policy on the appointment and responsibilities of a doctoral reading committee](#). **Please submit your reading committee no later than the first two weeks of the quarter in which you plan to defend.**

Note, if you plan to defend soon and need extra dissertation credits in order to meet graduation requirements, you may ask your GPA to submit a petition to the Graduate School and Registrar to convert your 600 credits from the quarter in which you passed your general exam to 800 credits.

## How to reserve a room on RoomQ for your exam:

1. After logging in with your UW NetID, click on the “Make a request” button in the blue menu bar.
2. Under “Request Information”:
  - a. Enter “BIME 600” for event title, and select “Course Breakout” under “Event Type”.
  - b. Select “No” for all questions (Only events that expect a large number of non-UW guests are considered “open to the public” and require a RUUF).
  - c. Note that food is not allowed in any of the Health Sciences rooms. However, food is allowed in South Campus Center rooms.
3. On the next page:
  - a. You may type in your name and General Exam for the name.
  - b. Enter the start and end time for your exam. You may need to select an end time later than your scheduled time as reservations follow regular class times.
  - c. Select at least 30 minutes under “setup time” so that you have time to prepare and get settled in the room.
  - d. Generally, a 20 to 30 person capacity room is sufficient for most exams.
  - e. Select “Yes” for “Using the installed AV equipment”  
**(\*Note: Please consider reserving a department projector by contacting the GPA since this will avoid a potential equipment charge.\*)**
  - f. You may include specific room locations or other preferences under Special Instructions for consideration. See the [room list](#).
  - g. Select the date and review your request.
  - h. After you receive your room assignment, be sure to check the room using the [room list](#) to make sure that it meets your needs (e.g. room setup, LCD projector). Contact HSRR as soon as possible if you need a room change.
4. You may refer to the [Health Sciences RoomQ Guidelines & Procedures](#) or contact me if you have any questions.