



EVANS SCHOOL OF PUBLIC AFFAIRS

UNIVERSITY *of* WASHINGTON

PH.D. IN POLICY AND
MANAGEMENT
STUDENT HANDBOOK
2009-2010

PREFACE

This handbook provides prospective and current students with general information about the Evans School Ph.D. program curriculum, policies, and procedures. It has important information about the school's academic policies and requirements. The handbook is also available on the Evans School website at <http://evans.washington.edu/students/handbooks>.

For more general information on the school's mission, history, research, teaching, and public service initiatives, please see the school's website (<http://evans.washington.edu>).

All students should review this material and consult it as they progress through the Ph.D. program. This document is intended to accompany the UW *Graduate School's Policies and Procedures for Graduate Students* available online at http://www.grad.washington.edu/area/currstuds_f.htm. Please consult both for comprehensive information about policies and requirements.

No handbook or website can answer all the questions you have, and certainly cannot replace contact with the faculty and staff who are here to serve you. The following faculty and staff (2008-09 assignments) may be helpful in answering your questions or providing assistance:

- Professor William Zumeta, faculty coordinator, Ph.D. program
- Jason Smith, assistant dean of student services and admissions
- Jesse Knappenberger, director of admissions
- Sharon Doyle, program coordinator, Ph.D. program
- Heather Krasna, director of career services
- Associate Professor Rachel Kleit, graduate program coordinator

These individuals are responsible for administering the Evans School's academic and student services programs. Go to them when you have questions about your enrollment in the program, Ph.D. policies, the curriculum and its requirements, or any matter related to your academic progress at the school. In addition, each new student is assigned a faculty advisor. Your advisor is a valuable resource on questions about classes, resources on campus for academic study, or other matters of graduate-level academics, and we urge you to use him or her often and wisely.

PROGRAM OVERVIEW

The Ph.D. in Public Policy and Management is a research doctoral program that prepares its graduates for careers as faculty in university programs in public policy and management, and for research positions in the public and nonprofit sectors. The Ph.D. program seeks to prepare scholars who can advance the state of research, practice and the formation and evaluation of policies in the academic, nonprofit, and public sectors. It takes an interdisciplinary perspective in its curriculum and draws broadly on theoretical and methodological foundations in policy analysis and management.

Ph.D. DEGREE REQUIREMENTS

Ph.D. students must complete a minimum of 90 credits to earn the Ph.D. degree, generally through 60+ credits of coursework, and a minimum of 27 dissertation credits. The degree can be completed in four years, generally through two years of coursework with the remaining time for the dissertation research, writing, and defense.

A. YEAR ONE

The first-year core curriculum prepares students to undertake independent scholarship in public policy and management. Prior coursework in calculus is required before matriculation. In addition to the course requirements below, students have some restricted elective options in the first year, along with more electives available in the second year (see sample course schedule in Section C).

- **Research Design (PPM 502).** This course provides a doctoral-level applied social sciences background that combines theoretical and practical skills for conducting research. Students are exposed to issues involved in research decisions and to diverse problem-solving strategies at various stages of the research process. The course examines the logic of scientific inquiry, conceptualization and measurement of social phenomena, principles of research design, and alternative methods for describing, analyzing, and modeling primary and secondary data.
- **Institutional Perspectives on Management (PPM 504).** This foundation course prepares doctoral students for careers in research and teaching public policy, management, and leadership. It examines competing theories of institutional design and action that illuminate pressing challenges of policy, management, and leadership.
- **Public Policy Processes (PPM 508/PolSci 575).** This course is concerned with research about policy processes. It is structured as a research seminar that combines theoretical frameworks for studying policy processes with discussion of student research. Options for this course include domestic and comparative institutional perspectives
- **Advanced Microeconomics for Policy Analysis (PPM 506).** This course provides a doctoral-level introduction to microeconomic theory and tools that are used to inform public policy analysis. The course covers individual and firm behavior, decisions under uncertainty, information, strategic behavior, property rights, transaction costs, externalities, public goods, and related topics.
- **Public Policy Analysis (PPM 510).** This course engages students in an explicit consideration of the role of policy research and analysis in public decision-making and a review and synthesis of the policy research, analysis, and evaluation literature. Students assess the contributions and limitations of seminal and recent research, gain exposure to cutting-edge techniques, and identify unresolved and emerging research questions that offer opportunities for future research.
- **Quantitative Methods (SOC 505 & 506).** Two core courses developing research skills in quantitative analysis are provided in the Department of Sociology. These two courses, offered in Winter and Spring Quarters, provide a foundation in the development, application, and diagnosis of linear models. Alternatively, students may opt for the quantitative sequence offered in Economics (ECON 580 and 581).

- **Proseminar in Public Policy and Management (PPM 500).** This weekly course provides a means to become familiar with research agendas and opportunities in this field and in the Evans School as well as other aspects of socialization into the academic process, including teaching, grant writing and publishing.

QUALIFYING EXAMINATION

All students will take the written qualifying examination approximately two weeks after the end of the Spring Quarter of the first year. This exam requires students to demonstrate mastery of the seven required courses taken in year one and to integrate knowledge across them. Students must pass all parts of the exam to continue in the program. In cases where a student's performance is less than fully satisfactory (conditional pass) in a particular area, remedial work may be required (e.g., retaking a course or a special assignment). In case of a failing grade on a question, the student will be permitted a single retake which will be scheduled for the September following the examination. A student who fails the retake exam cannot continue in the program. In addition to the grades of Pass and Pass with Conditions, students may earn a grade of High Pass on individual questions and the exam as a whole.

B. YEAR TWO

ADVISORY COMMITTEE

With the aid of his/her advisor, each student should form an Advisory Committee by the Spring Quarter of the second year to serve an expanded role in advising the student, particularly on elective coursework, the second year paper, and the development of a research agenda leading to the dissertation. The committee should consist of a primary advisor and one or two additional members. The primary advisor and at least one additional member must be from the Evans School (these members may have joint appointments in other units). A third member may be from outside the Evans School. The primary advisor and at least one other member of the committee must also be members of the UW Graduate Faculty. Members of this Advisory Committee will often form the nucleus of the official Supervisory Committee, appointed in year three, that supervises the General Examination and the Dissertation phases of the student's Ph.D. program.

TEACHING

Students are expected to develop teaching competence during their Ph.D. program. This is initiated by participating in the Teaching Assistant Conference on Teaching and Learning (1 credit), offered by the Center for Instructional Development and Research (CIDR), which takes place just before the Autumn Quarter of each year, or another course or seminar with similar aims. This workshop should normally be completed prior to serving as a Teaching Assistant (TA). In addition, all students are expected to TA for at least one course in the Evans School or elsewhere on campus and/or to teach a course of their own before graduation. A student may request a waiver from this requirement if he or she has had equivalent prior teaching experience in public policy or public management or a closely related field. In an effort to improve students' preparation for teaching roles, the Evans School and University offer additional teaching preparation opportunities for course credit.

For students who receive funding offers from the school that include teaching responsibilities, the expectation is that the student will TA for three quarters during their second or third year, as indicated by the Evans School. In some cases, qualified students may be asked to be a TA during their first year. TA assignments will be made by the Associate Dean for Academic Affairs in

consultation with the Ph.D. faculty coordinator and the faculty. Students may choose to be a TA for more than the minimum three quarters, teaching opportunities permitting.

SECOND YEAR COURSEWORK REQUIREMENTS

1. **The Data Analysis Practicum and at least two additional courses in research and analytic methods that have been approved by the student's advisor.** At least one of these two courses must be a qualitative methods course. The second may be either a quantitative or qualitative methods course.

Data Analysis Practicum (PPM 512). This course builds on and integrates methodological aspects of the core curriculum and develops capacity to undertake independent research. Students will read, critique, and replicate portions of selected empirical papers from a range of scholarly areas that contribute to this Ph.D. program, such as sociology, political science, management, economics, and risk analysis. The exercises will be selected to provide opportunities to deal in-depth with issues of research design, data limitations, measurement of key concepts, model specification, and interpretation.

2. **At least three graduate-level courses in a substantive policy area (e.g. environmental policy, education policy, international development, etc.).** The Ph.D. program recommends that these courses be taken from at least two departments (including professional schools) and cross disciplinary lines. These courses should be rigorous enough to enable each student to competently read and critique research in the field of specialization.

The Ph.D. program recommends that students develop significant disciplinary depth in social science by taking three or more graduate-level courses in one discipline (anthropology, economics, geography, political science, psychology, or sociology). These courses are in addition to discipline-based courses that focus on research methods. They may overlap with substantive policy area courses. Students may want to take the field examination in their external discipline concentration from the relevant unit on campus, but this is not required.

The Ph.D. program recommends that students specializing in public or nonprofit management build their knowledge of how management tools are applied in context by taking at least three graduate-level courses in substantive policy areas. Depending on student interests, the courses may focus on more than one area.

The course planning should be done in close consultation with the student's advisor and committee.

SECOND-YEAR ASSESSMENT PAPER

Students must pass a written second-year assessment paper before being permitted to take the General Examination. The second year paper requires students to demonstrate competence in their selected concentrations, and in analytic methods. Students should work closely with their Advisory Committee in designing the particulars of their assessment within the parameters described below. Students may opt to enroll for supervised independent study credits (PPM 600) for readings they undertake in preparation.

In the second year paper, the student develops a critical review of the literature in his or her area of study. The review should integrate research on the area of study and identify potential research opportunities that may subsequently form the basis for a dissertation proposal. The review should demonstrate broad familiarity with relevant research in the chosen area, and with the range of theory and methods applied within the reviewed literature. It should demonstrate that the student is prepared to carry out the independent research needed to develop a dissertation proposal and complete a dissertation. The paper should be approximately 30 pages in length, and be submitted to the student's Advisory Committee for evaluation by the end of Spring Quarter of the second academic year. Each member of the Advisory Committee will provide written or oral feedback to the student within 2-3 weeks. The student will revise the paper in light of the feedback and resubmit it to the committee. Within 2-3 weeks after the resubmission the student and committee will meet to discuss the paper and the student's plans for research. The committee will submit to the Ph.D. faculty coordinator a written evaluation of the paper and discussion which will include its assessment of the student's readiness to begin work on a dissertation proposal. This step must be completed before the student forms a Supervisory Committee and schedules the General Examination.

As they complete this requirement, students may elect to take independent study course credits with their advisor or other appropriate faculty member. In addition, the second year Pro-Seminar provides some general guidance about the preparation of this paper.

SAMPLE COURSE SCHEDULE FOR YEARS ONE AND TWO

YEAR ONE			YEAR TWO		
Quarter	Course	Credits	Quarter	Course	Credits
Autumn	PPM 506: Advanced Microeconomics for Policy Analysis	3	Autumn	Quantitative and qualitative methods courses: policy/management and disciplinary specialization courses	7
	PPM 504: Institutional Perspectives on Management	3		Autumn	PPM 512: Data Analysis Practicum
	PPM 500: Proseminar in Public Policy and Management	1	Winter		Quantitative and qualitative methods courses; policy/management and disciplinary specialization courses
	PPM 502: Research Design	3			
Winter	PPM 508 : Public Policy Processes	5			
	SOC 505: Applied Social Statistics	3			
	PPM 500: Proseminar in Public Policy and Management	1			
	Elective(s)	3			
Spring	PPM 510: Public Policy Analysis	3	Spring	Quantitative and qualitative methods courses; policy/management and disciplinary specialization courses	10
	SOC 506: Quantitative Techniques in Sociology	3			
	PPM 500 : Proseminar in Public Policy and Management	1			
	Elective(s)	3			
TOTAL CREDITS, YEAR ONE		30+	TOTAL CREDITS, YEAR TWO		30+

Course Schedule Notes:

- Core courses are noted in yellow.
- Ph.D. students who have completed prior coursework similar to that of a particular core course may request approval from the Ph.D. Program faculty coordinator for a course substitution.
- In years one and two, Ph.D. students are expected to maintain a minimum credit load of 10 credits per quarter.
- Students may take second year methods and policy or management courses in any term in which they are offered.
- Scheduling is subject to change on an annual basis. This schedule is meant to be an example.

C. YEAR THREE AND BEYOND

GENERAL EXAMINATION

The General Examination will be an oral defense of a written dissertation proposal. Upon passing the Examination, the student will advance to candidacy for the Ph.D.

The dissertation proposal should provide a plan for the dissertation that the student develops in consultation with his or her Supervisory Committee (see below), and which reflects a shared expectation of what the dissertation will involve. The proposal should include a clear statement of the research questions and hypotheses and their significance, review of the literature, research design, description of the data and analytic methods to be used in the study, and expectations of the contributions to be made by the dissertation.

The timing of the General Examination will depend on the progress of the student in working with the Supervisory Committee to develop a suitable proposal. In general, the proposal and defense should be completed by the end of year three in the Ph.D. program.

ESTABLISHING A SUPERVISORY COMMITTEE

One quarter prior to scheduling the General Examination, the student needs to formalize his or her Supervisory Committee, including appointment of a Graduate School Representative (GSR), by filing the appropriate forms with the Graduate School. (See Graduate School Memorandum No. 13: <http://www.grad.washington.edu/acad/gsmemos/gsmemo13.htm>.) The committee's size and membership (excluding the GSR) should follow the guidelines for the Advisory Committee explained earlier. The scheduling and location of the General Examination must be filed and approved by all members of the Supervisory Committee and the GSR at least three weeks prior to scheduling the General Examination.

DISSERTATION

Once the student passes the General Examination, he or she advances to the level of doctoral candidate, may form a Reading Committee from among the members of the Supervisory Committee to assist closely with the dissertation work, and develops a dissertation based on the proposal approved at the General Examination. The final step in the Ph.D. program is the formal presentation and defense of the dissertation before the Supervisory Committee. This process follows the normal protocol as set by the Graduate School.

Section II: Academic Calendar & Deadlines

ACADEMIC CALENDAR 2009-2010

Quarterly schedules, dates of instruction, registration deadlines, deadlines for adding or dropping a course, tuition and fee deadlines, final exam schedule, grade deadlines, and holidays can all be found at the University of Washington's Academic Calendar website at <http://www.washington.edu/students/reg/0910cal.html>

GRADUATE STUDENT DEADLINES

DEADLINE TO GO ON-LEAVE

5th Calendar Day of Quarter

DEADLINE TO WITHDRAW FROM UNIVERSITY

(Please check exact dates for each quarter in the U.W. Bulletin.)

- 7th Calendar Day of Quarter – No Tuition/Fees
- 8th through 30th Calendar Day of Quarter – 50% Tuition/Fees
- After 30th Calendar Day of Quarter – 100% Tuition/Fees

DEADLINE TO DROP A COURSE

Through the 2nd Week

SECTION III: REGISTRATION INFORMATION

REGISTRATION INSTRUCTIONS

Consult the Evans School Course Planning Guide and UW Time Schedule for class listings and registration dates. The Evans School Course Planning Guide, course schedule, and the UW Time Schedule can be accessed at <http://evans.washington.edu/courses-degrees/course-listings>. You can register for your classes on MyUW (the UW's computer registration system). MyUW can be accessed at <http://myuw.washington.edu/>.

- For current quarter Evans School classes, you will need to consult the UW Time Schedule to see when you can register and whether a course needs an entry code. Please see below for specific instructions.
- For non-Evans School classes, consult that specific department's UW Time Schedule or call the department for specific registration instructions.

Ph.D. students must register for a minimum of 10 credits to be considered full time.

ACCESSING THE REGISTRATION SYSTEM

Students register for classes through the MyUW Registration system. MyUW can be accessed via the UW homepage, or by going directly to <http://myuw.washington.edu/>. Instructions are printed in the UW Time Schedule and are easy to follow. For most Evans School classes, you will need only the schedule line number (SLN) listed in the time schedule to register. In some cases, you will also need a personal entry code (EC) issued from the Evans School or other UW departments. Be sure to have the number(s) ready before registering.

After choosing your classes, you need to pay close attention to the comment column of the Evans School quarterly schedule to see when you can register and whether you need an entry code. Please note that registration is divided into three different time periods and there are restrictions for each period. Below is an explanation of the abbreviations used on the Evans School Time Schedule.

Pd	Period
PPM only	Only students admitted to the Ph.D. program can register
all	All students can register, including those from outside the department
EC	Entry code
Prereq	Prerequisite
J	Joint with another department

SECTION IV: ADMINISTRATIVE INFORMATION

ON-LEAVE STATUS

Students must be accounted for (i.e., either registered or officially on-leave) during every term but Summer Quarter, from the time they are accepted to Evans School until they complete their Ph.D. degree. Any student who does not apply for on-leave status before going on-leave for one or more quarters during the academic year will be dropped from the Graduate School and will be required to re-apply to the UW before returning.

FILING FOR ON-LEAVE STATUS

If it is necessary to take a leave of absence from the University for professional or personal reasons, a student should file an on-leave petition during the quarter prior to the term that will be missed. Students may apply for on-leave status for up to three consecutive quarters. Students must have completed at least one quarter of graduate study at the UW prior to filing an on-leave petition. In order to get a card, students must first contact their faculty advisor to let them know of their intention to go on-leave. Second they must contact the graduate program coordinator to have their on-leave approved. Once their on-leave is approved, students can pick up the on-leave card from Student Services. On-leave cards must be delivered to 264 Schmitz Hall with a \$35.00 fee by the 5th calendar day of the quarter to be missed.

RETURNING FROM ON-LEAVE STATUS

Graduate students who are returning from official on-leave are not required to fill out a returning student application, and they register during Registration Period II.

WITHDRAWING FROM THE UNIVERSITY; ADDING, DROPPING, AND AUDITING COURSES

Withdrawal	Students withdrawing from the University (i.e., dropping <i>all</i> of their courses) once a quarter's work is in progress MUST obtain a withdrawal form from the Withdrawal Office, Schmitz Hall. Students who do not submit the on-leave form will be dropped by the Graduate School and must re-apply to the UW Graduate School before returning. Please keep the Evans School office informed of your current address and phone number.
Dropping a Course:	Graduate students withdrawing officially from a course during the first two weeks of a quarter shall have no entry on their academic record. No drops will be permitted after the 2nd week of the quarter. (Exception: Each student will be permitted to drop one course between the beginning of Week 3 and the end of Week 7 of any one quarter each year September-August, i.e. one such drop per year. If a student uses this drop option, the grade "W" shall be recorded by the Registrar's Office for the dropped course.) The Registrar's Office will charge a late fee for courses dropped after the first week of the quarter. The grade "W" shall count neither as completed credit nor be computed into the grade point averages.
Hardship Withdrawal:	Students may submit a written petition to the Office of the Registrar for a hardship withdrawal after the 14 th day of the quarter. Approved hardship withdrawals will be entered on the transcript with a grade of HW. The \$20 change-of-registration fee will be assessed, plus any tuition forfeiture.
Auditors:	Students must first register for the class they wish to audit, and then go to Schmitz Hall in person to select the audit grade option. No entry is made on the permanent record for courses audited.
Adding a Course:	Graduate students may add courses through the third week of the quarter. A late fee will be charged by the Registrar's Office for all courses added after the first week of the quarter. A special petition process exists for adding courses through the end of the quarter. See Student Services program coordinator for details.

UNIVERSITY OF WASHINGTON GRADUATE SCHOOL MEMORANDUM No. 19

GRADING SYSTEM FOR GRADUATE STUDENTS

(Revised February, 2002)

This document is also available online through the Graduate School at <http://www.grad.washington.edu/acad/gsmemos/gsmemo19.htm>.

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

***Please Note:** In addition to the Graduate School minimums above, Evans School Ph.D. program requires a minimum cumulative grade-point average of 3.0 for graduation. The Evans School also requires a minimum of 3.0 in each course that is counted toward a Ph.D. degree and a cumulative grade-point average of 3.0 is required for continuation in good standing.*

Correspondence between number grades and letter grades is as follows:

Numeric Grade-Point Equivalent	Letter Grade
4.0	A
3.9	
3.8	A-
3.7	
3.6	
3.5	
3.4	B+
3.3	
3.2	
3.1	
3.0	B
2.9	
2.8	B-
2.7	
2.6	
2.5	
2.4	C+

2.3	
2.2	
2.1	
2.0	C
1.9	
1.8	
1.7	
1.6-0.0	E

The following letter grades also may be used:

I Incomplete. An Incomplete may be given only when the student has been in attendance and has done satisfactory work to within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control.

To obtain credit for the course, a student must successfully complete the work and the instructor must submit a grade. In no case may an Incomplete be converted into a passing grade after a lapse of two years or more. An incomplete received by the graduate student does not automatically convert to a grade of 0.0 but the "I" will remain as a permanent part of the student's record.

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

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

CR/NC Credit/No Credit. With the approval of the faculty in the academic unit, any course may be designated for grading on the CR/NC basis by notice in the appropriate Time Schedule. For such courses, the instructor will submit a grade of CR or NC to be recorded by the Registrar's Office for each student in the course at the end of the quarter. All courses numbered 600, 601, 700, 750 and 800 may be graded with a decimal grade, a CR/NC or N at the instructors' option. The Evans School will accept no more than 15 credits of CR/NC or Satisfactory/Not Satisfactory coursework toward the Ph.D. degree.

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

HW Hardship withdrawal. Grade assigned when a graduate student is allowed a hardship withdrawal from a course after the seventh week of the quarter.

Unofficial withdrawal from a course shall result in a grade of 0.0

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

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

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

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

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

EVANS SCHOOL GUIDELINES FOR COURSE GRADES

This statement describes the guidelines for numerical grades for courses taken in the Evans School

4.0	Excellent and exceptional work for a graduate student. Work at this level is unusually thorough, methodologically sophisticated, and well written. Work is of good professional quality, shows an incisive understanding of the major policy and management issues and demonstrates a clear recognition and mastery of the appropriate analytical approaches to address the problems and questions.
3.7	Strong work for a graduate student. Work at this level shows signs of creativity and is thorough and well reasoned. It indicates a strong understanding of appropriate methodological or analytical approaches and demonstrates a clear recognition and good understanding of the salient policy and management issues and problems.
3.4	Competent and sound graduate student work. Work is well reasoned and thorough and methodologically and analytically sound, but is not especially creative or insightful, nor technologically or analytically sophisticated. It shows adequate understanding of the policy and management issues and problems, although that understanding may be somewhat incomplete. This grade indicates neither unusual strengths nor exceptional weaknesses.
3.2	Adequate graduate student work. Basically competent performance, although the work shows some weaknesses. Work is moderately thorough and well reasoned, but there is some indication that the understanding of important policy or management issues is less than complete. It may also be inadequate in other ways, such as quality of reasoning, writing, or incomplete analysis. Methodological or analytical approaches are generally adequate but have one or more weaknesses or limitations.
3.0	Borderline graduate student work. This work barely meets the minimal expectations for a graduate student in the course. The understanding of basic policy or management issues is incomplete and the methodological or analytical work performed is minimally adequate. The writing and reasoning barely qualify for professional quality work. Overall performance, if consistent in graduate courses, would barely suffice to sustain graduate status in good standing and does not reflect long-term professional quality work.
2.6	Deficient graduate work. This work does not meet the minimal expectations for a graduate student in the course. Work is inadequately developed and flawed by numerous errors and misunderstandings of important issues. Methodological work or analysis is weak and fails to demonstrate knowledge or basic skills competence expected of graduate student work. May also reflect unprofessional level of writing, organization, or reasoning skills. This grade means that the course will not count towards graduation.

EVANS SCHOOL GUIDELINES FOR SATISFACTORY AND UNSATISFACTORY ACADEMIC PERFORMANCE

These Evans School guidelines stipulate the conditions for satisfactory and unsatisfactory academic performance in the Evans School of Public Affairs. The purpose of the guidelines is to specify the rules clearly in order to avoid confusion and misunderstanding. Student Services staff, the graduate program coordinator, and the faculty are available to assist all students in maintaining satisfactory academic performance in the Evans School. Tutoring help may also be available for specific courses; please consult with the director of Student Services more information on tutoring availability.

Students who fail to meet the requirements for satisfactory academic performance will be notified in writing of their unsatisfactory performance by the graduate program coordinator.

SATISFACTORY PROGRESS EXPECTATIONS:

Ph.D. students are normally expected to complete all the scheduled core courses during their first year in the program and the Data Analysis Practicum (PPM 512) during the second year. Special case exceptions will be considered by the Ph.D. program coordinator in consultation with the student's faculty advisor. Students must pass the first year qualifying examination at the end of the first year to be eligible to continue in the program. Students should normally complete all course work by the end of the second year but exceptions are permitted with the approval of the student's advisor. In any case, course work should be complete by the end of the third year. Students are normally expected to complete the general examination during the third year in the program and begin dissertation work by the beginning of the fourth year (earlier is encouraged).

SATISFACTORY PERFORMANCE:

1. A cumulative grade point average (GPA) of 3.0 or higher
2. A grade of 3.0 or higher in each core course (PPM 500, 502, 503, 504, 506, 510, 512, SOC 505, 506 or approved alternative and PPM 508)

UNSATISFACTORY PERFORMANCE:

1. A cumulative grade point average (GPA) below 3.0: low scholarship

WARN:	Recommended for <i>beginning</i> students whose <i>quarterly</i> GPA and <i>cumulative</i> GPA are below 3.0 but whose grades in all core courses are at least 3.0; full-time students must be in their first quarter in the School, and part-time students must have accumulated fewer than 12 total credits to be eligible. Also recommended for <i>continuing</i> students whose <i>quarterly or cumulative</i> GPA falls below 3.0.
PROBATION:	Recommended for continuing students whose <i>quarterly</i> GPA and/or <i>cumulative</i> GPA are below 3.0 <i>for two successive quarters</i> .

FINAL PROBATION:	Recommended for students whose quarterly and/or cumulative GPA is below 3.0 <i>for three successive quarters</i> . FINAL PROBATION is used to warn students that they will be DROPPED at the end of the next quarter unless they improve their performance.
DROP:	Recommended for students whose quarterly GPA is below 3.0 and whose cumulative GPA has been below 3.0 for three successive quarters (excluding the first quarter in the School for full-time students, or the first two or three quarters for part-time students whose total credits are fewer than 12).

2. A core course grade below 3.0: low scholarship

PROBATION:	Recommended for students with a grade below 3.0 in any core course.
DROP:	Recommended for students with a grade below 3.0 in a core course that has been retaken ONCE. This means that students who receive a grade below 3.0 in a core course must retake the SAME core course and must receive a grade of 3.0 or higher on the first retake, or they will be DROPPED from the Evans School. Recommended for students who have received grades below 3.0 in two core courses.
NOTIFICATION:	According to University of Washington procedures, students must receive written notification from the graduate program coordinator of unsatisfactory performance (PROBATION, FINAL PROBATION) prior to being DROPPED from the Evans School. The notification must include the steps required in order for the students to return to satisfactory performance.
APPEAL:	DROP actions can be appealed to the Evans School. After hearing the appeal, the Appeals Committee will make a recommendation to the dean of the Evans School of Public Affairs and the dean of the Graduate School. Appeals beyond this point should follow the process outlined in Graduate School Memorandum No. 33, Academic Grievance Procedure (see page 34).

The Evans School follows the UW Graduate School's rules about continuation, review, and termination of students based on their academic performance relative to the Evans School's guidelines outlined here. For information on the Graduate School's rules, please see <http://www.grad.washington.edu/Acad/gsmemos/gsmemo16.htm>

ACADEMIC GRIEVANCE PROCEDURE

UW GRADUATE SCHOOL MEMORANDUM NO. 33

(Revised May 2007)

This document is also available online through the Graduate School at <http://www.grad.washington.edu/acad/gsmemos/gsmemo33.htm>

ACADEMIC GRIEVANCE PROCEDURE

APPLICATION

Graduate students who believe they have been subjected to unfair treatment in the administration of academic policies may, except as noted below, seek resolution of their complaints under this Academic Grievance Procedure. Graduate School Memorandum No. 33 applies to, but is not limited to, the application of departmental, college or Graduate School policies, deviations from stated grading practices (but not individual grade challenges), unfair treatment, and related issues.

Exceptions:

- Students contesting individual grades or academic evaluations should refer to the Change of Grade Procedure contained in the University Handbook, *Vol. Four, Part III, Chapter 2, Section 2*.
- 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 University of Washington Administrative Policy Statement 46.3.
- Student disciplinary proceedings for misconduct, including plagiarism and cheating, fall under the provisions of the Student Conduct Code contained in the University Handbook, *Vol. Three, Part III, Chapter 1 and Chapter 478-120 WAC*.

Timing: Students seeking resolution of their complaints under this policy must initiate either an informal conciliation or file a formal complaint within three months of the complained of incident. Former students may also utilize this procedure, subject to this same time limit.

INFORMAL CONCILIATION

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

If discussion with the faculty or staff member(s) concerned, facilitated by the director/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 Office of 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 days¹ of the conclusion of the attempted informal process.

FORMAL COMPLAINT

Filing

Within three months of the complained of incident or, if informal conciliation was attempted, within 10 days of the conclusion of the attempted informal process, a student may file a formal complaint with the dean of The Graduate School.

Chair of the Academic Grievance Committee

The dean of The Graduate School shall designate an associate dean of The Graduate School as Chair of the Graduate School Academic Grievance Committee ("Committee"). If the associate dean attempted to facilitate informal conciliation directly in a particular case, then the dean of The Graduate School shall appoint another associate dean or a graduate faculty member as Chair of the Committee in that case.

Graduate School Academic Grievance Committee Pool

Prior to the first day of the autumn quarter, the dean of The Graduate School shall create a pool of at least 20 members of the graduate faculty. At the time the formal complaint is filed, all registered graduate students shall constitute a pool from which at least 20 full-time graduate students who are in good academic standing shall be randomly selected by computer. From these pools, the Committee chair shall appoint a Committee to provide a fair and impartial hearing on the formal complaint filed with the dean of The Graduate School.

The Graduate School Academic Grievance

A formal grievance is referred to the chair of the Committee who shall, in a timely manner, designate two faculty and two student members from the pool to serve as Committee members for a hearing. The Committee chair or his or her designee shall act as chair. The student and the faculty or staff concerned shall each have the right to exercise one preemptory challenge against the Committee members, other than the Committee chair, within five days after notification of the names of the members. If a challenge is made, the Committee chair shall designate another faculty or student member to replace the member challenged. All members of the Committee shall be present for the hearing and shall have the right to vote upon any matter that may come before the Committee. No member of the Committee shall be from the department of any of

¹ Specified time limitations within Memorandum 33 refer to the academic year, September through June. If a student presents a grievance in June or the complained of incident allegedly occurred during the summer months, the time calculation may be suspended between the end of the academic year and the opening of the following academic year in September. Such suspension may be required if it is impossible to constitute a Committee. In addition, time limitations do not include official University holidays or other closures during the regular academic year. The term "days" refers to days when the University is open for business.

the parties to the grievance. There shall be no *ex parte* communications between any of the parties and any member of the Committee.

Hearing Preparation

The Committee chair shall distribute a copy of the formal complaint to the faculty and staff concerned, the dean of the college or school, the chair/director of the department/program and the graduate program coordinator of the department/program, and members of the Committee. The Committee chair shall establish a time and place for a hearing to be held no later than 20 days from the date of final determination of the Committee membership, unless for good reason stated in writing to the complainant and other concerned parties the Committee chair schedules the hearing for a later specified date. The Committee chair shall announce the time and place of the hearing to the student, the faculty and staff concerned the dean of the college or school, the chair/director of the department/program, the graduate program coordinator of the department/program and include a list of persons so notified, who shall comprise the "mailing list."

At least seven days before the Hearing, the parties must submit to the Committee chair any documentary or any other physical evidence to be presented at the Hearing and a list of witnesses to be called. Additional evidence from witnesses will not be accepted after this time or at the hearing.

Hearing

Hearings are conducted, with the Committee chair presiding, in closed session except when and to the extent mutually agreed upon by the student and faculty or staff concerned. All parties may present evidence and testimony. Only evidence timely submitted to the Committee chair is considered in determining the validity of the complaint. Hearings are conducted with reasonable dispatch and terminated as soon as fairness to all parties involved permits.

While the student may be accompanied by an associate or companion, the presence of an attorney is neither necessary nor recommended. The Graduate School Academic Grievance Committee described herein operates as part of an academic hearing, not a judicial proceeding. However, if the student elects to have counsel present, the University's attorney must also be afforded an opportunity to attend. Accordingly, the student must notify The Graduate School, in writing, at least seven days prior to the Hearing if he/she intends to have an attorney present. The attorney (ies) presence at the Hearing does not change the proceeding. Examination of witnesses, questioning of parties or direct participation in the proceeding by the attorney(ies) is not permitted. An attorney may speak in an unobtrusive manner with his/her client in an advisory capacity.

Within 15 days after the Hearing adjourns, the Committee shall present to the dean of The Graduate School its report, including findings, conclusions, and recommendations for action. The report is simultaneously transmitted to the student and to the faculty and staff member(s) concerned. A written summary of the proceedings and an audio recording of testimony are retained for at least one year.

The dean of The Graduate School, within 10 days after receipt of the Committee report, shall issue his/her decision as to the action to be taken on the grievance. The decision shall include an evaluation of the validity of the grievance and a statement of the action to be taken. Copies of the decision shall be transmitted to the student, the faculty and staff member(s) involved, the dean of the college or school, the chair/director of the department/program, and the graduate program coordinator of the department/program.

The decision of the dean of The Graduate School shall become final at the close of the seventh day after issuance, unless the student or any other party directly involved files a written request for consideration of the findings by the Provost, whose review will be limited to the hearing record.

Disability Accommodations

The University of Washington is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the grievance process students should contact Disability Resources for Students, 448 Schmitz Hall, 206.543.8924/V, 206.543.8925/TTY, 206.616.8379/FAX, uwdss@u.washington.edu/e-mail at the same time as the formal grievance is filed. Faculty and staff participating in the hearing may request disability accommodation by contacting the Disability Services Office at 206.543.6450/V, 206.543.6452/TTY, 206.685.7264/FAX, or e-mail at dso@u.washington.edu upon receipt of the grievance.

Section V: Financial Award Information

FINANCIAL AWARDS AT THE EVANS SCHOOL OF PUBLIC AFFAIRS

Departmental financial awards at the Evans School are made by the admissions committee when offers of admission are made. The availability of awards varies from year to year.

Students who receive funding from the Evans School will receive, in addition to a monthly stipend, health insurance coverage at no charge as part of the appointment Autumn through Spring Quarters (excluding Summer Quarters). They will also receive a tuition waiver for Autumn through Spring Quarters. However, students will be responsible for the remaining student fees of approximately \$250 for each quarter. These appointments require registration for a minimum of ten graduate-level credits each term. The appointments stipulate an average of 20 hours of work per week under the direction of a faculty member or course instructor. During some quarters supported students will serve as teaching assistants (rather than as research assistants), normally during their second and/or third year in the program.

SECTION VI: THE EVANS SCHOOL COMMUNITY AND RESOURCES

WHO'S WHO AT THE EVANS SCHOOL

Dean	<i>Sandra O. Archibald</i>	
Associate Dean for Academics	TBD	Manage faculty, academic, and curriculum issues
Associate Dean for Research	<i>Ann Bostrom</i>	Coordinates, informs, and advises on faculty research
Assistant Dean of Finance and Operations	<i>Linda Lake</i>	Financial manager (including payroll for student research assistants and scholarship recipients), building manager, manage the non-academic functions of the School Administrative support to dean
Assistant Dean for Academics	<i>Ann Marie Borys</i>	Academic planning, academic appointments, provides administrative support to the dean
Assistant to the Dean	<i>Rosa Ramon</i>	Dean's calendar, special projects, administrative support to the dean
Graduate Program Coordinator	<i>Rachel Garshick Kleit</i>	Monitor academic progress; transfer credits, waivers.
Ph.D. Faculty Program Coordinator	<i>William Zumeta</i>	Oversees academic aspects of the Ph.D. program and chairs faculty Ph.D. committee including admissions.
Director of Computing Services	<i>Kole Kantner</i>	Manage computing and informational databases
Student Services		
Assistant Dean of Student Services	<i>Jason P. Smith</i>	Oversee the admissions and recruitment process for all degree programs Manage Student Services staff Program advisor for degree programs
Director of Career Services	<i>Heather Krasna</i>	Advise job seeking students, alumni advising, oversee employer development
Director of Admissions	<i>Jesse Knappenberger</i>	Recruitment manager for all degree programs; program advisor for degree programs
Assistant Director of Career Services	<i>Barry Wall</i>	Advise students seeking internships, manage internship requirement, internship funding opportunities, workshops, and EvansJobs
Ph.D. Program Coordinator	<i>Sharon Doyle</i>	Coordinate administrative aspects of the program, maintain records, provide administrative support, special projects, manage data, assist with recruitment, assist with admissions, monitor academic progress.

Manager of International Programs	<i>Alix Furness</i>	Administer Hubert H. Humphrey Fellowship Program Manage PCMI program Advise and assist international students, fellows, and PCMI students
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EVANS SCHOOL OFFICE DIRECTORY

OFFICE FACILITIES	
Office Hours:	8:00 a.m. - 5:00 p.m., Monday through Friday Closed weekends and holidays
Address:	Parrington Hall, Room 109 University of Washington, Box 353055 Seattle, Washington 98195-3055
Phone/FAX:	(206) 543-4900 (<i>Students may leave this number with others for emergency purposes only.</i>) FAX: (206) 543-1096
Student Collaborative Work Space	Parrington 124
Student Lounge:	The Evans School student lounge is located in Parrington 008. Lockers are available near the restrooms, managed by ESO
Computer Lab:	The Evans School Computer Lab is located in Parrington 008. Hours vary.. The lab is open approximately 60 hours per week, except for vacation and holiday periods.
Computer Lab (Center for Social Science Computation and Research)	Condon 611; phone: 543-8110 Hours: 8:00 a.m. – 9:00 p.m., M-Th; 8:00 a.m. – 5:00 p.m., Friday. Closed Saturdays and Sundays
Mail:	Each student will be assigned a mailbox in Parrington 124 at the beginning of Autumn Quarter. Messages, general notices and other information will be placed there. It is important to check the boxes at least once a week.

A detailed list of faculty, along with their biographies and their interests can be accessed at <http://evans.washington.edu/faculty-staff/bios>

APPLIED RESEARCH AT THE EVANS SCHOOL

The research centers at the Evans School of Public Affairs initiate and conduct major applied research projects focusing on the issues of transportation, community development, international development, nonprofit organizations, social welfare, education reform, and other issues. A complete list of centers is available on the Evans School website (<http://evans.washington.edu>). The centers provide several opportunities for students, including special events, career networking, degree project advising, teaching and guest lecturing. In addition, the centers hire Evans School students as research assistants each year. The availability of research assistantships is based on current research projects. Students who are interested in research assistantships are encouraged to contact the Centers related to their area of interest to explore opportunities.

CAREER SERVICES

The Evans School of Public Affairs actively assists its students in securing challenging permanent employment upon completion of the degree program.

Ph.D. students who are interested in pursuing academic careers are advised to work with their Supervisory Committee chair and members as their primary source of career and job search advice. Faculty may provide guidance, referrals, and resources. Additionally, students are encouraged to attend professional conferences, peruse job listings at websites such as Chronicle.com, and take advantage of the University's Career Center and its Ph.D.-specific job search resources at <http://careers.washington.edu/GradStudents/AcademicJobSearch>.

The Evans School's Career Services staff are available as an additional resource for Ph.D. students, especially for Ph.D. students who are considering non-academic employment. The Director and Assistant Director of Career Services maintain comprehensive career information, including current internship and employment opportunities and stay in regular contact with human resource administrators and Evans School alumni in federal, state, and local agencies and nonprofit and private organizations.

The Evans School Career Services office provides a number of resources to assist current students and alumni in the job/internship search process, detailed on the Evans School's website at: <http://evans.washington.edu/students/career-services>.

SECTION VII: APPENDICES

Appendix A: Graduate School Memo #13 on Supervisory Committees for Doctoral Students

Appendix B: University of Washington Websites

GRADUATE SCHOOL MEMORANDUM No. 13

(REVISED 3/30/2009)

SUPERVISORY COMMITTEE FOR GRADUATE STUDENTS

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

The Master's Supervisory Committee

Appointment of a supervisory committee for students aspiring to the Master's degree is determined by the Graduate Faculty in the degree-offering unit or program. The Graduate Program Coordinator, in consultation with the student and appropriate faculty members, appoints a committee of two to four members. The Chair and at least one-half of the total membership must be members of the graduate faculty.

Doctoral Dissertation Supervisory Committee

The appointment of a doctoral supervisory committee indicates that the Graduate Faculty in the student's field find his/her background and achievement a sufficient basis for admission into a program of doctoral study and research. (Students are not admitted directly into a doctoral program when they are admitted to The Graduate School.)

APPOINTING THE DOCTORAL SUPERVISORY COMMITTEE, INCLUDING THE GRADUATE SCHOOL REPRESENTATIVE (GSR)

In order to allow time to identify a suitable Graduate School Representative (GSR), it is suggested that the doctoral supervisory committee be established at least four months prior to the intended date of the General Examination. The appointment of a committee is initiated by the Graduate Program Coordinator (GPC) after consultation with appropriate Graduate Faculty members in the student's field and with the student. The GPC recommends members of the supervisory committee to the Dean of The Graduate School by entering this information into MyGradProgram (MGP).

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

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

As with all doctoral supervisory committee members, the GSR is proposed to The Graduate School by the Graduate Program Coordinator in the student's degree-offering unit and must be a member of the Graduate Faculty with an endorsement to Chair. Faculty members with primary, joint, or affiliate appointments in the student's degree-offering unit or the committee chair's department are not eligible to serve as the GSR. It is vital that a conflict of interest in the selection of the GSR be avoided. Budgetary relationships, personal relationships, or research and/or publication relationships between the GSR and either the student or the committee chair are examples of possible conflicts of interest. (See [GSR Roles](#) for more information.) The GSR is responsible for ensuring that no such conflicts of interest, or appearance of conflicts of interest, exist, and must attest to this upon request.

Functions of the Doctoral Supervisory Committee

Doctoral supervisory committee member responsibilities include the approval of a course of study which will fulfill the general course requirements of the student's major and supporting fields, conducting the student's General Examination and, when appropriate, recommending advancement to Candidacy. The doctoral supervisory committee approves the Candidate's dissertation proposal and guides the student in carrying out appropriate research for the dissertation. At least four members of the committee (including the Chair(s), GSR, and one additional Graduate Faculty member) must be present at both the General and Final Examinations.

After the General Examination, the Graduate Program Coordinator informs the Dean of The Graduate School of at least three members of the supervisory committee who will serve on the reading committee. At least one of the members of the reading committee must hold an endorsement to chair doctoral committees. The reading committee is appointed to read and approve the dissertation.

When the reading committee has read a draft of the entire dissertation and the members of the doctoral supervisory committee agree that the Candidate is prepared to take the Final Examination, all members of the doctoral supervisory committee must sign the Request for Final Examination form. At the Final Examination the dissertation is evaluated and, if a majority of the supervisory committee members in attendance agree that the evaluation is positive, the recommendation is made to the Dean of The Graduate School (via the warrant) that the degree be awarded. If members of the doctoral supervisory committee do not agree with the majority recommendation concerning the examination, the minority report portion of the warrant must be used.

Questions concerning the appointment and functions of supervisory committees for master's or doctoral students may be directed to the Graduate School's Graduate Education Services office.

Practice Doctorate Supervisory Committee

A practice doctorate is intended as preparation for professional practice at the frontiers of existing knowledge (see [Graduate School Memo #6](#)). The appointment of a practice doctoral supervisory committee indicates that the Graduate Faculty in the student's field finds his/her background and achievement a sufficient basis for progression in the doctoral program. Because a practice doctorate involves extensive coursework and a project that typically is less extensive than a Ph.D. dissertation, and because general and final exams are often conducted for cohorts of students, the requirements for supervisory committee membership differ from those for a Ph.D..

The practice doctoral supervisory committee should be established as soon as possible during the student's training. The Graduate Program Coordinator initiates the appointment of the committee after consultation with appropriate Graduate Faculty members in the student's field and with the student. The Graduate Program Coordinator recommends members of the supervisory committee to the Dean of The Graduate School by entering this information into MyGradProgram.

The practice doctoral supervisory committee consists of a minimum of three members. Of this group, at least two (including the Chair) must be members of the Graduate Faculty with an endorsement to chair doctoral committees. Co-Chairs may be appointed when both serve with equal importance on a student's supervisory committee and equally share the responsibility for the student's progress. At least half of the members must be members of the Graduate Faculty. The remaining members must be identified by the student's appointing department or program as productive scholars or practitioners in the student's major field and/or subfields. The Chair or Co-chairs of a committee must be able and willing to assume principal responsibility for advising the student. In addition, the Chair or Co-chairs should have adequate time available for this work and should expect to be accessible to the student. Emeritus/a faculty may serve as a Chair if the above conditions are met.

Degree-offering units either require that student committees have a Graduate School Representative (GSR) or the unit forms an impartial review committee separate from the practice doctoral supervisory committee. One of these two options must be selected for all students in a specific degree program. Each of these is intended to represent the broad concerns of The Graduate School with respect to high standards of scholarly performance and ensuring that the students' mastery of the subject matter is appropriate.

If a GSR is used, as with all doctoral supervisory committee members, the GSR is proposed to The Graduate School by the Graduate Program Coordinator in the student's degree-offering unit and must be a member of the Graduate Faculty with an endorsement to Chair. Faculty members with primary, joint, or affiliate appointments in the student's degree-offering unit or the committee chair's department are not eligible to serve as the GSR. It is vital that a conflict of interest in the selection of the GSR be avoided. Budgetary relationships, personal relationships, or research and/or publication relationships between the GSR and either the student or the committee chair are examples of possible conflicts of interest. (See [GSR Roles](#) for more information.) The GSR is responsible for ensuring that no such conflicts of interest, or appearance of conflicts of interest, exist, and must attest to this upon request.

If an impartial committee is used, it must include a minimum of three members of the Graduate Faculty who do not have primary, joint, or affiliate appointments in the student's degree-offering unit. However, exceptions to this policy, especially for interdisciplinary departments, may be requested by *Petition to the Dean of The Graduate School*. Such petitions may be submitted for individual students or for whole programs. It is vital that a conflict of interest in the selection of the impartial committee be avoided. Budgetary relationships, personal relationships, or research and/or publication relationships between the impartial committee members and either the student or the doctoral supervisory committee chair are examples of possible conflicts of interest. (See [GSR Roles](#) for more information.) The impartial committee is responsible for ensuring that no such conflicts of interest, or appearance of conflicts of interest, exist, and must attest to this upon request.

If students disagree with the judgments of the supervisory committee and they do not have a GSR, after consultation with the Graduate Program Coordinator, the degree-offering unit shall use the existing impartial review committee to respond to the student's concerns. A report detailing the process and outcome related to this committee review shall be submitted to the Graduate Program Coordinator and then to The Graduate School, as needed.

Practice doctoral supervisory committee member responsibilities include: approval of the student's program of study; criteria for progression, which may include a general examination, certification, or other requirements; approval and oversight of the student's project proposal; and attendance and approval of the final examination. At least the Chair

and one additional graduate faculty member and either the GSR or a representative of the impartial review committee must be present at the Final Examination.

WHEN THE PRACTICE DOCTORAL SUPERVISORY COMMITTEE HAS REVIEWED A DRAFT OF THE COMPLETED PROJECT AND ALL MEMBERS AGREE THAT THE STUDENT IS PREPARED TO TAKE THE FINAL EXAMINATION, ALL MEMBERS OF THE PRACTICE DOCTORAL SUPERVISORY COMMITTEE MUST SIGN THE REQUEST FOR FINAL EXAMINATION FORM. AT THE FINAL EXAMINATION THE PROJECT IS EVALUATED AND, IF A MAJORITY OF THE SUPERVISORY COMMITTEE MEMBERS IN ATTENDANCE AGREE THAT THE EVALUATION IS POSITIVE, THE RECOMMENDATION IS MADE TO THE DEAN OF THE GRADUATE SCHOOL (VIA THE WARRANT) THAT THE DEGREE BE AWARDED. IF MEMBERS OF THE PRACTICE DOCTORAL SUPERVISORY COMMITTEE DO NOT AGREE WITH THE MAJORITY RECOMMENDATION CONCERNING THE EXAMINATION, THE MINORITY REPORT PORTION OF THE WARRANT MUST BE USED.

APPENDIX B: UNIVERSITY OF WASHINGTON WEBSITES:

- University of Washington
<http://www.washington.edu/>
- Academic Calendar
<http://www.washington.edu/students/reg/calendar.html>
- Campus map
<http://www.washington.edu/home/maps/>
- Commuting Options & UPass
<http://www.washington.edu/commuterservices/>
- Computing and Networking
<http://www.washington.edu/computing/>
- Financial Aid
<http://www.washington.edu/students/#FINANCES>
- Hall Health Primary Care Center
<http://www.washington.edu/students/handbook/hallhealth.html>
- Housing and Food Services
<http://www.washington.edu/students/#STDLIFE>
- Immunization Requirement
<http://www.washington.edu/students/reg/immunization.html>
- International Students
<http://www.washington.edu/students/genocat/front/International.html>
- Parking Guide
<http://www.washington.edu/commuterservices/parking/index.php>
- Recreational Sports (IMA)
<http://depts.washington.edu/ima/>
- Residency (How to Establish for Tuition Purposes)
<http://www.washington.edu/students/reg/residency.html>
- Services for Students with Children
<http://www.washington.edu/students/osfa/currentug/child.care.html>
- Student Accident & Sickness Insurance Plan
<http://depts.washington.edu/ovpsl/insurance/index.shtml>

- Student Telephone Services
<http://www.washington.edu/admin/comtech/sts.index.html>
- Tuition & Related Fees
<http://f2.washington.edu/fm/sfs/>
- University Bookstore
<http://www.bookstore.washington.edu/>
- UW Course Catalog
<http://www.washington.edu/students/crscat/>
- The UW Daily (UW Newspaper - see classifieds for off-campus housing)
<http://www.thedaily.washington.edu/>
- UW Fellowship & Assistantship Division
<http://www.grad.washington.edu/fellow/FellAsst.htm>
- UW Libraries
<http://www.lib.washington.edu/>
- UW Quarterly Time Schedule
<http://www.washington.edu/students/timeschd/>