

UNIVERSITY *of* WASHINGTON



# **GRADUATE STUDENT MANUAL**

## **2010-2011**

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# GRADUATE STUDENT MANUAL

COLLEGE OF EDUCATION

UNIVERSITY OF WASHINGTON

## INTRODUCTION

Welcome – or welcome back – to the College of Education! The faculty and staff of the College are very excited to have you here, and look forward to working with you throughout the course of this academic year.

The information in this Graduate Student Manual is designed to provide students with most of the information they will need to know about the procedures, policies, and resources of the College of Education, the Graduate School, and the University of Washington. It includes those policies which are of the greatest importance to Education students. While this manual attempts to present this information in a comprehensive manner, all policies and procedures are subject to change over the course of any given year. In addition, it is possible that some policies or details have been inadvertently omitted. Students should note that they are responsible for becoming familiar with, and abiding by, *all* University, Graduate School, College of Education, and academic program policies and requirements.

Students should keep this guide as a reference throughout their tenure as graduate students. Any significant revisions or additions will be distributed widely through College of Education listservs and/or the College of Education website. Students, faculty, or staff who have questions about this manual should contact the Office of Student Services: 206 Miller Hall, 206-543-7834, or [edinfo@u.washington.edu](mailto:edinfo@u.washington.edu).

Very best wishes for a successful year!

Sincerely,

The Office of Student Services

## GETTING STARTED

### ATTENDING THE COLLEGE OF EDUCATION ORIENTATION

Every year, prior to the start of Autumn Quarter, the College of Education offers a New Student Orientation and Welcome Reception for all new students. Invitations and information are sent in the mail. All new students are invited to attend. Several additional events are planned during the first few weeks of Autumn Quarter. For more information, students should visit the College's Orientation website: <http://education.washington.edu/current/orientation/>.

### OBTAINING A UW NETID

Students' UW NetID (and password) is their personal identification for using UW online resources. A UW NetID is required of everyone associated with the University of Washington who plans on using online central administrative programs and computing services. The UW NetID allows students to access MyUW accounts and create email accounts. Students can find more information, and can establish their UW NetIDs, by visiting this website: <http://www.washington.edu/itconnect/accounts/>.

### OBTAINING A HUSKY CARD (UW ID CARD)

The HuskyCard – the University of Washington identification card – is another important piece of identification students will need during their time at the UW. Students should carry their UW ID Card with them at all times since it is required for a variety of services on campus.

To obtain the card, students may go to the Student ID Center, located on the ground floor of the Odegaard Undergraduate Library next to the By George Café. The Center operates from 8:00 a.m. to 5:00 p.m., Monday through Friday. Students will be required to show legal photo identification to obtain the card. There is no charge for the first ID card.

Students should note that the HuskyCard is the property of the University of Washington and is not transferable. Students may not allow others to use their ID cards: doing so is a serious misuse of the card and may result in disciplinary action as described in the *University of Washington Student Conduct Code*. Some campus facilities may require students to hand over their ID card in order to use the facilities or equipment.

A few weeks before the start of each quarter, the University mails enrollment validation stickers and U-PASS stickers. Students who have registered but have not received these items by the start of the quarter should report this, in person, to the Student ID Center no later than the fifth class day. The University requires students to affix the enrollment validation sticker to the front of the ID card. This sticker identifies students as enrolled for that quarter and as such is an important part of the ID card. Without it, ID cards are not valid for that quarter.

The U-PASS sticker belongs at the top of the back of the ID card. Students who decline their U-PASSes may return them in the enclosed postage-paid self-addressed envelope. The University will credit students who choose not to use the U-PASS. It should be mailed back no later than the tuition due date in order to receive credit.

Students who lose their ID card should call 206-543-7222 immediately to report it as lost. Students should also notify the UW library system at 206-543-2553 to prevent anyone from using their card to check out books. The Student ID Center provides replacement cards, and requires legal photo identification to obtain a replacement card. Replacement ID cards cost \$10. There is an additional replacement fee of \$40 for the U-PASS sticker.

Students may also establish a Husky Card Account, a convenient debit account available to currently enrolled UW students, as well as faculty and staff. The Husky Card account is accepted all over campus, at University Book Store, at over 20 off-campus locations, and in certain parking areas on campus. There are no annual fees or transactions fees, no minimum deposit, and all deposits are 100% refundable. For more information, or to set up an account, students should visit the website: [http://hfs.washington.edu/husky\\_card/](http://hfs.washington.edu/husky_card/).

#### VISITING WITH FACULTY ADVISORS

All graduate students are assigned faculty advisors in the major area of study who will assist them with the planning of courses for the first year. Advisors will also supervise research during the first year. Although many students maintain the same advisor past the first year and/or make this person the chair of their Supervisory Committee (in the case of doctoral students), this is not required. Students should feel free to pursue work with another faculty member should one better fit with educational goals. In addition, students can turn to any faculty member regarding specific issues. For instance, students may meet with someone who is doing research in an area of common interest. Such “informal advising” – without changing advisors formally – is common and highly encouraged.

Faculty have a range of teaching, research, and community service responsibilities, so students may find that making an appointment works best when contacting them. Students who have difficulties meeting with a faculty advisor should speak to the Graduate Program Coordinator.

#### SUBSCRIBING TO COE LISTSERVS

The College of Education maintains several listservs for its graduate students. Three of the most important ones for students are *Education*, *EdLife*, and *CoEd\_Funding\_Opportunities*.

The *Education* listserv posts “need to know” messages, designed to keep students informed of administrative announcements, pending deadlines, certain significant events, and other critical information. The College automatically subscribes all students to this listserv. Students may unsubscribe themselves from the *Education* listserv, but students who choose to do so remain responsible for knowing any information distributed over the listserv.

The *EdLife* listserv is designed to keep students informed of College and University events and meetings, employment and scholarship opportunities, useful services, and other important community information. The College encourages students to subscribe to this listserv as well.

The *CoEd\_Funding\_Opportunities* listserv is designed to help current students and admitted prospective students locate opportunities for funding their graduate studies. The listserv posts several different kinds of funding opportunities that are open to College of Education students, including (a) RA/TA and other graduate staff positions, (b) scholarships, grants, and fellowships, and (c) certain part-time employment positions. Other information -- for example,

announcements of FAFSA deadlines or reminders of campus web resources -- will also be distributed to the list periodically.

For steps on how to subscribe to these listservs, students may go to <http://mailman.u.washington.edu/mailman/listinfo/education>, <http://mailman.u.washington.edu/mailman/listinfo/edlife>, and [https://mailman1.u.washington.edu/mailman/listinfo/coed\\_funding\\_opportunities](https://mailman1.u.washington.edu/mailman/listinfo/coed_funding_opportunities) (respectively) and follow the instructions provided.

Other general listservs are also available to students. For more information about those listservs, visit [http://education.washington.edu/prospective/admitted/get\\_connected.html](http://education.washington.edu/prospective/admitted/get_connected.html). In addition, many areas and programs in the College maintain their own listservs – students should check with area staff and faculty for information about those lists.

Groups of students may create their own listservs for study groups, research groups, etc., subject to UW Technology usage policies. The on-line form for requesting a listserv may be found at <https://www.washington.edu/computing/forms/mailman/>.

#### BECOMING FAMILIAR WITH THE COLLEGE OF EDUCATION WEBSITE

Students should take some time during their first few weeks to familiarize themselves with the College of Education website (<http://education.washington.edu>). The website includes information about the College's academic programs, information about news and current events in the College, forms and other information needed to conduct business in the College, and resources such as financial aid opportunities and RA/TA position announcements.

#### GOING BEYOND THE UW: FOOD, ENTERTAINMENT, TRANSPORTATION, SHOPPING, ETC.

The Seattle area has something for just about every preference in food or entertainment. Students should visit these web sites to start exploring this great city:

- <http://education.washington.edu/about/campus.html>
- <http://www.lib.washington.edu/GovPubs/pnw.html#city>
- <http://depts.washington.edu/salt13/toDo.html>
- <http://www.washington.edu/visit/>

## REGISTRATION AND RELATED ACADEMIC POLICIES/PROCEDURES

### MEETING WITH FACULTY ADVISORS

One of students' first steps in registering for an academic quarter should be to consult with their faculty advisors about the courses they plan to take that quarter. Students are assigned faculty advisors in the major area of study that will assist them with the planning of courses for the first year. Advisors will also supervise research during the first year. Although many students maintain the same advisor past the first year and/or make this person the chair of their Supervisory Committee (in the case of doctoral students), this is not required. Students should feel free to pursue work with another faculty member should one better fit with educational goals. In addition, students can turn to any faculty member regarding specific issues. For instance, students may meet with someone who is doing research in an area of common interest. Such "informal advising" – without formally changing advisors – is common and highly encouraged.

Faculty have a range of teaching, research, and community service responsibilities, so students may find that making an appointment works best when contacting them. Students who have difficulties meeting with a faculty advisor should speak to the Graduate Program Coordinator. For faculty advisor contact information, see <http://education.washington.edu/faculty>.

### SELF-SUSTAINING / FEE-BASED PROGRAMS

A small number of program in the College of Education are self-sustaining or fee-based programs (Danforth, Instructional Leadership, Intercollegiate Athletics Leadership, Islandwood, Leadership for Learning, School Psychology, TEP Induction). Students in those programs will register for their courses and pay their tuition through UW Educational Outreach. Those students should consult their program administrative staff for lists of courses and for specific registration and payment instructions.

### REVIEWING THE UW TIME SCHEDULE

The UW Time Schedule lists credit classes offered at the University of Washington - Seattle. It is updated daily and is subject to change without notice. Students can get the up-to-the-minute status of any section by clicking on the five-digit Schedule Line Number. The University reserves the right to (1) add or delete courses from its offerings; (2) change times, days, or locations of courses; (3) change academic calendars; (4) cancel any courses for insufficient registration or academic/administrative decision without notice. The Time Schedule may be viewed on-line here: <http://www.washington.edu/students/timeschd/>.

### OBTAINING ENTRY CODES/FACULTY CODES

Many College of Education courses require entry codes. Entry codes for specific courses are available from the instructor or from the Area offices:

- Curriculum & Instruction (115 Miller) – [edci@u.washington.edu](mailto:edci@u.washington.edu) or 543-1847
- Educational Psychology (312 Miller) – [edpsych@u.washington.edu](mailto:edpsych@u.washington.edu) or 543-1139

- Educational Leadership & Policy Studies (205M Miller) – [edlps@u.washington.edu](mailto:edlps@u.washington.edu) or 543-1836
- Special Education (102 Miller) – [edspe@u.washington.edu](mailto:edspe@u.washington.edu) or 543-1827
- Teacher Education (211 Miller) – [edinfo@u.washington.edu](mailto:edinfo@u.washington.edu) or 543-1754

Some courses – such as independent study and internship courses (600-level) – require the approval of the instructor. Students should check with faculty advisors for faculty codes, or with Area administrative staff if faculty members are unavailable.

Faculty Codes for dissertation (800-level) and master's thesis (700-level) courses are available in the Office of Student Services (206 Miller Hall; [edinfo@u.washington.edu](mailto:edinfo@u.washington.edu) or 543-7834).

## REGISTERING FOR COURSES

Registration at the University of Washington is done on-line (except for self-sustaining or fee-based programs; see above). New students should receive registration materials, including step-by-step instructions for using the online system, from the Graduate School. If you have questions, call Registration at 206-543-8580.

Students register by using their UW NetID and password to access their MyUW page (<http://myuw.washington.edu>), or by directly accessing this web site: <https://sdb.admin.washington.edu/students/uwnetid/register.asp>. Students register for classes by using the 5-digit schedule line number (SLN). For some courses, the schedule line number and a 5-digit entry code or faculty code are needed. Students should remember that they must be registered for at least 2 credit hours during the quarter they wish to graduate (including Summer Quarter).

## PAYING TUITION

Complete information about tuition and fees is available from Student Fiscal Services (<http://f2.washington.edu/fm/sfs/>; 129 Schmitz Hall; 206-543-4694).

A listing of tuition rates for the academic year can be found at <http://www.washington.edu/admin/pb/home/opb-tuition.htm>. When viewing tuition rates, students should note that doctoral students are considered Tier 1, while master's students are considered Tier 2.

Tuition payments can be made in person, by mail, or over a secure internet connection using credit card or electronic check payments. Students can find descriptions of payment options and complete instructions at <http://f2.washington.edu/fm/sfs/>.

## PURSUING INDEPENDENT STUDY

Courses numbered 600 are Independent Study courses (individual readings or study, including independent study in preparation for examinations or research). Certain Areas in the College of Education have specific requirements or forms that students must complete before pursuing independent study. Students should consult faculty advisors to discuss the suitability of independent study for their situations.

## DROPPING AND ADDING COURSES

For a variety of reasons, students may decide to drop or add a course during the year. Dropping and adding courses may be completed on-line using MyUW (<http://myuw.washington.edu>) or by directly accessing this web site: <https://sdb.admin.washington.edu/students/uwnetid/register.asp>.

The following is a summary of relevant times for adding and dropping courses during a quarter. A complete list of dates and deadlines can be found here: <http://www.washington.edu/students/req/0910cal.html#Q4>.

- *Week 1 of the quarter:* During the first week of the quarter, students may add and drop classes for any reason. No notation will be made on transcripts.
- *Week 2 - 7:* Any courses added or dropped after the first week of the quarter are subject to a \$20 late fee. If students drop all classes after the first week, they will be charged one-half of their quarterly tuition, based on the number of credits for which they were registered at the end of the first week. *After the second week, a notation of "W" will appear on your transcript along with a number representing the week in the quarter when the class is dropped.* Entry codes are required to add or drop. Unrestricted drops are permitted only during the first two weeks of each quarter. All students will be permitted to drop one course between Week 3 and the end of Week 7 of any one quarter each year (Autumn - Summer Quarters).
- *After Week 7:* No official withdrawal will be permitted after the seventh week of the quarter except under extremely unusual circumstances. Drops from a course accomplished by another method that are not official can result in a grade of 0.0 for the course.

Specific questions about adding and dropping courses should be directed to the Registration Office (206-543-5378 or [registrar@u.washington.edu](mailto:registrar@u.washington.edu).)

## PETITIONING FOR ON LEAVE STATUS

In order to retain their status with the Graduate School in any given quarter, students in the College of Education must either register for courses or petition for on-leave status. Summer is an exception to this rule; registration or on-leave status is not required unless students hold an RA/TA position or plan to graduate (however, if students were on leave the previous summer and all 3 academic quarters as well, then registration for courses or an extension of on-leave status is necessary). U.S. students must have completed at least one quarter of graduate study before they are eligible to go on leave. International students must have completed at least three consecutive full-time quarters before they are eligible to go on leave, and must have permission from the International Student Services office (<http://iss.washington.edu/>).

Students must petition to go on leave. On leave petition forms are available online (<http://www.grad.washington.edu/stsv/leave.htm>) or may be obtained from the Office of Student Services in 206 Miller. The Graduate Program Coordinator (GPC) must sign the on-leave petition (this signature is available from the Office of Student Services), and students must then submit the petition together with the \$35 fee to the Registration Office in 225 Schmitz Hall by the 5th calendar day of the quarter in which the leave period begins. Students should note that if they already registered for the quarter, they must officially withdraw before the first day of the quarter (at 225 Schmitz or on MyUW) to be eligible to go on leave. *Students cannot go on leave for the quarter if they have already registered for the quarter and the quarter has already begun.*

Students who have been registered for even one day of a quarter are deemed to have status for the quarter and will be eligible to register for classes or apply for On-Leave for the following quarter (Spring enables registration for Summer or Autumn); the student's e-mail account will be active for the quarter, but library privileges will not be maintained once courses are dropped.

While on leave status, students are permitted to use the University Library and may retain use of their UW e-mail account, but generally are not entitled to other services at the University. Complete information about on leave status can be found at <http://www.grad.washington.edu/stsv/leave.htm>.

#### REAPPLYING AFTER LOSING STATUS

If students fail to register or petition to go on leave, they will lose their status with the University and be dropped from enrollment. They must then re-apply by using the on-line application process and submitting a \$75 application fee. Students may use these instructions when re-applying:

1. Applications must be filled out using the online application found on the College's Admissions web page found here: <http://education.washington.edu/prospective/applying/>.
2. Students who are reapplying do not need to submit a new goal statement, resume, or letters of recommendation; instead, they should indicate that those materials are "on file."
3. In some cases the online application will not allow students to apply for the quarter they intend to re-enroll. When that occurs, students should select the first available quarter and then notify the Office of Student Services of which quarter they wish to re-enroll (see step #4).
4. Once the application is complete and submitted, students MUST notify the Office of Student Services in person (206 Miller Hall) or by e-mail ([edinfo@u.washington.edu](mailto:edinfo@u.washington.edu)).
5. The Office of Student Services will then forward the application, along with the existing student file, to the faculty for review.

Students should be aware that prior admission to a program does not guarantee readmission; students can be (a) readmitted fully and immediately; (b) readmitted conditionally, (c) readmitted for a future quarter, or (d) denied readmission. Questions about the re-application procedure should be directed to the Office of Student Services (206 Miller Hall; 206-543-7834; [edinfo@u.washington.edu](mailto:edinfo@u.washington.edu)).

#### APPEALING GRADES

Students who believe they have been improperly graded must first discuss the matter with the instructor. If not satisfied with the instructor's explanation, then students, no later than ten days after their discussion with the instructor, may submit a written appeal to the Associate Dean for Academic Programs, with a copy of the appeal also sent to the instructor. Within ten calendar days, the Associate Dean consults with the instructor to ensure that the evaluation of the academic performance has not been arbitrary or capricious. Should the Associate Dean believe the instructor's conduct to be arbitrary or capricious and the instructor declines to revise the grade, the Associate Dean, with the approval of the voting members of his or her faculty, shall appoint an appropriate member, or members, of the faculty to evaluate the performance of the student and assign a grade. The Dean and Provost should be informed of this action.

Once students submit a written appeal, this document and all subsequent actions on this appeal are recorded in written form for deposit in a department or college file.

Additional information may be found in the University of Washington Handbook at <http://www.washington.edu/faculty/facsenate/handbook/04-03-11.html#anchor2>.

#### RECEIVING GRADE REPORTS

Grades are not mailed at the University of Washington. Students may display and print grade reports through MyUW (<http://myuw.washington.edu/>), under the “Personal Services” section, or by going directly to <https://sdb.admin.washington.edu/students/uwnetid/grades.asp>.

#### OBTAINING TRANSCRIPTS

Students may order official copies of their UW transcripts in several ways: by mail, in person, via MyUW (current students only), or via the University’s website (for students graduating prior to 1983). The cost for obtaining transcripts is \$9 per copy. For complete information, visit <http://www.washington.edu/students/reg/transcripts.html>.

Currently registered students, students not currently registered, and former students admitted 1983 to the present, may access unofficial transcripts on MyUW (<http://myuw.washington.edu/>), under the “Personal Services” section, or by going directly to <https://sdb.admin.washington.edu/students/uwnetid/unofficial.asp>. Students may request a copy of unofficial transcripts in person from the Transcript Request Window, 225 Schmitz Hall, or from the Undergraduate Gateway Center, 171 Mary Gates Hall. The unofficial transcript is issued at no charge, but only one request may be submitted per day. Unofficial transcripts will not be faxed or sent via email. (Students enrolled prior to 1983 may not have an electronic transcript and should allow more time for accessing these records. These transcripts are only available from the Transcript Request Window, 225 Schmitz Hall.)

#### ESTABLISHING RESIDENCY FOR TUITION PURPOSES

Out-of-state graduate students may be eligible for residency or for the Graduate & Professional Student Waiver if they have lived in the state of Washington for at least one calendar year and have taken specific steps to establish legal residency within a certain time frame. Students must submit the Residence Questionnaire to determine whether or not they are eligible. The Residence Questionnaire and further information are available at the Residence Classification Office (264 Schmitz Hall; 206-543-5932; [resquest@u.washington.edu](mailto:resquest@u.washington.edu)) or by going to: <http://www.washington.edu/students/reg/residency.html>.

#### MAINTAINING MINIMUM CREDIT HOURS

Students must register for at least one credit hour per quarter in order to maintain status at the University, unless they choose to go on leave (see above). Students should note, however, that the University will charge tuition for no less than 2 credit hours per quarter. It is usually advantageous, therefore, to register for at least 2 credit hours per quarter.

## EXCEPTIONS

- *TA/RA/GSAs* must register for a minimum of 10 credit hours for each quarter of their appointment (during Summer Quarter the minimum is 2 credit hours).
- *Students who receive federal financial aid* and are considered full-time students for financial aid purposes and must register for and pass 30 credit hours during the regular academic year (autumn, winter, and spring quarters), or 40 credit per calendar year if enrolled in the summer. Similar requirements apply to students who are considered part-time for financial aid purposes. Students for whom this applies should consult the Satisfactory Academic Progress for Financial Aid policy (found on-line at <http://www.washington.edu/students/osfa/sapleaf.pdf>), or call or visit the Office of Student Financial Aid (<http://www.washington.edu/students/osfa/>) to discuss particular circumstances.

## UNDERSTANDING THE GRADING SYSTEM (S/NS; CR/NC; NUMERIC GRADES)

## NUMERIC GRADES

At the University of Washington, grades are entered as numbers, the possible values being 4.0, 3.9, etc., and decreasing by one-tenth until 1.7 is reached. Grades below 1.7 are recorded as 0.0 by the Registrar and no credit is earned. For graduate students, a minimum of 2.7 is required in each course that is counted toward a graduate degree. A minimum overall GPA of 3.00 is required for graduation. Correspondence between number grades and letter grades is as follows:

4.0 A	3.3	2.6	1.9
3.9	3.2	2.5	1.8
3.8 A-	3.1	2.4 C+	1.7
3.7	3.0 B	2.3	1.6 - 0.0 F
3.6	2.9	2.2	
3.5	2.8 B-	2.1	
3.4 B+	2.7	2.0 C	

## INCOMPLETE (I)

An incomplete may be given only when students have been in attendance and have done satisfactory work to within two weeks of the end of the quarter and have furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond control. To obtain credit for the course, students 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. Incompletes received by graduate students do not automatically convert to a grade of 0.0 but will remain a permanent part of the record.

## NO GRADE (N)

A No Grade is used only for hyphenated (linked) courses and courses numbered 600 (Independent Study or Research), 601 (Internship), 700 (Master's Thesis), or 800 (Doctoral Dissertation). An N 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 chair should change the N grade(s) to one reflecting the final evaluation.

#### S/NS - SATISFACTORY/NOT SATISFACTORY

After consulting with the faculty advisor, students may elect to take a course as Satisfactory/Not Satisfactory. S/NS is possible for any numerically-graded course for which this grading option is available. If students do not select this option, then the grade will be on a numerical basis. Students must elect the S/NS option either when registering or no later than the end of the seventh week of the quarter. Instructors submit a numeric grade to the Registrar, who shall convert grades of 2.7 and above to S and numbers lower than 2.7 to NS for graduate students in graduate or undergraduate courses.

#### CR/NC - CREDIT/NO-CREDIT

With the approval of the faculty in the academic unit, any course may be designated for grading on a credit/no credit basis by notice in the Time Schedule. For such courses, the instructor submits 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, CR/NC, or N at the instructor's option.

#### W – WITHDRAWAL

Students should refer to the UW Time Schedule for course withdrawal policies:  
<http://www.washington.edu/students/req/wdoffleave.html>.

#### X - NO GRADE AT THIS TIME

In some circumstances, an instructor may not be ready to assign a grade at the time grades are due. An "X" is assigned until such time as the grade is available.

#### CHANGE OF GRADE

Except in case of error, no instructor may change a grade that he or she has turned in to the Registrar. Grades cannot be changed after a degree has been granted (reference: <http://www.washington.edu/faculty/facsenate/handbook/Volume4.html>.)

#### GRADE POINT AVERAGE (GPA)

The University's cumulative GPA is based solely on courses taken in residence at the UW; this includes some, but not all, courses taken through UW Educational Outreach. The UW transcript also reflects grades for UW Educational Outreach course work that is not residence credit, and the grades for credit by examination. These latter grades do not affect the University cumulative GPA.

#### ADDITIONAL NOTES

Unofficial withdrawal from a course shall result in a grade of 0.0. Of the minimum number of credits required for a graduate degree, graduate students must show numerical grades in at least 18 quarter hours of course work taken at the UW. These numerical grades may be earned in approved 400- and 500-level courses. Students 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 GPC. For complete information about grading requirements for graduate students, visit the Graduate School's "Instructions, Policies, and Procedures for Graduate Students" web page at: <http://www.grad.washington.edu/students/index.shtml>.

## CHANGING ADDRESS, PHONE NUMBER, AND E-MAIL ADDRESS

Students should always keep their local address, telephone number, and e-mail address updated with the University. Not having this information on file may result in not receiving time-sensitive or critical information. Students may update their information by completing the appropriate form at the Registration Office (225 Schmitz Hall), by using MyUW (<http://myuw.washington.edu/>), under the "Personal Services" section, or by going directly to <https://sdb.admin.washington.edu/students/uwnetid/address.asp/>

## FINANCIAL AID AND SCHOLARSHIPS

### FEDERAL FINANCIAL AID

The UW Office of Student Financial Aid (<http://www.washington.edu/students/osfa/>) is the primary source of financial assistance for most graduate students. The most common forms of federal financial aid are Stafford or Perkins (NDSL) loans and work-study awards. The UW requires students to file the Free Application for Federal Student Aid (FAFSA) in order to be qualified for federal financial aid programs. In addition, students must be US citizens, permanent residents, or other eligible non-citizens. International students may use the FAFSA to apply for Family Housing and Childcare Assistance, but are not eligible for federal loan programs. The FAFSA form may be requested from the UW Office of Student Financial Aid, or completed online (<http://www.fafsa.ed.gov/>). Students should submit the FAFSA form as soon after January 1 as possible and list "University of Washington-Seattle," Code 003798, in Step 6.

Students should note that an additional FAFSA form, with a separate deadline, may be required for Summer Quarter. More information about Summer Quarter financial aid may be found at <http://www.washington.edu/students/osfa/graduate/summer.aid.html>.

For complete information about, and applications for, federal financial aid, contact the Office of Student Financial Aid: 206-543-6101 or [osfa@u.washington.edu](mailto:osfa@u.washington.edu).

### RESEARCH, TEACHING AND STAFF ASSISTANTSHIPS

The University of Washington actively recruits graduate and professional students from throughout the nation and the world. In order to provide competitive recruitment packages, the University offers a number of graduate service appointments (e.g. Teaching Assistantships, Research Assistantships, Staff Assistantships, Fellowships, and Traineeships). Academic student employees in the College of Education (both domestic and international) receive a monthly stipend, tuition waiver, and health insurance coverage for themselves and their dependents. Service to the College requires an average of 20 hours weekly. Appointments are made on a quarterly or annual basis and may be available for renewal.

The College of Education offers teaching, research, and staff assistantship positions to approximately 30 new graduate students each academic year. These positions involve a wide range of activities. Primary consideration is usually given to doctoral students with a strong background of successful teaching, research, and/or administrative experience. If you are interested in specifically working on funded research projects, we recommend that you make contact with faculty whose research interests most closely match your own.

To be eligible, students must be admitted by the Graduate School, be enrolled for at least 10 credits per quarter of coursework toward an advanced degree, and maintain a high level of scholarship. As positions become available, specific job descriptions will be posted that may include varying application deadlines as well as more specific criteria.

Job descriptions are posted for seven days and sent to the Education and CoEd\_Funding\_Opportunities listservs. Links to specific job descriptions and criteria are posted on the College's web site at <http://education.washington.edu/funding/ra.html>. Students who have an interest in applying for positions should follow the "how to apply" instructions at the

bottom of the posted position description. Graduate student assistantships are governed by a negotiated labor contract between the University and the UAW and are subject to union shop provisions.

Students may also wish to investigate graduate student assistantships outside of the College of Education by contacting other departments in which they have an interest or aptitude, or by viewing available positions on-line through the University's Human Resources Division. Students may view these positions by going to <https://uwhires.admin.washington.edu/eng/candidates/default.cfm?szLocationID=88> and scrolling up to the "Academic Student Employee" category.

The UW Library's Graduate Funding Information Service (GFIS) also posts available graduate student assistantship positions outside of the College of Education (as well as other funding opportunities) on its weblog: <http://uwgfis.blogspot.com/>.

It is difficult to underestimate the importance of networking with faculty and other students when seeking assistantships. Students are highly encouraged to contact their academic advisors and other faculty members to ask about assistantship opportunities in the College or elsewhere on campus.

#### COLLEGE OF EDUCATION SCHOLARSHIPS

The College of Education administers a limited number of scholarship funds that are specifically available for College students. Descriptions of these scholarships, as well as relevant deadlines, are available on the College's web site at <http://education.washington.edu/funding/scholarships/index.html>. The College's Faculty Council evaluates applications and awards scholarships on behalf of the College faculty. Evaluation criteria include (a) an academic history that shows merit; (b) clear, thoughtful goals related to education; (c) life experience that is linked to education or learning; and (d) potential to contribute to the field of education.

Many of the College's scholarships depend upon financial need, as defined by federal aid criteria. To be considered for need-based scholarships, U.S. students must complete and submit the Free Application for Federal Student Aid (FAFSA) by the scholarship application deadline. Eligibility regarding need-based financial aid is determined by the FAFSA. When completing the FAFSA, make sure to enter the University of Washington, Code #003798, in Step 6.

International students who *have* a Social Security number should submit the FAFSA form per the above instructions. International students who *do not have* a Social Security number must wait to have financial need evaluated until after their scholarship applications are reviewed by the Scholarship Review Committee. This is done through a separate process. Please note that financial need is not considered in the initial review of scholarship applications. Students receiving other financial support from the College of Education (e.g. TA or RA) may apply but will be considered after those without support have been reviewed.

## GRADUATE SCHOOL FELLOWSHIPS AND ASSISTANTSHIPS

The Graduate School's Office of Fellowships and Assistantships assists students by publicizing upcoming deadlines, providing some applications, and participating in the application process or administration of some campus-wide awards. Students should view the Office's calendar for more information (<http://www.grad.washington.edu/fellow/FellCalendar.htm>).

The Office of Fellowships and Assistantships also coordinates and administers regional and federal fellowship and scholarship programs which require Graduate School involvement. They administer and monitor fellowship moneys from private gifts; coordinate Fulbright and other international and research abroad programs for students and faculty; and administer and allocate fee waivers to departments and individuals.

The Office is located in 301 Loew Hall on the University of Washington Campus and is open for advising Monday-Friday, 10:00-12:00 and 1:00-5:00. Since there is no receptionist, students should call ahead to make an appointment: 206-543-7152 or [gradappt@u.washington.edu](mailto:gradappt@u.washington.edu).

In addition, the Graduate Opportunity and Minority Assistance Program (GO-MAP) administers programs providing funding for students whose individual experiences and/or academic interests will bring diversity to scholarly perspectives and endeavors, and to the academic community. Awards are based on merit, financial need, and diversity. Students do not apply directly to GO-MAP for diversity fellowships and financial assistance; instead, applicants must be nominated by their graduate program. Students should ask their department's Graduate Program Coordinator to nominate them for any financial assistance and tuition waivers for which they may qualify. Information about GO-MAP financial assistance can be found here: <http://www.grad.washington.edu/gomap/financial.htm>.

## UW LIBRARY GRANTS AND FUNDING INFORMATION SERVICE

The UW Libraries sponsors the Grants and Funding Information Service (<http://www.lib.washington.edu/gfis/>) that provides help identifying resources for external funding (not UW funding) for graduate students who have been admitted to or who are attending the University of Washington.

GFIS offers workshops and individual consultations explaining print and online resources available for students to do their own searches. GFIS does not provide search services or money directly to students, but rather provides guidance in learning searching skills and offers direction as to which resources (print, database, or web-based) might offer students better opportunities of finding useful external funding sources for themselves.

GFIS also posts available graduate student assistantship positions and other funding opportunities on its weblog: <http://uwgfis.blogspot.com/>.

## UW AND STATE OF WASHINGTON TUITION EXEMPTION PROGRAM

*NOTE: The policy described below is in effect for Autumn quarter 2010 and Winter quarter 2011. The policy is subject to change effective Spring quarter 2011. Any changes will be distributed via the online version of this manual, on the College of Education website, and through College of Education listservs. Questions or clarifications should be directed to the Office of Student Services ([edinfo@u.washington.edu](mailto:edinfo@u.washington.edu) or 206-543-7834).*

The Tuition Exemption Program, established under by the Washington legislature, enables University of Washington employees and state of Washington employees who have been admitted to the University of Washington, to have tuition waived for up to six credit hours when enrollment is on a space-available basis. The Tuition Exemption Program is available at the University of Washington Seattle, Bothell and Tacoma campuses. Students who enroll at the UW on a space-available basis for more than six credits will receive the tuition waiver for the first six credits, and then will pay a per credit charge for the credits taken over six.

University of Washington employees and state of Washington employees who are employed half time or more, and who meet certain criteria, are eligible to participate in the Tuition Exemption Program (employees and students may view eligibility criteria here: <http://www.washington.edu/admin/rules/APS/22.01.html>).

Students who participate in the Tuition Exemption Program may register for courses, on a space-available basis only, after the quarter begins – on the third day of the quarter for UW faculty and staff, and on the fourth day of the quarter for other Washington State employees. If a course requires an add code, those participating in the tuition exemption program can obtain add codes on their registration day – on the third day of the quarter for UW faculty and staff, and on the fourth day of the quarter for other Washington State employees. Please note: given enrollment demands, using the tuition waiver may be difficult in certain courses.

Due to limitations in faculty availability to supervise independent study, there is no space available for tuition exemption registration in independent study courses (499, 500, 599, 600, 601, 700, & 800). Students should note that certain other courses also are not available for tuition exemption, specifically UW Educational Outreach courses and courses in self-sustaining programs.

Complete information about the Tuition Exemption Program can be found at <http://www.washington.edu/admin/rules/APS/22.01.html> or at [http://www.washington.edu/students/req/tuition\\_exempt.html](http://www.washington.edu/students/req/tuition_exempt.html).

NOTE: Students who hold Teaching, Research, or Graduate Staff Assistantships receive a tuition waiver on a different basis and are not subject to the registration procedures of the Tuition Exemption Program.

## COLLEGE OF EDUCATION AND GRADUATE SCHOOL POLICIES

### CHANGING ADVISORS

Students are assigned faculty advisors upon admission to the College of Education. Advisor assignments are made based upon several factors, including the current advising load of faculty members, and the congruence between the scholarly interests of students and faculty members.

In most cases these advisor assignment results in a productive scholarly relationship between students and advisors. On occasion, however, students may wish to change faculty advisors. This could occur for any number of reasons: students' scholarly interests change or seem more congruent with those of other faculty members; students and the faculty members have difficulty communicating; or the schedules of students and their advisors are such that the advising relationship becomes a challenge.

Students who wish to change advisors should do so thoughtfully and in consultation with other faculty members. Once a new faculty advisor has been identified and agrees to serve in that role, students should formalize that change by submitting a *College of Education Petition* (<http://education.washington.edu/wordforms/petitionform.doc>) to the Office of Student Services. The petition must be signed by the new advisor, by the Area Chair, and by the Graduate Program Coordinator. While not required, as a courtesy it is recommended that students inform the former advisor in person of the decision to switch advisors.

### CHANGING FROM ONE AREA OF STUDY TO ANOTHER

Current students who wish to transfer or continue their graduate studies in another Academic Area of the College of Education must apply for graduate study in the Area. This is not the online application process via the Graduate School, but instead a modified "Petition-Application" that includes most of the application materials required for the desired graduate degree.

To complete a Petition-Application, students must complete and sign a College of Education Petition (<http://education.washington.edu/wordforms/petitionform.doc>) explaining why they wish to pursue study in the new Academic Area. In addition, students must attach the following application materials:

- Statement of Purpose, revised to reflect the desire to pursue study in the new Academic Area;
- Resume/Vita, revised to reflect graduate work completed to date;
- Writing Sample (doctoral study only);
- New Letter(s) of Recommendation (at least one, preferably from faculty advisor; consult the Academic Area office for the exact number required); and
- Unofficial UW Transcript showing graduate coursework completed to date.

Complete descriptions of these application materials may be found here: [http://education.washington.edu/prospective/applying/d\\_req.html](http://education.washington.edu/prospective/applying/d_req.html) (for doctoral study) or here: [http://education.washington.edu/prospective/applying/m\\_req.html](http://education.washington.edu/prospective/applying/m_req.html) (for master's degree study). Note that students are not required to resubmit GRE scores or official transcripts from other institutions (these items are available from the original application to the College).

The four Academic Areas (Curriculum & Instruction, Educational Leadership & Policy Studies, Educational Psychology, Special Education) have different processes for reviewing Petition-Applications. Students should follow the processes and timelines outlined below:

<b>Academic Area</b>	<b>Timeline &amp; Process</b>
Curriculum & Instruction Education Psychology Special Education	Petition-Applications are considered throughout the academic year on an as-needed basis. Submit petition-applications to the Office of Student Services, 206 Miller.
Educational Leadership & Policy Studies	Petition-Applications are considered and decisions made only once per year, at the time that new applications to EDLPS are considered. Submit petition-applications to the Office of Student Services, 206 Miller Hall, by the posted <a href="#">application deadline</a> .

Clarifying questions may be directed to the Office of Student Services (206 Miller Hall; [edinfo@uw.edu](mailto:edinfo@uw.edu); 206-543-7834).

#### CHANGING FROM MASTER'S DEGREE STUDY TO DOCTORAL DEGREE STUDY

Current Master of Education students who wish to continue their graduate studies and pursue a doctoral degree (either the Doctor of Education or the Doctor of Philosophy) must apply for doctoral study. This is not the online application process via the Graduate School, but instead a modified "Petition-Application" that includes most of the application materials required for a doctoral program.

To complete a Petition-Application, students must complete and sign a College of Education Petition (<http://education.washington.edu/wordforms/petitionform.doc>) explaining why they wish to pursue doctoral study. In addition, students must attach the following application materials:

- Statement of Purpose, revised to reflect the desire to pursue doctoral study;
- Resume/Vita, revised to reflect master's degree work;
- Writing Sample;
- New Letter(s) of Recommendation (at least one, preferably from faculty advisor; consult the Academic Area office for the exact number required); and
- Unofficial UW Transcript showing master's degree coursework.

Complete descriptions of these application materials may be found here: [http://education.washington.edu/prospective/applying/d\\_req.html](http://education.washington.edu/prospective/applying/d_req.html). Note that students are not required to resubmit GRE scores or official transcripts from other institutions (these items are available from the application to the M.Ed.).

The four Academic Areas (Curriculum & Instruction, Educational Leadership & Policy Studies, Educational Psychology, Special Education) have different processes for reviewing Petition-Applications. Students should follow the processes and timelines outlined below:

<b>Academic Area</b>	<b>Timeline &amp; Process</b>
Curriculum & Instruction Education Psychology	Petition-Applications are considered throughout the academic year on an as-needed basis. Submit petition-

Special Education	applications to the Office of Student Services, 206 Miller.
Educational Leadership & Policy Studies	Petition-Applications are considered and decisions made only once per year, at the time that new applications to EDLPS are considered. Submit petition-applications to the Office of Student Services, 206 Miller Hall, by the posted <a href="#">application deadline</a> .

Clarifying questions may be directed to the Office of Student Services (206 Miller Hall; [edinfo@uw.edu](mailto:edinfo@uw.edu); 206-543-7834).

#### FINDING – AND MAINTAINING – RA/TA/GSA POSITIONS

The University of Washington actively recruits graduate and professional students from throughout the nation and the world. In order to provide competitive recruitment packages, the University offers a number of graduate service appointments (e.g. Teaching Assistantships, Research Assistantships, Staff Assistantships, Fellowships, and Traineeships). Academic student employees in the College of Education (both domestic and international) receive a monthly stipend, tuition waiver, and health insurance coverage for themselves and their dependents. Service to the College requires an average of 20 hours weekly. Appointments are made on a quarterly or annual basis and may be available for renewal.

The College of Education offers teaching, research, and staff assistantship positions to approximately 30 new graduate students each academic year. These positions involve a wide range of activities. Primary consideration is usually given to doctoral students with a strong background of successful teaching, research, and/or administrative experience. If you are interested in specifically working on funded research projects, we recommend that you make contact with faculty whose research interests most closely match your own.

To be eligible, students must be admitted by the Graduate School, be enrolled for at least 10 credits per quarter of coursework toward an advanced degree, and maintain a high level of scholarship. As positions become available, specific job descriptions will be posted that may include varying application deadlines as well as more specific criteria.

Job descriptions are posted for seven days and sent to the Education and CoEd\_Funding\_Opportunities listservs. Links to specific job descriptions and criteria are posted on the College's web site at <http://education.washington.edu/funding/ra.html>. Students who have an interest in applying for positions should follow the "how to apply" instructions at the bottom of the posted position description. Graduate student assistantships are governed by a negotiated labor contract between the University and the UAW and are subject to union shop provisions.

Students may also wish to investigate graduate student assistantships outside of the College of Education by contacting other departments in which they have an interest or aptitude, or by viewing available positions on-line through the University's Human Resources Division at <https://uw hires.admin.washington.edu/eng/candidates/default.cfm?szLocationID=88> and scrolling up to the "Academic Student Employee" category.

The UW Library's Graduate Funding Information Service (GFIS) also posts available graduate student assistantship positions outside of the College of Education (as well as other funding opportunities) on its weblog: <http://uwgfis.blogspot.com/>.

It is difficult to underestimate the importance of networking with faculty and other students when seeking assistantships. Students are highly encouraged to contact their academic advisors and other faculty members to ask about assistantship opportunities in the College or elsewhere on campus.

## SUBMITTING A PETITION

Students may submit a petition to either the Graduate School or to the College of Education. The information below is intended to help students determine which type of petition to submit based on a particular situation.

### GRADUATE SCHOOL PETITION

Students may submit a petition to the Dean of the Graduate School to request a waiver of Graduate School requirements. Once submitted, all petitions are first reviewed by the Graduate Program Coordinator (GPC) or Graduate Program Assistant (GPA), and then, if approved, are referred to the Graduate School for final approval. Students will receive an email when any action is taken on a petition. To submit a petition to the Dean of the Graduate School students may use the following link: <http://www.grad.washington.edu/area/petition.html>.

Examples of matters students may wish to petition to the Graduate School include:

- Transferring up to six quarter credit hours from an institution other than the UW (master's students only),
- Extending the time limit for completion of a graduate degree (normal time limits are six years for a master's degree; ten years for a doctoral degree),
- Changing registration retroactively (for example, changing 600 level credits to 700 level credits), and
- Graduating without being registered.

Students wishing to submit a petition to the Graduate School for anything other than transfer of credits from another institution should have compelling circumstances to present, and should be prepared to provide documentation of those circumstances.

### COLLEGE OF EDUCATION PETITION

Students may submit a petition to the College of Education to request a waiver of College requirements or to document any unique individual actions or circumstances. The *College of Education Petition* (<http://education.washington.edu/wordforms/petitionform.doc>) is available for this purpose. All College petitions must be approved by students' faculty advisors, and in some cases Area Chairs, before being submitted to the Office of Student Services for the approval of the GPC/GPA. Examples of matters students may wish to petition to the College include:

- Changing advisors,
- Requesting a waiver of an area course requirement,
- Adding a previously taken course to one's Course of Study (note: this is different than transferring course credit hours from another institution – see the following section on transferring coursework).

## TRANSFERRING COURSEWORK

The Graduate School requires a minimum of 90 credit hours taken at the University for doctoral degrees (60 for students who enter with master's degrees that will be less than 10 years old at the time of graduation from the UW) and a minimum of 36 credit hours for the master's degree. Most College of Education degree options require more than these minimum amounts.

### COURSES FROM OTHER INSTITUTIONS (MASTER'S DEGREE STUDENTS ONLY)

Master's degree students only may transfer up to the equivalent of 6 quarter credits of graduate level course work from another recognized academic institution. These credits may not have been used to satisfy requirements for another degree. In order to transfer these courses, students must submit a petition to the Graduate School (see section on "Petitions" above). The petition must receive approval from the Graduate Program Coordinator and an official transcript indicating completion of the course work must be forwarded to the Graduate School. Students should note that transfer credits are not entered on the UW transcript and are not counted towards the GPA. Complete information about transferring credit hours from another institution may be found here: <http://www.grad.washington.edu/policies/masters/transfer.shtml>.

### COURSES TAKEN AS A UW GRADUATE NON-MATRICULATED (GNM) STUDENT

Students who have taken courses as a Graduate Non-Matriculated (GNM) Student and are later admitted to the Graduate School may apply a maximum of twelve GNM credit hours towards their graduate degree (masters students who also wish to transfer credit hours from another institution may apply any combination of GNM and up to six approved transfer credits totaling twelve credits). Students who have taken GNM courses should note that the six- and ten-year limits for master's and doctoral degrees commence at the point of enrollment in the first GNM course. Complete information about GNM courses may be found here: <http://www.grad.washington.edu/Acad/gsmemos/gsmemo37.htm>.

### APPLYING COURSES TOWARDS THE COURSE OF STUDY

Courses (and credit hours) transferred from another institution via the Graduate School, and GNM courses applied towards the graduate degree, should be noted on students' Courses of Study. In addition, however, students may add a previously taken course to the Course of Study without transferring credit hours for the course. Courses added in this manner may satisfy a College of Education program requirement (subject to the advisor's approval), but *the added course will not count towards the Graduate School's minimum credit hour requirement*. Students wishing to add courses to the Course of Study without transferring the credit for the course should submit a College of Education petition, approved by the advisor, to the Office of Student Services (see instructions for submitting a petition above).

In all cases, it is important that faculty advisors be consulted before any decision regarding transferring or applying courses or credits hours can be made. Additional questions about the process for transferring or applying previously taken courses should be directed to the Office of Student Services ([edinfo@u.washington.edu](mailto:edinfo@u.washington.edu)).

## TAKING COURSES OUTSIDE OF THE COLLEGE OF EDUCATION

Students may take courses outside of the College of Education, and in some cases may be required to do so as part of their academic programs. Enrollment in outside courses is subject to availability and to the requirements of other departments. Students are responsible for

determining whether or not any outside courses will fulfill College and/or Graduate School requirement (for example, 300-level courses may satisfy College of Education requirements in some programs, but will not count towards Graduate School minimum credit hour requirements). Questions about the appropriateness of courses outside the College should be directed to faculty advisors.

## RESOLVING ACADEMIC GRIEVANCES

The College of Education grievance procedures are intended to provide guidelines for a timely and equitable resolution of academic problems or complaints initiated by students enrolled in the College. Pertinent issues shall include, but are not limited to, faculty, graduate school, college or departmental policies affecting individual student academic prerogatives, procedural irregularities in stated grading practices (but not complaints restricted to individual grade changes), fair treatment and similar issues.

There are three notable exceptions to the use of the procedures outlined here: (a) grievances concerning grades or other academic evaluation; (b) grievances concerning discriminatory behavior on the part of a UW employee; and (c) grievances concerning the behavior of other students. Students should see below for information about resolving these exceptions.

### INFORMAL CONCILIATION & INITIATION OF COMPLAINT

1. Students are encouraged first to attempt, in good faith, to resolve any grievance with the member or members of the faculty or academic staff most directly concerned. Students must initiate either an informal request for conciliation or file a formal complaint within three months of the complained of incident. The Area Chairperson or an appropriate designee of the Area may also be asked to hear and conciliate any grievances that originate within the Area. All parties concerned are urged to make a sincere effort to resolve the issue at this level.

(The Office of the Ombudsman of the University of Washington (<http://www.washington.edu/about/ombudsman/>) has been established to assist in the protection of the rights of all members of the University community. In order to facilitate early and informal resolution of grievances, the Ombudsman will be available, at the request of any party concerned, to act as an impartial conciliator. The Office of the Ombudsman may be called upon to intervene in the grievance procedure at any stage, but would seem to be most appropriate at the earliest stage.)

2. If negotiations at Step 1 are not successful in resolving the issue, the problem may be referred to the Associate Dean for Academic Programs. This step represents the effort of a third party to examine the situation with some degree of objectivity and attempt to resolve the issue in an informal way. If this attempt proves to be unproductive, the process should move to Step 3.
3. The Associate Dean, at his/her own initiative, or upon petition by any of the parties involved, may appoint a three-person ad hoc committee to hear and review the matter. This committee shall then advise the Associate Dean, who shall then notify all relevant parties of his/her recommendation, including the outcome of the committee review and other grounds on which the recommendation was based. The Associate Dean's recommendation must be completed within 10 school days of the conclusion of the committee review.

4. If steps 1-3 do not resolve the grievance, students may request the Graduate School to assist in an informal resolution.
5. If all efforts at informal resolution of the problem prove to be unsuccessful, the next step involves the filing of a formal written grievance complaint with the appropriate dean. For graduate students, the appropriate dean is the Dean of the Graduate School and the procedures to be followed are those that are presented in Graduate School Memorandum #33. This document is available on-line at:  
<http://www.grad.washington.edu/Acad/gsmemos/gsmemo33.htm>.
6. Non-graduate students (i.e. undergraduates or Graduate Non-Matriculated students) should follow the procedures outlined in the segment below entitled "Non-Graduate Students."

#### FORMAL STUDENT ACADEMIC GRIEVANCE PROCEDURE

Students are encouraged, but not required, to first attempt to resolve grievances with the faculty or staff member(s) most directly concerned. If a student attempts informal conciliation, the student must initiate this process within 3 months of the complained of incident by requesting one of the following persons to conciliate the grievance: director or chair of the unit, or the appropriate college dean.

If discussion with the faculty or staff member(s) concerned, facilitated by the director or chair of the unit or the appropriate college dean, does not resolve the grievance, the student may request the Graduate School to assist in an informal resolution. In such a case, the Dean of the Graduate School shall designate an Associate Dean as the informal conciliator for the Graduate School. The Associate Dean may either facilitate conciliation directly or involve the Ombudsman. If the Associate Dean attempts informal conciliation directly, he or she may not be involved in a subsequent formal complaint.

If the student is dissatisfied with the informal conciliation, he or she may file a formal complaint with the Dean of the Graduate School within 10 days of the conclusion of the attempted informal process. The grievance will be referred to the Academic Grievance Committee, and a hearing process will be initiated. Complete information can be found on the Graduate School's web site at <http://www.grad.washington.edu/Acad/gsmemos/gsmemo33.htm>.

#### NON-GRADUATE STUDENTS

1. Upon receipt of the written complaint from the student, the Dean of the College of Education shall refer the matter to an ad hoc committee appointed by the Dean which shall consist of three tenured faculty members and two students. The chairperson of the committee shall be a faculty member appointed by the Dean. It shall be the responsibility of the committee to provide the student a fair and impartial hearing on the grievance filed.
2. The Dean of the College of Education shall notify all persons directly involved and provide each with a copy of the written complaint. The chairperson shall establish a time and place of the hearing to be held within 15 school days after the receipt of the formal grievance by the Dean.
3. All parties may individually and personally present evidence and testimony necessary either to establish or to refute the alleged grievance. Only evidence presented at such a hearing shall be considered in determining the validity of the complaint.
4. All hearings must be conducted in closed session. However, by mutual agreement of the student and the concerned faculty or staff, the hearing may be opened to the public to the extent mutual agreed.

5. All documentation of the proceedings shall be kept on record. Such a summary shall be maintained for a period of five years in order to ensure adequate review, if requested.
6. Within 10 school days after the adjournment of the hearing, the committee shall present to the Dean, with copies to all parties involved, a report of the committee, including findings of fact, conclusions, and recommendations. The committee shall reach its findings and recommendations by a majority vote of the members of the committee. Dissenting opinions may be presented with the majority report, if desired.
7. Within 10 school days after receipt of the committee report, the Dean shall issue a decision on the grievance. Such a decision and the reasons therefore, together with an enumeration of the actions to be taken, if any, shall be transmitted to all parties.
8. The decision of the Dean shall become final at the close of twenty one days after issuance, except that the student who originally filed the grievance or any individual filed against, may before that time file a written statement requesting reconsideration of the findings by the University Disciplinary Committee and stating grounds for the request. In the event that such a request is so filed, the decision of the Dean shall be stayed.

#### EXCEPTIONS

Please note that distinct procedures exist for the following types of grievances:

- *Grades or academic evaluation:* According to the University of Washington Handbook (Volume IV, Section 2), a student who believes an instructor erred in the assignment of the grade, shall first “discuss the matter with the instructor before the end of the following academic quarter.” If the student is not satisfied with the instructor’s response, he/she has 10 days to file a written appeal. Specific procedures and timelines for grade appeals may be found here: <http://www.washington.edu/faculty/facsenate/handbook/Volume4.html>.
- *Discriminatory behavior by a University employee:* Students who believe they have been discriminated against on the basis of race, religion, color, creed, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran should refer to the Resolution of Complaints Against University Employees Procedure contained in the University of Washington *Operations Manual* (<http://www.washington.edu/admin/rules/APS/46.03.html>).
- *Misconduct by other students:* Student disciplinary proceedings for misconduct, including plagiarism and cheating, fall under the provisions of the *Student Conduct Code* contained in the University Handbook (<http://www.washington.edu/students/handbook/conduct.html>).

## COLLEGE OF EDUCATION DEGREE PROGRAMS

### DOCTOR OF PHILOSOPHY

The Doctor of Philosophy program in the College of Education prepares students for careers of research or scholarly inquiry and teaching at the college level. The program consists of: (1) continuous research or inquiry, (2) courses in education and related fields designed to develop a comprehensive academic basis for future work in research and teaching, and (3) teaching and other related experiences tailored to individual needs and career goals. Each student works closely with an advisor and a faculty Supervisory Committee to select courses, topics of research and inquiry, and teaching experiences. These three areas will combine to: (1) convey deep scholarly knowledge of education and a specialty outside of education, (2) promote a broad understanding of various methods of inquiry in education and develop competency in several of those methods, (3) impart broad knowledge of theory and practice in two supportive cognates, and (4) promote excellence as a college teacher.

A successful Ph.D. student has a high aptitude for research and inquiry and expresses career interest in general topics into which the faculty of the College are actively inquiring and researching. The assumption is that the most effective training for the Ph.D. stems from collaborative research and inquiry into topics of mutual interest by an able student and faculty scholars and researchers. The major portion of the program consists of the student and selected faculty members jointly researching and inquiring.

The following summarizes the requirements and processes leading to the Ph.D. degree. Every Ph.D. student should review the summary of the Graduate School's doctoral degree requirements as well: <http://www.grad.washington.edu/students/doctoral/index.shtml>.

### RESIDENCY

The Graduate School requires a minimum of 90 credits for doctoral degrees. An entering graduate student who holds a master's degree from a recognized academic institution may substitute the master's degree for thirty (30) of those credits (provided that the degree will not be more than 10 years old at the time of graduation from the UW), leaving sixty (60) credits that must be earned at the University of Washington. Each student should note that most College of Education degree options exceed the amounts required by the Graduate School.

### GENERAL COURSE OF EVENTS LEADING TO A PH.D.

The following chart outlines the general course of events leading to a Ph.D. degree. Explanatory text follows the chart.

Events	Outcomes/Products
<b>Post Masters / First 1-2 Years</b>	
Faculty advisor helps plan initial coursework.	Written recommendation of faculty adviser for advancement to Prospective Candidacy
Completion of 24 credits, including EDLPS 525 and 526, and a minimum 9 credits in field(s) of study.	Written recommendation of Area for advancement to Prospective Candidacy

<b>Prospective Candidacy</b>	
Supervisory Committee formed <sup>1</sup>	Supervisory Committee form filed with Office of Student Services
Course of Study approved by Supervisory Committee	Maintain/update Course of Study worksheet
Complete two additional research courses <sup>2</sup>	Discuss with Supervisory Committee research topics for R&I presentation
Research and Inquiry (R&I) presentations <sup>1</sup>	R&I presentation successful
Complete all coursework approved in course of study (except dissertation)	Approved coursework completed with the following: <ul style="list-style-type: none"> <li>• G.P.A. 3.0 or better</li> <li>• 18 graded credits</li> <li>• 18 credits at the 500 level.</li> </ul>
General Examinations	Approved formal Course of Study filed with Office Of Student Services
Written exam, oral exam	Both exams passed
<b>Candidacy</b>	
Dissertation proposal	Approved Dissertation Proposal filed with Office of Student Services
Dissertation, Final Defense	Completion of 27 dissertation credits. Dissertation filed with Graduate School

- 1 It is not imperative that the Supervisory Committee be formed before the student's Research and Inquiry presentation. It is necessary, however, for the student to have arranged for a group of faculty to evaluate her/his Research and Inquiry work.
- 2 Prior to General Exams, a student is required to complete a minimum of four additional 500-level courses (combined total no less than 12 credits) relating to methods of educational inquiry; in each of these four courses a student must earn a grade of at least 3.0 (or written verification that you would have received a 3.0 in those courses that are offered CR/NC). A student should select coursework representing at least two broad approaches to inquiry (quantitative, qualitative, philosophical, historical, etc.) from inside or outside the College of Education.

#### ENROLLING IN FIRST AND SECOND YEAR COURSES

Upon admission to the Ph.D. Program, a student is designated Post-Masters, meaning that the student has been assigned to an advisor, but does not yet have a doctoral Supervisory Committee. The goal of the post-master's phase is to arrange research/inquiry experiences and course work that will qualify the student for Prospective Candidacy. Each student is assigned a first year advisor whose research and scholarly activities are in the student's field of intended specialization. During the first year of study, the advisor will be a central figure, helping to plan academic life.

Working together with an advisor, the student will: 1) identify a research topic and secure ways and means for participating in the selected project, (2) select first year courses, and (3) prepare papers for presentation to the Area for consideration for advancement to Prospective Candidacy. Although the role of faculty advisors is designed to assist students in completing

the Ph.D. degree, it is each student's responsibility to follow all procedures of the Graduate School and College of Education.

In certain College of Education programs, post-bachelors students may be admitted to work towards the Ph.D. without formally completing a master's degree program. Post-bachelors applicants to the prospective Ph.D. track are expected to have research experience and/or research potential, as well as research interests that align with faculty expertise.

Post-baccalaureate students working within the prospective Ph.D. track will complete a qualifying paper *no later than* the quarter in which they complete 45 credits. The qualifying paper is designed to be equivalent to a master's exam or master's thesis in quality and must be evaluated by two members of the graduate faculty.

#### ADVANCING TO PROSPECTIVE CANDIDACY

A student may be considered for advancement to Prospective Candidacy after completing 24 credits of study, including the Inquiry Seminar Series (EDLPS 525 and 526), and a minimum of 9 credits within the chosen field(s) of study. Individual areas may require additional coursework and the advisor will inform the student of any additional requirements early in the first quarter of study. Once the student has met the minimum requirements, the advisor will help the student prepare records for presentation to the area faculty, and will prepare a written recommendation for advancement to Prospective Candidacy. This recommendation and a summary of the student's records are submitted by the advisor to the respective Area for consideration. The Area faculty will review the student's work, judge the adequacy of the student's progress, and make a recommendation on advancement to Prospective Candidacy to the Graduate Program Coordinator. Once advanced, students become *Prospective Candidates*.

#### FORMING THE SUPERVISORY COMMITTEE

Once advanced to Prospective Candidate, the student should direct attention to forming a Supervisory Committee. In concert with the advisor, the student should explore with members of the graduate faculty their willingness to serve on the Supervisory Committee. Each member of a Supervisory Committee will devote substantial time to working with a Ph.D. student and each should formally indicate willingness to serve. The Chairperson of the Supervisory Committee, who must be a graduate faculty member from the College of Education, should express a willingness and availability to supervise a dissertation, since this is normally the most time-consuming responsibility.

Supervisory Committees will be formed in accordance with Graduate School Memorandum #13 (<http://www.grad.washington.edu/Acad/gsmemos/gsmemo13.htm>) and according to the following principles:

- A minimum of four voting faculty (at least three with graduate faculty appointments) must represent, respectively, the student's (a) specialization within their broad area of study, (b) first cognate, (c) second cognate, and (d) specialization outside of the College of Education (definitions of broad area, specializations, and cognates can be found on-line at <http://education.washington.edu/current/graduation/phd/adproscandidacy.html>);
- No more than two voting faculty from the student's broad areas may be on the Committee; and
- An additional graduate faculty member, the Graduate School Representative (GSR), must also serve on the committee. GSRs must be members of the graduate faculty with an endorsement to chair doctoral committees, and must have no conflict of interest (such as

budgetary relationships or adjunct appointments) with the College of Education. Members of Supervisory Committees representing students' specializations outside of the College of Education may also serve as GSRs, provided they are qualified to serve in both roles.

Once a student has identified appropriate graduate faculty who are willing to serve, their names should be submitted to the Office of Student Services using the appropriate form available on the College website (<http://education.washington.edu/current/forms/index.html>). The student's faculty advisor must sign the form to indicate her/his approval.

NOTE: The Graduate School requires each doctoral student who is forming a committee for the first time to submit a "Use of Animal and Human Subjects" form at the time the committee is formed. The form can be found at <http://www.grad.washington.edu/students/research/human-animal-subjects.shtml>. Once completed, it should be submitted to the Office of Student Services.

Each student should form a Supervisory Committee no later than the quarter prior to the General Examination. It is not imperative that the Supervisory Committee be formed before the student's Research and Inquiry presentation. It is necessary, however, for the student to have arranged for a group of faculty to evaluate her/his Research and Inquiry work.

The next task is to meet with the Supervisory Committee to develop a research program for the Research and Inquiry presentation and to plan a course of study in preparation for a General Examination. Between Supervisory Committee meetings, Chairpersons are responsible for serving as the student's advisor.

The Supervisory Committee may recommend against continuation in the program if a student's progress toward the degree is unsatisfactory. This may include but is not limited to: an excessive number of course withdrawals or incompletes, an average grade point of less than 3.0, unsatisfactory performance in field placements, or unsatisfactory performance on the General Examination.

#### COMPLETING RESEARCH PREPARATION COURSEWORK

A Doctor of Philosophy student will need to develop a broad appreciation for the diversity of research options available. Initial preparation consists of studying the fundamental differences and similarities among various approaches to inquiry in education through the required Educational Inquiry Seminar Series (EDLPS 525 and 526). These courses are sequential; EDLPS 525 is the prerequisite for EDLPS 526. It is recommended that a student complete this sequence as early in the program as possible, preferably in the first year.

Additionally, a student is required to complete a minimum of four additional 500-level courses (combined total no less than 12 credits) relating to methods of educational inquiry; in these four courses a student must earn a grade of at least 3.0 (or written verification that you would have received a 3.0 in those courses that are offered C/NC). Students should select coursework representing at least two broad approaches to inquiry (quantitative, qualitative, philosophical, historical, etc.) from inside or outside the College of Education. A student should select coursework representing at least two broad approaches to inquiry (quantitative, qualitative, philosophical, historical, etc.) from inside or outside the College of Education. The final selection of appropriate courses will be made with the advice and consent of the faculty advisor.

The required Inquiry series must be completed prior to Advancement to Prospective Candidacy; two of the four additional research courses must be completed prior to the Research & Inquiry Presentation; the remaining two research courses should be completed prior to General Exams.

#### COMPLETING THE RESEARCH AND INQUIRY (R & I) PRESENTATION

Research preparation is the foundation of the Ph.D. program, as research will play a paramount role in students' professional careers. It is not imperative that the Supervisory Committee be formed before the student's Research and Inquiry presentation. It is necessary, however, for the student to have arranged for a group of faculty to evaluate her/his Research and Inquiry work.

Training to be an effective researcher requires (a) concentrated focus to learn the various methods of inquiry and practice and (b) employment of these methods in various research projects while pursuing your degree. The student will begin research activities during the first year of the program, and will continue to develop skills by conducting various research projects, culminating with the dissertation. A major product of research preparation effort is the Research and Inquiry Presentation.

The purposes of Research and Inquiry are to

1. Immerse the student in issues of content and method directly pertinent to the student's chosen specialization;
2. Provide the student with practical experience in the use of methods and the application of content learned in coursework;
3. Convey those aspects of substance and method that characterize the topic studied but that are not taught in general method or content courses; and
4. Afford an opportunity for the student to present research to a professional audience and for the audience to learn about the research. R&I is the opportunity to begin integrating knowledge pertinent to specialty areas.

The design, implementation, and presentation of the R&I research shall be under the supervision of the Supervisory Committee. A thoroughly developed research project must be presented prior to taking the General Examination. Successful completion of at least one research presentation will be a required part of preparation for advancement to Candidacy; in some cases, a Supervisory Committee may require additional research presentations. All members of the faculty are invited to attend the presentations. In addition, other graduate students are also welcome to attend as non-participating observers.

In general, a student's plan of research and inquiry should hold substantial promise of contributing to preparation for a dissertation, and at its inception should have a good chance of being reportable at a professional meeting or being publishable in a juried journal. At each meeting, members of the Supervisory Committee will reassess the extent to which the student's research and inquiry activities are contributing to stated goals, and will provide advice in accordance with their assessment. Between committee meetings, the Chairperson will assume primary responsibility for advising and assisting students with preparation of a research and inquiry plan.

#### COMPLETING THE WRITTEN GENERAL EXAM

When both the student and the Supervisory Committee concur that the student is prepared, and the student has completed all course requirements except the dissertation – including the completion at least 60 credit hours of coursework, per Graduate School requirements (or 30 hours if the student already completed a master's degree that will be less than ten years old at the time of graduation from the UW) – there will be a Written and Oral General Examination covering all major portions of the program of study. The student's Course of Study and research activities will be evaluated through written and oral examinations conducted by the Supervisory Committee. The student should meet with the committee to discuss the content, scheduling, and format of the examinations. The chairperson will then forward a copy of the examination plan to the Office of Student Services.

The General Examination is given in two parts. The first part is written and examines content area in the student's broad areas, specialty areas, and cognates. Upon satisfactory completion of the written portion of the General Examination, the oral portion may be scheduled.

#### COMPLETING THE ORAL GENERAL EXAM

The student is responsible for scheduling the oral portion of the General Exam (locating an adequate room, determining a date and time that is acceptable to all members of the Supervisory Committee, etc.), as well as submitting a Request for General Exam to the Graduate School. The student should submit the Request for General Exam at least three weeks prior to the date of the General Exam by using the Graduate School's online process. More information, and a link to the online Request for General Exam, can be found at [http://education.washington.edu/current/resources/online\\_exam\\_request.html](http://education.washington.edu/current/resources/online_exam_request.html). The student should also note that she or he must be enrolled for credit hours during the quarter of the General Exam. If a General Exam occurs during a period between academic quarters, then the General Exam will be considered to have taken place the following quarter, and the student must register for that quarter.

During the oral examination, members of the Graduate Faculty may ask any question they choose. By majority vote, the Supervisory Committee will rule whether students pass the Oral Examination.

#### PREPARING THE DISSERTATION PROPOSAL

Within one calendar year of successfully completing the Oral portion of the General Examination, the student shall submit, and the Supervisory Committee approve, a dissertation proposal. The purpose of the dissertation proposal is to provide the student with constructive criticism from the entire Supervisory Committee prior to the execution of dissertation work. The written dissertation proposal should be approved unanimously by the Supervisory Committee members; the approval will be indicated by submitting to the Office of Student Services a copy of the proposal cover page, signed by each member of the committee (a proposal cover page template can be found here: <http://education.washington.edu/wordforms/Thesis.doc>). Approval of the proposal does not guarantee that the Supervisory Committee will approve the dissertation at the Final Oral Examination, but it does guarantee that the Committee may not later disapprove the dissertation on the grounds that the research was poorly conceived. The approved proposal becomes the working paper for conducting dissertation research.

Once the proposal receives Supervisory Committee approval, the student will likely need to submit an application for review and approval by the Human Subjects Division. On its web site, the College of Education has summarized some of the most important aspects of the human

subjects review process. That web page can be found here: [http://education.washington.edu/research/ors/hs\\_policies.html](http://education.washington.edu/research/ors/hs_policies.html). The student should also consult the web site of the UW's Human Subjects Division, found at <http://www.washington.edu/research/hsd/>.

For additional information about the process, the type of review suitable for a given project, application forms, and general assistance, a student may also contact Louise Clauss via email ([lclauss@u.washington.edu](mailto:lclauss@u.washington.edu)), or telephone (206-616-8291).

#### FORMING THE READING COMMITTEE

The Reading Committee will be selected from among the student's Supervisory Committee members, and will include the Chair of the Supervisory Committee. It is advisable to include a member who is knowledgeable in the chosen research methodology. The Reading Committee will read and review the dissertation in detail and make a recommendation to the larger Supervisory Committee about readiness to schedule the Final Examination. Once the student has identified appropriate graduate faculty who are willing to serve on the Reading Committee, their names should be submitted to the Office of Student Services using the appropriate form available on the College website (<http://education.washington.edu/current/forms/index.html>).

#### CONFORMING TO STYLISTIC STANDARDS

It is the student's responsibility to ensure that the dissertation meets current Graduate School formatting requirements. The student may find information about these requirements online at <http://www.grad.washington.edu/students/thesis-dissertation/format-guidelines/index.shtml>. Further information, including a checklist for Graduate School dissertation reviews, is available at <http://www.grad.washington.edu/students/thesis-dissertation/index.shtml>.

#### COMPLETING THE FINAL EXAM (DISSERTATION DEFENSE)

It is expected that the student will pass the Final Examination. The final defense of the dissertation is intended as an opportunity for all involved to celebrate the good results of their work during the student's career in the College.

The student should schedule the Final Examination after submitting the dissertation to the Supervisory Committee. The student is responsible for scheduling the Final Exam (locating an adequate room, determining a date and time that is acceptable to all members of the Supervisory Committee, etc.), as well as submitting a Request for Final Exam to the Graduate School. The student should submit the Request for Final Exam at least three weeks prior to the date of the Final Exam by using the Graduate School's online process. More information, and a link to the online Request for General Exam, can be found at [http://education.washington.edu/current/resources/online\\_exam\\_request.html](http://education.washington.edu/current/resources/online_exam_request.html). The student should also note that she or he must be enrolled for credit hours during the quarter of the Final Exam. If a Final Exam occurs during a period between academic quarters, then the Final Exam will be considered to have taken place the following quarter, and the student must register for that following quarter.

The Final Examination will cover the dissertation and related topics, and it may cover other areas deemed appropriate by the Supervisory Committee. While the committee alone votes on

acceptance of the dissertation, any member of the graduate faculty may participate in the Final Examination.

#### SUBMITTING THE DISSERTATION TO THE GRADUATE SCHOOL

Once the student has passed the Final Exam and has completed any revisions requested by the Supervisory Committee, the remaining step is to submit the dissertation to the Graduate School.

In preparation for submitting the dissertation, the student should keep the following Graduate School policies in mind:

- The dissertation must be submitted to, and accepted by, the Graduate School within 60 days of the Final Examination. Failure to do so will result in having to retake the Final Exam (in extraordinary circumstances, a student may petition the Graduate School for an exception to this requirement).
- A student wishing to submit the dissertation in the same quarter as the Final Exam should make note of the submission deadlines established by the Graduate School. These can be found on-line at <http://www.grad.washington.edu/students/dates.shtml>.
- A student may submit the dissertation up to two weeks after the end of a quarter without having to register for the following quarter by using the Registration Waiver Fee. The Registration Waiver Fee option is available to a student who has completed all other degree requirements except submission of the dissertation. (Note that the 60-day regulation noted above supersedes the Registration Waiver Fee deadline.) Complete information about the Registration Waiver Fee can be found here: <http://www.grad.washington.edu/policies/general/regwaiver.shtml>.

Submission of the dissertation involves two steps: the preliminary review and the final submission. The preliminary review is a service offered by the Graduate School where a thesis adviser will assess the formatting of your document according to the requirements noted above. A student may drop off a copy of the relevant dissertation pages to the Graduate School's Office of Student Services (G-1 Communications Building) or send the relevant pages to [gsstusrv@u.washington.edu](mailto:gsstusrv@u.washington.edu). An e-mail message will be sent to the student when the preliminary review is completed.

Once the necessary changes have been made, the student should make a final submission appointment with the Graduate School. During finals week, final submission is on a drop-in basis only, which may require having to wait for an extended period of time. The student should review Graduate School instructions on dissertation submission: <http://www.grad.washington.edu/students/thesis-dissertation/index.shtml>.

Once the dissertation is submitted to the Graduate School, the student should submit a copy of the dissertation abstract, along with the Post-Graduation Information form (<http://education.washington.edu/wordforms/postgrad.doc>) to the College's Office of Student Services (206 Miller Hall). These items will be included in the student's files.

#### MAXIMUM ALLOWABLE TIME

In planning the program of study and timeline, the student should keep in mind that all requirements for the Ph.D. must be completed within a 10-year time limit and in accordance with the following timeline:

Degree Stage:	Maximum Allowable Time:
Advance to Prospective Candidacy	2 years from matriculation (admission to doctoral program)
Form Supervisory Committee	1 year after advancement to Prospective Candidacy (Graduate School requires the Supervisory Committee be formally constituted at least the quarter before the General Oral Examination.)
Pass General Written Examination	5 years from matriculation
Pass General Oral Examination	6 months after passing the written exam
Approved dissertation proposal on file in the Office of Student Services	1 year after passing the General Oral Examination--timeline for passing Final Examination required as part of approved proposal.
Pass Final Examination (Dissertation defense)	Within a 10-year period

Extensions beyond the ten-year time limit are possible, but require Supervisory Committee recommendation and approval by the Graduate Program Coordinator. Requests for extensions beyond the ten-year limit must be petitioned to the Graduate School.

## DOCTOR OF EDUCATION

The Doctor of Education (Ed.D.) degree is designed to prepare a student for advanced professional practice directed mainly toward the application or transmission of existing knowledge. The program of study leading to the Doctor of Education, as a professional degree, focuses on the utilization of research knowledge, rather than on the production of new research knowledge. Those who aspire to leadership positions as administrators, policy analysts, curriculum designers, or learning resource specialists, for example, would appropriately seek the Doctor of Education degree.

The Ed.D. program consists of a cohesive program of study in a specialty area and related fields specifically tailored to the needs and career goals of individual students. This includes sequences of appropriate field placements including such experiences as supervisory internships, administrative practica and college teaching experiences; and coursework in research and evaluation methodologies. Upon completion of the Ed.D., each graduate should (a) have a broad understanding of the impact of social and cultural factors on education; (b) have the ability to communicate effectively in written and oral form in a variety of settings; (c) have advanced special expertise--body of knowledge and skills--which prepares the individual

to assume a position of educational leadership; and (d) have the ability to plan, develop, conduct, interpret, and apply research for specific purposes.

The following summarizes the stages and requirements and processes leading to the Ed.D. degree. Every Ed.D. student should also review the summary of the Graduate School's doctoral degree requirements (found here:

<http://www.grad.washington.edu/policies/doctoral/requirements.shtml>) as well as the summary of the College's credit hour requirements for the Ed.D. (found here: <http://education.washington.edu/degrees/edd.html>).

#### RESIDENCY

The Graduate School requires a minimum of 90 credits for doctoral degrees. An entering graduate student who holds a master's degree from a recognized academic institution may substitute the master's degree for thirty (30) of those credits (provided that the degree will not be more than 10 years old at the time of graduation from the UW), leaving sixty (60) credits that must be earned at the University of Washington. Each student should note that most College of Education degree options exceed the amounts required by the Graduate School.

#### GENERAL COURSE OF EVENTS LEADING TO A ED.D.

The following chart outlines the general course of events leading to a Ed.D. degree. Explanatory text follows the chart.

Events	Outcomes/Products
<b>Post Masters / First 1-2 Years</b>	
Faculty adviser helps plan initial coursework.	Written recommendation of faculty advisor for advancement to Prospective Candidacy
Completion of between 12 and 24 credits, as well as at least one internship.	Written recommendation of Area for advancement to Prospective Candidacy
<b>Prospective Candidacy</b>	
Supervisory Committee formed	Supervisory Committee form filed with Office of Student Services
Course of Study approved by Supervisory Committee	Maintain/update Course of Study worksheet
Complete all coursework approved in course of study (except dissertation)	Approved coursework completed with the following: <ul style="list-style-type: none"> <li>• G.P.A. 3.0 or better</li> <li>• 18 graded credits</li> <li>• 18 credits at the 500 level.</li> </ul>
General Examinations	Approved formal Course of Study filed with Office Of Student Services
Written exam, oral exam	Both exams passed

Candidacy	
Dissertation proposal	Approved Dissertation Proposal filed with Office of Student Services
Dissertation, Final Defense	Completion of 27 dissertation credits. Dissertation filed with Graduate School

#### ENROLLING IN FIRST AND SECOND YEAR COURSES

Upon admission to the Ed.D. program, each student is assigned a temporary advisor whose interests are compatible with those of the student. Prior to completing 18 credits of coursework, the student and the advisor will select the permanent faculty advisor. Working together, the student and the faculty advisor will prepare a tentative program of study that will meet the goals of the student and the requirements of the Area, College and University. Although the role of faculty advisor is designed to assist the student in completing the Ed.D. degree, it is each student's responsibility to follow all procedures of the Graduate School and College of Education.

#### ADVANCING TO PROSPECTIVE CANDIDACY

To be considered for Prospective Candidacy, a student must have completed between 12 and 24 credits hours of coursework, as well as at least one internship. When a student has met the minimum requirements, the advisor will help the student prepare records for presentation to the area faculty, and prepare a written recommendation for advancement to Prospective Candidacy.

Area faculty shall receive a written statement of the student's goals and a tentative program of study developed by the student and the advisor. Area faculty will consider (a) the faculty advisor's report concerning the student's progress in the program, (b) the written and oral abilities demonstrated by student, (c) the student's GPA, and (d) the student's leadership skills as demonstrated in their program of study. The Area faculty will review the student's work, and based on their review may recommend: (a) advancement to Prospective Candidacy, (b) advancement to Prospective Candidacy, but with supplemental activities to strengthen certain skill areas, (c) postponement of advancement to Prospective Candidacy until prescribed strengthening activities are successfully completed, or (d) discontinuation of study for the Ed.D.

#### FORMING THE SUPERVISORY COMMITTEE

Upon advancement to Prospective Candidacy, the student should explore with the faculty advisor and other graduate faculty members their willingness to serve on the Supervisory Committee. Once the student has identified a Chairperson and appropriate others who are willing to serve, their names should be submitted to the Office of Student Services using on the appropriate form available on the College website (see <http://education.washington.edu/current/forms/index.html>). The student should form a Supervisory Committee as soon after advancement to Prospective Candidacy as feasible. Supervisory Committee formation must be accomplished (a) within one calendar year following advancement, and (b) no later than four months prior to the General Examination.

Supervisory Committees will be formed in accordance with Graduate School Memorandum #13 (<http://www.grad.washington.edu/policies/memoranda/memo13.shtml>) and according to the following principles:

- A minimum of four voting faculty (at least three with graduate faculty appointments), including (a) two faculty from the students' Area of Specialization (at least one of whom should be knowledgeable about students' interests within that Area); and (b) one from either another Area in Education or from outside Education who is knowledgeable in the students' related fields of study;
- A maximum of seven committee members in total; and
- An additional graduate faculty member, the Graduate School Representative (GSR), must also serve on the committee. GSRs must be members of the graduate faculty with an endorsement to chair doctoral committees, and must have no conflict of interest (such as budgetary relationships or adjunct appointments) with the College of Education. Members of Supervisory Committees representing students' specializations outside of the College of Education may also serve as GSRs, provided they are qualified to serve in both roles.

The Graduate School requires each doctoral student who is forming a committee for the first time to submit a "Use of Animal and Human Subjects" form at the time the committee is formed. The form can be found at <http://www.grad.washington.edu/students/research/human-animal-subjects.shtml>. Once completed, it should be submitted to the Office of Student Services.

Once formed, the Supervisory Committee will meet with the student to refine the program of study and field-based activities, prepare for the General Examination, and design the dissertation. The Supervisory Committee and the student decide the format of the General Examination and the Committee prepares and evaluates the exam. The Supervisory Committee serves as a resource group for the design and content of the dissertation. Between Supervisory Committee meetings, it will be the Chairperson's responsibility to serve as the student's advisor.

The Supervisory Committee may recommend against continuation in the program if a student's progress toward the degree is unsatisfactory. This may include but is not limited to: an excessive number of course withdrawals or incompletes, an average grade point of less than 3.0, unsatisfactory performance in field placements, or unsatisfactory performance on the General Examination.

#### COMPLETING THE WRITTEN GENERAL EXAM

When both the student and the Supervisory Committee concur that the student is prepared, and the student has completed all course requirements except the dissertation – including the completion at least 60 credit hours of coursework, per Graduate School requirements (or 30 hours if the student already completed a master's degree that will be less than 10 years old at the time of graduation from the UW) – there will be a Written and Oral General Examination covering all major portions of the program of study. The student's Course of Study and research activities will be evaluated through written and oral examinations conducted by the Supervisory Committee. The student should meet with the committee to discuss the content, scheduling, and format of the examinations. The Committee will prepare the written portion of the General Examination. The Chairperson will then forward a copy of the examination plan to the Office of Student Services.

The General Examination is given in two parts. The first part is written and examines content area in students' broad areas, specialty areas, and cognates. Upon satisfactory completion of the written portion of the General Examination, the oral portion may be scheduled.

#### COMPLETING THE ORAL GENERAL EXAM

The student is responsible for scheduling the oral portion of the General Exam (locating an adequate room, determining a date and time that is acceptable to all members of the Supervisory Committee, etc.), as well as submitting a Request for General Exam to the Graduate School. The student should submit the Request for General Exam at least three weeks prior to the date of the General Exam by using the Graduate School's online process. More information, and a link to the online Request for General Exam, can be found at [http://education.washington.edu/current/resources/online\\_exam\\_request.html](http://education.washington.edu/current/resources/online_exam_request.html). The student should also note that she or he must be enrolled for credit hours during the quarter of the General Exam. If a General Exam occurs during a period between academic quarters, then the General Exam will be considered to have taken place the following quarter, and the student must register for that quarter.

During the oral examination, members of the Graduate Faculty may ask any question they choose. By majority vote, the Supervisory Committee will rule whether a student passes the Oral Examination.

#### PREPARING THE DISSERTATION PROPOSAL

The Ed.D. dissertation is designed to demonstrate the student's knowledge and skills. This synthesis may be demonstrated by rigorous study of an educational problem such as curriculum evaluation, development and evaluation of administrative models, development and field testing of a diagnostic tool or curricular material, or development and evaluation of in-service, teacher training models. It may also take the traditional form of a research study. Throughout the dissertation period the student should maintain close contact with Supervisory Committee members.

Within one calendar year of successfully completing the Oral portion of the General Examination, the student shall submit and the Supervisory Committee approve a dissertation proposal. The purpose of the dissertation proposal is to provide the student with constructive criticism from the entire Supervisory Committee prior to the execution of dissertation work. The written dissertation proposal should be approved unanimously by the Supervisory Committee members; the approval will be indicated by submitting to the Office of Student Services a copy of the proposal cover page, signed by each member of the committee (a proposal cover page template can be found here: <http://education.washington.edu/wordforms/Thesis.doc>). Approval of the proposal does not guarantee that the Supervisory Committee will approve the dissertation at the Final Oral Examination, but it does guarantee that the Committee may not later disapprove the dissertation on the grounds that the research was poorly conceived. The approved proposal becomes the working paper for conducting dissertation research.

Once the proposal receives Supervisory Committee approval, the student may need to submit and application for review and approval by the Human Subjects Division. On its web site, the College of Education has summarized some of the most important aspects of the human subjects review process. That web page can be found here: [http://education.washington.edu/research/ors/hs\\_policies.html](http://education.washington.edu/research/ors/hs_policies.html). The student should also the

consult the web site of the UW's Human Subjects Division, found at <http://www.washington.edu/research/hsd/>.

For additional information about the process, the type of review suitable for a given project, application forms, and general assistance, a student may also contact Louise Clauss via email ([lclauss@u.washington.edu](mailto:lclauss@u.washington.edu)), or telephone (206-616-8291).

#### FORMING THE READING COMMITTEE

The Reading Committee will be selected from among student's Supervisory Committee members, and will include the Chair of the Supervisory Committee. It is advisable to include a member who is knowledgeable in the chosen research methodology. The Reading Committee will read and review the dissertation in detail and make a recommendation to the larger Supervisory Committee about readiness to schedule the Final Examination. Once the student has identified appropriate graduate faculty who are willing to serve on the Reading Committee, their names should be submitted to the Office of Student Services using on the appropriate form available on the College website (see <http://education.washington.edu/current/forms/index.html>).

#### CONFORMING TO STYLISTIC STANDARDS

It is the student's responsibility to ensure that the dissertation meets current Graduate School formatting requirements. The student may find information about these requirements online at <http://www.grad.washington.edu/students/thesis-dissertation/format-guidelines/index.shtml>. Further information, including a checklist for Graduate School dissertation reviews, is available at <http://www.grad.washington.edu/students/thesis-dissertation/index.shtml>.

#### COMPLETING THE FINAL EXAM (DISSERTATION DEFENSE)

It is expected that the student will pass the Final Examination. The final defense of the dissertation is intended as an opportunity for all involved to celebrate the good results of their work during the student's careers in the College.

The student should schedule the Final Examination after submitting the dissertation to the Supervisory Committee. The student is responsible for scheduling the Final Exam (locating an adequate room, determining a date and time that is acceptable to all members of the Supervisory Committee, etc.), as well as submitting a Request for Final Exam to the Graduate School. The student should submit the Request for Final Exam at least three weeks prior to the date of the Final Exam by using the Graduate School's online process. More information, and a link to the online Request for General Exam, can be found at [http://education.washington.edu/current/resources/online\\_exam\\_request.html](http://education.washington.edu/current/resources/online_exam_request.html). The student should also note that she or he must be enrolled for credit hours during the quarter of the Final Exam. If a Final Exam occurs during a period between academic quarters, then the Final Exam will be considered to have taken place the following quarter, and the student must register for that following quarter.

The Final Examination will cover the dissertation and related topics, and it may cover other areas deemed appropriate by the Supervisory Committee. While the committee alone votes on acceptance of the dissertation, any member of the graduate faculty may participate in the Final Examination.

#### SUBMITTING THE DISSERTATION TO THE GRADUATE SCHOOL

Once the student has passed the Final Exam and has completed any revisions requested by the Supervisory Committee, the remaining step is to submit the dissertation to the Graduate School.

In preparation for submitting the dissertation, the student should keep the following Graduate School policies in mind:

- The dissertation must be submitted to, and accepted by, the Graduate School within 60 days of the Final Examination. Failure to do so will result in having to retake the Final Exam (in extraordinary circumstances, students may petition the Graduate School for exceptions to this requirement).
- A student wishing to submit the dissertation in the same quarter as the Final Exam should make note of the submission deadlines established by the Graduate School. These can be found on-line at <http://www.grad.washington.edu/students/dates.shtml>.
- A student may submit the dissertation up to two weeks after the end of a quarter without having to register for the following quarter by using the Registration Waiver Fee. The Registration Waiver Fee option is available to a student who has completed all other degree requirements except submission of the dissertation. (Note that the 60-day regulation noted above supersedes the Registration Waiver Fee deadline.) Complete information about the Registration Waiver Fee can be found here: <http://www.grad.washington.edu/area/regwaiver.html>.

Submission of the dissertation involves two steps: the preliminary review and the final submission. The preliminary review is a service offered by the Graduate School where a thesis adviser will assess the formatting of your document according to the requirements noted above. A student may drop off a copy of the relevant dissertation pages to the Graduate School's Office of Student Services (G-1 Communications Building) or send the relevant pages to [gsstusrv@u.washington.edu](mailto:gsstusrv@u.washington.edu). An e-mail message will be sent to the student when the preliminary review is completed.

Once any necessary changes have been made, the student should make a final submission appointment with the Graduate School. During finals week, final submission is on a drop-in basis only, which may require having to wait for an extended period of time. The student should review Graduate School instructions on dissertation submission here: <http://www.grad.washington.edu/students/thesis-dissertation/index.shtml>.

Once the dissertation is submitted to the Graduate School, the student should submit a copy of the dissertation abstract, along with the Post-Graduation Information form (<http://education.washington.edu/wordforms/postgrad.doc>) to the College's Office of Student Services (206 Miller Hall). These items will be included in the student's files.

#### MAXIMUM ALLOWABLE TIME

In planning the program of study and timeline, students should keep in mind that all requirements for the Ph.D. must be completed within a 10-year time limit and in accordance with the following timeline:

Degree Stage:	Maximum Allowable Time:
Advance to Prospective	2 years from matriculation (admission to doctoral program)

## Candidacy

Form Supervisory Committee	1 year after advancement to Prospective Candidacy (Graduate School requires the Supervisory Committee be formally constituted at least 4 months before the General Oral Examination.)
Pass General Written Examination	5 years from matriculation
Pass General Oral Examination	6 months after passing the written exam
Approved dissertation proposal on file in the Office of Student Services	1 year after passing the General Oral Examination--timeline for passing Final Examination required as part of approved proposal.
Pass Final Examination (Dissertation defense)	Within a 10-year period

Extensions beyond the ten-year time limit are possible, but require Supervisory Committee recommendation and approval by the Graduate Program Coordinator. Requests for extensions beyond the ten-year limit must be petitioned to the Graduate School.

## MASTER OF EDUCATION

The Master of Education (M.Ed.) degree provides intermediate-level graduate training which enhances professional knowledge and prepares students for further graduate study, if desired. Each of the four broad educational areas in the College of Education (Curriculum and Instruction, Educational Psychology, Educational Leadership and Policy Studies, and Special Education) offers the M.Ed. degree. The various programs in these areas have specific requirements in terms of courses, credit hours, internships, etc. The information below is intended to be a guide; each student should consult the Area office for information pertaining the student's specific program.

UNDERSTANDING GRADUATE SCHOOL AND COLLEGE OF EDUCATION MINIMUM REQUIREMENTS  
Each M.Ed. student must satisfy both Graduate School and College of Education minimum requirements in order to receive the degree. It is the student's responsibility to learn these requirements and to ensure that the Course of Study is designed in such a way as to meet them.

The Graduate School's minimum requirements for the master's degree are summarized below. A complete list and explanation of the requirements can be on-line at <http://www.grad.washington.edu/policies/masters/requirements.shtml>.

- A minimum of 36 quarter credits of graduate course work, 18 of which must be for courses numbered 500 or higher;

- Numerical grades must be received in at least 18 quarter credits of course work taken at the UW;
- A minimum grade-point average of 3.0 is required to graduate and a minimum grade of 2.7 must be earned in each course counting for the degree;
- No more than 6 graduate level quarter credits can be transferred from other academic institution (this applies only to the master's degree);
- Up to 12 Graduate Non-Matriculated credit hours can apply towards a master's degree (masters students who also wish to transfer credit hours from another institution may apply any combination of GNM and up to six approved transfer credits totaling twelve credits);
- To graduate in any quarter, a student must complete all requirements for the degree by the last day of final examinations for that quarter;
- A student must be registered at the University for the quarter in which graduation requirements are met and the degree is requested.

The College of Education's minimum requirements for the master's degree are summarized below. Each student should consult the Area office pertaining to the student's specific program for complete information about requirements.

- A minimum of 45 credits of upper division (300-level) and graduate (400 or 500-level) coursework;
- Removal of any "X,N, or I" grades from transcripts by completing courses (applies to all courses required for the program of study);
- A minimum grade of 2.7 in all coursework used to satisfy M.Ed. requirements;
- Fulfillment of culminating thesis, project, or exam, as well as other area requirements.

#### ESTABLISHING A COURSE OF STUDY

Upon admission to the M.Ed. program, each student is assigned a faculty advisor in the chosen program of study. Working together, the student and the faculty advisor will prepare a tentative Course of Study which will meet the goals of the student and the requirements of the Area, the College and the University. Although the role of faculty advisors is designed to assist students in completing the M.Ed. degree, it is each student's responsibility to follow all procedures of the Graduate School and College of Education.

The Course of Study may change over time depending upon the student's interests, course availability, or other individual circumstances. However, a final copy of the Course of Study, signed by both the student and the advisor, must be submitted to the Office of Student Services during the quarter the student expects to graduate. Forms are available for this purpose, and can be found on the College's web site at <http://education.washington.edu/current/forms/index.html>.

#### COMPLETING YOUR CULMINATING WORK (THESIS, PROJECT, EXAM, ETC.)

Every M.Ed. student must prepare a culminating work prior to graduation. The available options for this culminating available will differ depending on the chosen program of study, but may include any of the following:

- A comprehensive written exam, usually completed in one 4-hour sitting;
- A research undertaking culminating in a formal master's thesis, along with an oral defense of the thesis;
- A portfolio project on a chosen topic, along with an oral presentation of the project;

- A non-thesis work (research project, internship experience, special assignment, etc.), along with an oral defense of the work.

Each student should meet with the assigned advisor early on (by the end of the first year) to decide which option is best given the student's interests and aptitudes. In addition, each student should create a plan for how to complete the requirements of the culminating work.

(SPECIAL NOTES FOR M.ED. STUDENTS COMPLETING A THESIS)

A student who chooses to complete a thesis will need to complete at least 9 thesis (700-level) credit hours. In addition, it is the student's responsibility to ensure that the thesis meets current Graduate School formatting requirements. The student may find information about these requirements online at <http://www.grad.washington.edu/students/thesis-dissertation/format-guidelines/index.shtml>. Further information, including a checklist for Graduate School dissertation reviews, is available at <http://www.grad.washington.edu/students/thesis-dissertation/index.shtml>.

Once the student has successfully defended the thesis and has completed any revisions requested by the student's committee, the remaining step is to submit the thesis to the Graduate School. In preparation for submitting the thesis, the student should keep the following Graduate School policies in mind:

- Every student should make note of the thesis submission deadlines established by the Graduate School. These can be found on-line at <http://www.grad.washington.edu/students/dates.shtml>. Note that the Graduate School requires two copies of the thesis to be submitted.
- A student may submit the thesis up to two weeks after the end of a quarter without having to register for the following quarter by using the Registration Waiver Fee. The Registration Waiver Fee option is available to a student who has completed all other degree requirements except submission of the thesis. Complete information about the Registration Waiver Fee can be found here: <http://www.grad.washington.edu/area/regwaiver.html>.

Submission of the thesis involves two steps: the preliminary review and the final submission. The preliminary review is a service offered by the Graduate School where a thesis adviser will assess the formatting of your document according to the requirements noted above. A student may drop off a copy of the relevant thesis pages to the Graduate School's Office of Student Services (G-1 Communications Building) or send the relevant pages to [gsstusrv@u.washington.edu](mailto:gsstusrv@u.washington.edu). An e-mail message will be sent to the student when the preliminary review is completed.

Once any necessary changes have been made, the student should make a final submission appointment with the Graduate School. During finals week, final submission is on a drop-in basis only, which may require having to wait for an extended period of time. The student should review Graduate School instructions on dissertation submission here: <http://www.grad.washington.edu/students/thesis-dissertation/index.shtml>.

REQUESTING A MASTER'S DEGREE FROM THE GRADUATE SCHOOL

Every M.Ed. student must apply for the degree on-line to the Graduate School during the anticipated quarter of graduation. Application for the master's degree is solely the responsibility

of the student. The on-line application can be found here:

<http://www.grad.washington.edu/stsv/mastapp.htm>.

A student may submit a request from the 1<sup>st</sup> day of the quarter of expected graduation until the Sunday (midnight Pacific Time) of the eighth week of the quarter of expected graduation. If a student misses the deadline, then the student may submit a request during the Registration Waiver Fee period (up to two weeks after the end of the quarter), but must pay a \$250 fee. If degree requirements are not met in the requested quarter and/or a student neglects to pay the late fee, the student must register and submit another degree request for the next quarter.

Complete information about the Registration Waiver Fee can be found here:

<http://www.grad.washington.edu/area/reqwaiver.html>.

#### SUBMITTING COURSE OF STUDY AND DEGREE COMPLETION FORMS

In addition to requesting the master's degree from the Graduate School, each M.Ed. student must complete and submit a *Course of Study* form and a *Degree Completion* form. Both forms must be signed by the student and by the advisor, and must be submitted to the Office of Student Services (206 Miller Hall) before the College of Education will recommend the student to the Graduate School for graduation. *Course of Study* forms can be found on the College web site at <http://education.washington.edu/current/forms/index.html>; the *Degree Completion* form can be found at <http://education.washington.edu/wordforms/medcomplete.doc>.

#### MASTER IN TEACHING

The Master in Teaching (M.I.T.) degree is offered through the Teacher Education Program and leads to elementary or secondary (specific subject) school teaching. Students completing the elementary program earn a Washington Residency Certificate for elementary education granted by the State of Washington. Secondary program students are endorsed by the State for specific subjects.

#### UNDERSTANDING GRADUATE SCHOOL AND TEACHER EDUCATION PROGRAM MINIMUM REQUIREMENTS

Each M.I.T. student must satisfy both Graduate School and Teacher Education Program minimum requirements in order to receive the degree. It is the student's responsibility to learn these requirements and to ensure that they are met.

The Graduate School's minimum requirements for the master's degree are summarized below. A complete list and explanation of the requirements can be on-line at

<http://www.grad.washington.edu/stsv/mastersinfo.htm>.

- A minimum of 36 quarter credits of graduate course work, 18 of which must be for courses numbered 500 or higher;
- Numerical grades must be received in at least 18 quarter credits of course work taken at the UW;
- A minimum grade-point average of 3.0 is required to graduate and a minimum grade of 2.7 must be earned in all courses counting for the degree;
- No more than 6 graduate level quarter credits can be transferred from other academic institution (this applies only to the master's degree);

- Up to 12 Graduate Non-Matriculated credit hours can apply towards master's degree (masters students who also wish to transfer credit hours from another institution may apply any combination of GNM and up to six approved transfer credits totaling twelve credits);
- To graduate in any quarter, a student must complete all requirements for the degree by the last day of final examinations for that quarter;
- A student must be registered at the University for the quarter in which graduation requirements are met and the degree is requested.

In order to meet State of Washington requirements for teacher certification, the requirements of the Teacher Education Program are rigorous and highly structured. Each M.I.T. student should consult the online *Elementary TEP HUB* or *Secondary TEP HUB*, which are online handbooks describing the various aspects of the program. These can be found at <http://education.washington.edu/areas/tep/hub/index.html>.

#### FIELD EXPERIENCES AND STUDENT TEACHING

Every M.I.T. student must complete a series of field experiences while completing the degree. Field experiences vary according to each student's program (elementary or secondary), but generally progress from observation activities to comprehensive curriculum planning and classroom teaching. Each M.I.T. student should consult the online *Elementary TEP HUB* or *Secondary TEP HUB*, which are online handbooks describing the various aspects of the program. These can be found at <http://education.washington.edu/areas/tep/hub/index.html>.

#### REQUESTING A MASTER'S DEGREE FROM THE GRADUATE SCHOOL

Every M.I.T. student must apply for the degree on-line to the Graduate School during the anticipated quarter of graduation. Application for the master's degree is solely the responsibility of the student. The on-line application can be found here: <http://www.grad.washington.edu/stsv/mastapp.htm>.

A student may submit a request from the 1<sup>st</sup> day of the quarter of expected graduation until the Sunday (midnight Pacific Time) of the eighth week of the quarter of expected graduation. If a student misses the deadline, then the student may submit a request during the Registration Waiver Fee period (up to two weeks after the end of the quarter), but must pay a \$250 fee. If degree requirements are not met in the requested quarter and/or a student neglects to pay the late fee, the student must register and submit another degree request for the next quarter. Complete information about the Registration Waiver Fee can be found here: <http://www.grad.washington.edu/area/regwaiver.html>.

## PREPARING TO GRADUATE

### MASTERS STUDENTS

All master's students must satisfy *both* Graduate School and College of Education minimum requirements in order to receive the master's degree. Students must take responsibility for learning these requirements and ensuring that they are met. Specific information on degree completion may be found in the "Degree Programs" section of this manual. Once they are met, students should complete the following final steps.

#### REQUESTING A MASTER'S DEGREE FROM THE GRADUATE SCHOOL

All master's students must submit an on-line request to the Graduate School during the anticipated quarter of graduation. Application for the master's degree is solely the responsibility of students. The on-line application can be found here:

<http://www.grad.washington.edu/stsv/mastapp.htm>.

A student may submit a request from the 1<sup>st</sup> day of the quarter of expected graduation until the Sunday (midnight Pacific Time) of the eighth week of the quarter of expected graduation. If a student misses the deadline, then the student may submit a request during the Registration Waiver Fee period (up to two weeks after the end of the quarter), but must pay a \$250 fee. If degree requirements are not met in the requested quarter and/or a student neglects to pay the late fee, the student must register and submit another degree request for the next quarter. Complete information about the Registration Waiver Fee can be found here:

<http://www.grad.washington.edu/area/regwaiver.html>.

#### SUBMITTING COURSE OF STUDY AND DEGREE COMPLETION FORMS (M.ED. STUDENTS ONLY)

In addition to requesting the master's degree from the Graduate School, M.Ed. students must complete and submit a *Course of Study* form and a *Degree Completion* form. Both forms must be signed by students and their advisors, and must be submitted to the Office of Student Services (206 Miller Hall) before the College of Education will recommend students to the Graduate School for graduation. *Course of Study* forms can be found on the College web site at <http://education.washington.edu/current/forms/index.html>; the *Degree Completion* form can be found at <http://education.washington.edu/wordforms/medcomplete.doc>.

### DOCTORAL STUDENTS

Doctoral students who wish to graduate in a given quarter must have passed the Final Examination (dissertation defense) and must have submitted their dissertations to the Graduate School – and the Graduate School must accept the dissertations – by the last day of the quarter. Students who cannot meet these deadlines must wait until the following quarter to graduate. Specific information on degree completion may be found in the "Degree Programs" section of this manual.

#### COLLEGE OF EDUCATION GRADUATION CEREMONY AND RECEPTION

The College of Education holds its own ceremony at the end of Spring Quarter to recognize the accomplishments of students receiving Ph.D., Ed.D., M.Ed., and M.I.T. degrees. Awards for

outstanding graduates and alumni are also given. This ceremony is followed by an informal reception for students, faculty, and guests. Graduation regalia is strongly encouraged, but not required. Family and friends are welcome to the ceremony and reception, but due to space limitations, graduates should plan on bringing no more than four guests. Information about the College's ceremony will be distributed via e-mail and/or U.S. Mail early in Spring Quarter. Graduates from the summer quarter prior to graduation through the summer quarter following graduation are eligible to have their names listed in the graduation program as well as participate in the ceremony. Students who are graduating have the responsibility to make sure their contact information is up to date.

Additional information about the College's graduation ceremony and reception will be available on the College's web site ([http://education.washington.edu/news/events/grad\\_invite.html](http://education.washington.edu/news/events/grad_invite.html)) early in Spring Quarter.

#### SUBMITTING INFORMATION FOR THE COE GRADUATION PROGRAM

In early Spring Quarter, the Office of Student Services will send a broadcast announcement to all currently enrolled College students asking them to submit their information if they intend to graduate in either spring or summer quarters (OSS will have names of any students graduated before spring quarter; summer quarter graduates are eligible to participate in the spring quarter graduation ceremony). Information may be submitted on-line using an on-line survey designed for this purpose. The survey may be accessed by visiting the College's graduation website: [http://education.washington.edu/news/events/grad\\_invite.html](http://education.washington.edu/news/events/grad_invite.html).

#### RESPONDING TO ATTEND THE CEREMONY/RECEPTION

Also in early Spring Quarter, the Office of Student Services will send a broadcast announcement to all recently graduated and currently enrolled College students asking them to RSVP if they intend to participate in the College's Graduation Ceremony. RSVP information may be submitted on-line using an on-line survey designed for this purpose. The survey may be accessed by visiting the College's graduation website: [http://education.washington.edu/news/events/grad\\_invite.html](http://education.washington.edu/news/events/grad_invite.html).

#### UNIVERSITY OF WASHINGTON COMMENCEMENT CEREMONY

The UW holds a University-wide commencement ceremony for all UW graduates. Information, including information about required tickets for guests, is provided after students have officially applied for graduation. Regalia is required for this ceremony. Space is limited; in order to enable other graduating students to bring their families, students should not state that they will participate or order tickets unless they definitely plan to participate in this ceremony. The UW ceremony is coordinated by the Office of Ceremonies, and information can be found on their website: <http://uwgraduation.com/>.

## COLLEGE OF EDUCATION RESOURCES

### OFFICE OF STUDENT SERVICES

The Office of Student Services (OSS) exists to help students in the College of Education, by:

- Serving as a welcoming and reliable source of information for students, staff, and faculty,
- Providing access to services that students need in order to achieve their educational goals successfully,
- Supporting and facilitating a sense of community in the College of Education, and
- Promoting the educational and social justice benefits of a diverse College community.

Within these broad goals, the OSS carries out a great number of activities – including recruiting prospective students; advising applicants on application procedures; processing applications to the College's programs; coordinating orientation activities; collaborating with faculty, staff, and students on College climate and community issues; facilitating informational and professional development workshops; providing referrals to other offices and services around campus; and assisting students with degree completion procedures (including graduation).

Students are encouraged to visit the Office of Student Services whenever they need assistance understanding policies or procedures, obtaining forms, or locating other services on campus. The office also welcomes students' comments and suggestions about their experiences in the College of Education. For specific examples of services provided by OSS, visit <http://education.washington.edu/current/index.html>.

The OSS is located in 206 Miller Hall and is open Monday - Thursday, 8:00 to 6:00, and on Friday, from 8:00 to 5:00 (summer and break hours may vary). Students may contact the office by telephone at 206-543-7834 or by email at [edinfo@u.washington.edu](mailto:edinfo@u.washington.edu).

### GRADUATE PROGRAM COORDINATOR (GPC)/GRADUATE PROGRAM ASSISTANT (GPA)

The Graduate Program Coordinator (GPC) is a senior tenured member of the Graduate Faculty and serves as the official liaison between the College of Education and the Graduate School. The GPC maintains familiarity with policies and procedures of the Graduate School and the College of Education, makes referrals to other offices and services on campus, and provides individual counseling and guidance for graduate students as they complete their degrees. In the College of Education, the Associate Dean for Academic Programs functions as the GPC.

The Graduate Program Assistant (GPA) is the designated staff associate for the GPC. Like the GPC, the GPA serves as a liaison to the Graduate School, maintains familiarity with policies and procedures of the Graduate School and the College of Education, makes referrals to other offices and services on campus, and provides guidance on process-related questions having to do with degree completion. In the College of Education, the Director of Student Services functions as the GPA.

To make an appointment with either the GPC or the GPA, students should contact the Office of Student Services at 206-543-7834 or [edinfo@u.washington.edu](mailto:edinfo@u.washington.edu).

Student should note that *faculty advisors provide academic advising* and are the best resource for questions related to students' courses of study. While the GPC and GPA can provide guidance on the *process* of degree completion, faculty advisors are in the best position to advise students on academic matters such as selecting courses, formulating dissertation or thesis topics, and selecting committee members.

#### ASSOCIATED STUDENTS OF THE COLLEGE OF EDUCATION (ASCE)

ASCE acts on behalf of the student body of the College of Education to improve the climate in the College in three chief ways. First, it aims to create a positive culture and atmosphere in the COE for all students, primarily by helping student connect with one another socially as a means to establish more meaningful relationships that will lend to academic collaboration and support as students find their ways into our professional careers. Second, ASCE serves as the student government for the COE and acts as a liaison between COE students and the administrations of the college and the university. Third, it aims to strengthen professional development opportunities in the college by making them accessible to all students in the college.

All students enrolled in the College of Education are considered members of ASCE. Students may learn more about ASCE by visiting <http://education.washington.edu/current/orgs.html>, by sending an e-mail message to [ascemail@u.washington.edu](mailto:ascemail@u.washington.edu).

#### CERTIFICATION COORDINATOR

The College of Education's Certification Officer ensures that all students who complete a certificate program have fulfilled both UW and Washington state requirements before being recommended for certification to the Office of the Superintendent of Public Instruction. Once students have completed their programs (Administrator, ESA, Teacher), their files are forwarded to the Certification Coordinator for final processing which includes issuing temporary permits and requesting official certificates. For those earning a teaching certificate, the Certification Coordinator can also provide information on adding additional endorsements. If students have any questions about certification, they should contact the Certification Coordinator, Michael Nielsen, at [mnielsen@u.washington.edu](mailto:mnielsen@u.washington.edu) or 206-616-9610, or drop by his office in 206 Miller Hall.

#### COLLEGE CALENDAR

The College of Education maintains an on-line calendar of College-wide events for the College community. The calendar also includes important academic dates such as University holidays and the beginning and end dates of each quarter. Students may view the calendar at <http://education.washington.edu/calendar/calendar.php>.

To submit an event for the College calendar, send complete information about the event – including the name of the event, the date, the time, the location, and a brief description – to [coe@u.washington.edu](mailto:coe@u.washington.edu).

## COMPUTER LAB/TECHNOLOGY OFFICE

The College computer lab, available in room 424 of Miller Hall, offers both Macintosh and PCs, connected to the internet and to the departmental network. The lab is open Monday through Friday from 9:00 a.m. to 5:00 p.m. The adjacent Technology Center provides assistance to students with maintenance, equipment, and software advice. To request assistance with technology resources in Miller Hall, please visit this website:  
<http://education.washington.edu/tech/>.

## COURSE SCHEDULER

The Course Scheduler tool, used by students and advisors for planning purposes, provides a searchable database of future COE courses in all programs. Students can view the Course Scheduler at [http://education.washington.edu/current/courses/course\\_scheduler.html](http://education.washington.edu/current/courses/course_scheduler.html). Currently, most courses are listed about three quarters in advance.

## EDUCATORS FOR SOCIAL JUSTICE (ESJ)

Educators for Social Justice (ESJ) is a student group at the University of Washington-Seattle that advocates awareness, understanding, and action around issues of social justice within the College of Education and the field of education, as well as in the community. The group's goals are to promote & advocate for multiculturalism throughout the College of Education; increase the ethnic & racial diversity of educators who work in common schools, colleges, & universities; and build a supportive and dynamic College of Education community.

You can find more information about ESJ on the web at <http://education.washington.edu/current/diversity.html>, or by contacting the group via e-mail at [e4sj@u.washington.edu](mailto:e4sj@u.washington.edu).

## FORMS ON THE WEB

Many of the forms students will need during their tenure at the College of Education can be found on the College's web site: <http://education.washington.edu/current/forms/index.html>. Forms found there include: degree completion forms (for M.Ed. students), forms related to general exam and final exams (for doctoral students), forms related to scholarships and other financial aid (for all students), course of study forms (for all students), and the College of Education Petition Form.

Other University offices make their forms available on the web as well:

- *Forms related to graduate study and the Graduate School:*  
<http://jones.grad.washington.edu/forms/>.
- *Forms related to registration, academic records, and transcripts:*  
<http://depts.washington.edu/registra/forms/>.
- *Forms related to financial aid:*  
<http://www.washington.edu/students/osfa/graduate/grad.forms.html>.

- *Forms related to paying tuition and processing loans:*  
<http://f2.washington.edu/fm/sfs/students/forms>.

#### OFFICE OF MINORITY RECRUITMENT AND RETENTION (OMRR)

The Office of Minority Recruitment and Retention (OMRR) is staffed by the Director of Graduate Minority Recruitment & Retention and two Graduate Staff Assistants. The Office provides supports minority students (both U.S. students and international students) as they navigate the College of Education. One of the Office's primary goals is to connect students to College of Education, the University of Washington, and community resources. An equally important goal, however, is to help students develop a sense of community while attending the College of Education. Students who have questions about attending the College of Education or getting settled in Seattle are welcome to contact the Office for advice and assistance. OMRR is located in 206 Miller Hall. Students should feel free to stop by if they have any questions or simply want to visit. Office hours will be posted on the bulletin board outside 206 Miller Hall. Students may visit OMRR on the web at [http://education.washington.edu/current/minority\\_rnr.html](http://education.washington.edu/current/minority_rnr.html), or contact OMRR by telephone (206-543-1821) or by email ([recruit@u.washington.edu](mailto:recruit@u.washington.edu)).

#### RESEARCH/HUMAN SUBJECTS

The University of Washington requires that all research undertaken by faculty, students or staff involving human participants must be reviewed and approved by the UW Human Subjects' Division (HSD) *prior to* contacting potential study participants or beginning secondary data analysis. Depending on the risk to participants, this review will be completed either by the College human subjects review committee or by committees within the UW Human Subjects Division (HSD). This may include class projects.

On its web site, the College of Education has summarized some of the most important aspects of the human subjects review process. Students can find that web page here: [http://education.washington.edu/research/ors/hs\\_policies.html](http://education.washington.edu/research/ors/hs_policies.html). Students should also the consult the web site of the UW's Human Subjects Division, found at <http://www.washington.edu/research/hsd/>.

For additional information about the process, the type of review necessary for your project, application forms, and general assistance, contact Louise Clauss via email ([lclauss@u.washington.edu](mailto:lclauss@u.washington.edu)), or telephone (206-616-8291).

#### STUDENT LOUNGE

The Student Lounge in 216 Miller Hall provides a space for students while on campus. Students will find a great deal of information about the College posted in the lounge, including upcoming events, important academic dates, and general announcements. Questions or comments about the lounge should be directed to the Office of Student Services (206 Miller Hall; 206-543-7834; [edinfo@u.washington.edu](mailto:edinfo@u.washington.edu)).

#### TECHNOLOGY OFFICE/COMPUTER LAB

The College computer lab, available in 424 of Miller Hall, offers both Macintosh and PCs, connected to the internet and to the departmental network. The lab is open Monday through Friday from 9:00 a.m. to 5:00 p.m. The adjacent Technology Center provides assistance to students with maintenance, equipment, and software advice. To request assistance with technology resources in Miller Hall, please visit this website:

<http://education.washington.edu/tech/>.

#### WRITING CENTER

The College of Education Writing Center, located on the fourth floor of Miller Hall, serves all Education students in all programs. All students are welcome to take advantage of the Writing Center's services. The primary function of the Center is to assist students in communicating their ideas by offering assistance with every step of the writing process: researching, prewriting, drafting, revising, editing, and submitting/publishing. Students may visit the Writing Center on the web at [http://education.washington.edu/current/resources/writing\\_center.html](http://education.washington.edu/current/resources/writing_center.html), or contact the Writing Center by telephone (206-221-4117) or e-mail ([coewrite@u.washington.edu](mailto:coewrite@u.washington.edu)).

## CAMPUS RESOURCES

### BOOKSTORES

The University Bookstore is an independent bookstore serving the University of Washington. In addition to textbooks, the Bookstore carries general books, gifts, supplies, and UW paraphernalia. The main store is located at 4326 University Way (43<sup>rd</sup> St. and University Ave.). Two smaller, satellite stores are located in the Odegaard Library and in the South Campus Center (Health Sciences complex).

Students may visit the University Bookstore web site (<http://www.bookstore.washington.edu/>) for more information. Students should note that many textbooks can be purchased on-line.

### COMPUTING RESOURCES

There are a number of computing resources available on the University campus. Below are the most common ones available to students.

#### MARY GATES HALL COMPUTING RESOURCE CENTER

This general access lab offers a variety of hardware and software, including laser printing. The lab is located in room 131 of Mary Gates Hall. Students should see their web site for hours of operation: [http://www.washington.edu/lst1/technology\\_spaces/computing\\_commons](http://www.washington.edu/lst1/technology_spaces/computing_commons).

#### OUGL COMPUTING COMMONS

OUGL Computing Commons offers services similar to those in the Mary Gates Hall Computing Resource Center. It is located on the second floor of the Odegaard Undergraduate Library. Students should see their website for specific hours of operation: [http://www.washington.edu/lst1/technology\\_spaces/computing\\_commons](http://www.washington.edu/lst1/technology_spaces/computing_commons).

#### CENTER FOR SOCIAL SCIENCE COMPUTATION AND RESEARCH (CSSCR)

Students should familiarize themselves with this upper campus computing center. It is located on the first floor of Savery Hall in rooms 110-116 and rooms 117-121 (check the [map](#) to find Savery Hall) and exists to help students in the social sciences use computers in their research. The Center has a large number of terminals and printers connected to mainframes as well as microcomputer teaching classrooms. The Center offers basic courses free of charge in computing, e.g., SPSS X, MS Windows, etc. Consultants are available to assist you. Students should see their web site for more specific information and for hours of operation: <http://julius.csscr.washington.edu/>.

#### ACCESS TECHNOLOGY LAB

The Access Technology Lab (ATL) provides resources to improve access to computing resources for UW students, faculty, and staff. The computers, software and special equipment in the lab provide technology that is accessible to users who are blind, have low vision, have certain physical limitations, or for any other reason need computing resources available to them in alternative formats. The Access Technology Lab is located inside the Mary Gates Hall Computing Resources Center and is open for users during the same hours. The staff members assigned specifically for the ATL are available from 9:00 a.m. to 5:00 p.m. Monday through Friday. Students should see the ATL website for more information: <http://www.washington.edu/computing/atl/>

#### OTHER DEPARTMENTAL CAMPUS LABS

Several departmental labs on campus are open for general student use. Students should see this web site for specific locations and hours: <http://www.washington.edu/itconnect/labs/>.

#### COUNSELING CENTER

The Student Counseling Center offers career, academic skills, and personal counseling to currently enrolled University of Washington students. It provides career testing and interpretation workshops, as well as academic skills workshops on a variety of topics including stress management, test anxiety and time management. Personal and couple counseling issues are also addressed through individual or group therapy, which is provided by professional staff who possess either Doctoral or Masters degrees. For further information regarding Counseling Center services, students should visit the center at 401 Schmitz Hall or call 206-543-1240. Students can visit the Center's web site at <http://depts.washington.edu/counsels/>.

#### DISABILITY RESOURCES FOR STUDENTS

The Disability Resources for Students Office (DRS) coordinates academic accommodations for enrolled students with documented disabilities. Accommodations are determined on a case-by-case basis and may include classroom relocation, sign language interpreters, recorded course materials, note taking, and priority registration. DRS also provides needs assessment, mediation, referrals, and advocacy as necessary and appropriate. Requests for accommodations or services must be arranged in advance and require documentation of the disability, verifying the need for the accommodation or service. Detailed information is available on the DRS website: <http://www.washington.edu/students/drs/>.

Technical and adaptive equipment is available through both DRS and Computing & Communications. Information about adaptive-technology computer software and equipment and their locations on campus may be obtained from DRS. Publications include the *Access Guide for Persons with Disabilities* (<http://www.washington.edu/admin/ada/>), showing classroom access, elevator locations, ramps, parking, and restrooms; the *Campus Mobility Route Map*, a quarterly newsletter, and other publications.

Additional information is available from the Disability Resources for Students Office: 448 Schmitz, Box 355839, (206) 543-8924, (TTY) 543-8925, [uwdss@u.washington.edu](mailto:uwdss@u.washington.edu).

#### GRADUATE OPPORTUNITIES & MINORITY ACHIEVEMENT PROGRAM (GO-MAP)

GO-MAP is a division of the Graduate School that serves the needs of graduate students of color and those from other underrepresented groups while also providing opportunities for all students to learn and develop through experiences in cultural, ethnic, and racial diversity. GO-MAP works primarily in the areas of recruitment and outreach, financial assistance, research and scholarship, and community building by offering programs, events, activities, and opportunities for students, faculty, staff, and the community. For more information, students should visit their website (<http://www.grad.washington.edu/gomap/index.shtml>) or stop in to their office in G-1 of the Communications Building.

## HEALTH CENTER

Hall Health is a member of the University of Washington Physicians Primary Care Network and is a preferred provider for many health insurance plans. As an outpatient clinic, Hall Health offers care to University of Washington students, faculty, and staff, and to the general public. Highly trained and experienced professional staff provide services, and all care is confidential. The physicians and nurse practitioners hold clinical faculty appointments at the UW School of Medicine and are board certified. Some of the services provided by Hall Health include primary care, women's health, pediatric health, mental health, sports medicine, pre-travel counseling and immunizations, and physical therapy.

Hall Health Primary Care Center is open Monday through Friday from 8:00 am to 5:00 pm, except Tuesdays when it is open from 9:00 am to 5:00 pm. Students should call 206-685-1011 or visit the web site for more information: <http://www.hallhealthcenter.com/>.

## HUMAN SUBJECTS DIVISION

The University of Washington requires that all research undertaken by faculty, students or staff involving human participants must be reviewed and approved by the UW Human Subjects' Division (HSD) *prior to* contacting potential study participants or beginning secondary data analysis. Depending on the risk to participants, this review will be completed either by the College human subjects review committee or by committees within the UW Human Subjects Division (HSD). This may include class projects.

On its web site, the College of Education has summarized some of the most important aspects of the human subjects review process. Students can find that web page here: [http://education.washington.edu/research/ors/hs\\_policies.html](http://education.washington.edu/research/ors/hs_policies.html). Students should also consult the web site of the UW's Human Subjects Division, found at <http://www.washington.edu/research/hsd/>.

For additional information about the process, the type of review suitable for your project, application forms, and general assistance, students may also contact Louise Clauss via email ([lclauss@u.washington.edu](mailto:lclauss@u.washington.edu)), or telephone (206-616-8291).

## INTERNATIONAL STUDENT SERVICES (ISS)

The International Student Services Office provides assistance to international students, scholars, and faculty in meeting United States Immigration and Naturalization Service regulations dealing with such matters as maintaining lawful status, extensions of stay, transfers of schools/programs, and working authorizations. The Office also provides a formal orientation to the campus and community for new international students and visiting faculty; advice and counsel for educational, financial, and personal problems; and dissemination of important and timely information through newsletters and workshops. The Office is located in 459 Schmitz, (206) 221-4404. Students may also visit the ISS web site at <http://iss.washington.edu/>.

Students should note that the College of Education also provides assistance to international students through its Office of Minority Recruitment and Retention (OMRR). OMRR is located in 206 Miller Hall. Students should feel free to stop by if they have any questions or simply want to

visit. Office hours will be posted on the bulletin board outside 206 Miller Hall. Students may contact OMRR by telephone at 206-543-1821, or by email at [recruit@u.washington.edu](mailto:recruit@u.washington.edu).

## LIBRARIES

The main libraries on the Seattle Campus are the Suzzallo/Allen Libraries, located on the east side of Red Square near Mary Gates Hall, and the Odegaard Undergraduate Library, located on the west side of Red Square, near the statue of George Washington. In addition, there are many satellite libraries spread throughout the campus. For more information about the libraries, and information about how to set up a library account, students should visit the Libraries website: <http://www.lib.washington.edu/>. The Libraries maintain a subject-specific web page for Education-related topics at <http://www.lib.washington.edu/subject/Education/>.

## OFFICE OF MINORITY AFFAIRS AND DIVERSITY (OMAD)

The Office of Minority Affairs and Diversity, guided by the core principle of educational equity, works to ensure a welcoming climate in which all students will realize their full potential. OMAD provides a number of outreach activities and academic support services that are available to students at the University of Washington. The mission of OMAD includes the following areas of focus: (a) providing comprehensive academic support, (b) ensuring academic and personal growth, (c) building community, (d) providing leadership on diversity, and (e) offering educational programs. For more information about OMAD and its programs, students should view their website (<http://depts.washington.edu/omad/>) or visit their office in 394 Schmitz Hall.

## PARKING SERVICES/TRANSPORTATION OFFICE

Commuter Services provides parking services to the university community and its visitors and is responsible for the construction, maintenance and operation of parking facilities on the UW Seattle campus. A range of parking options are available to faculty, staff, students, departments, visitors and guests.

The Commuter Services web site

(<http://www.washington.edu/facilities/transportation/commuterservices/>) is the gateway for students' transportation needs, including maps and directions to various campus locations, special events parking, and alternative transportation options like U-PASS (<http://www.washington.edu/facilities/transportation/commuterservices/u-pass>).

## RECREATIONAL SPORTS

The Department of Recreational Sports Programs includes the Intramural Activities Building (IMA), the Waterfront Activities Center, the Golf Range, the Intramural Sports program, Club Sports, and the Sports and Fitness Instruction Program. Most activities are open to registered matriculated UW students who pay the Services and Activities fees, upon presentation of their current Husky ID Card. Other fees may apply for certain activities. Student should visit the Recreational Sports web site for further information: <http://depts.washington.edu/ima/index.php>.

## UNIVERSITY OF WASHINGTON POLICY STATEMENTS

### ACCESS TO EDUCATION RECORDS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 is designed to protect the privacy of students' educational records. However, the following information is considered public or "directory" information and may be released to anyone unless students inform the Office of the Registrar that they do not wish any information released:

- Name
- Address
- Telephone number
- Major field of studies
- Dates of attendance
- Degrees and awards received
- Full-or part-time enrollment status
- Educational institutions attended

If students do not wish to authorize the release of directory information and do not want their directory information to appear in the published or electronic Student Directory, they must restrict access through MyUW (<http://myuw.washington.edu/>) or by calling the address change service (206-543-3868) to restrict access to this information. No directory information will be released including degrees awarded and dates of attendance. If students later wish to change their authorization and allow release, they must go to the Registration Office, 225 Schmitz and present photo identification.

The College of Education does not routinely release directory information about students without the consent of the student. Please note that if the release of directory information has been restricted, the College cannot respond to inquiries from employers or schools asking us to confirm dates of attendance, field of study, etc., without specific written consent from the student.

Students can find additional information about the Family Educational Rights and Privacy Act and the University's policies regarding education records here: <http://www.washington.edu/students/reg/ferpa.html>.

### ALCOHOL AND SUBSTANCE USE AND ABUSE

To help ensure the safety and well-being of faculty, staff, students, and the general public, the University is committed to maintaining a campus environment that is free of illegal drugs and of drugs and alcohol that are used illegally. Therefore, the University prohibits consuming of alcoholic beverages on University property, except in accordance with state of Washington liquor license procedures. The University also prohibits the unlawful possession, use, distribution, or manufacture of alcohol or controlled substances (as defined in Chapter 69.50 RCW) on University property or during University-sponsored activities (Chapter 478-124 WAC). Violation of the University's alcohol and drug prohibitions is cause for disciplinary or other appropriate action.

These provisions are in accordance with the requirements of the federal Drug-Free Schools and Communities Act Amendments of 1989, and the Drug-Free Workplace Act of 1988.

## COMPUTER USAGE

The use of University of Washington computing and networking resources is governed by extensive federal and state law and policy, internet acceptable use practices, University of Washington policy, and UW Technology policy. All University policies regarding the appropriate use of university resources and responsible personal conduct apply to the use of UW computing and networking resources. In addition, students' use of UW resources must comply with the restrictions and acceptable practices established specifically for these resources. Faculty/staff use of these systems is subject to Washington state law for employees of state agencies.

Evidence of illegal activities or policy violations will be turned over to the appropriate authorities as soon as possible after detection. Depending upon their nature, violations of law or policy will be met with responses including revocation of access, suspension of accounts, disciplinary actions, and prosecution.

Further, as the computing and networking infrastructure of the University of Washington underlies many crucial activities for the entire University community, including hospitals and clinics, the UW's primary responsibility is to protect and sustain the operation of those facilities. As such, the UW may take whatever steps it feels appropriate to remedy or prevent activities that, in the UW's judgment, endanger the orderly operation of UW networks or systems, and/or which threaten the UW's network connections to the Internet and/or other institutions or networks.

These guidelines are intended as a supplement to the basic UW policy on ethics in computer use and the University's software copyright policy. For complete information, see: <http://www.washington.edu/itconnect/policy/>.

## EQUAL OPPORTUNITY STATEMENT

(For the complete legal statement, refer to the University of Washington Administrative Policy Statements, Vol. 2, D46.4: <http://www.washington.edu/admin/rules/APS/46.04.html>).

The University of Washington reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran in accordance with University of Washington policy and applicable federal and state statutes and regulations.

For resolution of complaints involving discriminatory behavior, students should refer to the following section of this manual entitled "Grievance Procedures."

## GRIEVANCE PROCEDURES

With noted exceptions (see below), graduate students who believe they have been subjected to unfair treatment in the administration of academic policies may seek resolution of their complaints as described below.

#### INFORMAL CONCILIATION

Students are encouraged, but not required, to first attempt to resolve a grievance with the faculty or staff member(s) most directly concerned. Students who wish to attempt this informal conciliation must initiate this process within 3 months of the complained of incident by requesting one of the following persons to conciliate the grievance: director or chair of the unit, or the appropriate college dean. If discussion with the faculty or staff member(s) concerned, facilitated by the director or chair of the unit or the appropriate college dean, does not resolve the grievance, students may request the Graduate School to assist in an informal resolution. In such a case, the Dean of the Graduate School shall designate an Associate Dean as the informal conciliator for the Graduate School. The Associate Dean may either facilitate conciliation directly or involve the Ombudsman. If the Associate Dean attempts informal conciliation directly, he or she may not be involved in a subsequent formal complaint.

#### FORMAL COMPLAINT

Students who are dissatisfied with the informal conciliation may file a formal complaint with the Dean of the Graduate School within 10 days of the conclusion of the attempted informal process. The grievance will be referred to the Academic Grievance Committee, and a hearing process will be initiated. Complete information can be found on the Graduate School's web site at <http://www.grad.washington.edu/Acad/gsmemos/gsmemo33.htm>.

#### EXCEPTIONS

Distinct procedures exist for the following types of grievances:

- *Grades or academic evaluation*: According to the University of Washington Handbook (Volume IV, Section 2), students who believes an instructor erred in the assignment of the grade, shall first “discuss the matter with the instructor before the end of the following academic quarter.” If not satisfied with the instructor’s response, students have 10 days to file a written appeal. Specific procedures and timelines for grade appeals may be found here: <http://www.washington.edu/faculty/facsenate/handbook/Volume4.html>.
- *Discriminatory behavior by a University employee*: Students who believe they have been discriminated against on the basis of race, religion, color, creed, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran should refer to the Resolution of Complaints Against University Employees Procedure contained in the University of Washington *Operations Manual* (<http://www.washington.edu/admin/rules/APS/46.03.html>).
- *Misconduct by other students*: Student disciplinary proceedings for misconduct, including plagiarism and cheating, fall under the provisions of the *Student Conduct Code* contained in the University Handbook. The Office of Community Standards and Student Conduct (<http://www.washington.edu/provost/studentlife/cssc.html>) administers the Student Conduct Code.

A complete description of the College of Education’s procedures for resolving grievances may be found in the “College of Education and Graduate School Policies” section of this manual, or on the College’s web site at <http://education.washington.edu/current/grievance.html>.

#### POLICY ON HIV

(For complete policy details, refer to the Policy on Human Immunodeficiency Virus: <http://www.washington.edu/students/handbook/HIV.html>.)

The University makes available to eligible persons information and appropriate clinical services, including testing and counseling, and will make referrals as necessary to other health-care agencies. Questions regarding HIV can be directed to the Hall Health Primary Care Center, 206-685-2437, or the HIV/STD Information Hotline: 206-205-7837.

#### INCLEMENT WEATHER POLICY

If the UW closes due to inclement weather, the COE will also be closed and classes will be cancelled. Students may call 206-547-INFO (4636) for recorded information about the University's operation during inclement weather. The University will also list this information on its home page, <http://www.washington.edu/>.

#### REASONABLE ACCOMMODATION STATEMENT

The University of Washington is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. For information or to request disability accommodation contact: Disability Resources for Students Office at (206) 543-8924 or (206) 543-8925 (TTY), or email at [uwdss@u.washington.edu](mailto:uwdss@u.washington.edu).

#### RESEARCH/HUMAN SUBJECTS

The University of Washington requires that all research undertaken by faculty, students or staff involving human participants must be reviewed and approved by the UW Human Subjects' Division (HSD) *prior to* contacting potential study participants or beginning secondary data analysis. Depending on the risk to participants, this review will be completed either by the College human subjects review committee or by committees within the UW Human Subjects Division (HSD). This may include class projects.

On its web site, the College of Education has summarized some of the most important aspects of the human subjects review process. Students can find that web page here: [http://education.washington.edu/research/ors/hs\\_policies.html](http://education.washington.edu/research/ors/hs_policies.html). Students should also the consult the web site of the UW's Human Subjects Division, found at <http://www.washington.edu/research/hsd/>.

For additional information about the process, the type of review suitable for your project, application forms, and general assistance, students may also contact Louise Clauss via email ([lclauss@u.washington.edu](mailto:lclauss@u.washington.edu)), or telephone (206-616-8291).

#### SEXUAL HARASSMENT

(For complete policy details, please refer to Non-Discrimination and Affirmative Action Statement in the University of Washington Handbook: <http://www.washington.edu/facsenate/handbook/04-01-02.html>.)

Sexual discrimination in the form of sexual harassment – defined as the use of one's

authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for his or her refusal; or as the creation by a member of the University community of an intimidating, hostile, or offensive working or educational environment through verbal or physical conduct of a sexual nature – shall be a violation of the University’s human rights policy. Either men or women can be harassed by members of the same or opposite sex; University policy prohibits all forms of sexual harassment.

For resolution of a sexual harassment complaint, students should refer to the previous section of this manual, entitled “Grievance Procedures.”

## STUDENT CONDUCT CODE

The following is an abbreviated version of the *University of Washington Student Conduct Code*. The complete code is available from the Office of Community Standards and Student Conduct in HUB G20; by referring to the Washington Administrative Code (WAC), Chapter 478-120; or by viewing the code on-line at <http://www.washington.edu/students/handbook/conduct.html>. The Office of Community Standards and Student Conduct (<http://www.washington.edu/provost/studentlife/cssc.html>) administers the Student Conduct Code.

Admission to the University carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and the welfare of the academic community. That responsibility includes, but is not limited to:

- Academic and professional honesty and integrity,
- Refraining from actions which would interfere with University functions or endanger the health, safety, or welfare of others, and
- Complying with the rules and regulations of the University and its units.

Specific instances of misconduct on campus include, but are not limited to:

- Intentionally and substantially disrupting teaching
- Physical abuse or threat of harm
- Sexual offenses, such as rape, sexual assault or harassment
- Malicious damage to or misuse of property
- Refusal to comply with lawful order to leave the campus
- Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons (excluding legal defense sprays)
- Unlawful possession, use, distribution, or manufacture of alcohol or controlled substances
- Inciting others to engage in unlawful activity.

Violations of these standards may result in a variety of disciplinary actions, including suspension or permanent dismissal from the University.

## APPENDIX: ACRONYMS, ABBREVIATIONS, AND OTHER UW/COE JARGON

Like many organizations, the College of Education and the University of Washington has a multitude of acronyms, abbreviations, and jargon that can be confusing to those who are new. Listed below are some of the common ones in use around the College of Education, along with page numbers from this manual (or a web link) where you can learn more. If you need clarification, don't hesitate to ask a continuing student, a staff member, or a faculty member.

206 – 206 Miller Hall (Office of Student Services and Office of Minority Recruitment & Retention). See page 50.

ASCE – Associated Students of the College of Education. See page 51.

C & I – Curriculum & Instruction. See <http://education.washington.edu/areas/ci/>.

COE – College of Education. See <http://education.washington.edu/>.

Danforth – Danforth Educational Leadership Program (for aspiring school principals and program leaders). See <http://depts.washington.edu/k12admin/danforth/>.

DRS – Disability Resources for Students. See page 56.

ECFS – Early Childhood & Family Studies (COE undergraduate major). See <http://education.washington.edu/degrees/undergrad/ecfs>.

EdD – Doctor of Education degree. See page 37.

EDLPS – Education Leadership & Policy Studies. See <http://education.washington.edu/areas/edlps/>.

EDPSY or EdPsych – Educational Psychology. See <http://education.washington.edu/areas/ep/>.

ELS – Education, Learning & Society (COE undergraduate minor). See [http://education.washington.edu/degrees/undergrad/undergrad\\_minor.html](http://education.washington.edu/degrees/undergrad/undergrad_minor.html).

ESJ – Educators for Social Justice. See page 52.

FERPA – Family Education Right to Privacy Act. See page 59.

FIUTS – Foundation for International Understanding Through Students. See <http://www.fiuts.washington.edu/>.

GFIS – Graduate Funding Information Services. See page 19.

GO-MAP – Graduate Opportunity & Minority Assistance Program. See page 56.

GPA – Graduate Program Assistant. See page 50.

GPC – Graduate Program Coordinator. See page 50.

- GSA – Graduate Staff Assistant (a type of graduate funding opportunity). See page 17.
- GSR – Graduate School Representative. See page 31 or 39.
- HD&C – Human Development & Cognition. See [http://education.washington.edu/areas/ep/deg\\_programs/hum\\_dev/index.html](http://education.washington.edu/areas/ep/deg_programs/hum_dev/index.html).
- HSD – Human Subjects Division. See page 53.
- IAL – Intercollegiate Athletics Leadership program (for aspiring athletic leaders in postsecondary institutions). See <http://www.ial.washington.edu/ial/>.
- IMA – Intramural Activities Building (a division of Recreational Sports Programs). See page 58.
- IRB – Institutional Review Board (known as Human Subjects Division). See page 53.
- ISS – International Student Services. See page 57.
- L4L – Leadership for Learning program (for aspiring school district leaders). See <http://depts.washington.edu/k12admin/l4l/>.
- LLC – Language, Literacy & Culture program. See <http://education.washington.edu/areas/ci/studyoptions/med/langlit.html>.
- MEd – Master of Education. See page 43.
- MIL – Masters in Instructional Leadership program (for aspiring teacher-leaders). See <http://www.milead.washington.edu/mil/>.
- MIT – Master in Teaching. See page 46.
- MSRD – Measurement, Statistics & Research Design program. See [http://education.washington.edu/areas/ep/deg\\_programs/msrd/index.html](http://education.washington.edu/areas/ep/deg_programs/msrd/index.html).
- MyGrad – My Grad Program (online Graduate School resources). See <http://www.grad.washington.edu/mygrad/index.shtml>.
- OMAD – Office of Minority Affairs & Diversity. See page 58.
- OMRR – Office of Minority Recruitment & Retention. See page 53.
- OSFA – Office of Student Financial Aid. See page 17.
- OSS – Office of Student Services. See page 50.
- PhD – Doctor of Philosophy. See page 29.
- R & I – Research & Inquiry. See page 32.
- RA – Research Assistant (a type of graduate funding opportunity). See page 17.

SPED or EDSPE – Special Education. See <http://education.washington.edu/areas/edspe>.

TA – Teaching Assistant (a type of graduate funding opportunity). See page 17.

TEP – Teacher Education Program (for aspiring elementary and secondary teachers). See <http://education.washington.edu/areas/tep>.

U-PASS – University Pass. See page 6.

UWNetID – University of Washington Network ID. See page 6.