



# **School of Aquatic and Fishery Sciences Graduate Student Guide**

Everything you need to know in one HUGE document!

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## 1.0 CAMPUS RESOURCES FOR GRADS

**Career Center:** All things career-related including help with resumes, informational interviews, job interviews and networking.

<http://careers.washington.edu/>

**Childcare:** A useful overview of childcare options here on campus as well as emergency back-up care information.

<http://www.washington.edu/admin/hr/benefits/worklife/childcare/>

**Disability Resources for Students:** DRS is dedicated to ensuring access and inclusion for all students with disabilities on the Seattle campus.

<http://depts.washington.edu/uwdrs/>

**Graduate Funding Information Service:** GFIS helps students identify and use different resources to locate funding opportunities for graduate school-related expenses.

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

**Graduate Opportunities & Minority Achievement Program (GO-MAP):** Serves the needs of students of color and students from other underrepresented groups.

<http://www.grad.washington.edu/gomap/>

**Graduate Professional Development:** A useful overview of all of the things sponsored by the Graduate School.

<http://www.grad.washington.edu/profdev/>

**Graduate and Professional Student Senate:** Official graduate student government.

<http://depts.washington.edu/gpss/home>

**Graduate Student Academic Grievance Procedures:** Graduate students who believe they have been subjected to unfair treatment in the administration of academic policies may seek resolution of their complaints under this procedure.

<https://www.grad.washington.edu/policies/memoranda/memo33.shtml>

**International Student Services:** Serves the needs of international students.

<https://iss.washington.edu/>

**Office of the Ombud:** Provides a collaborative and confidential environment to discuss your situation, consider options, and develop a plan for the future.

<http://www.washington.edu/ombud/>

**Q Center:** Primarily student run resource center dedicated to serving anyone with a gender or sexuality.

<http://depts.washington.edu/qcenter/wordpress/>

**Recreational Sports (IMA):** Exercise, sports and fitness opportunities.

<http://www.washington.edu/ima/>

**Safe Campus:** Information on counseling, safety resources, and violence prevention/reporting.

<http://www.washington.edu/safecampus/>

**SARIS-Sexual Assault Referral and Information Service:** A starting point for students affected by

sexual assault, relationship violence, domestic violence, stalking, sexual harassment and other related experiences.

<http://depts.washington.edu/livewell/saris/>

**Student Activities Office:** Provides students with the opportunities, resources and support necessary to explore and expand their personal interests, build relationships and work with others, develop skills and experiences, grow as individuals, and have fun while at the UW.

<http://depts.washington.edu/thehub/offices/student-activities-office/>

**Student Legal Services:** A law office on the UW-Seattle campus that provides confidential legal advice and representation to its students.

<http://depts.washington.edu/slsuw/>

**UAW Union Contract:** Student union information.

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

**UW Minority Affairs & Diversity Office:** OMAD works to increase diversity on campus and enrich the collegiate experience.

<http://www.washington.edu/omad/>

**Women's Center:** Promotes and advocates for gender equality and social justice on campus and in the larger community.

<http://depts.washington.edu/womenctr/>

## 1.1 GENERAL OVERVIEW OF THE SAFS GRADUATE PROGRAM

**\* All Graduate School policies/memos and information referenced in this guide may change at any time. It is the student's responsibility to consult with the Graduate School for current policies/memos and information.**

The School of Aquatic and Fishery Sciences (SAFS), established in 1919, offers courses and conducts research on the conservation, management, and effective use of fish and invertebrate resources. Education and research in the School includes studies of aquatic ecology; ichthyology; population dynamics; management of free-ranging stocks; restoration ecology; aquaculture; seafood quality and safety; and effects of human activities on freshwater and marine ecosystems.

### 1.1 DEGREE PROGRAMS

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

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

### 1.2 GRADUATE PROGRAM COORDINATOR

The SAFS Graduate Program Coordinator (GPC), Professor Tim Essington, 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 a student's program of study is effectively supervised and assessed (see Graduate School Memo

<http://www.grad.washington.edu/policies/memoranda/memo04.shtml>

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.

### **1.3 GRADUATE PROGRAM ADVISER**

The SAFS 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 inquiries. The GPA (Amy Fox) maintains student records, assists with registration problems, provides all the necessary forms leading to the completion of the degree, and provides advising on all matters related to the degree programs. The GPA's office is located in FSH Suite 116, Campus Mail Box 355020, (206) 616-5893 or [amyfox@uw.edu](mailto:amyfox@uw.edu) or [safs@uw.edu](mailto:safs@uw.edu).

### **1.4 FACULTY ADVISER**

A faculty adviser is assigned to each entering SAFS student at the time of admission (it is part of the admission offer letter). The adviser is usually the chairperson of the student's supervisory committee and supervises the student's research. While the faculty adviser provides advice related to coursework and research projects, the GPC and GPA also continue to provide advice on all related matters.

### **1.5 SAFS FACULTY**

The SAFS faculty are designated as either “core” or “affiliate” faculty. 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 SAFS graduate students (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).

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

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

## **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

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

Additional information regarding the Graduate School Memoranda can be found at:  
<http://www.grad.washington.edu/policies/memoranda/index.shtml>

## **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:  
<http://www.grad.washington.edu/policies/memoranda/memo16.shtml>

## **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 faculty advisor in SAFS. 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 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. 2.99-2.95. 2.) 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. Recommended for students who have not corrected the deficiency which caused the warn action within the time limit specified by the graduate program. 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.

<http://www.grad.washington.edu/policies/memoranda/memo33.shtml>

## 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 he/she 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 course work 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- and 200- 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 to graduates. Such courses, when acceptable to the supervisory committee and the Graduate School, may be part of the graduate program. 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**

### Masters Students

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.

### PhD Students

Graduate level coursework taken at another academic institution is not applicable toward a doctoral degree; exceptions may be made for transfer students accompanying new University of Washington faculty hires. Upon admission to the University of Washington, a petition to waive Graduate School requirements may be submitted on the student's behalf and will be reviewed on an individual basis.

Note: General examinations, candidacy, 27 dissertation credits, and a final examination cannot be waived regardless of any transfer credits that are approved.

## **2.6 Enrollment Requirement**

The enrollment requirement for the master's degree is 45 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 (please see the Graduate Courses policy regarding courses numbered 499). 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) and 2 credits during the 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 (unless it is required for your RA or fellowship status). 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 (a minimum of 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 non-refundable 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: PCMI students, military personnel with deployment orders, these students will be required to pay the fee for each quarter of leave requested).

**Please Note:** All SAFS graduate students requesting leave must submit to the SAFS GPA via email a brief statement on reason for requesting on-leave status and copy the faculty advisor. The SAFS GPA will then forward the statement to the SAFS GPC for approval. **THIS MUST BE COMPLETED BY THE LAST DAY OF THE QUARTER BEFORE THE STUDENT GOES ON LEAVE.** Example: If a student wants to go on leave for winter quarter, the statement of reason needs to be submitted to the SAFS GPA no later than the last day of autumn quarter. **DO NOT REGISTER FOR CREDITS IF YOU PLAN TO BE ON LEAVE.**

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
- Request will be reviewed and approved by the departmental Graduate Program Coordinator. 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 SAFS Graduate Program Adviser or Graduate Enrollment Management Services at [uwgrad@u.washington.edu](mailto: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](http://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. [www.ielp.edu](http://www.ielp.edu)

## **2.11 STUDENT FINANCIAL SUPPORT**

### **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. <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 (RA's):**

Research Assistantships (RA's) are typically half-time appointments (20 hours a week) for the nine-month academic year (16 September to 15 June). RA's 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 SAFS GPC.

### **Teaching Assistantships (TA's):**

Teaching assistantships (TA's) 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 is responsible for their training and welfare supervises the TA.

Additional information regarding departmental responsibilities regarding instruction by TA's (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 (TA's) 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>

### SAFS Fellowships:

The School has endowments that provide a limited number of fellowships for both entering and continuing students. All students who apply to the School are automatically considered for entering fellowships. Fellowships for continuing students are competitive and applications are reviewed annually by the School's Recruitment, Admissions and Scholarships Committee (RASC) during Winter Quarter. Awards are generally in the form of fellowships (equivalent to a 50% Research Assistantship in terms of stipend/salary, health insurance benefits, and tuition waiver [i.e., Operating and Technology Fees are waived]). Students may also request a scholarship (i.e., no stipend/salary) to be used for tuition assistance. Awards range from small grants to larger awards, and are based on academic scholarship, satisfactory progress, career achievement, and available resources. Funding applications for continuing students must be submitted to the SAFS Student Services Office at least two weeks prior to the meeting of the RASC at which applications are to be reviewed. Generally, applications are due March 1 and the RASC meets in mid-March, but this is subject to change. Only students who are current on their milestones and otherwise making satisfactory academic progress will be considered for these fellowships. The fellowship application can be found in the forms section of the SAFS website.

## 3.0 SAFS PROGRAM REQUIREMENTS AND POLICIES

### 3.1 SAFS CORE COURSEWORK FOR M.S. AND PH.D.

The following courses are required for all students in the SAFS graduate program.

**QSCI 482**, Statistical Inference in Applied Research, 5 credits. Course description: Analysis of variance and covariance; chi square tests; nonparametric procedures multiple and curvilinear regression; experimental design and power of tests. Application to biological problems. Use of computer programs in standard statistical problems. Offered: Autumn, Winter.

**5-TEEN x 2: FISH 510-514**, Current Topics series, 2-5 credits (grading basis may vary depending upon the course/quarter offered); students are required to complete at least two of these courses during their graduate program. QERM 597, FISH 578/BIOL 570A, CFR 590 and FSH 567 also count toward this requirement.

**FISH 521**, Research Proposal Writing, 4 credits. Practice in reading, writing, critiquing, and evaluating research grant and contract proposals. Course description: Lecture and discussion of funding resources, structure of proposals, proposal review, evaluation criteria, and agency feedback. Examples of successful and unsuccessful grant applications. Preparing proposals and critiquing others' efforts. Offered: Winter.

**FISH 522**, Hot Topics in Aquatic and Fishery Sciences (offered credit/no credit only), 2 credits. Course Description: Discussion of the primary literature of aquatic and fishery sciences. All readings are current, high profile papers which spark a new avenue of investigation, set out a new paradigm, or define a central problem, etc. Credit/no-credit only. Offered: Autumn.



## 1. DEGREE MILESTONES AND TIMELINE:

M.S. Degree	Timeline
Form M.S. supervisory committee	No later than 5 <sup>th</sup> quarter
M.S. thesis proposal	No later than 6 <sup>th</sup> quarter
Final Exam	No later than 6 years from start of program

Ph.D. Degree	Timeline
Form Ph.D. supervisory committee	No later than 5 <sup>th</sup> quarter
Dissertation proposal	No later than 8 <sup>th</sup> quarter
General Exam	No later than 10 <sup>th</sup> quarter
Final Exam	No later than 10 years from start of program

Continuing Ph.D. (from Bypass)	Timeline
Form Ph.D. supervisory committee	No later than 3 <sup>rd</sup> quarter
Dissertation proposal	No later than 5 <sup>th</sup> quarter
General Exam	No later than 6 <sup>th</sup> quarter
Final Exam	No later than 10 years from start of program

## 4.0 SAFS MASTER'S DEGREE REQUIREMENTS

### 4.1 M.S. DEGREE COURSE AND CREDIT REQUIREMENTS

Degree requirements are set in part by the Graduate School and in part by the SAFS 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 SAFS program requires a thesis and an integrated program of coursework and research during which the student learns the fundamentals of conservation, management, and the effective use of fish and shellfish resources.

The schedule of M.S. degree timeline and procedures (**Appendix A**) 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 he/she is coded as either a Graduate Non-matriculated student (department code with class 6) or as a Graduate student (department code with class 8) in the department to which he/she is 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).

### **SAFS Program Requirements:**

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

All requirements (including but not limited to oral and written examinations) imposed by the SAFS program or by the student's supervisory committee must be satisfied.

## **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 is assigned a research adviser as part of the admission process. 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:

As soon as appropriate (typically after a research topic has been established) the student, in consultation with the Supervisory Committee Chair, establishes a supervisory committee consisting 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 SAFS Core faculty.* 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 B**) must be submitted to the GPA. 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.

### First Master's Supervisory Committee Meeting:

The first committee meeting should confirm 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:

**Plan of Study Form:** The Plan of Study Toward the M.S. Degree form (**Appendix C**) is an agreement between the student and the Supervisory Committee about what coursework will be required of the student in order to graduate. 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 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 SAFS GPA for any requests to waive SAFS 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 SAFS 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 D**) documenting that the student has been advised of human and animal subjects guidelines.

All completed forms should be forwarded to the SAFS 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.

## **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 5th 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 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 is as follows:

- **Introduction:** General background, importance of the subject area; literature review.
- **Objective(s):** A concise statement of the purpose or objective of the project; this should flow logically from the introduction and be short and specific.
- **Methods:** General plans, specific methods, sampling or experimental design, duration, and projected procedure for data analysis; these methods should be appropriate for directly addressing the purpose or objective.
- **Results:** Results of theoretical investigations, experiments, field sampling, computer simulations, data analyses, etc., should be clearly stated.
- **Interpretation:** How will the results be interpreted? There should be explicitly stated inferences that would be drawn from all outcomes; outcomes that cannot be interpreted imply imprecise objectives or inappropriate methods.
- **Significance:** Why is this investigation justified? What is the scientific or practical contribution? For a dissertation proposal especially, the case eventually must be made that the results will be a significant contribution to knowledge, regardless of the experimental or observational outcomes.
- **Timeline/Workplan:** The timeline helps to assess whether the proposed research is feasible as planned and establishes milestones. Periods when there are activities which could slow progress (e.g., taking written and oral examinations for Ph.D. students) should be highlighted when accounted for when selecting milestones. The timeline should also indicate when likely outputs (e.g., scientific paper and reports) will be produced.

The length of the written proposal should be the minimum needed to do the job. For a master's thesis proposal, 8-10 pages including references would be appropriate. 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.

## Writing and Preparation of Thesis:

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 at

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

### 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 E**). A copy of the form and thesis proposal should be given to the SAFS GPA.

## 4.4 MASTER'S FINAL EXAMINATION & THESIS SUBMISSION

### End-of-Program Meeting with GPA:

Two quarters before you plan to take your final examination, please schedule a 30 minute appointment with the SAFS GPA. At this meeting, the GPA will review your transcript, check your Plan of Study and confirm that all of your milestones have been completed. If you fail to attend this meeting, your Request for M.S. Final Examination may not be granted, resulting in postponing your graduation quarter.

### 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 F**). The student then submits the Request for Final Examination form to the SAFS GPA. 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 SAFS M.S. Final Examination form.

The filing of the online application is the responsibility of the student. After submitting the request to the Graduate School, the SAFS GPA 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 SAFS Front Desk for assistance with reserving a conference room. It is recommended that students schedule their final exam at least four 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 SAFS GPA just prior to the Final Exam. The signed "warrant" is returned to the SAFS 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 \$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 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

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.

## 5.0 SAFS 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 SAFS program. The Graduate School sets University-wide requirements for minimum scholarship as outlined below. The SAFS program sets the core curriculum and requires successful completion of a qualifying examination. The program also requires a dissertation and an integrated program of coursework and research during which the student learns the fundamentals of their specific field.

The schedule of doctoral degree timeline and procedures outlined in **Appendix G** 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.

## **5.2 THE DOCTORAL SUPERVISORY COMMITTEE**

### **Formation of the Doctoral Supervisory Committee, Including the GSR:**

A doctoral supervisory committee should be formed as soon as appropriate, typically after a research topic is established in Year 1 of the PhD program. The committee should be appointed no later than four months prior to a General Examination. Appointment of a supervisory committee indicates that the Graduate Faculty in a student's field finds a student's background and achievement a sufficient basis for admission into a program of doctoral study and research. (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 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, one other member must be SAFS 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/a 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.

### Procedure for Establishing Doctoral Supervisory Committee:

A Request to Establish Doctoral Supervisory Committee form (**Appendix H**) must be submitted to the SAFS GPA. 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 SAFS GPA enters information in MyGrad Program, formally notifying the Graduate School Dean of the formation of the committee.

### First Supervisory Committee Meeting:

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.

The first meeting will deal primarily with a definition of course requirements. The following paperwork must be completed at the first meeting:

- **Plan of Study Toward the Doctoral Degree form:** This form (**Appendix I**) 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. 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 used to request waivers of core courses.
  - Use of Human and Animal Subjects for UW Graduate Student Theses and Dissertations form: This form (Appendix G) must be completed by the student and committee chair at the first committee meeting

Both forms are given to the SAFS GPA for review by the Graduate Program Coordinator and kept 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.

## 3.2 5.3 Written Qualifying Examination

The Qualifying Examination is a written exam required by the School of Aquatic & Fishery Sciences (SAFS) and administered by the PhD Supervisory Committee over a one-week period. The Qualifying Exam should be completed within 18 months of residency in the doctoral program (e.g., if entering in September, the written is completed by the end of the second Winter Quarter).

The Qualifying Exam is intended to be general, in the sense that it should cover a range of material that the Supervisory Committee deems necessary for the education and future success of the student in his or her area of interest within the aquatic sciences. If the Committee does not adequately represent an area of expertise judged to be crucial to the student's education, the chair of the Committee is free to solicit participation from other members of the UW Graduate Faculty.

Prior to the Qualifying Exam, the student obtains guidance from each Committee member on the subject matter to be covered and the expected question and answer formats. (Note: Graduate School Representative (GSR) participation in the Qualifying Exam is optional.) The Qualifying Exam can be either open- or closed-book, depending on the Committee's preference. Each Committee member (the GSR is optional) should submit questions to the chairperson, who is responsible for the final

content of the exam. The total time allotted for exam completion should not exceed one calendar week.

The Supervisory Committee evaluates the Qualifying Exam and discusses the student's performance via email, telephone, in-person, or any combination therein. Within two weeks of completing the exam, the Committee chairperson meets with the student to discuss the results. If the exam is satisfactory in all of its parts, as determined by the Supervisory Committee, the student is allowed to schedule the General Examination, usually in a subsequent quarter. An approved Dissertation Proposal must be on file before the General Exam can be scheduled.

Within two weeks of exam completion, the chair attaches all of the Committee members' evaluations to the Report on the PhD Qualifying Examination form, completes and signs the form, and submits the form and evaluations to the SAFS GPA for the student's file.

Because of extensive consultation with Committee members and use of UW resources during an exam quarter, registration in at least two credits (e.g., Fish 800) is required when taking the Qualifying or Remedial Exam.

### **3.3 Remedial Examination**

If the Qualifying Exam is unsatisfactory, the Supervisory Committee may require the student to take a Remedial Exam within 30 days. This is a written exam designed to further explore and evaluate competencies in the areas needing improvement. The Committee shall provide the student with a detailed analysis of his or her performance on the Qualifying Exam, including, if necessary, a discussion and decision regarding the continuance of the student in the doctoral program. The chair is responsible for the final content and format of the Remedial Exam, in consultation with the rest of the Committee. Prior to the Remedial Exam, the Committee may require a student to take additional courses, complete a series of readings, or satisfy other appropriate requirements. At the conclusion of the Remedial Exam, the Committee chair submits the Report on the PhD Remedial Examination to the SAFS GPA for the student's file.

The Graduate Program Coordinator shall be apprised of all Remedial Examinations.

Because of extensive consultation with Committee members and use of UW resources during an exam quarter, registration in at least two credits (e.g., Fish 800) is required when taking the Qualifying or Remedial Exam.

Pending satisfactory completion of the Qualifying or Remedial Exam, when applicable, the student is allowed to schedule the General Examination, usually in a subsequent quarter. An approved Dissertation Proposal must be on file before the General Exam can be scheduled.

### **3.4 5.4 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 5th quarter of study in the Ph.D. program (Winter 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.

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 dissertation 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 is as follows:

- **Introduction:** General background, importance of the subject area; for a dissertation proposal especially, there should be a substantial literature review.
- **Objective(s):** A concise statement of the purpose(s) or objective(s) of the project; this should flow logically from the introduction and be short and specific.
- **Methods:** General plans, specific methods, sampling or experimental design, duration, and projected procedure for data analysis; these methods should be appropriate for directly addressing the purpose(s) or objective(s).
- **Results:** Results of theoretical investigations, experiments, field sampling, computer simulations, data analyses, etc., should be clearly stated.
- **Interpretation:** How will the results be interpreted? There should be explicitly stated inferences that would be drawn from all outcomes; outcomes that cannot be interpreted imply imprecise objectives or inappropriate methods.
- **Significance:** Why is this investigation justified? What is the scientific or practical contribution? For a dissertation proposal especially, the case eventually must be made that the results will be a significant contribution to knowledge, regardless of the experimental or observational outcomes.
- **Timeline/Workplan:** The timeline helps to assess whether the proposed research is feasible as planned and establishes milestones. Periods when there are activities which could slow progress (e.g., taking written and oral examinations for Ph.D. students) should be highlighted when accounted for when selecting milestones. The timeline should also indicate when likely outputs (e.g., scientific paper and reports) will be produced.

The length of the written proposal should be the minimum needed to do the job. For a doctoral dissertation proposal, 10-15 pages are probably realistic. 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:

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

## Writing and Preparation of Dissertation:

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>

## 5.5 REQUEST FOR GENERAL EXAMINATION – ADMISSION TO CANDIDACY

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 (for SAFS PhD students, this is a written qualifying exam) 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 SAFS GPA prior to the exam) and return it to the SAFS 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 SAFS Request for Doctoral General Examination form (**Appendix K**) 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 four 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>

## 5.6 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.

## 5.7 DOCTORAL READING COMMITTEE

### Appointment and Responsibilities of a Doctoral Reading Committee:

After the General Examination, the SAFS 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 SAFS Doctoral Reading Committee Request form (**Appendix L**). This form is returned to the SAFS 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.

## 5.8 FINAL EXAMINATION – DISSERTATION DEFENSE

### End-of-Program Meeting with GPA:

Two quarters before you plan to take your final examination, please schedule a 30 minute appointment with the SAFS GPA. At this meeting, the GPA will review your transcript, check your Plan of Study and confirm that all of your milestones have been completed. If you fail to attend this meeting, your Request for PhD Final Examination may not be granted, resulting in postponing your graduation quarter.

### 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 SAFS GPA 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 SAFS Request for Doctoral Final Examination form (**Appendix M**) must be completed by **ALL** members of the Supervisory Committee and given to the SAFS GPA. 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 SAFS 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 SAFS GPA who then notifies the Graduate School of the results of the Final Examination.

## 5.9 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>

The \$250 Graduate Registration Waiver Fee is an option if all degree requirements have been met by the final day of the quarter with the exception of the dissertation.

## 5.10 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:

- Students who completed all degree requirements but needed additional time to format the dissertation (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>

## 6.0 MASTER'S DEGREE BY-PASS

### Students Admitted at pre-Master's Level:

Students admitted at the pre-master's level may apply to proceed directly to the PhD program after 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.

### 6.1 MASTER'S BY-PASS PROCEDURE

Application should be made to the Recruitment, Admissions, and Scholarships Committee (RASC) via the [Student Services Office](#). Interested students should consult with the [Graduate Advisor](#) to determine the relevant deadline, which is dependent upon when RASC is meeting next. Applications will be considered only if all M.S. coursework has been completed and must include the following documentation:

- A statement from the student that describes their current M.S. research and illustrates the scientific direction and rationale they will take in expanding it to merit Doctoral status. The statement should also include a plan for coursework that supports their Doctoral degree, while also satisfying program requirements, as well as a funding plan.
- A statement from the Master's committee chairperson confirming:
  - that the student's research has progressed to the point of demonstrating competence at the Master's level
  - the completed M.S. research is a considerable and meaningful base of work for the proposed Ph.D. research, and, the proposed Ph.D. research is a substantive and logical advance from the M.S. research; evidence for this should be outlined in the draft Doctoral dissertation proposal
  - guaranteeing space and financial support for the student for at least the first academic year of Doctoral study; and
  - their approval of the draft Doctoral proposal.
- Current CV or resume;
- UW transcript (unofficial);
- A letter or email (to [safs@uw.edu](mailto:safs@uw.edu)) from each member of the student's MS Supervisory Committee indicating that they have read the draft Doctoral proposal, confirm that it constitutes a sufficient basis for a PhD dissertation, as well as their approval to bypass the MS Degree;
- A copy of the M.S. thesis proposal;
- A draft doctoral dissertation research proposal that outlines each chapter of the Ph.D. dissertation, including methods, likely outcomes and significance. Importantly, this must demonstrate that the proposed body of proposed work would satisfy the requirements for a Ph.D. degree This will not be the final dissertation proposal that will later be defended for the General Examination – you will still be expected to submit a formal dissertation

proposal after your bypass application has been accepted;

- Copy of a paper accepted for publication in a peer-reviewed scientific journal; a manuscript that has been submitted (or deemed submittable) to a journal may also be acceptable, in which case letters from at least two MS committee members indicating that the manuscript is scientifically rigorous and publishable are required

**Appendix A**

**SAFS M.S. Degree Timeline and Procedures**

<b>Milestone/Required Form</b>	<b>Recommended Timeline</b>	<b>Comments</b>
Request to Establish M.S. Supervisory Committee form ( <b>Appendix B</b> ). Include a brief narrative of proposed research (no more than 1 page).	Autumn – Year 2 (typically after a research topic has been established)	Complete <b>Appendix B</b> . SAFS GPC reviews and approves composition of committee. First committee meeting should be held within 2 weeks after formation.
Plan of Study Toward M.S. Degree form ( <b>Appendix C</b> )	Autumn – Year 2	Complete <b>Appendix #</b> at first committee meeting.
Use of Human and Animal Subjects for UW Graduate Student Theses and Dissertations form ( <b>Appendix D</b> ).	Autumn – Year 2	Complete <b>Appendix #</b> at first committee meeting.
Approval of Master’s Thesis Proposal form ( <b>Appendix E</b> ). Include a copy of Thesis Proposal	Winter – Year 2	Complete <b>Appendix #</b> - Certifies that the supervisory committee has approved the student’s thesis proposal.
Request for M.S. Final Examination form ( <b>Appendix F</b> )	Spring – Year 3 (variable)	Complete <b>Appendix #</b> - Certifies that the supervisory committee has read an entire near-to-final draft of thesis and concurs that the student is ready to sit for the final exam.
Online Graduate School Request for a Masters Degree.	Spring – Year 3 (variable)	Complete <b>ONLINE</b> in MyGrad before the final exam. Must be completed in addition to the Request for M.S. Final Examination form.
Warrant for Master’s Degree form (GPA will deliver form to PI)	Returned to SAFS GPA after Final Exam	GPA Provides Form - Certifies that the student has been approved for graduation following final examination. Signed form returned to SAFS GPA following final exam.
Master’s Thesis	Submit by last day of quarter (finals week)	Must be electronically submitted to the Graduate School. Submit by end of the quarter or by the Graduate Registration Waiver Fee deadline.

\* Unless otherwise noted, all completed forms should be given to Amy Fox, SAFS Student Services Office, FSH Suite 116, Box 355020

**Appendix B**

# **Request to Establish SAFS M.S. Supervisory Committee**

Student Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**Guidelines for forming your M.S. supervisory committee:**

- The committee should be formed as soon as appropriate – typically in the beginning of the 2nd year after a research topic has been established.
- Normally consists of between 2 and 4 members.
- The chair and at least one-half of the total membership must be members of the Graduate Faculty.
- The chair and one other faculty member must be SAFS Faculty.

You may **attach** an email from the committee member verifying that they will serve on your committee.

I have spoken with each of the following people and they have agreed to serve on my Master’s Supervisory Committee:

**Chairperson:** \_\_\_\_\_ Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Member of Graduate Faculty (circle): Yes \_\_\_\_\_  
No \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Member of Graduate Faculty (circle): \_\_\_\_\_  
Yes \_\_\_\_\_ No \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Optional 3rd Member:**  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Dept/Agency: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Member of Graduate Faculty (circle): YesNo \_\_\_\_\_  
Member of SAFS Faculty (circle): YesNo \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Optional 4th Member:**  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Dept/Agency: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Member of Graduate Faculty (circle): YesNo \_\_\_\_\_  
Member of SAFS Faculty (circle): YesNo \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach a brief narrative of your proposed research (no more than a single page), including objective(s), approach, and significance of your work. Return this form and narrative to the SAFS GPA (FSH Suite 116, Box 355020).

<i>Office use only:</i>	
<i>GPC Approval:</i>	<i>Date:</i>



**C. Recommended (i.e., optional) coursework determined in conjunction with Supervisory Committee:** these courses are recommended, but not required, to graduate. Include audited courses in this section. Use the back of this form or a separate sheet if more space is needed.

Course	Quarter & Year to be Completed	Credits	Check if Audited*
<i>Example: FISH 4XXX</i>	<i>Autumn 20XX</i>	<i>X</i>	

\*The Student Services Office will not track whether audited courses were completed.

**D. Overall course requirements (each must be satisfied before graduation using all completed coursework):**

- 18 credits of numerically graded UW courses at the 400- or 500-level\*
- 18 credits of UW courses at 500-level or above (can include 9 credits of FISH 700–Master’s Thesis)\*
- 18 credits of FISH 700–Master’s Thesis
- 27 course (i.e., non-thesis) credits
- 45 total credits at the 400-level or higher
- No more than 6 transfer credits from another institution
- No more than 12 credits total derived from any combination of UW Graduate Non-matriculated credits and transfer credits
- Cumulative GPA of 3.0
- Grades of 2.7, CR, or S in all courses counted toward the M.S.

\*Cannot include transfer credit from another institution.

**E. Thesis Proposal submission date (estimated):** \_\_\_

Note: normally submitted by end of 4<sup>th</sup> quarter, or Autumn Quarter of 2<sup>nd</sup> year.

**F. Proposed thesis title:**

Approval of Supervisory Committee:

Role	Printed Name	Signature	Date
Chair	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____

Appendix D



USE OF HUMAN AND ANIMAL SUBJECTS FOR UW GRADUATE STUDENT THESES AND DISSERTATIONS

This form is completed when a graduate student’s thesis or dissertation supervisory committee is constituted and must have original signatures of both the faculty committee chair and the graduate student. The original copy is retained in the student’s departmental file and be available upon request. Do not return this form to the Graduate School.

Student name Student number

The following statement must be signed by the advisor indicating concurrence before the student’s committee is formed:

“I certify that this student has been advised of the need to be fully in compliance with the University of Washington Human Subjects Division and Institutional Animal Care and Use Committee’s requirements for University of Washington researchers, and that research being conducted for this student project under my supervision will be in compliance. The rights and welfare of human and/or animal subjects will be safeguarded during the conduct of master’s/doctoral research. The student has further been advised that review by these boards must take place prior to any activity that involves human subjects or animals for the work to be accepted as a valid master’s thesis or doctoral dissertation.”

Name of Committee Chair [printed] Signature Date

The following statement must be signed by the student before the committee may be formed:

“I certify that I have been advised of the need to be fully in compliance with the University of Washington Human Subjects Division and/or Institutional Animal Care and Use Committee’s requirements for researchers. I further certify that I will complete (or have completed) required training in the relevant category and that I will submit (or have submitted) my IRB and/or IACUC application for review prior to any activity that involves human subjects or animals so that my work can be submitted as a valid master’s thesis or doctoral dissertation.”

Signature of Student D ate

For further information, you may go to the following sites:
http://www.washington.edu/research/hsd/ (Human Subjects Division)
http://depts.washington.edu/iacuc/ (Animal Care Committee)



**Appendix E**

**SAFS M.S. THESIS PROPOSAL APPROVAL**

The M.S. supervisory committee approves the student's thesis proposal and guides the student in carrying out appropriate research for the thesis. The Graduate School does not stipulate the content of the thesis; guidance on the thesis is the responsibility of the supervisory committee.

**3.5 This is to certify that I have read and approve the Master of Science Thesis Proposal**

**by:** \_\_\_\_\_

**TITLE:**

**Approval of Supervisory Committee:**  
*(email or fax approval is acceptable if **attached** to this form)*

<b>Printed Name:</b>	<b>Signature:</b>	<b>Date:</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Please attach this completed form to a copy of the final revised thesis proposal and return to the SAFS Student Services Office (FSH Suite 116, Box 355020)*

**Office use only:**

*Reviewed and approved by SAFS Graduate Program Coordinator:*

\_\_\_\_\_

**Appendix F**

**REQUEST FOR SAFS M.S. DEGREE  
FINAL EXAMINATION**

**IMPORTANT:** You must also schedule the Master's Degree Request online with the Graduate School at <http://www.grad.washington.edu/mygrad/student/htm>

**Final Examination -- Thesis Defense:** A Final Examination may be scheduled if the entire supervisory committee has reviewed the thesis and has agreed that the student is prepared to schedule a Final Examination.

Student Name: \_\_\_\_\_

Thesis Title:

All members of the supervisory committee concur that the student is prepared to sit for the M.S. Final Examination. (Each committee member must sign this form. Email approvals or faxed signatures are acceptable if attached to this form. The date, time, and location of the exam must be indicated in all approvals.)

<b><u>Committee Member Name:</u></b>	<b><u>Signature:</u></b>	<b><u>Date:</u></b>
Chair _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**The M.S. Final Exam is scheduled for:**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

*Return form to the SAFS Student Services Office (FSH Suite 116, Box 355020) at least 2 weeks prior to the final exam. Contact SAFS Front Desk ([safsdesk@uw.edu](mailto:safsdesk@uw.edu)) or assistance with reserving room.*

## Appendix G

# SAFS Doctoral Degree Timeline and Procedures

Milestone/Required Forms:	Recommended Timeline	Comments
Request to Establish Ph.D. Supervisory Committee form <b>(Appendix H)</b> Brief narrative of proposed research (no more than 1 page)	Autumn or winter quarter of first year prior to General Exam (typically after a research topic has been established)	SAFS GPC reviews and approves composition of committee. Submit completed form to GPA.
Plan of Study Toward Ph.D. Degree form <b>(Appendix I)</b>	Initial committee meeting	Complete at first committee meeting and return to GPA.
Use of Human and Animal Subjects for UW Graduate Student Theses & Dissert. form <b>(Appendix J)</b>	Initial committee meeting	Complete at first committee meeting and return to GPA.
Written Qualifying Examination	Autumn quarter - Year 2 (varies)	Submit a copy of the completed form to GPA.
Doctoral Dissertation Proposal form <b>(Appendix K)</b> Copy of Dissert. Proposal	Winter Quarter – Year 2 (varies)	Certifies that the supervisory committee has approved the student's dissertation proposal. Return signed form to GPA.
Request for Ph.D. General Examination form <b>(Appendix L)</b>	After completing 60 credits (M.S. degree may substitute for 30 of these credits); all required program exams have been completed and; all supervisory committee members approve.	All supervisory committee members must 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, GSR, and one additional Graduate Faculty member) must be present at exam

<p>Doctoral Reading Committee Request form (<b>Appendix M</b>)</p>	<p>Establish after the General Exam, but prior to completing dissertation or scheduling Final Exam. Consists of at least three members of the supervisory committee; at least one of the members of the reading committee must hold an endorsement to chair.</p>	<p>The reading committee is appointed to read and approve the dissertation. Responsibility of reading committee to (a) ensure that the dissertation is a significant contribution to knowledge and acceptable piece of scholarly writing; (b) determine the appropriateness of dissertation as a basis for issuing a warrant for Final Exam; (c) approve candidate's dissertation and; (d) sign Graduate School Dissertation Submission Form after revisions are made.</p>
<p>Request for Doctoral Final Examination form (<b>Appendix N</b>)</p>	<p>After passing the General Exam in a previous quarter; Reading Committee has read an entire near-to-final draft of the dissertation and; the entire supervisory committee has agreed that the student is prepared and approves student to schedule exam.</p>	<p>Completed form is submitted to the GPA.</p>
<p>Online Graduate School Request for Final Examination</p>	<p>Submit online request after the Request for Doctoral Final Exam form has been submitted.</p>	<p>Must be completed in addition to the Request for Doctoral Final Examination form. Student completes online form found at: <a href="http://www.grad.washington.edu/mygrad/student.htm">http://www.grad.washington.edu/mygrad/student.htm</a></p>
<p>Warrant for Doctoral Degree form (provided by GPA)</p>	<p>Returned GPA after Final Exam</p>	<p>Certifies whether or not a student has been approved for graduation following final examination.</p>
<p>Doctoral Dissertation submission</p>	<p>Must be submitted within 60 days from final exam; must be registered for a minimum of two credits the quarter Final Exam is taken AND the quarter the dissertation is submitted. If the 60-day time period expires, another Final Exam may be required.</p>	<p>Electronic dissertation submitted to the Graduate School by last day of quarter. A candidate certificate and the doctoral degree may not be awarded the same quarter.</p>

## Appendix H

# SAFS Request to Establish Ph.D. Supervisory Committee

Student Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

### Guidelines for forming your Ph.D. supervisory committee:

- The committee should be formed as soon as appropriate – typically after a research topic has been established.
- Consists of a minimum of 4 members, at least three of whom (including chair and the GSR) must be members of the Graduate Faculty with an endorsement to chair doctoral committees.
- A majority of the committee (including the chair) must be members of the Graduate Faculty.
- A minimum of two members, including the chair, must be members of the SAFS faculty.
- The GSR must not hold a primary, joint, adjunct, or affiliate appointment in the student's degree-offering unit or the committee chair's department. (*Contact SAFS Graduate Program Adviser for additional information*).

Additional information regarding supervisory committee responsibilities are outlined in Graduate School Memo No. 13: Supervisory Committees for Graduate Students  
<http://www.grad.washington.edu/policies/memoranda/memo13.shtml>

**NOTE:** If you are unable to obtain a signature from each committee member you may attach an email that includes their agreement to serve on your committee.

### The following people have agreed to serve on my Ph.D. Supervisory Committee:

Chairperson: \_\_\_\_\_ Title: \_\_\_\_\_  
Department: \_\_\_\_\_ UW \_\_\_\_\_ Box \_\_\_\_\_  
#: \_\_\_\_\_ Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Member of Graduate Faculty (*circle*): Yes No Signature: \_\_\_\_\_  
Member of SAFS Faculty (*circle*): Yes No Date: \_\_\_\_\_

GSR: \_\_\_\_\_ Title: \_\_\_\_\_  
Department: \_\_\_\_\_ UW \_\_\_\_\_ Box \_\_\_\_\_  
#: \_\_\_\_\_ Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Member of Graduate Faculty (*circle*): Yes No Signature: \_\_\_\_\_  
Member of SAFS Faculty (*circle*): Yes No Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Dept or Agency: \_\_\_\_\_ UW \_\_\_\_\_ Box \_\_\_\_\_  
#: \_\_\_\_\_ Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Member of Graduate Faculty (*circle*): Yes No Signature: \_\_\_\_\_  
Member of SAFS Faculty (*circle*): Yes No Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Dept or Agency: \_\_\_\_\_ UW \_\_\_\_\_ Box \_\_\_\_\_  
#: \_\_\_\_\_ Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Member of Graduate Faculty (*circle*): Yes No Signature: \_\_\_\_\_  
Member of SAFS Faculty (*circle*): Yes No Date: \_\_\_\_\_

*(See reverse side if your committee consists of more than four members)*

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach a brief narrative of your proposed research (approximately one page), including objective(s), approach, and significance of your work. Return this form and narrative to the SAFS Student Services Office (FSH Suite 116, Box 355020) for approval.

Office use only: Approved by GPC: _____ Date: _____
Notification of approval to committee members and student: _____ Date: _____

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Department: \_\_\_\_\_ UW \_\_\_\_\_ Box \_\_\_\_\_  
#: \_\_\_\_\_ Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Member of Graduate Faculty (*circle*): Yes No  
Signature: \_\_\_\_\_ Member of SAFS Faculty (*circle*): Yes No  
Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Department: \_\_\_\_\_ UW \_\_\_\_\_ Box \_\_\_\_\_  
#: \_\_\_\_\_ Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Member of Graduate Faculty (*circle*): Yes No  
Signature: \_\_\_\_\_ Member of SAFS Faculty (*circle*): Yes No  
Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Dept or Agency: \_\_\_\_\_ UW \_\_\_\_\_ Box \_\_\_\_\_  
#: \_\_\_\_\_ Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Member of Graduate Faculty (*circle*): Yes No  
Signature: \_\_\_\_\_ Member of SAFS Faculty (*circle*): Yes No  
Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Dept or Agency: \_\_\_\_\_ UW \_\_\_\_\_ Box \_\_\_\_\_  
#: \_\_\_\_\_ Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Member of Graduate Faculty (*circle*): Yes No  
Signature: \_\_\_\_\_ Member of SAFS Faculty (*circle*): Yes No  
Date: \_\_\_\_\_



courses are recommended, but not required to graduate. Include audited courses in this section. Use the back of this form if more space is needed.

Course	Quarter & Year to be Completed	Credits	Check if Audited*
<i>Example: FISH 453A</i>	<i>Autumn 2008</i>	<i>0</i>	<i>0</i>

\*The Student Services Office will not track whether audited courses were completed.

**D. Overall course requirements (each must be satisfied before graduation using all completed coursework):**

- 90 total credits completed (can include 30 credits from a master’s degree from the UW or another institution)
- 60 credits earned in residence at the University of Washington (400-level or higher, including FISH 800)
- 18 credits of UW courses at 500-level or above (can include FISH 800)
- 18 credits of numerically graded UW courses at the 400- or 500-level
- Cumulative GPA of 3.0
- Grades of 2.7, CR, or S in all courses counted toward the Ph.D.
- 27 or more credits of FISH 800–Doctoral Dissertation earned over a period of 3 quarters, one quarter of which must occur after passing the General Exam

**E. Estimated milestone completion dates (for planning purposes only):**

Milestone	Regular SAFS Timeline for Completion	Quarter & Year to be Completed (Estimated)
Qualifying Exam (written)	by end of 6 <sup>th</sup> quarter (usually Winter Quarter of 2 <sup>nd</sup> year)	
Dissertation Proposal	within 24 months of residency (usually by end of the 2 <sup>nd</sup> Summer Quarter)	
General Exam (oral)	within 27 months of residency (usually by end of 3 <sup>rd</sup> Autumn Quarter)	
Reading Committee Formation	by end of 4 <sup>th</sup> year, well before completion of first draft of the dissertation	
Final Exam (oral defense)	ideally during the 5 <sup>th</sup> year, but no later than 10 years after first graduate course was taken toward the Ph.D.	
Dissertation Submission	within 60 days of the Final Examination	

**F. Proposed dissertation title:**

**G. Additions, modifications, or other notes by the Supervisory Committee:**

**Approval of Supervisory Committee (GSR signature is optional):**

Role	Printed Name	Signature	Date
Chair	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____



**Appendix J**

# SAFS Doctoral Dissertation Proposal Approval

The doctoral supervisory committee approves the student’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.

**This is to certify that I have read and approved the doctoral**

**dissertation proposal prepared by \_\_\_\_\_**

**TITLE:**

**Approval of Supervisory Committee:**  
*(email approval is acceptable – attach copy of email to this form)*

<b>Printed Name:</b>	<b>Signature:</b>	<b>Date:</b>
_____ (Chair)	_____	_____
_____ (GSR)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please attach this completed form to a copy of the final dissertation proposal and return to the SAFS Student Services Office (FSH Suite 116, Box 355020).**

<p><i>Office use only:</i></p> <p>Reviewed and approved by SAFS GPC: _____ Date: _____</p>
--

Appendix K

# Request for SAFS Doctoral General Examination

**\*\*VERY IMPORTANT\*\*** After submitting this form to the SAFS GPA, the student must **ALSO** complete the Graduate School's online request for the General Examination using the MyGrad system.

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 back-ground of study and preparation is sufficient and have approved the student to schedule a General Examination.

**Student Name:** \_\_\_\_\_

**Date Dissertation Proposal approved:** \_\_\_\_\_

**The General Exam is scheduled for:**

Time: \_\_\_\_\_

Day: \_\_\_\_\_

Date: \_\_\_\_\_

**ALL members of the Supervisory Committee MUST sign this form;** however, the exam may take place with the minimum number of required 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 this form. The date, time, and location of the exam must be indicated in all approvals.

**Committee Member Name:**

**Signature:**

**Date:**

Chair \_\_\_\_\_

\_\_\_\_\_

GSR \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Return form to the SAFS GPA (FSH Suite 115, Box 355020) at last 2 weeks prior to the exam.**

Appendix L

# SAFS Doctoral Reading Committee Request

## OVERVIEW OF APPOINTMENT AND RESPONSIBILITIES OF THE READING COMMITTEE:

After the General Examination, the Graduate Program Coordinator uses MyGradProgram to inform the Dean of The Graduate School of at least **three members of the supervisory committee** who will serve on the dissertation 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;
- approve a candidate's dissertation and;
- sign the dissertation approval form that is submitted to the Graduate School after all revisions have been completed.

When the reading committee has read a draft of the entire dissertation and the members of the doctoral supervisory committee agree that the Candidate is prepared to take the Final Examination, all members of the doctoral supervisory committee must give the student approval to schedule the Final Examination.

### Dissertation Title:

*This certifies that the following members of my Ph.D Supervisory Committee have agreed to serve on my dissertation reading committee:*

<u>Committee Member Name:</u>	<u>Signature:</u>	<u>Date:</u>
-------------------------------	-------------------	--------------

*(Email from committee member is acceptable – attach a copy of email to this sheet)*

Chair _____	_____
_____	_____
_____	_____
_____	_____

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return to the SAFS Student Services Office (FSH Suite 116, Box 355020) for final approval.**

*Office use only:*

Approved by GPC: \_\_\_\_\_ Date: \_\_\_\_\_

Date Reading Committee entered in MyGrad program: \_\_\_\_\_

**Appendix M**

**REQUEST FOR SAFS DOCTORAL FINAL EXAMINATION**

**\*\*VERY IMPORTANT\*\*** After returning this form to the SAFS GPA, students must **ALSO** file the Request for Final Exam with the Graduate School using the online MyGrad system.

**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.

**The Reading Committee members have read an entire draft of the doctoral dissertation written by:**

Student Name: \_\_\_\_\_

Dissertation Title: \_\_\_\_\_

The **entire** supervisory committee has agreed that the student is prepared and has approved the student to schedule a Final Examination. (*ALL members of the Supervisory Committee **MUST** sign this form. Email approvals or faxed signatures are acceptable if attached to this form. The date, time, and location of the exam must be indicated in all approvals.*)

**Committee Member Name:**

**Signature:**

**Date:**

Chair \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

GSR \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The Final Exam is scheduled for:**

Time: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

*(Contact SAFS Front desk at [safsdesk@uw.edu](mailto:safsdesk@uw.edu) for assistance with reserving room)*

**Return form to the SAFS Student Services Office (FSH Suite 116) at last 2 weeks prior to the final exam.**