

Graduate Student Guide
**Quantitative Ecology and
Resource Management**
Interdisciplinary Graduate Program

*College of the Environment
University of Washington*

Autumn 2023

[Note: Red text indicates sections that were updated from the last version]

TABLE OF CONTENTS

1.0 How the QERM Graduate Program Functions 1-3

- 1.1 Diversity, Equity, and Inclusion Statement
- 1.2 Degree Programs
- 1.3 Graduate Program Coordinator
- 1.4 Graduate Program Adviser
- 1.5 Initial Faculty Adviser
- 1.6 QERM Faculty
- 1.7 QERM Annual Progress Report
- 1.8 Degree Milestones and Recommended Timeline
- 1.9 Consequences for Falling Behind on Degree Milestones

2.0 The Graduate School: Policies and Procedures 4-15

- 2.1 Graduate School Memoranda
- 2.2 Scholarship
- 2.3 Unsatisfactory Performance and Progress: Continuation or Termination of Students in the Graduate School
 - *Review Process*
 - *Deadlines*
 - *Recommended Guidelines*
- 2.4 Grading System for Graduate Students
 - *Graduate Courses*
 - *Repeating Courses*
- 2.5 Transfer Credit
- 2.6 Enrollment Requirements
 - *Full-Time Enrollment*
 - *Final Quarter Registration*
 - *Continuous Enrollment*
- 2.7 Graduate On-Leave Status
 - *On-leave Eligibility*
 - *Procedure for Requesting Leave*
 - *Reinstatement to the Graduate School*
- 2.8 Withdrawal
- 2.9 International Student Services Office
- 2.10 English as a Second Language Program
- 2.11 Student Financial Support
 - *Graduate Student Scholarships*
 - *Grants & Funding Information Service*
 - *Graduate Student Appointments*
 - *Research Assistantships (RAs)*
 - *Teaching Assistantships (TA's)*
 - *Academic Student Employee – UW/UAW Contract*

- *Language Proficiency Requirements for Teaching Assistantship*
- *Non-Resident Tuition Waivers*

3.0 QERM Program Requirements and Policies **16-18**

- 3.1 QERM Core Coursework for M.S. and Ph.D.
- 3.2 First-Year Qualifying Examination
- 3.3 Master's Degree By-Pass
 - *Students with a previous M.S. Degree*
 - *Students Admitted at the Pre-Master's Level*
- 3.4 Master's Degree By-Pass Procedure

4.0 QERM Master's Degree Requirements **19-27**

- 4.1 M.S. Degree Course and Credit Requirements
 - *Master's Degree Requirements Established by the Graduate School*
 - *QERM Program Requirements*
- 4.2 Establishing a Master's Supervisory Committee
 - *Research Adviser/Supervisory Committee Chair*
 - *Formation of the Master's Supervisory Committee*
 - *Approval of Master's Supervisory Committee*
 - *First Master's Supervisory Committee Meeting*
 - *Subsequent Committee Meetings*
- 4.3 Master's Thesis Proposal
 - *Submission of Thesis Proposal*
 - *Thesis Proposal Format*
 - *Writing and Preparation of Thesis*
 - *Approval of Thesis by Supervisory Committee*
- 4.4 Master's Final Examination & Thesis Submission
 - *Request for M.S. Final Examination*
 - *Online Master's Degree Request*
 - *Final Examination*
- 4.5 Graduate Registration Waiver Fee
 - *Eligibility*
 - *Requirements*
- 4.6 Second Master's Degree
- 4.7 Transfer Credits

5.0 QERM Doctoral Degree Requirements **28-37**

- 5.1 Doctoral Degree Requirements
 - *Graduate School Minimum Requirements*
- 5.2 The Doctoral Supervisory Committee
 - *Formation of the Doctoral Supervisory Committee, Including GSR*
 - *Composition of the Doctoral Supervisory Committee*
 - *Graduate Student Representative (GSR)*
 - *Functions of the Doctoral Supervisory Committee*

- *Procedure for Establishing Doctoral Supervisory Committee*
- *Approval of Doctoral Supervisory Committee*
 - *First Committee Meeting*
 - *Subsequent Supervisory Committee Meetings*
- 5.3 Doctoral Dissertation
 - *Submission of Dissertation Proposal*
 - *Dissertation Proposal Format*
 - *Approval of Dissertation Proposal*
 - *Writing and Preparation of Dissertation*
- 5.4 Request for General Examination – Admission to Candidacy
 - *Procedure for Requesting the General Examination*
- 5.5 Candidate Certificate
- 5.6 Doctoral Reading Committee
 - *Appointments and Responsibility of a Doctoral Reading Committee*
 - *Procedure for Establishing Doctoral Reading Committee*
- 5.7 Final Examination – Dissertation Defense
 - *Procedure for Requesting the Final Examination*
- 5.8 Final Submission of Doctoral Dissertation
- 5.9 Graduate Registration Waiver Fee
 - *Eligibility*
 - *Requirements*

APPENDICES [All appendices are being updated and are not included in this version]

Appendix A – QERM Core and Affiliated Faculty

Appendix B – Annual Progress Report

Appendix C – QERM Core Coursework for M.S. & Ph.D.

Appendix D – Recommended Electives

Appendix E – M.S. Timeline and Procedures

Appendix F – Request to Establish M.S. Supervisory Committee

Appendix G – Plan of Study toward M.S. Degree

Appendix H – Human and Animal Advisory Certification Form

Appendix I – M.S. Supervisory Committee Meeting Documentation Form

Appendix J – M.S. Thesis Proposal Form

Appendix K – Request for M.S. Final Examination

Appendix L – Doctoral Degree Timeline & Procedures

Appendix M – Request to Establish Doctoral Supervisory Committee

Appendix N – Plan of Study toward Doctoral Degree

Appendix O – Doctoral Supervisory Committee Documentation Form

Appendix P – Approval of Doctoral Dissertation Proposal

Appendix Q – Request for Doctoral General Examination

Appendix R – Doctoral Reading Committee Request

Appendix S – Request for Doctoral Final Examination

1.0 HOW THE QERM GRADUATE PROGRAM FUNCTIONS

The Quantitative Ecology and Resource Management (QERM) is a unique interdisciplinary graduate program at the University of Washington designed for mathematically trained students interested in working on ecological or resource management problems from a quantitative perspective. Students receive intensive training in the application of statistical, mathematical, and decision sciences to terrestrial, and aquatic ecology, natural resource management, biometrics and mathematical biology. The program offers M.S. and Ph.D. degrees.

The QERM program is located within the Center for Quantitative Sciences (CQS) in the College of the Environment. The director of the program also serves as the Graduate Program Coordinator (GPC), while administrative functions are conducted by the Graduate Program Advisor (GPA). Faculty committees have responsibility for many of the program's administrative procedures:

- Recruitment, admissions, and scholarship committees
- Curriculum committee
- Qualifying exam committee

Graduate students elect one or two representatives to attend all QERM faculty meetings and Graduate and Professional Student Senate (GPSS) meetings. The representative(s) meet with the QERM program director as necessary to discuss program policies and curriculum.

The DEI Committee comprises the Director, GPA, two additional faculty, two graduate student representatives (from QERM) and one undergraduate (from the Quantitative Sciences minor in CQS).

1.1 DIVERSITY, EQUITY, AND INCLUSION STATEMENT

The Center for Quantitative Sciences (CQS) supports teaching and research that applies mathematics and statistics to address environmental questions. Through improved understanding of the biology, behavior, and ecology of species and ecosystems, as well as the drivers of human activity, quantitative sciences provide critical information that improves human well-being, sustainable use of renewable resources to preserve inter-generational equity, and the conservation and protection of species of high cultural and ecological value.

Achieving these outcomes requires the participation of a diverse community of scholars with different lived experiences. While quantitative methods are sometimes considered objective, applications of quantitative methods are done by people, and as such, are prone to individuals' biases, both implicit and explicit. For example, the development of modern statistics was rooted in racism, specifically with a desire to promote eugenics. We acknowledge the role this historical context and systematic oppression has played in the development of statistics, and how it has continued to influence the ways we teach and apply quantitative sciences today. Diverse perspectives and backgrounds need to guide our proposed research questions, study locations, and community interactions in order to promote more fair and equitable science.

For these reasons, CQS aspires to cultivate a diverse community of quantitative scientists, where each person feels welcome regardless of their identity (including dimensions such as race, gender, sexual orientation, religion, age, economic status, and physical ability), and all have equitable opportunities to fulfill their careers in our field.

1.2 DEGREE PROGRAMS

The QERM program offers two graduate degrees: the M.S. and Ph.D., each require the preparation of a thesis or dissertation, respectively.

Students planning to pursue a Ph.D. must pass a qualifying examination administered by the program. This exam is typically taken at the end of the first year of study, but students may petition to take the exam at the end of the second year of study.

The completion of a M.S. degree with thesis is normally required before application can be made to enter the QERM Ph.D. program. However students admitted at the pre-master's level may apply to proceed directly into the PhD program after completing requirements for the Master's By-Pass.

1.3 GRADUATE PROGRAM COORDINATOR

The QERM Graduate Program Coordinator (GPC) maintains a familiarity with policies and procedures in the Graduate School and is responsible to the Graduate School for matters of scholarship and for ensuring that the student's program of study is effectively supervised and assessed (see Graduate School [Memo 4](#))

While the chairperson of the student's supervisory committee generally provides academic advising, the Graduate Program Coordinator is available for consultation on all matters that concern the program.

1.4 GRADUATE PROGRAM ADVISER

The QERM Graduate Program Adviser (GPA – staff adviser) is responsible for many of the administrative functions of the program and is usually the first point of contact for many inquiries. The GPA maintains student records, assists with registration problems, provides all the necessary forms leading to the completion of the degree, schedules examinations, and provides advising on all matters related to the degree programs. The GPA's office is located in the Ocean Teaching Building, Box 357941.

1.5 FACULTY MENTORSHIP GROUP

A faculty mentorship group will be formed each year to support the new incoming QERM students. The faculty mentor group will consist of 2-3 QERM core faculty members. They will meet at least once a quarter with the students as a group and one-on-one as needed. This group will help assist in answering general questions about the program, may assist the student in gaining an understanding of current research projects on-campus, and provide advice on how to find a faculty advisor. While the faculty mentor group provides general advice related to coursework and research projects, the GPC and GPA also continue to provide advice on all related matters.

1.6 QERM FACULTY

The QERM faculty are designated as either “core” or “affiliated” faculty (**Appendix A**). Core faculty are those involved in one or more of the following activities: administrative oversight of the program, establishing program policy, admission decisions, working with at least one QERM graduate student within the past three years (supervisory committee chair or member), or serving in additional capacities (i.e., teaching and curriculum development, serving as first year student adviser, supervisory committee membership, research funding).

Affiliated faculty are defined as those previously endorsed by a vote of the QERM core faculty to serve on the QERM faculty but who are not currently active in the program as defined above.

Faculty status (core or affiliated) will be designated preceding fall quarter of each academic year, depending on the level of program involvement over the past three academic years. Faculty members move from core to affiliated status as a result of a decline in their level of involvement. Affiliated faculty status changes back to core status as soon as the level of involvement again exceeds the threshold defined for core faculty designation.

Voting on program affairs (program policy, admission decisions, new QERM faculty, etc.) is restricted to core faculty.

1.7 QERM ANNUAL PROGRESS REPORT -- ANNUAL MEETING WITH GPC

QERM students submit an Annual Self Assessment Form generally due in early autumn quarter. After reviewing the assessment, the GPC or alternate, meets with each student in mid-Autumn quarter. (First year students complete the form in early winter quarter and meeting with GPC in mid-winter quarter.) The purpose of this meeting is to review the major milestones of the degree program. The GPC, or alternate, will document the meeting discussion. A copy will be forwarded to the student’s adviser and to the GPA to be included in their permanent academic file. Students who are not making satisfactory progress will be invited to discuss their work with the GPC and the student’s supervisory committee chair.

1.8 DEGREE MILESTONES AND RECOMMENDED TIMELINE:

MS Degree

	Recommended Timeline
Confirm advisor and funding plan	3rd quarter
Form committee and hold first meeting	5th quarter
Plan of study	5th quarter
Thesis proposal	6th quarter
Complete thesis/Final exam	8th or 9th quarter

Ph.D. Degree (New Degree)

	Recommended Timeline
Confirm advisor and funding plan	3rd quarter
Qualifying exam	Week following 3rd quarter
Form committee and hold first meeting	5th quarter

Plan of study	5th quarter
Dissertation proposal	8th quarter
General Exam	9th quarter
Complete dissertation/Final exam	16th quarter

Ph.D. Degree (After Bypass)

Recommended Timeline

Form committee and hold first meeting	1st quarter after bypass
Revised Plan of study	1st quarter after bypass
Dissertation proposal	4th quarter after bypass
General Exam	5th quarter after bypass
Complete dissertation/Final exam	12th quarter after bypass

Research Milestones

The student's advisory committee will have primary responsibility for judging whether the student is making satisfactory progress towards completion of their thesis or dissertation research. It is the student's responsibility to update the committee on progress on research milestones, identify obstacles that have prevented achievement of research milestones, and plans to overcome them.

The student and academic committee will produce a research timeline with specific research milestones for each academic year. This will be done by completing annual reviews and research planning, which is comprised of the following steps:

1. The student will complete an annual activity report and self-evaluation each year in Autumn quarter.
2. The committee chair will evaluate the student's research progress, and make a recommendation regarding the student's research progress. (Satisfactory, Satisfactory but with reservations, not satisfactory).
3. The advisor and student will review these evaluations and agree to a research plan with milestones for the next academic year.
4. The advisor's recommended evaluation of student progress will be shared with the advisory committee for approval. Approval can be done over e-mail or via an in-person meeting.
5. The outcome of the student-advisor / student-committee meeting will be shared with the QERM director. The QERM director and student will meet by the end of Autumn quarter to review plan and annual progress, and resolve disputes as necessary.

1.9 CONSEQUENCES FOR FALLING BEHIND ON PROGRAMMATIC OR RESEARCH MILESTONES:

Students must be up to date on programmatic milestones and make satisfactory progress to be eligible for QERM travel funding. Students who are up to date on milestones (or have a waiver – see below) will be given priority for QERM bridge funding and QSCI TA positions.

When a student fails to meet programmatic milestones or the academic committee concludes that the student is not making satisfactory progress towards their thesis / dissertation, QERM will initiate the UW graduate school process for students not making satisfactory academic progress. This process begins with a warning letter sent to the student the quarter after milestones are not met, or the quarter after the committee concludes that the student is not making satisfactory

progress. The warning letter must list specific conditions (accomplishments and deadlines) to avoid going on academic probation. If the conditions are not met, the student will be placed on academic probation. Failure to meet conditions / milestones in subsequent quarters will result in students being first placed on final academic probation, and then dropped from the program. More information on the UW graduate school probation policy can be found at <https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-16-academic-performance-and-progress/>.

The student and advisor can petition for a waiver on programmatic milestones based on circumstances beyond student control, or owing to other reasons that support the students career and educational goals.

2.0 THE GRADUATE SCHOOL: POLICIES AND PROCEDURES

2.1 GRADUATE SCHOOL MEMORANDA

The following [list of memoranda](#) includes graduate program policies maintained by the Graduate School. Content is reviewed and modified as needed. Final decisions regarding implementation or continuation of policies receive the advice of the Graduate School Council. *(Note: Missing numbers are for memoranda that are obsolete and have been discontinued).*

Memo 3: Graduate Admissions

Memo 4: The Graduate Program Coordinator and Graduate Program Advisor

Memo 5: Interdisciplinary Committees and Degree-Offering Groups

Memo 6: Authorization of New Graduate Degree Programs

Memo 7: Periodic Review of Existing Degree Programs

Memo 8: Graduate School English Language Proficiency Requirements

Memo 9: On-Leave Status to Maintain Graduate Status

Memo 10: Graduate Student Classifications

Memo 12: Membership in the Graduate Faculty

Memo 13: Supervisory Committees for Graduate Students

Memo 14: Departmental Responsibilities Regarding Instruction by TAs

Memo 15: Conditions of Appointment for TAs who are not Native Speakers of English

Memo 16: Unsatisfactory Performance and Progress

Memo 19: Grading System for Graduate Students

Memo 26: The Candidate's Certificate

Memo 28: Master's Degree Programs: Thesis/Non-Thesis Options

Memo 33: Academic Grievance Procedure

Memo 35: Concurrent Degree Programs

Memo 36: Graduate Courses

Memo 37: Enrollment of Graduate Nonmatriculated Students in Graduate Courses

Memo 38: Graduate Level Extension Courses

Memo 39: Guidelines for Part-Time and/or Self-Sustaining Graduate Programs

Memo 41: Graduate Courses in Non-Degree-Offering Units

Memo 42: Combined Undergraduate/Graduate (CUG) Degree Programs

Memo 43: Graduate Certificates

Memo 45: Practice Doctorates

Memo 48: Suspension of Admissions

Memo 49: Visiting Graduate StatusMemo

2.2 SCHOLARSHIP

A cumulative GPA of 3.00 or above is required to receive a degree from the Graduate School. A graduate student's GPA is calculated entirely on the basis of numeric grades in 400- and 500-level courses. The grades of S, NS, CR, NC, and N are excluded, as are all grades in courses numbered 600, 601, 700, 750, and 800, and in courses at the 100, 200, and 300 levels.

Failure to maintain a 3.00 GPA, either cumulative or for a given quarter, constitutes low scholarship and may lead to a change-in-status action by the Graduate School. Failure to maintain satisfactory performance and progress toward a degree may also result in a change-in-status action by the Graduate School.

See Graduate School Memorandum 16 for additional information:

<https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-16-academic-performance-and-progress/>

2.3 UNSATISFACTORY PERFORMANCE AND PROGRESS: CONTINUATION OR TERMINATION OF STUDENTS IN THE GRADUATE SCHOOL

Review Process:

Review of students who maintain a 3.0 grade point average (GPA) is at the discretion of the graduate program but is undertaken at least annually. Students whose cumulative or quarterly GPA falls below a 3.0 must be reviewed quarterly and be provided with a written explanation of performance expectations and a timetable for correction of deficiencies. Doctoral program students are to be reviewed by their doctoral Supervisory Committee, or by a committee of graduate faculty in the unit appointed or elected for this purpose in consultation with the student's Supervisory Committee. Pre-doctoral or master's students are to be reviewed by supervisory committees, if such committees have been appointed, or by the graduate faculty members who have been designated to oversee such student programs. See [Graduate School Memorandum No. 13](#), Supervisory Committees for Graduate Students, for an explanation of the role and responsibilities of supervisory committees.

In evaluating the student's performance and progress, all of the following is reviewed:

- Performance in the fulfillment of degree program requirements.
- Maintenance of a minimum GPA of 3.0 cumulatively and for every quarter of coursework. Cumulative and quarterly GPA's are computed on courses taken while the student is enrolled in the UW Graduate School. Computation is based only on courses numbered 400-599; courses graded I, S/NS, and CR/NC are excluded, as are the 600-800 series.
- Performance during informal coursework and seminars.
- Research capability, progress, and performance.

A determination of satisfactory performance and progress may be made upon review of the factors indicated above and consideration of the student's progress relative to other students (part-time/full-time) in the program or to an individually negotiated schedule. Full or partial withdrawal from a quarter may be considered as failure to maintain satisfactory progress and a student may be dropped as a result if he or she was on final probation for the previous quarter.

When review of a student's performance and progress result in a determination that it has been unsatisfactory, the name of the student and recommendation for action--i.e., probation, final probation, or drop--must be transmitted by the Graduate Program Coordinator or the head of the graduate program to the Dean of the Graduate School by the appropriate deadline dates. A well-documented statement of the circumstances involved must accompany all recommendations of unsatisfactory performance and progress and the majority of the graduate faculty, delegated representatives, or supervisory committee involved supports evidence that the action requested. Students must receive written notification of this action, which includes information regarding the necessary steps the student must take to maintain good standing in their graduate student status.

Deadlines:

Drop recommendations must be sent to the Graduate School by the fifth day of class; probation and final probation recommendations must be sent to the Graduate School by the tenth day of class. Students who are on official leave or are not registered cannot be recommended for probation, final probation, or drop.

Recommended Guidelines:

Below are guidelines to determine recommended action for unsatisfactory performance and progress. The Dean of the Graduate School will review recommendations for probation, final probation, and drop. Probation and final probation recommendations are noted on a student's unofficial transcript. In addition to notification from their graduate program, students will receive final probation and drop status letters from the Dean of the Graduate School.

Recommendations do not persist and must be reported to the Graduate School every quarter. No action will appear on the transcript for any subsequent quarter unless a new recommendation is made to the Dean of the Graduate School.

No Action: Recommended for those students whose cumulative GPA is above 3.0 but whose most recent quarter's work is below 3.0, if the review has determined that this condition is not cause for immediate concern.

Warn: This status is initiated and documented by the graduate program, but is not reported to the Graduate School and does not appear on the student's transcript. The graduate program is expected to notify each student in writing and place any documentation in the student's file. 1.) Recommended for students whose cumulative GPA has dropped slightly below 3.0 (i.e. 2.95-2.99) Recommended for students who have failed to meet expectations for performance and progress as determined by the graduate program.

Probation: A graduate program may recommend numerous quarters of probation for a student, but the Graduate School recommends no more than three consecutive quarters (each quarter must be recommended separately). All students must be informed of the graduate program's policy regarding the length of probationary periods. This is recommended for students who have not corrected the deficiency which caused the warn action within the time limit specified by the graduate program. This is also recommended for students who depart suddenly and

substantially from scholarly achievement as defined by the graduate program. (A previous Warn recommendation is not necessary.)

Final Probation: After at least one quarter of probation, a graduate program may recommend final probation. Final probation may only be recommended for one quarter, though the Graduate School will consider one additional quarter in extenuating circumstances. A graduate program must recommend one quarter of final probation before recommending a student be dropped from the program. The Graduate School will consider exceptions to this policy in extenuating circumstances. Recommended for students who have not corrected the condition(s) that caused the probation recommendation within the time limit specified by the graduate program. Recommended for students who may have corrected previous probation conditions but failed additional performance requirements and did not progress toward completion of the graduate program.

Drop: A graduate program may recommend a student be dropped from their program after one quarter of final probation. The Graduate School will consider exceptions to this policy only in extenuating circumstances. If the Graduate School accepts a drop recommendation, the Graduate School notifies the Registrar and the student is immediately removed from the graduate program. This is the final action to be recommended for students who have not corrected the condition(s) that caused the final probation recommendation within the time limit specified by the graduate program.

Appeals: Students may appeal these recommendations directly to the Chair or Director of the graduate program. Appeals beyond this point must follow the process outlined in Graduate School Memorandum No. 33, Academic Grievance Procedure.

<https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-33-academic-grievance-procedure/>

2.4 Grading System for Graduate Students

In reporting grades for graduate students, graduate degree-offering units shall use the system described herein. Grades shall be entered as numbers, the possible values being 4.0, 3.9, . . . and decreasing by one-tenth until 1.7 is reached. The Registrar will record grades below 1.7 as 0.0 and no credit is earned. A minimum of 2.7 is required in each course that is counted toward a graduate degree. A minimum cumulative grade-point average of 3.0 is required for graduation.

I Incomplete. An Incomplete may be given only when the student has been in attendance and has done satisfactory work to within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. To obtain credit for the course, a student must successfully complete the work and the instructor must submit a grade. In no case may an Incomplete be converted into a passing grade after a lapse of two years or more. An incomplete received by the graduate student does not automatically convert to a grade of 0.0 but the "I" will remain as a permanent part of the student's record.

N No grade. Used only for hyphenated courses and courses numbered 600 (Independent Study and Research), 601 (Internship), 700 (Thesis), 750 (Internship), and 800 (Dissertation). An N grade indicates that satisfactory progress is being made, but evaluation depends on completion of the research, thesis, internship, or dissertation, at which time the instructor or

Supervisory Committee Chairperson should change the N grade(s) to one reflecting the final evaluation.

S/NS Satisfactory/Not-Satisfactory. A graduate student, with the approval of the Graduate Program Coordinator or Supervisory Committee Chairperson, may elect to be graded S/NS in any numerically graded course for which he or she is eligible. If a student does not so elect, then they will be graded on a numerical basis. If approval is granted the student must elect the S/NS option either when registering or no later than the end of the seventh week of the quarter. The instructor shall submit a numeric grade to the Registrar, who shall convert grades of 2.7 and above to S and grades lower than 2.7 to NS.

CR/NC Credit/No Credit. With the approval of the faculty in the academic unit, any course may be designated for grading on the CR/NC basis by notice in the appropriate Time Schedule. For such courses, the instructor will submit a grade of CR or NC to be recorded by the Registrar's Office for each student in the course at the end of the quarter. All courses numbered 600, 601, 700, 750 and 800 may be graded with a decimal grade, a CR/NC or N at the instructors' option.

W Withdrawal. Refer to the University of Washington time schedule or homepage at <http://www.washington.edu/students/reg/wdoffleave.html>.

HW Hardship Withdrawal. Grade assigned when a graduate student is allowed a hardship withdrawal from a course after the seventh week of the quarter. Unofficial withdrawal from a course shall result in a grade of 0.0.

The grade W and HW count neither as completed credits nor in computation of grade-point average.

Graduate students who withdraw from the University (dropping all courses for the quarter) during the first week of two consecutive quarters (Summer Quarter excepted) will not be eligible to register as a continuing graduate student for the third quarter. Such graduate students must reapply as former graduate students returning to the University. For example, if a graduate student withdraws during the first week of Spring Quarter and Autumn Quarter, he or she must reapply as a returning former graduate student for Winter Quarter.

Of the minimum credits required for a graduate degree, a graduate student must show numerical grades in at least 18 quarter credits of coursework taken at the University of Washington. These numerical grades may be earned in approved 400-level courses and 500-level courses.

A graduate student's grade-point average will be calculated entirely on the basis of number grades in 400- and 500-level courses. The grades of S, NS, CR, NC, and N will be excluded, as will all grades in courses numbered 600, 601, 700, 750, and 800, and in 100, 200, and 300 level courses.

The graduate student may petition the Dean of the Graduate School to modify the procedures described above. The petition should be accompanied by comments and recommendations from the Graduate Program Coordinator or Supervisory Committee Chairperson.

Graduate Courses:

Graduate courses are intended for, and ordinarily restricted to, either students enrolled in the Graduate School or graduate non-matriculated students, and are given numbers from 500 through 800. Some courses at the 300 and 400 levels are open both to graduates and to upper-division undergraduates. Such courses, when acceptable to the supervisory committee and the Graduate

School, may be part of the graduate program. The Graduate School accepts credit in approved 300 level courses for the minor or supporting fields only. Courses at the 300 level are not included in the calculation of grade-point average (GPA) and will not apply toward the minimum Graduate School requirement of 18 graded credits for the master's or doctoral degree. Approved 400-level courses are accepted as part of the major as well as minor or supporting fields. Undergraduate research (499) is not accepted as part of the graduate program. Graduate School Memorandum No. 36 offers additional information on graduate courses.

<http://www.grad.washington.edu/policies/memoranda/memo36.shtml>

With the exception of summer, students are limited to a maximum of 10 credits per quarter of any combination of courses numbered 600, 700, or 800.

Repeating Courses:

Graduate students may repeat any course. Both the first and second grades will be included in the cumulative GPA. Subsequent grades will not be included, but will appear on the permanent record. The number of credits earned in the course will apply toward degree requirements only once.

2.5 TRANSFER CREDIT

A student working toward the master's degree may petition the Dean of the Graduate School for permission to transfer to the University of Washington the equivalent of a maximum of 6 quarter credits of graduate level coursework taken at another recognized academic institution. These credits may not have been used to satisfy requirements for another degree. The petition must include a recommendation from the graduate program coordinator and an official transcript indicating completion of the course work. Transfer credits are not entered on the UW transcript.

Approved transfer credits are applied toward total credit count only for the master's degree. (Transfer credits are not applicable toward a doctoral degree.) The required 18-quarter credits of numerically graded course work, and 18-quarter credits of 500-level-and-above course work may not be reduced by transfer credit.

Credit taken as an undergraduate non-matriculated student or post-baccalaureate student at the University of Washington may not be transferred into a graduate program. Credit by either independent study through correspondence or advanced credit examinations is not transferable

2.6 Enrollment Requirement

The enrollment requirement for the master's degree is 36 credits, 30 of which must be taken at the University of Washington.

For the doctoral degree, the enrollment requirement is 90 credits, 60 of which must be taken at the University of Washington. With the approval of the degree-granting unit, an appropriate master's degree from a regionally accredited institution may substitute for 30 credits of enrollment. Doctoral study requires an immersion in an academic field and its intellectual community. Degree-granting units may require a period of full-time and/or on-site study.

Only courses numbered 400, 500, 600, 700, and 800 can be applied to enrollment or course credit in the major field for advanced degrees. Courses numbered 499 are not applicable. Courses numbered

300 are not applicable to enrollment or course credit toward advanced degrees except when applied by permission of the graduate program coordinator or supervisory committee toward the graduate minor or supporting courses. Courses numbered below 300 are not applicable to enrollment or course credit for advanced degrees.

Full-Time Enrollment:

Full-time quarterly enrollment for graduate students is 10 credits during the academic year (autumn, winter and spring quarters), including thesis or dissertation credits (700 and 800 courses), and 2 credits during summer quarter.

Final Quarter Registration:

A student must maintain registration as a full- or part-time graduate student at the University for the quarter the master's degree, the candidate certificate, or doctoral degree is conferred. A student who does not complete all degree requirements by the last day of the quarter must be registered for the following quarter.

Continuous Enrollment:

During the academic year (autumn, winter, and spring quarters), students must maintain continuous enrollment by being registered full or part-time, registered in absentia, or have petitioned for on-leave status. Students are not required to go on leave or register during summer quarter. Failure to maintain continuous enrollment will result in being dropped from the University and reapplication will be required to resume studies. Students holding a teaching or research assistantship must be registered for the minimum credits required during their appointment period (10 credits during autumn, winter, and spring quarters, and 2 credits during summer quarter). For this purpose, courses being audited do not count toward the minimum enrollment requirement.

2.7 Graduate On-Leave Status

Graduate students are required to maintain graduate status during their program of study. Failure to maintain this status requires readmission to the University of Washington. Students who need to take a quarter or quarters off without going through the readmission process must apply for on-leave status. For complete details regarding on-leave status policy, refer to Graduate School Memorandum 9: Petition for On Leave Status.

<http://www.grad.washington.edu/policies/memoranda/memo09.shtml>

On-Leave Eligibility:

- Must be a graduate student in good standing.
- Must be currently registered or on-leave.
- Must satisfy any graduate program policies pertaining to going/remaining on-leave.
- US citizen and permanent residents must have registered for at least one quarter of graduate study at UW and have approval from their graduate program.
- International students must have registered full time (10 or more credits) for three consecutive quarters and have approval from both their graduate program and the International Student Services office.

- Pre-registered students must officially withdraw via MyUW or the Registration office prior to the first day of the quarter (registered students are not eligible for on-leave status).

Students on leave are entitled to:

- Return as a graduate student to the graduate program
- Use University libraries
- Maintain access to the UW email account
- Use Hall Health Primary Care Center on a pay-for-service basis
- Use the IMA with additional fee

Students on-leave are not entitled to:

- Faculty and staff counsel/resources (very limited counsel/resources are permitted)
- Examinations of any type (except for language competency)
- Thesis/dissertation filing
- University housing
- Student insurance
- Financial assistance

Procedure for Requesting Leave:

Students requesting on-leave status must submit an online Request for On-Leave Status via MyGrad Program. For a given quarter, students can submit the request as early as two weeks prior to the first day of instruction and must submit payment of the nonrefundable fee no later than 11:59:59 p.m. PST on the last day of instruction. Leave is granted on a quarterly basis, though the following students may request up to four consecutive quarters of leave at one time: Park City Math Institute (PCMI) students and military personnel with deployment orders. These students will be required to pay the fee for each quarter of leave requested).

Domestic Students:

- Complete and submit the online Request for On-Leave Status via MyGrad Program. Student will receive a confirmation email that the request has been submitted
- The request will be reviewed and approved by the departmental Graduate Program Coordinator (faculty adviser). Upon approval, students will receive a confirmation email that the department has approved the request.
- Return to MyGrad Program to pay the non-refundable On-Leave fee via MasterCard or Visa credit card. Students will receive a confirmation email that their quarterly leave has been processed and their registration status for that quarter is “On-Leave.”
- Print confirmation of on-leave verification to be presented for access to the UW libraries and IMA.

International Students:

- Contact the International Student Services (ISS) office to obtain pre-approval to request on-leave status.
- Complete and submit the online Request for On-Leave Status via MyGrad Program.
- Request will be reviewed and approved by the departmental Graduate Program Coordinator (faculty advisor). Upon approval, students will receive a confirmation email that the department has approved the request.
- Request will then be reviewed and approved by the ISS office. Upon approval, students will receive a confirmation email that the ISS office has approved the request.
- Return to MyGrad Program to pay the non-refundable On-Leave fee via MasterCard or Visa credit card. Students will receive a confirmation email that their quarterly leave has been processed and their registration status for that quarter is “On-Leave.”
- Print confirmation of on-leave verification to be presented for access to the UW libraries and IMA.

Reinstatement to the Graduate School:

Students previously registered in the Graduate School who have failed to maintain graduate student status (on-leave status was not secured and registration was not maintained) but wish to resume studies within the same degree program must file a request for reinstatement to the Graduate School. Requests will first be reviewed and approved by the department. Once the department has approved the request and the Graduate School has confirmed students' eligibility for reinstatement, students will be notified to pay a non-refundable reinstatement fee before registering for the requested quarter of reinstatement.

For questions regarding on-leave status, please contact the QERM Graduate Program Adviser or Graduate Enrollment Management Services at uwgrad@u.washington.edu or 206-685-2630.

2.8 WITHDRAWAL

Refer to the University of Washington Time Schedule for procedures and dates at: www.washington.edu/students/reg/wdoffleave.html

2.9 INTERNATIONAL STUDENT SERVICES OFFICE

The International Student Services (ISS) office provides assistance to international students in meeting U.S. Immigration and Naturalization Service regulations dealing with such matters as maintaining lawful status, extensions of stay, transfers of schools or programs, and working authorizations. The ISO also provides a formal orientation to the campus and community for new students, and provides advice and counseling for educational, financial, and personal problems. For

additional information refer to The International Student Services site at :
<https://iss.washington.edu>

2.10 ENGLISH AS A SECOND LANGUAGE PROGRAM

The University of Washington features one of the largest, most established international and English language programs in the United States. We offer a wide variety of programs for both undergraduate and graduate students to help you improve your English language skills, prepare for further study in the United States and learn about American culture, business and other subjects, with details at:
www.ielp.edu.edu.

2.11 STUDENT FINANCIAL SUPPORT

Graduate Student Scholarships:

The QERM program has a limited number of graduate student appointments and fellowships available for entering students. All students who apply to the program are automatically considered for entering appointments. Scholarships and graduate student appointments for continuing students are competitive and are advertised by various graduate units in spring quarter to be awarded for the following academic year. These awards comprise assistantships, research fellowships, and grants.

Grants & Funding Information Service:

The Graduate Funding Information Service (GFIS) works with current and admitted UW graduate students. GFIS helps students identify and use different resources to locate funding opportunities for graduate school-related expenses including tuition, research, and conference and research travel. In conjunction with the University of Washington's Graduate School, GFIS hosts a series of workshops throughout the year. Students can also seek answers to their questions during drop-in advising hours, can schedule individual appointments, or can request information by email. In addition, GFIS maintains a subject guide that lists different funding resources by category and a blog that informs students about fellowships, grants employment opportunities, and upcoming GFIS events. As time allows, GFIS also works with individual departments to design discipline-specific workshops and resources for their graduate students.

<http://commons.lib.washington.edu/services/gfis>

Graduate Student Appointments:

All graduate student appointments are governed by policy as determined by the Graduate School. This policy (Executive Order 28) in its entirety may be viewed online:

<http://www.grad.washington.edu/fellow/execor28.htm>

Vacancies for graduate student appointments (teaching and research assistantships) that occur during the academic year are advertised within each academic unit. Details about each appointment are obtained from the faculty member involved.

All graduate student appointments are based on continued graduate standing, satisfactory progress towards a degree, and satisfactory service in carrying out the duties of the appointment.

Research Assistantships (RAs):

Research Assistantships (RAs) are typically half-time appointments (20 hours a week) for the nine-month academic year (16 September to 15 June). RAs can be extended to include summer quarter, and in special circumstances, full-time support (40 hours a week) may be granted. Any graduate student appointment in excess of 20 hours a week requires the approval of the student's major professor and the QERM GPC.

Teaching Assistantships (TA's):

Teaching assistantships (TAs) are available as half-time appointments (20 hours a week) during the nine-month academic year and in limited numbers during summer quarter. A member of the faculty responsible for their training and welfare supervises the TA.

Additional information regarding departmental responsibilities regarding instruction by TAs (Graduate School Memorandum No. 14) can be found at:

<http://www.grad.washington.edu/Acad/gsmemos/gsmemo14.htm> Academic

Student Employees – UW/UAW Contract:

Students serving as research and teaching assistants (also known as Academic Student Employees) are covered by the UW/UAW contract. It is the purpose of this contract to provide for the wages, hours and terms and conditions of employment of the employees covered by the agreement, to recognize the continuing joint responsibility of the parties to provide efficient and uninterrupted services and satisfactory employee conduct to the public, and to provide an orderly, prompt, peaceful and equitable procedure for the resolution of differences between employees and the employer. The contract can be viewed:

<http://www.washington.edu/admin/hr/laborrel/contracts/uaw/contract/a02.html>

Language Proficiency Requirements for Teaching Assistantship Appointments:

Teaching assistantships (TAs) may be awarded to international and immigrant status students whose native language is other than English if certain criteria are met. Among these criteria are English proficiency test requirements, which stipulate that international graduate students must achieve a minimum score of 580 on the Test of English as a Foreign Language (TOEFL) and a minimum of 230 on the Test of Spoken English (TSE) or SPEAK test, or they must successfully complete English 102B (an ESL course for International Teaching Assistants offered by ESL programs) before they can be assigned teaching responsibilities. Additional information can be found at:

<http://grad.washington.edu/policies/memoranda/memo15.shtml> Non-Resident Tuition Waivers:

The UW charges graduate tuition at two rates, one for Washington State residents and a higher one for non-residents. These two rates are set by the Washington State Legislature, which also allots to the University a restricted number of out-of-state Graduate/Professional tuition waivers. These waivers allow out-of-state students to be charged in-state tuition. Although the students receive in-state tuition, they are not considered residents of Washington State. Students who are approved for the waiver are not eligible for state-funded aid (scholarships, grants, etc.).

VERY IMPORTANT: Please note that these tuition waivers are primarily attached to a fellowship, research assistantship or teaching assistantship award, which also requires full-time registration (10 or more credits). If you plan to reduce the number of credits you will **NOT BE ELIGIBLE FOR THE TUITION WAIVER** and will pay tuition at the non-resident rate.

<http://www.washington.edu/students/reg/residency/graduateProfessional.html>

3.0 QERM PROGRAM REQUIREMENTS AND POLICIES

3.1 QERM CORE COURSEWORK FOR M.S. AND PH.D.

Coursework is divided into required and elective courses. Electives are selected with the guidance of the faculty adviser and master's supervisory committee. The following courses are required for all M.S. and Ph.D. students and are described in detail in **Appendix C**:

Required classes for Master's and PhD students:

- BIOST 522 – Statistical Inference for Biometry I (4 credits)
- BIOST 523 – Statistical Inference for Biometry II (4 credits)
- QERM 597 – Fall Seminar (2 credits)
- QERM 597 – Winter Seminar (2 credits)
- CSE 583 – Software Engineering for Data Scientists (4 credits)
- QERM 514 – Analysis of Ecological and Environmental Data (4 credits)
- SEFS 540 – Optimization Techniques for Natural Resources (5 credits)
- Ecology Elective - (3-5 credits) (See Appendix D for approved courses)
- *AMATH 525 – Mathematical Analysis in Biology and Medicine (offered in even years, 5 credits)

-or-

*AMATH 535 – Mathematical Ecology (5) (offered in odd numbered years, 5 credits)

*First year students take AMATH 535 when offered in odd numbered years instead of AMATH 523. Students taking AMATH 523 in first year may also take AMATH 535 in second year.

Required classes for PhD Students:

- STAT 516 – Stochastic Modeling of Scientific Data (3 credits)
- An additional 12 credits determined by the student's committee

Recommended class for Master's and PhD students:

- IND E 512 – Introduction to Optimization (3 credits)

3.2 FIRST-YEAR Ph.D. QUALIFYING EXAMINATION

All students planning to pursue a doctoral degree are required to take the QERM qualifying examination after the first year of study (mid-June, first week after spring quarter finals). Students may petition to delay the examination until the end of the second year.

The qualifying exam is a written examination that takes place over several days, to test your general knowledge of mathematics, statistics, and optimization. The qualifying exam committee works to ensure there is continuity in the exam from year to year. The specific format will be decided by the QERM qualifying exam committee and typically includes 4 topic areas; previous years exams will be available through the QERM GPA (students can ask to review these at any time prior to the exam). Outcomes of the individual components of the qualifying exam are rated as “High Pass”, “Pass”, “Marginal Pass”, “Fail”. Overall success of the exam is determined by the committee based on results of all components (e.g., failing 1 component will result in an overall fail of the exam). If a student does not pass all components, the committee may recommend re-examination of a single component of the exam or the full exam. Students are permitted one opportunity to retake and pass portions of the exam that they have failed. Typically students retake the exam the next year, but this can be discussed with the QERM GPC to allow for options to retake the exam sooner. If a passing outcome is not obtained, the student will not be permitted to continue in the Ph.D. track. Students can bring any questions or concerns about the exam to the GPC.



3.3 MASTER’S DEGREE BY-PASS

Students with a Previous Master’s Degree:

After successfully passing the first-year qualifying examination, students admitted to the program with a relevant master’s degree (with thesis) may proceed directly to forming their doctoral supervisory committee. Students who have a master’s degree with thesis in an unrelated area may complete either a master’s degree with thesis or the master’s by-pass option.

The QERM admissions committee and GPC will determine at the time of admission if the student’s previous master’s degree (with thesis) is relevant to the QERM program. A relevant master’s degree includes those in a quantitative area (e.g., math, applied math, statistics, etc.) or resource management area (e.g. forestry, fisheries, etc.).

Students Admitted at the Pre-Master’s Level:

Students admitted at the pre-master’s level may apply to proceed directly after successfully passing the qualifying examination and completing all master’s by-pass requirements.

Students pursuing the master’s by-pass option should be aware that the by-pass requirements are very similar to those of the master’s degree with thesis. Pursuing the master’s by-pass option does not necessarily speed up the time-to-degree and may be appropriate only under exceptional

circumstances. Students must carefully weigh the benefits and risks of pursuing the master's by-pass option.

3.4 MASTER'S BY-PASS PROCEDURE

Students pursuing a master's by-pass must:

- Submit to the QERM Graduate Program Coordinator (GPC) **an email indicating their** intent to pursue the master's degree by-pass option as soon as possible after successfully passing the first-year qualifying examination. This notification will provide the GPC with an opportunity to counsel the student on the appropriateness of pursuing the master's degree by-pass option.
- Establish a master's degree by-pass committee. **This committee will typically consist of faculty already serving on the student's master's committee, but may also include additional faculty who may serve on their doctoral supervisory committee.**
- Provide evidence that they have reached a master's level of competence in written completion of research. This will take the form of a paper **that the by-pass committee has deemed ready for submission (or has already been submitted) to a peer-reviewed journal pending some minor revisions.** If there are co-authors on the paper, there must be evidence showing that the student is responsible for the vast majority of the effort on the paper and that the student completed all the quantitative effort.
- Present their research at an advertised, public presentation **such as a conference or seminar.**
- Provide the by-pass committee with a written plan for the proposed dissertation, that need not be as detailed as the formal dissertation proposal, but would include an overall introduction, and separate introductions and proposed methods for each chapter intended for the PhD dissertation.
- **Complete all coursework required for the first year of QERM.**
- **Approval by the by-pass committee and the GPC.**
- **Compile all required documentation into a single PDF file and submit to the QERM GPC and GPC. This file will include:**
 - Copy of paper deemed ready for submission (or already submitted) to a peer-reviewed journal**
 - Details of the public presentation.**
 - Written plan for the dissertation and approval documentation from bypass committee.**

The master's by-pass committee will:

- Provide the QERM GPC with a letter approving the student's request to by-pass the master's degree and agreement to serve on the student's doctoral supervisory committee, that would also include a funding plan for the proposed PhD.
- Concur that the student has reached a master's level of competence in written completion of research, as outlined above.
- Review and approve the preliminary doctoral dissertation proposal.

The Graduate Program Advisor (GPA) will:

- Verify that the student has completed all the coursework required for the first year in the program.
- Verify the student has passed the PhD qualifying exam.
- Verify with the student the final composition of their doctoral supervisory committee and submit this information to The Graduate School.

The Graduate Program Coordinator will:

- Review the documentation and confirm that all requirements have been met.
- Send out final confirmation to the student, the bypass committee, and the GPA that all requirements for the Master's Bypass have been successfully completed..

4.0 QERM MASTER'S DEGREE REQUIREMENT

4.1 M.S. DEGREE COURSE AND CREDIT REQUIREMENTS

Degree requirements are set in part by the Graduate School and in part by the QERM program. The Graduate School sets University-wide requirements for minimum scholarship (a grade point average of 3.0 or higher), residence at the University of Washington, certain numbers of required credits outlined below, and continuous enrollment. The QERM program requires a thesis and an integrated program of coursework and research during which the student learns the fundamentals of statistical inference, ecological modeling and resource management.

The schedule of M.S. degree timeline and procedures (**Appendix E**) provides guidance on the expected rate of progress.

Master's Degree Requirements Established by the Graduate School:

A student must satisfy the requirements for the degree that are in force at the time the degree is to be awarded

- 1) Total credits required for the degree program must be completed
 - a) All courses numbered 400-799 that are numerically graded 2.7 and above, or have a grade of Satisfactory or Credit ('S' or 'CR') count towards the total credits. 499 courses are not counted in the total credits.
 - b) Courses graded less than 2.7 do not count towards the total credits.
 - c) At least 18 credits must be in courses numbered 500 and above.
 - d) 18 credits must be numerically graded in department approved 400-level courses accepted as part of the major and in 500-level courses. This excludes 499 and transfer credits.
 - e) No more than 6 graduate level quarter credits can be transferred from other academic institutions to count towards the total credits.
 - f) No more than 12 UW Graduate Non-matriculated credits can be applied to the total credits.
 - g) No more than 12 credits derived from any combination of UW Graduate Non-matriculated credits and transfer credits can be applied to the total credits.
 - h) If a student repeats a non-repeatable class, only one set of credits counts towards the total credits.
- 2) A minimum cumulative GPA (grade point average) of 3.00 is required for a graduate degree at the University
- 3) The Master's Degree Request must be filed according to posted quarterly dates and deadlines.
- 4) Must complete all degree requirements within six years
 - a) The timeframe/clock begins on the first day of the quarter that the Graduate student uses a course to satisfy degree requirements when they are coded as either a Graduate Nonmatriculated student (department code with class 6) or as a Graduate student (department code with class 8) in the department to which they are admitted.

- b) UW Graduate Non-matriculated credits used towards the total credits are counted in the six years.
- c) Quarters spent On-Leave and out of status are counted in the six years.
- 5) Must maintain registration through the end of the quarter in which the degree is conferred or, if eligible, pay the Graduate Registration Waiver Fee within 14 days following the last day of the quarter in which all degree requirements were met.
- 6) Thesis track students are required to take a minimum of 9 thesis credits in their total credits.
- 7) Thesis track students are required to submit their thesis to the Graduate School. See Final Submission of Your Electronic Thesis or Dissertation (ETD).

QERM Program Requirements and Milestones:

The Graduate School supports all department requirements and will not authorize graduation unless the department has indicated that the student has satisfied the requirements.

All requirements (including but not limited to oral and written examinations) imposed by the QERM program or by the student's supervisory committee must be satisfied. A complete listing of QERM core course requirements can be found in **Appendix C**.

Students completing the QERM degree must meet two kinds of milestones: programmatic and research. Programmatic milestones are the sequences of academic tasks that must be completed by the quarters specified below. Research milestones are the sequences of research tasks that must be completed to complete the thesis or dissertation. The latter will be specific to each student based on their research project, developed by the student and their advisory committee.

4.2 ESTABLISHING A MASTER'S SUPERVISORY COMMITTEE

As a general principle, a faculty supervisory committee guides each student working toward a graduate degree at the University of Washington. This committee serves an important evaluative and mentoring function for the student throughout his or her graduate career.

Research Adviser /Supervisory Committee Chair:

The student should decide upon a research adviser by the end of the third quarter of study. It is the research adviser's responsibility to act as chair of the master's supervisory committee and assist the student in selecting classes, designing a research program, and making contacts with professionals within and outside the University of Washington.

Formation of the Master's Supervisory Committee:

In the 5th quarter, the student, in consultation with the Supervisory Committee Chair, establishes a supervisory committee and holds the first committee meeting. The purpose is to identify individuals that will assist you in developing and then implementing your thesis / dissertation research. It is acceptable to form a committee if the research plan is in flux. In fact, that is probably an ideal time to get feedback from a broad group.

The committee will consist of two to four members. The Chair and at least one-half of the total membership must be members of the Graduate Faculty. *A minimum of two committee members must also be QERM faculty (Appendix A).* The supervisory committee will provide expertise and depth in areas related to the student's research. The student should rely primarily on the Supervisory Committee Chair and secondarily on the other committee members for professional guidance. (Refer to Graduate School Memorandum No. 13 for more information: <http://grad.washington.edu/policies/memoranda/memo13.shtml>)

An additional resource for identifying potential committee members can be found on the University of Washington Graduate Faculty Locator site. This site allows you to search by faculty name, appointing department and research interests: <http://grad.washington.edu/gradfac/>

Approval of Master's Supervisory Committee:

A Request to Establish M.S. Supervisory Committee form (**Appendix F**) must be submitted to the GPC prior to the first committee meeting. This request should include a brief synopsis of the intended thesis topic and names of proposed committee members. This information is reviewed by the GPC for suitability of faculty balance in relation to the selected topic. After receiving approval from the GPC the student may proceed with scheduling the first committee meeting.

First Master's Supervisory Committee Meeting:

After approval by the GPC, the committee should meet with the student within two weeks to decide on the student's program of study. The first meeting will deal primarily with a definition of course requirements.

The student is responsible for arranging all necessary meetings and furnishing required forms:

Briefing paper: Prepare a briefing paper (2 pages) laying out draft research agenda to committee, share with committee 2 weeks before meeting. Meeting should include a short presentation that reviews this research agenda (e.g. a short presentation). Use this time to plan for coursework (see Plan of Study).

Plan of Study: The Plan of Study toward the M.S. Degree form (**Appendix G**) is an agreement between the student and the Supervisory Committee about what coursework will be required of the student in order to graduate. *The purpose is to obtain guidance from the advisory committee on courses which you should take during your degree. This guidance is based largely on your research, other interests, and your long term career goals.* It includes the core required courses as well as any other courses the committee feels are necessary to give the student the required background in their area of interests. It is also where:

- any recommended optional courses are listed;
- the projected timeframe for the Thesis Proposal is indicated;
- and core requirement waivers are suggested. (Please contact the QERM GPA for any requests to waive QERM or UW Graduate School requirements; a petitioning process is usually required.)

The form should be completed by the student and Supervisory Committee Chair and approved by all committee members at the time of the first meeting.

While the form is being completed, care should be taken to write courses that are recommended but not required in the “Recommended” section. The QERM Graduate Program Adviser will compare the approved Plan of Study form against the student’s transcript(s) before approving the Final Examination Request to ensure that all “Required Core” and “Additional Required” courses were completed before the students are allowed to defend and graduate.

Human and Animal Advisory Certification Form: Graduate students and chairs of all newly formed committees (M.S. and Ph.D.) are also required to sign a Human and Animal Advisory Certification form (**Appendix H**) documenting that the student has been advised of human and animal subjects guidelines.

Supervisory Committee Meeting Documentation Form: The Supervisory Committee Chair records the results of all meetings, documenting the date, committee members present, decisions and accomplishments. It is the responsibility of the student to provide the appropriate form (**Appendix I**) at each committee meeting.

All completed forms should be forwarded to the QERM GPA, reviewed by the GPC, and placed in the student’s permanent file.

Subsequent Committee Meetings:

The committee should meet regularly to review the student's progress and thesis proposal. The student can request additional committee meetings whenever he or she feels the need for such consultation. A Supervisory Committee Meeting Documentation form (**Appendix I**) should be completed after each committee meeting and forwarded to the QERM GPA.

4.3 MASTER’S THESIS PROPOSAL

The student must select a thesis research topic and develop it in consultation with his or her research adviser. The research project should be designed for completion, together with other program requirements, within a two- to three-year period. The master’s thesis should provide evidence of the student's ability to carry out independent investigation and to present the results in a clear and systematic form.

Submission of Thesis Proposal:

A student is expected to submit a thesis proposal to their supervisory committee by the **6th quarter** of study and before beginning substantive thesis research. The proposal provides evidence to the committee of the student’s readiness to carry out the research, and also clarifies the expectations of both the student and committee as to the final content of the thesis.

The expectation is to (1) review the relevant literature on the field to justify your research (2) lay out specific research questions / hypotheses (3) detail a research plan to address those questions / hypotheses (4) highlight the significance of the work to the broader community.

The objective of a thesis proposal is to ensure a definite plan for the work to be done. Once approved by the supervisory committee it becomes an informal contract between the student and the committee. In addition, a proposal serves as:

- A basis for discussions between student and committee regarding experimental design, data analysis, and focus of the coursework; and
- A clear statement of the amount of effort anticipated to produce an acceptable thesis.

While the thesis proposal serves as an agreement between student and committee, both parties also must recognize that flexibility is needed to include later changes as experiments may fail and new opportunities may arise.

Thesis Proposal Format:

The thesis research proposal should follow the general features of a research proposal. A typical format would include the following elements: an overall introduction for the topic as a whole, and separate sections for each proposed chapter (if more than one chapter is planned), containing an introduction, objectives, proposed methods, any preliminary results, and the interpretation and significance of the results. In addition, there should be a proposed timeline that helps to assess whether the proposed research is feasible as planned and establishes milestones and dates for likely outputs such as scientific papers.

The length of the written proposal should be the minimum needed to do the job. For a master's thesis proposal, **between 5-7 pages (single-spaced) including references and figures would be appropriate, and should not ever exceed 10 pages.** The intent is to write the proposal early in the degree program. If written too late, it will begin to resemble the thesis in size and scope, and its primary purpose will be lost.

Approval of Thesis Proposal by Supervisory Committee:

Master's Thesis Proposal Form:

The supervisory committee certifies that they have reviewed and approved the student's thesis proposal by signing the Master's Thesis Proposal form (**Appendix J**). A copy of the form and thesis proposal should be forwarded to the QERM GPA.

Writing and Preparation of Thesis:

The expectation is that the work completed in a M.S. thesis is comparable to a peer reviewed journal article in a scientific journal. Exceptional theses will contain two potential publications, but this will normally be the case when one is deemed to be a relatively small contribution to the field.

The student and committee should plan to complete the M.S. thesis in the 8th or 9th quarter. However, failure to meet these targets will not automatically trigger programmatic action as described below because the pace of research progress is difficult to predict and can be delayed by many factors that cannot be controlled by the student.

Writing a thesis or dissertation can be challenging, and working with your advisor and committee to select a good and workable topic, planning and conducting your research, and doing the writing will

be your top priorities. However, paying attention to some additional and probably unfamiliar topics now or in the early stages of your planning is also important.

For example, your electronic thesis/dissertation (ETD) will be published by ProQuest/UMI and by the UW Libraries, and as a student, researcher and future author you should develop an understanding of copyright, publishing and open access. When you submit your ETD for review and publication, you will be required to read and accept two separate publishing agreements and then be prompted to decide whether to publish your work right away or to delay its release. Basic information and links to additional resources on these topics are available at:

- [Policy for Deposit and Dissemination of Master's Theses and Doctoral Dissertations](#)
- [Access Options for Electronic Theses and Dissertations](#)
- [Electronic Theses and Dissertations – Copyright, Open Access and Publishing FAQ](#)
- [ProQuest/UMI Agreement - Traditional Publishing Agreement](#)
- [University Agreement - UW Libraries Thesis and Dissertation Submission Agreement](#)

Detailed instructions on preparation and submission of your electronic thesis can be found at:

- <http://grad.washington.edu/students/etd/> and
- <http://www.grad.washington.edu/students/etd/info.shtml>

4.4 MASTER'S FINAL EXAMINATION & THESIS SUBMISSION

Request for M.S. Final Examination:

The student must submit a complete, near-to-final draft of the thesis, which has been reviewed and approved by the committee chair, to all members of his or her committee at least four weeks prior to the Final Examination.

After reading the draft, the supervisory committee signs off on the Request for Final Examination form (**Appendix K**). Completion of this form verifies that your committee has read an entire near-to-final draft of your thesis and concurs that you are ready to sit for your final examination. The final draft of the thesis takes place after the final examination, incorporating changes suggested by the committee.

Online Master's Degree Request:

In addition to the Request for Final Examination form completed by the supervisory committee, the student must submit the online Graduate School Master's Degree Request found on the student view of MyGrad Program (<http://www.grad.washington.edu/mygrad/student.htm>) within the first nine weeks of the quarter in which he or she expects to complete the degree requirements. This should be done only **after** your committee has signed the QERM M.S. Final Examination form.

The filing of the online application is the responsibility of the student. After submitting the request the Graduate School and QERM program will review the student's record to verify that all requirements have been met. Completion of the master's degree includes presentation at a public seminar on the subject of the research and the completion and submission of the thesis to the Graduate School.

Students must be registered as a graduate student and complete a minimum of two credits during the quarter in which degree requirements are met and the degree is conferred.

If requirements for the master's degree are not completed during the quarter of the initial application, the online Master's Degree Request will become void and the student must complete a new request during the first nine weeks of the quarter in which the degree program is to be completed.

Final Examination:

The student, in consultation with the chair of the student's supervisory committee, arranges the time and place of the Final Examination. The student is responsible for ensuring that the complete, near-to-final draft of the thesis is available to all committee members with adequate time for review before the examination takes place (at least four weeks).

After finalizing the final exam date and time, the student notifies the QERM GPA for assistance with reserving a conference room and publicizing the public seminar. It is recommended that students schedule their final exam at least 4 weeks in advance of the date, but no less than two and a half weeks before the end of the quarter.

The student reports on his or her research at the public seminar that is followed by a private oral examination by the supervisory committee (final exam). The seminar and oral examination are generally scheduled consecutively on the same day.

A minimum of two committee members must be present for the Final Examination to take place, although all members of the supervisory committee must certify the results. If the examination is not satisfactory, the committee may recommend to the Dean of the Graduate School that the student be allowed to take another examination after an interval of study.

At the conclusion of the Final Examination the committee certifies the exam results by signing the Request for Master's Degree form. This form is also known as the "warrant" and will be supplied by the QERM GPA just prior to the Final Exam. The signed "warrant" is returned to the QERM GPA no later than the last day of the quarter (defined as the last day of exams) in which the student expects to receive the degree.

Any corrections of the thesis are completed after the Final Examination and must be submitted by the last day of the quarter. For additional information on submitting the thesis refer to: <http://www.grad.washington.edu/students/etd/info.shtml>

If the final version of the thesis is submitted after the end of the quarter, then the degree will be conferred the following quarter and the student must register for a minimum of two credits for that quarter.

4.5 GRADUATE REGISTRATION WAIVER FEE

The Graduate Registration Waiver Fee is an optional fee paid in lieu of registration. It is available to qualifying students for a **2-week period directly following the quarter** in which all Graduate School and graduate program degree requirements are met. Qualifying students who pay this fee will graduate in the quarter following the fee payment period. Note: This option may have an effect on

the grace period for student loans becoming due; students should check with their lenders for registration requirements before utilizing this option in lieu of registration.

Eligibility:

- Master's students who did not submit a Master's degree request prior to the request deadline for the quarter in which all degree requirements were completed
- Students who completed all degree requirements but needed additional time to format the thesis (project papers are not included).

NOTE: International students must consult with an adviser in the Office of International Students and Scholars to determine their eligibility for this option.

Requirements:

- Students must have been registered for the previous quarter
- Students must have completed all Graduate School and graduate program degree requirements (except for thesis submission)
- The fee must be paid no later than 14 calendar days following the last day of the quarter in which all degree requirements were met
- Master's students must submit a new master's degree request within the first 5 days of instruction for the quarter in which they will graduate
(<http://www.grad.washington.edu/mygrad/student.htm>)
- Theses/Dissertations must be complete and accepted by the Graduate School within the 2 week fee period

IMPORTANT NOTE: The degree will not be conferred until the end of the quarter in which the degree is **submitted**.

For more information regarding the Graduate Registration Waiver Fee:

<http://www.grad.washington.edu/policies/general/regwaiver.shtml>

4.6 SECOND MASTER'S DEGREE:

A second master's degree may be earned at the University of Washington by completing an additional set of requirements. Please refer to Concurrent Degree Programs and to Graduate School Memorandum 35 for more information.

4.7 TRANSFER CREDIT

A student working toward the master's degree may petition the Dean of the Graduate School for permission to transfer to the University of Washington the equivalent of a maximum of 6 quarter

credits of graduate level course work taken at another recognized academic institution. These credits may not have been used to satisfy requirements for another degree. The petition must include a recommendation from the graduate program coordinator and an official transcript indicating completion of the course work. Transfer credits are not entered on the UW transcript.

University of Washington students who are within 6 credits of completing their undergraduate degree and who have met the requirements for admission to the Graduate School may register the quarter immediately preceding admission to Graduate School for up to 6 credits in 500-level courses in addition to the last 6 credits they require of undergraduate work. The graduate program which has admitted the student must approve registration for the courses. The student, after admission to the Graduate School, must file a petition with the Dean of the Graduate School to transfer the 6 credits. The student must also provide a letter or e-mail from the office of Graduations and Academic Records stating that these credits have not been applied toward the undergraduate degree.

Approved transfer credits are applied toward total credit count only for the master's degree. (Transfer credits are not applicable toward a doctoral degree.) The 18 quarter credits of numerically graded course work, and 18 quarter credits of 500-level-and-above course work may not be reduced by transfer credit.

Credit taken as an undergraduate non-matriculated student or post-baccalaureate student at the University of Washington may not be transferred into a graduate program. Credit by either independent study through correspondence or advanced credit examinations is not transferable.

5.0 QERM DOCTORAL DEGREE REQUIREMENTS

5.1 DOCTORAL DEGREE REQUIREMENTS

The doctoral degree is by nature and tradition the highest certificate of membership in the academic community. As such, it is meant to indicate the presence of superior qualities of mind and intellectual interests and of high attainments in a chosen field. It is not conferred merely as a certificate to a prescribed course of study and research, no matter how long or how faithfully pursued. All requirements and regulations leading to the doctoral degree are devices whereby the student may demonstrate present capacities and future promise for scholarly work.

Degree requirements are set in part by the Graduate School and in part by the QERM program. The Graduate School sets University-wide requirements for minimum scholarship as outlined below. The QERM program sets the core curriculum and requires successful completion of a qualifying examination at the completion of the first year of study. The program also requires a dissertation and an integrated program of coursework and research during which the student learns the fundamentals of statistical inference, ecological modeling and resource management.

The schedule of doctoral degree timeline and procedures outlined in **Appendix L** provides guidance on the expected rate of progress.

Graduate School Minimum Requirements:

- 1) Completion of a program of study and research as planned by the graduate program coordinator in the student's major department or college and the Supervisory Committee. At least 18 credits of course work at the 500 level and above must be completed prior to scheduling the General Examination.
- 2) Presentation of 90 credits, 60 of which must be taken at the University of Washington. With the approval of the degree-granting unit, an appropriate master's degree from an accredited institution may substitute for 30 credits of enrollment.
- 3) Numerical grades must be received in at least 18 quarter credits of course work taken at the UW prior to scheduling the General Examination. The Graduate School accepts numerical grades in approved 400-level courses accepted as part of the major, and in all 500-level courses. A minimum cumulative GPA of 3.00 is required for a graduate degree at the University.
- 4) Creditable passage of the General Examination. Registration as a graduate student is required the quarter the exam is taken and candidacy is conferred.
- 5) Preparation of and acceptance by the Dean of the Graduate School of a dissertation that is a significant contribution to knowledge and clearly indicates training in research. Credit for the dissertation ordinarily should be at least one-third of the total credit. The Candidate must register for a minimum of 27 credits of dissertation over a period of at least three quarters. At least one quarter must come after the student passes the General Examination. With the exception of summer quarter, students are limited to a maximum of 10 credits per quarter of dissertation (800).
- 6) Creditable passage of a Final Examination, which is usually devoted to the defense of the dissertation and the field with which it is concerned. The General and Final Examinations

cannot be scheduled during the same quarter. Registration as a graduate student is required the quarter the exam is taken and the degree is conferred.

- 7) Completion of all work for the doctoral degree within ten years. This includes quarters spent On-Leave or out of status as well as applicable work from the master's degree from the UW or a master's degree from another institution, if applied toward one year of resident study.
- 8) Registration maintained as a full- or part-time graduate student at the University for the quarter in which the degree is conferred (see detailed information under Final Quarter Registration).
- 9) A student must satisfy the requirements that are in force at the time the degree is to be awarded.

QERM Program Requirements and Milestones

The Graduate School supports all department requirements and will not authorize graduation unless the department has indicated that the student has satisfied the requirements.

All requirements (including but not limited to oral and written examinations) imposed by the QERM program or by the student's supervisory committee must be satisfied. A complete listing of QERM core course requirements can be found in **Appendix X**.

Students completing the QERM degree must meet two kinds of milestones: programmatic and research. Programmatic milestones are the sequences of academic tasks that must be completed by the quarters specified below. Research milestones are the sequences of research tasks that must be completed to complete the thesis or dissertation. The latter will be specific to each student based on their research project, developed by the student and their advisory committee.

Modifications for a Master's Bypass

If the student successfully completes the Master's Bypass, the milestone completion dates are adjusted based on the quarter the student begins the Ph.D. track. See section 5.10 for revised quarters.

5.2 ESTABLISHING A DOCTORAL SUPERVISORY COMMITTEE

As a general principle, a faculty supervisory committee guides each student working toward a graduate degree at the University of Washington. This committee serves an important evaluative and mentoring function for the student throughout his or her graduate career.

Research Adviser /Supervisory Committee Chair

The student should decide upon a research adviser by the end of the third quarter of study. It is the research adviser's responsibility to act as chair of the Ph.D. supervisory committee and assist the

student in selecting classes, designing a research program, and making contacts with professionals within and outside the University of Washington.

Formation of the Doctoral Supervisory Committee, Including the GSR:

In the 5th quarter, the student, in consultation with the Supervisory Committee Chair, establishes a **doctoral supervisory committee** and holds the first committee meeting. The committee should be appointed no later than four months prior to a General Examination. The QERM Ph.D. qualifying exam must be successfully completed prior to a request for appointment of a supervisory committee. (See Graduate School Memorandum 13, Supervisory Committees for Graduate Students).

Composition of the Doctoral Supervisory Committee:

In order to allow time to identify a suitable Graduate School Representative (GSR), it is suggested that the doctoral supervisory committee be established at least four months prior to the intended date of the General Examination.

The purpose is to identify individuals that will assist you in developing and then implementing your thesis / dissertation research. It is acceptable to form a committee if the research plan is in flux. In fact, that is probably an ideal time to get feedback from a broad group.

The doctoral supervisory committee consists of a minimum of four members, at least three of whom (including the Chair and the GSR) must be members of the Graduate Faculty with an endorsement to chair doctoral committees. **In addition, the chair and one other member must be QERM faculty.** A majority of the members must be members of the Graduate Faculty. The GSR must be a productive scholar in his or her own research area that may differ from that of the student's dissertation project. The remaining members must be identified by the student's appointing department or program as productive scholars in the student's major field and/or subfields. The Chair(s) of a committee must be able and willing to assume principal responsibility for advising the student. In addition, the Chair(s) should have adequate time available for this work and should expect to be accessible to the student. Emeritus and affiliate faculty may serve as a Chair if the above conditions are met. Co-Chairs may be appointed when both serve with equal importance on a student's supervisory committee and equally share the responsibility for the student's progress.

Graduate Student Representative (GSR):

The GSR represents the broad concerns of the Graduate School with respect to high standards of scholarly performance, ensuring that the student's mastery of the subject matter is broad and comprehensive. The GSR is a voting member of the committee and must attest to the validity of examinations, must indicate approval of the process by which examinations are conducted, must ensure that the student is treated in an unbiased manner, and must represent The Graduate School in ensuring university-wide standards of scholarly performance. Thus, the GSR must sign the warrant and submit a standardized report on the examination process to the Dean of the Graduate School. As a full voting member of the dissertation supervisory committee, the GSR provides an important service function to The Graduate School and the University.

As with all doctoral supervisory committee members, the GSR is proposed to the Graduate School by the Graduate Program Coordinator in the student's degree-offering unit and must be a member

of the Graduate Faculty with an endorsement to Chair. Faculty members with primary, joint, or affiliate appointments in the student's degree-offering unit or the committee chair's department are not eligible to serve as the GSR. It is vital that a conflict of interest in the selection of the GSR be avoided. Budgetary relationships, personal relationships, or research and/or publication relationships between the GSR and either the student or the committee chair are examples of possible conflicts of interest. The GSR is responsible for ensuring that no such conflicts of interest, or appearance of conflicts of interest, exist, and must attest to this upon request.

Functions of the Doctoral Supervisory Committee:

Doctoral supervisory committee member responsibilities include the approval of a course of study which will fulfill the general course requirements of the student's major and supporting fields, conducting the student's General Examination and, when appropriate, recommending advancement to Candidacy. The doctoral supervisory committee approves the Candidate's dissertation proposal and guides the student in carrying out appropriate research for the dissertation. The Graduate School does not stipulate the content of the dissertation; guidance on the dissertation is the responsibility of the supervisory committee. At least four members of the committee (including the Chair(s), GSR, and one additional Graduate Faculty member) must be present at both the General and Final Examinations.

Approval of Doctoral Supervisory Committee:

A Request to Establish Doctoral Supervisory Committee form (**Appendix M**) must be submitted to the QERM GPA prior to the first committee meeting. This request should include a brief synopsis of the intended dissertation topic and names of proposed committee members. This information is reviewed by the GPC for suitability of faculty balance in relation to the selected topic. After approval the QERM GPA enters information in MyGrad Program, formally notifying the Graduate School Dean of the formation of the committee. The student may proceed with scheduling the first committee meeting after review and approval by GPC.

First Supervisory Committee Meeting:

After approval by the GPC, the committee should meet with the student within two weeks after formation to decide on the student's program of study.

The student is responsible for arranging all necessary meetings and furnishing required forms.

Briefing paper: Prepare a briefing paper (2 pages) laying out draft research agenda to committee, share with committee 2 weeks before meeting. Meeting should include a short presentation that reviews this research agenda (e.g. a short presentation). Use this time to plan for coursework (see Plan of Study).

Plan of Study toward the Doctoral Degree form: This form (**Appendix N**) must be completed by the student and committee chair and approved by all committee members at the time of the first meeting. This is an agreement made between the student and the supervisory committee about what coursework will be required to complete the doctoral degree. **The purpose is to obtain guidance from advisory committee on courses which you should take during your degree. This guidance is based largely on your research, other interests, and your long term career goals.** It includes the core

required courses as well as any other courses the committee feels are necessary to give the student the required background in his/her area of interest. This form is also **where:**

- any recommended optional courses are listed;
- the projected timeframe for the Dissertation Proposal is indicated;
- and core requirement waivers are suggested. (Please contact the QERM GPA for any requests to waive QERM or UW Graduate School requirements; a petitioning process is usually required.)

The form should be completed by the student and Supervisory Committee Chair and approved by all committee members at the time of the first meeting.

While the form is being completed, care should be taken to write courses that are recommended but not required in the “Recommended” section. The QERM Graduate Program Adviser will compare the approved Plan of Study form against the student’s transcript(s) before approving the Final Examination Request to ensure that all “Required Core” and “Additional Required” courses were completed before the students are allowed to defend and graduate.

Human and Animal Advisory Certification Form: Graduate students and chairs of all newly formed committees (M.S. and Ph.D.) are also required to sign a Human and Animal Advisory Certification form (**Appendix H**) documenting that the student has been advised of human and animal subjects guidelines.

Doctoral Supervisory Committee Meeting Documentation Form: The chair records the results of all meetings on this form (**Appendix O**), including date of the meeting, committee members present, decisions and accomplishments. It is the responsibility of the student to provide the appropriate form. This form should also be completed after all subsequent supervisory committee meetings.

All completed forms are forwarded to the QERM GPA for review by the GPC and placed in the student's permanent file.

Subsequent Supervisory Committee Meetings:

The committee should meet regularly to review the student's progress and dissertation proposal. The student can request additional committee meetings whenever he or she feels the need for such consultation. A Meeting Documentation form (**Appendix O**) should be completed by the chair after each meeting and forwarded to the QERM GPA.

5.3 DOCTORAL DISSERTATION

The student must select a dissertation research topic and develop it in consultation with his or her research adviser. The research project should be designed for completion, together with other program requirements, within a three to five-year period. The doctoral dissertation should provide

evidence of the student's ability to carry out independent investigations and to present the results in a clear and systematic form.

Submission of Dissertation Proposal:

A student is expected to submit a dissertation proposal to their supervisory committee before the end of the 8th quarter of study in the Ph.D. program (**Summer Quarter** – Year 2 of Ph.D. program) and before beginning substantive dissertation research. The proposal provides evidence to the committee of the student's readiness to carry out the research, and also clarifies the expectations of both the student and committee as to the final content of the thesis.

Generally, the dissertation proposal should succinctly articulate the body of research in the field, the current frontier of knowledge, and how the dissertation work is expanding that frontier.

The objective of a dissertation proposal is to ensure a definite plan for the work to be done. Once approved by the supervisory committee it becomes an informal contract between the student and the committee. In addition, a proposal serves as:

- A basis for discussions between student and committee regarding experimental design, data analysis, and focus of the coursework; and
- A clear statement of the amount of effort anticipated to produce an acceptable thesis.

While the thesis proposal serves as an agreement between student and committee, both parties also must recognize that flexibility is needed to include later changes as experiments may fail and new opportunities may arise.

Dissertation Proposal Format:

- The dissertation research proposal should follow the general features of a research proposal. A typical format would include the following elements: an overall introduction for the topic as a whole, and separate sections for each proposed chapter (if more than one chapter is planned), containing an introduction, objectives, proposed methods, any preliminary results, and the interpretation and significance of the results. In addition, there should be a proposed timeline that helps to assess whether the proposed research is feasible as planned and establishes milestones and dates for likely outputs such as scientific papers.

The length of the written proposal should be the minimum needed to do the job. **Typically, dissertation proposals will be between 10–12 pages (single spaced), and should not ever exceed 15 pages including figures and references.** The intent is to write the proposal early in the degree program. If written too late, it will begin to resemble the dissertation in size and scope, and its primary purpose will be lost.

Approval of Dissertation Proposal by Supervisory Committee:

The supervisory committee certifies that they have reviewed and approved the student's dissertation proposal by signing the Doctoral Dissertation Proposal form (**Appendix P**). A copy of the form and thesis proposal should be forwarded to the QERM GPA.

Writing and Preparation of Dissertation:

The expectations of the dissertation are defined by the UW graduate school. The work must be “a significant contribution to knowledge and clearly indicates training in research”. Typically, dissertations result in three publications in peer review journals. Exceptional dissertations may have additional publications (but no more than five). Commonly, students publish some portions of their dissertation before the full dissertation is completed. In those cases, students should gain approval of the advisory committee prior to submitting to journals.

The student and committee should plan to complete the dissertation in the 16th quarter. However, failure to meet this target will not automatically trigger programmatic action as described below because the pace of research progress is difficult to predict and can be delayed by many factors that cannot be controlled by the student.

The electronic thesis/dissertation (ETD) will be published by ProQuest/UMI and by the UW Libraries, and as a student, researcher and future author you should develop an understanding of copyright, publishing and open access. When you submit your ETD for review and publication, you will be required to read and accept two separate publishing agreements and then be prompted to decide whether to publish your work right away or to delay its release. Basic information and links to additional resources on these topics are available at:

- [Policy for Deposit and Dissemination of Master's Theses and Doctoral Dissertations](#)
- [Access Options for Electronic Theses and Dissertations](#)
- [Electronic Theses and Dissertations – Copyright, Open Access and Publishing FAQ](#)
- [ProQuest/UMI Agreement - Traditional Publishing Agreement](#)
- [University Agreement - UW Libraries Thesis and Dissertation Submission Agreement](#)

Detailed instructions on preparation and submission of your electronic dissertation can be found at: <http://grad.washington.edu/students/etd/> and at <http://www.grad.washington.edu/students/etd/info.shtml>

5.4 REQUEST FOR GENERAL EXAMINATION – ADMISSION TO CANDIDACY

The general exam is a requirement of the UW graduate school, with specific details that might vary slightly among home departments. Usually, students complete a PhD dissertation proposal that is accepted by the committee before the General Exam. The General Exam itself composes an oral presentation of the dissertation plan, that is open to the public, followed by a closed session of questions with the PhD committee, for a total time of 2-3 hours. The expectations of the General Exam are to demonstrate mastery of the field in which the research is being conducted, and to show working knowledge of relevant quantitative fields.

In some departments, the general exam is combined with a written qualifying exam. However, this written portion of the general exam should not be taken by QERM students that have passed the QERM Ph.D. qualifying exam.

Students should consult the QERM academic advisor in the quarter before the General Exam to ensure that all milestones are met and paperwork filled out in advance.

A General Examination may be scheduled if:

- the student has completed 60 credits (some of these credits may be taken the same quarter of the exam);
- all required program examinations that do not need Graduate School approval have been completed and;
- all members of the supervisory committee agree that the student's background of study and preparation is sufficient and have approved the student to schedule a General Examination.

At least four members of a supervisory committee (including the Chair, Graduate School Representative, and one additional Graduate Faculty member) must be present at the examination.

If the General Examination is satisfactory, the supervisory committee members who participate at the examination sign the “warrant” (this form will be provided by the QERM GPA prior to the exam) and return it to the QERM GPA by the last day of the quarter (last day of finals week). If an examination is unsatisfactory, a supervisory committee may recommend that the Dean of the Graduate School permit up to a maximum of two additional reexaminations after a period of additional study. Any members of a supervisory committee who do not agree with the majority opinion are encouraged to submit a minority report to the Dean of the Graduate School.

Registration as a graduate student is required the quarter that a General Examination is taken. When the Graduate School approves candidacy, a student is identified and designated as a candidate for the appropriate doctoral degree and is awarded a candidate certificate. After achieving candidate status, a student ordinarily devotes his or her time primarily to the completion of research, writing of the dissertation, and preparation for the Final Examination.

A candidate certificate and the doctoral degree may not be awarded the same quarter.

Procedure for Requesting the General Examination:

The QERM Request for Doctoral General Examination form (**Appendix Q**) must be signed by all members of the Supervisory Committee. However, the exam may take place with the minimum number of members specified in Graduate School Memorandum No. 13 (i.e., at least 4 members including the Chair, GSR, and another Graduate Faculty member). Email approvals or faxed signatures are acceptable if attached to the form. The date, time, and location of the exam must be indicated in all approvals.

In addition, the student **MUST** also schedule the Doctoral General Exam **online** with the Graduate School at <http://www.grad.washington.edu/mygrad/student/htm>

5.5 CANDIDATE CERTIFICATE:

A candidate certificate gives formal recognition to a successful completion of a very significant step towards a doctoral degree. Students who have passed a General Examination and have completed all requirements for a doctoral degree, except a Final Examination and Graduate School acceptance of a dissertation, are awarded a candidate certificate. Candidacy is conferred on the last day of a quarter and certificates are issued by the Graduation and Academic Records office approximately 4 months after this date.

5.6 DOCTORAL READING COMMITTEE

Appointment and Responsibilities of a Doctoral Reading Committee:

After the General Examination, the QERM GPA uses MyGrad Program to inform the Dean of The Graduate School of at least three members of the supervisory committee who will serve on the reading committee. At least one of the members of the reading committee must hold an endorsement to chair doctoral committees. The reading committee is appointed to read and approve the dissertation. It is the responsibility of a reading committee to:

- ensure that the dissertation is a significant contribution to knowledge and is an acceptable piece of scholarly writing;
- determine the appropriateness of a candidate's dissertation as a basis for issuing a warrant for a Final Examination and;
- approve a candidate's dissertation.

Procedure for Establishing Doctoral Reading Committee:

When a near-to-final draft of the dissertation has been completed, the student must establish his/her reading committee by completing the QERM Doctoral Reading Committee Request form **(Appendix R)**. This form is returned to the QERM GPA who uses MyGrad Program to inform the Dean of The Graduate School.

The Final Examination may not be established until after the reading committee has read an entire draft of the dissertation and the supervisory committee has agreed that the student is prepared and has approved the student to schedule a Final Examination.

5.7 FINAL EXAMINATION – DISSERTATION DEFENSE

A Final Examination may be scheduled if:

- a student passed a General Examination in a previous quarter;
- a reading committee is officially established with the Graduate School;
- the reading committee has read an entire draft of the dissertation and;
- the entire supervisory committee has agreed that the student is prepared and has approved the student to schedule a Final Examination.

At least four members of a supervisory committee (including the Chair, Graduate School Representative, and one additional Graduate Faculty member) must be present at the examination.

If the Final Examination is satisfactory, the supervisory committee members who participate at the examination sign the warrant and return it to the QERM GPC by the last day of the quarter (last day of finals week). Any members of a supervisory committee who participate at an examination but do

not agree with the majority opinion are encouraged to submit a minority report to the Dean of the Graduate School. If an examination is unsatisfactory, a supervisory committee may recommend that the Dean of the Graduate School permit a second examination after a period of additional study.

After the Final Examination, the candidate has 60 days in which to submit a dissertation to the Graduate School. Registration as a graduate student is required the quarter that a Final Examination is taken AND the quarter the dissertation is submitted. If the 60-day time period expires, another Final Examination may be required. The degree is conferred the quarter in which the Graduate School accepts the student's dissertation.

A candidate certificate and the doctoral degree may not be awarded the same quarter.

Procedure for Requesting the Final Examination:

After the Chair approves the student to sit for the Final Examination, the QERM Request for Doctoral Final Examination form (**Appendix S**) must be completed by **ALL** members of the Supervisory Committee. Email approvals or faxed signatures are acceptable if attached to the form. The date, time, and location of the exam must be indicated in all approvals.

The exam may take place with the minimum number of members specified in Graduate School Memorandum No. 13 (i.e., at least 4 members including the Chair, GSR, and another Graduate Faculty member).

In addition, the student **MUST** also schedule the Doctoral Final Examination online with the Graduate School at <http://www.grad.washington.edu/mygrad/student/htm>

Prior to the Final Examination the QERM GPA will print out the "Warrant" form provided by the Graduate School. All members of the committee present at the Final Examination must sign this form. The completed form is returned to the QERM GPA who then notifies the Graduate School of the results of the Final Examination.

5.8 FINAL SUBMISSION OF DOCTORAL DISSERTATION

Any corrections of the dissertation are completed after the Final Examination and must be submitted by the last day of the quarter. For additional information on submitting the dissertation refer to: <http://www.grad.washington.edu/students/etd/info.shtml>

5.9 GRADUATE REGISTRATION WAIVER FEE

The \$250 Graduate Registration Waiver Fee is an optional fee paid in lieu of registration. It is available to qualifying students for a **2-week period directly following the quarter** in which all Graduate School and graduate program degree requirements are met. Qualifying students who pay this fee will graduate in the quarter following the fee payment period. Note: This option may have an effect on the grace period for student loans becoming due; students should check with their lenders for registration requirements before utilizing this option in lieu of registration.

Eligibility:

- Master's students who did not submit a Master's degree request prior to the request deadline for the quarter in which all degree requirements were completed
- Students who completed all degree requirements but needed additional time to format the thesis (project papers are not included).

NOTE: International students must consult with an adviser in the Office of International Students and Scholars to determine their eligibility for this option.

Requirements:

- Students must have been registered for the previous quarter.
- Students must have completed all Graduate School and graduate program degree requirements (except for dissertation submission).
- The fee must be paid no later than 14 calendar days following the last day of the quarter in which all degree requirements were met.
- Dissertations must be complete and accepted by the Graduate School within the 2 week fee period.

NOTE: The degree will not be conferred until the end of the quarter in which the degree is **submitted**.

For more information regarding the Graduate Registration Waiver Fee:
<http://www.grad.washington.edu/policies/general/regwaiver.shtml>

APPENDICES

[All Appendices area being updated]