

M.P.A. PROGRAM
STUDENT HANDBOOK
2005-2006

SEPTEMBER 2005

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THE EVANS SCHOOL OF PUBLIC AFFAIRS

The faculty and staff of the Evans School of Public Affairs at the University of Washington welcome you to the Master of Public Administration program. We sincerely hope you have a challenging, enjoyable and successful experience.

This handbook is intended to serve as a convenient reference for information on the M.P.A. program, including academic advising, placement information and other resources available to you. The handbook is also available on the Evans School website at <http://evans.washington.edu/students/handbook/index.html>. You are responsible for knowing and adhering to the policies, procedures, regulations and deadlines detailed here.

No handbook, however, can answer all the questions you have, and certainly cannot replace contact with the faculty and staff who are here to serve you. The Graduate Program Office team (David Layton, Associate Professor and Director of Graduate Studies; Jason Smith, Director of Student Services; Elisabeth Mitchell, Director of International Programs; Andrea Boulanger, Director of Career Services; Lorrie Cain, Graduate Studies Program Coordinator; Melissa Best, Graduate Studies Program Coordinator, and Dani Reynaud, the Peer Advisor, are responsible for administering the Evans School program.

Each new student will be assigned a faculty advisor. Your advisor is a valuable resource on any number of questions about graduate level academics, and we urge you to use this resource often and wisely.

HISTORY

Graduate education for public service at the University of Washington dates from 1947. It arose from the desire to support public service in the state, nation and world with highly trained professional leaders. In August of that year, the Board of Regents authorized the establishment of the Institute of Public Affairs in the Department of Political Science for "the conduct of graduate professional education and of advanced research studies." In the spring of 1948, a curriculum leading to the Master of Public Administration degree was approved. That autumn, the first class of students was enrolled, and the first degree was granted in Spring Quarter of 1950.

The Institute of Public Affairs remained a part of the Department of Political Science under the direction of Professor George A. Shipman until 1960. In September, the institute was transferred to the Graduate School, and in 1961 its name was changed to the School of Public Administration. The UW Regents, at their meeting of November 23, 1962, renamed the School the Graduate School of Public Affairs. Dr. Brewster C. Denny was appointed Director; he became Dean in 1968. The School was again renamed in 1999, in honor of Daniel J. Evans, former governor of Washington State. The Evans School is a separate professional school within the University and is organized as a non-departmental unit with the Dean serving as the chief administrative officer. Sandra Archibald became the latest dean in August 2003.

When it was created in 1962, Evans School was one of a small number of public affairs or administration programs in the nation. It was the first school of public affairs at a state university in the country. That year, there were fewer than 500 professional master's degrees given annually in public administration. Today, there are over 200 programs offering M.P.A.'s, enrolling over 29,000 students and awarding each year over 7,000 master's degrees.

In Autumn of 1995, Evans School launched the Evening Degree Program for Midcareer Professionals to serve the needs of professional students more efficiently. Midcareer students are mid-level managers with 7-10 years of progressively responsible experience in the public or nonprofit sectors. The first cohort of students in the Evans School's Executive MPA program began courses in August of 2003. This group includes executive managers with 10 or more years of experience.

The Midcareer and Executive Programs have enhanced our community by broadening the diversity of experience within our student body, bringing new faculty and practitioners to the School, strengthening our connections with public and nonprofit agencies in the region, and allowing us to offer more evening courses.

MISSION

We are committed to improving the quality of public and nonprofit service. We strive to educate leaders to meet community challenges with compassion, vision, analytic rigor, and practicality. We pursue research and ideas that work to strengthen sound public policy and management. We are dedicated to serving the community and promoting thoughtful, civil, public deliberation. We value integrity, respect, and excellence in our own institution, in our graduates, and in the community.

The School conducts (1) graduate professional education for careers in the public and non-profit sectors; (2) mid-career and executive education for those already in the public service; (3) short courses and conferences in public administration and public policy; and (4) research in public affairs. It addresses education for public service at all levels—local, state, national, international, and the non-profit sector. Basic and applied research is conducted by the faculty of the School, often in association with other university colleagues. Roughly \$7.6 million in sponsored research is conducted each year by the School. This research contributes to knowledge and understanding in the theoretical and practical aspects of public affairs, and assists governmental and not-for-profit agencies to perform their functions more effectively. It also contributes directly to the education of the students.

STUDENTS

Students in Evans School come from a wide range of backgrounds. In recent years, approximately 20% have been students of color, over half are women, and about 25% are mid-career. The mean age of entering students is about 30, which reflects the combined influence of older individuals returning to school and younger students entering soon after their undergraduate study. About 40% of Evans School students are non-residents of Washington State. However, this understates the proportion of students from out-of-state, since many acquire residency while in the program.

Graduates are employed at all levels of government and the nonprofit sector, although over 60% of alumni have remained in the state of Washington. Alumni are currently serving as city managers; city and county administrative officers; foreign service officers; staff to elected officials; program and policy analysts; executive directors for non-profit agencies; and as line and staff officers for state and federal agencies. In addition, some alumni are employed in the private sector, usually in consulting firms or in businesses that work with the public and nonprofit sectors.

A GUIDE TO STUDENT SERVICES AND ADMINISTRATIVE OFFICES

— 2005-2006 —

Administrative Offices		
Dean	<i>Sandra Archibald</i>	
Assistant Dean	<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
Associate Dean	<i>Steven Smith</i>	Manage faculty, academic, and curriculum issues
Assistant to the Dean	<i>Jennifer Raines</i>	Dean's calendar, special projects, administrative support to the Dean
Director of Graduate Studies	<i>Associate Professor David Layton</i>	Student advising/student services Monitor academic progress

Student Services		
Director of Student Services	<i>Jason Smith</i>	Manage recruitment and admissions to traditional MPA and Evening Degree Programs Administer financial aid awards and assist students in financial aid application process
Director of Career Services	<i>Andrea Boulanger</i>	Administer Evans School internship, internship funding opportunities, RA/TA/GA searches, career services programs Student career advising
Evans Recruiters;	<i>Douglas Leek Jeffrey Carter</i>	Recruit for all MPA program.
Director of International Fellows Programs	<i>Elisabeth Mitchell</i>	Manage and recruit admissions to the Population Leadership Program Administer Hubert H. Humphrey Fellowship Program Assist Fellows in both programs
Program Support	<i>Lorrie Cain Melissa Best</i>	Curriculum Scheduling Coordinate all systems and procedures related to degree requirements, grading, registration, on-leave status, graduation, class scheduling, room assignments, special petitions, etc. Review of student records prior to graduation Administrative support to Associate Dean of Graduate Programs and Director of Graduate Studies Maintain files for all prospective and current Evans School students
Peer Advisor	<i>Dani Reynaud</i>	Day-to-day student advising

EVANS SCHOOL STAFF AND FACULTY 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
Teaching Assistant Offices:	Parrington 124C - Phone: 616-7316, 221-4543
Student Lounge:	The Evans School student lounge is in Parrington 124. Lockers are available on a first come, first served basis near the restrooms
Computer Lab:	The Evans School Computer Lab is located in Parrington 124. Hours vary. Check lab door for up-to-date hours information. The lab is open approximately 75 hours per week, except for vacation and holiday periods.
Computer Lab (Center for Social Science Computation and Research)	Savery 145 (basement); phone: 543-8110 Hrs: 8:00 a.m.-9:00 p.m., M-Th; 8:00 a.m.-5:00 p.m., Fri 12 Noon-4:00 p.m., Sat; Closed Sundays
Mail:	Each student will be assigned a mail box, located in the Student Lounge (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.

Administration

Sandra Archibald, Dean	Parr 208E, 616-1648; sarch@u.washington.edu
Jennifer Raines, Assistant to the Dean	Parr 208, 543-1129; jraines@u.washington.edu
Steven Smith, Associate Dean, Professor	Parr 230, 616-1680; zumeta@u.washington.edu
David Layton, Director of Graduate Studies, Associate Professor	Parr 209E, 221-3585; evansdgs@u.washington.edu
Linda Lake, Assistant Dean	Parr 208G, 616-1624; lake@u.washington.edu
Kole Kantner, Director of Computer Systems	Parr 124H, 616-1649; kole@u.washington.edu

Policy Research Centers and Projects

Center on Reinventing Public Education	North Point Bldg, 685-2214 http://www.crpe.org
Human Services Policy Center	45 th Plaza Bldg, 45 th & Roosevelt, 685-3135/685-3136 http://www.hspsc.org
Policy Consensus Center	Parrington 327, 329, 616-5817
Center for Urban Simulation and Policy Analysis	Point 5 Bldg., University Ave, Seattle, WA 98105
Marc Lindenberg Center for Humanitarian Action, International Development & Global Citizenship	Parrington 321, 221-3839
Nancy Bell Evans Center for Nonprofit Leadership	Professor Steven Rathgeb Smith, Director email: smithsr@u.washington.edu

Faculty

C. Leigh Anderson, Associate Professor	Parr 224, 543-0365; cla@u.washington.edu
Jonathan Brock, Associate Professor	Parr 227, 616-5817; jbrock@u.washington.edu
Alison Cullen, Associate Professor	Parr 209B, 616-1654; alison@u.washington.edu
Sara Curran, Assistant Professor	417 Thompson, 543-2072, scurran@u.washington.edu
Brewster C. Denny, Professor and Dean Emeritus	441-0222
J. Patrick Dobel, Professor	Parr 230, 616-1680; pdobel@u.washington.edu

Laura Evans, Assistant Professor	Parr 207B, 5-9044, Evansle@u.Washington.edu
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Joaquin Herranz, Assistant Professor	Parr 209F, 616-1647, jherranz@u.washington.edu
Charles Hirschman, Professor	Savery Hall #102D, 543-5035; charles@u.washington.edu
Barry I. Hyman, Professor	MEB 261, 543-9038; hyman@u.washington.edu
Sanjeev Khagram	Parr 323, 897-1410, skhagram@u.washington.edu
Mark Long, Assistant Professor	Parr 209C, 3-3787, MarkLong@u.washington.edu
Marieka M. Klawitter, Associate Professor	Parr 221, 616-1673; marieka@u.washington.edu
Rachel Garshick Kleit, Assistant Professor	Parr 209F, 221-3063; kleit@u.washington.edu
David Layton, Associate Professor	Parr 330, 221-3585; dflayton@u.washington.edu
Marcia Meyers, Associate Professor	324 and Social Work, 616-4409; mkm36@u.washington.edu
Edward L. Miles, Professor	685-1837; edmiles@u.washington.edu
Stephen Page, Assistant Professor	Parr 209A, 221-7784; sbp@u.washington.edu
Robert D. Plotnick, Professor	Parr 225, 685-2055; plotnick@u.washington.edu
Steven Rathgeb Smith, Professor	Parr 203, 616-1674; smithsr@u.washington.edu
Paul Waddell, Professor	Parr 331, 221-4161; pwaddell@u.washington.edu
Richard O. Zerbe Jr., Professor	Parr 226, 616-1676; zerbe@u.washington.edu
William M. Zumeta, Professor	Parr 231, 543-0743; zumeta@u.washington.edu

Senior Lecturers

Leslie Breitner, Senior Lecturer	Parr 119, 616-8698; breitner@u.washington.edu
Daniel Carlson, Senior Lecturer	Parr 408, 616-8785; kareli@u.washington.edu
Diana Gale, Senior Lecturer	Parr. 119, 685-0918; dhgale@u.washington.edu
David Harrison, Senior Lecturer	Parr 408, 221-4601; dsharr@u.washington.edu

Affiliate Faculty

Steve Arnold, Lecturer	616-0650, sarnold@u.washington.edu
Nancy Campbell, Lecturer	855-0830; nancy@nmcampbell.com
Dwight Dively, Lecturer	684-5200; dwight.dively@ci.seattle.wa.us
Richard Thompson, Lecturer	98 Gerberding Hall, 543-7604;

Adjunct Faculty

Hilda Blanco, Urban Design & Planning	448-F Gould Hall, 616-9057; hblanco@u.washington.edu
Elaine Faustman, Environmental Health	F-516C Health Sciences, 685-2269;
Stephen Gloyd, Health Services	H-660A Health Sciences, 616-2922;
James Karr, Zoology	222A Fisheries, 685-4784, jrkarr@u.washington.edu
Carolyn Madden, Health Services	H-694 Health Sciences, 616-2986;
Peter J. May, Political Science	221-B Smith Hall, 543-9842; pmay@u.washington.edu
Clare Ryan, Forest Resources	123H Anderson, 616-3987; cmryan@u.washington.edu

Research Faculty

Jacob Adams, Research Associate Professor	Parr 109M; 685-2214; adamsje@u.washington.edu
Dan Goldhaber, Research Associate Professor	Parr 327; 616-8793; dgoldhab@u.washington.edu
Paul Hill, Research Professor	Parr 324, 685-2214; bicycle@u.washington.edu
Marguerite Roza, Research Assistant Professor	Pass 327, 616-2367; margroza@aol.com

Faculty biographies can be accessed at <http://es.evans.washington.edu/facstaff/facultylist.php>

EVANS SCHOOL STUDENT ORGANIZATION

Your 2005-2006 student government officers welcome you to the Evans Student Organization. Evans Student Organization is here to help you. Adjusting to new people, situations and expectations will be a challenge. We hope your graduate school experience will allow you to develop strong ties with your fellow students and the Evans School faculty and administration. We encourage your participation in Evans Student Organization and it's affiliated organizations.

2005-2006 STUDENT OFFICERS

President:	Dani Reynaud	dreynaud@u.washington.edu
Vice President:	Brian Chung	chbchung@u.washington.edu
Treasurer	Katie Briggs	kkbriggs@u.washington.edu
Class Officer	Maya Hunnewell	mayasiri@u.washington.edu
Graduate & Professional Student Senator:	Adam Lewis	adalewis@u.washington.edu

AFFILIATED GROUPS

GATEWAY GROUPS

Each of the five gateways at Evans School has an organization that allows students to informally explore topics related to the interest areas. These groups include:

- Graduate Environmental Policy Forum (GEPF) –
<http://evans.washington.edu/students/orgs/envirogateway/index.html>
- Education and Social Policy Gateway -
<http://evans.washington.edu/students/orgs/edugateway/index.html>
- Urban/ Regional Affairs Gateway
<http://evans.washington.edu/students/orgs/urbangateway/urbgate.html>
- International Affairs Gateway Group -
<http://evans.washington.edu/students/orgs/intlgateway/index.html>
- Nonprofit Network (NPN) -
<http://evans.washington.edu/students/orgs/nonprofitgateway/index.html>

PARTNERSHIP FOR CULTURAL DIVERSITY (PCD)

PCD is a coalition devoted to promoting the recruitment and support of students of color at Evans School. PCD provides policy input to Evans School administration on issues affecting students of color, and assists in the development of academic and outreach programs to enhance the School's supportive learning environment. PCD also plans a number of social activities open to the entire student body.

STUDENT REPRESENTATION ON FACULTY COMMITTEES/FACULTY MEETINGS

In addition to the general faculty meeting, there are a number of faculty committees, which address specific issues throughout the year (such as the curriculum committee, and faculty search committees). With the help of the Evans Student Organization, student representatives are appointed to these committees. If you are interested in serving on a committee, you should contact your Evans Student Organization representatives.

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ACADEMIC CALENDAR 2005-2006

AUTUMN QUARTER 2005

September 28.....	Wednesday.....	Instruction begins
November 11.....	Friday.....	Veterans Day Holiday
November 24-25.....	Thanksgiving Day Holiday
December 9.....	Last day of instruction
December 12-16.....	Final examinations

WINTER QUARTER 2006

January 3.....	Tuesday.....	Instruction begins
January 16.....	Monday.....	Martin Luther King, Jr. Day
February 20.....	Monday.....	President's Day Holiday
March 10.....	Friday.....	Last day of instruction
March 13-17.....	Final examinations

SPRING QUARTER 2006

March 27.....	Monday.....	Instruction begins
May 29.....	Monday.....	Memorial Day Holiday
June 3.....	Friday.....	Last day of instruction
June 5-9.....	Final examinations
June 10.....	Saturday.....	U.W. Commencement

SUMMER QUARTER 2006

June 19.....	Monday.....	Full-term & Term A begins
July 4.....	Tuesday.....	Independence Day Holiday
July 19.....	Wednesday.....	Term A ends
July 20.....	Thursday.....	Term B begins
August 18.....	Friday.....	Full-term & Term B ends

GRADUATE STUDENT DEADLINES:

DEADLINE FOR PAYROLL DEDUCTION - GRADUATE RESEARCH ASSISTANTS

First Day of Quarter

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

DEADLINE FOR APPLICATION FOR MASTER'S DEGREE

Submit your Application for Graduation (Degree Warrant) to the UW Graduate School. Master's Degree Request schedule: Autumn/Winter/Spring Quarters:

Weeks 1-7 are considered as filing the *Request* on time.

Weeks 8-9 are considered as filing the *Request* late, and the graduate degree late fee is imposed, (\$250.00)

Weeks 10-11 the *Request* system is closed and no *Requests* are accepted. The next option is to graduate during the following quarter. The Graduate School accepts no excuses for missing the deadline! <http://www.grad.washington.edu/stsv/mastapp.htm>

You must be registered for a minimum of 2 credits during the quarter in which you plan to graduate.
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Master of Arts in Urban Planning (M.U.P.)	18
Master of Science in Forest Resources (M.S.).....	18
Juris Doctor (J.D.)	18
Master of Public Health (M.P.H) or Master of Science (M.S).....	19

SKILLS WORKSHOPS

Evans School Skills Workshops (PBAF 598) teach practical analytic and managerial skills. They are typically taught by distinguished public sector practitioners. Topics covered by skills workshops complement the offerings of the regular Evans School curriculum by providing students with a wide range of practice-oriented courses. The workshop topics generally do not fit easily into traditional, 3-credit academic courses.

Skills workshops usually carry one credit and are graded on a credit/no-credit (C/NC) basis. They are offered in a variety of scheduling and teaching formats to encourage creativity and innovation. Each workshop involves at least ten contact hours and requires additional work to be completed outside of class.

Up to 6 credits of skills workshop credit can be applied to the 60-credit total for Traditional MPA students and the 54-credit total for Midcareer students required for graduation.

The following skills workshops will be offered during the 2005-2006 academic year. Additional topics may be added.

AUTUMN 2005

Cross Cultural Communication
Dependable Strengths
Oral Communications
Dan Evans – Legacy of Leadership

WINTER 2006

Grant Writing
Managing a Diverse Workforce
Navigating the MPA Job Search
Art of Facilitation

SPRING 2006

Interpersonal Communication
Microfinance
Intro to Fund Raising
Strategic Planning

INDEPENDENT STUDY

Students may develop ideas for independent study, then work with a faculty member to complete the project. The project can develop from work or volunteer experience or from academic work, but must involve a written product. The work should be equivalent to that done for the same number of credits of other course work (about 30 hours per credit for the quarter). The student should put together a one page proposal and timeline prior to registration. The student should contact the Administrative Coordinator for an entry code for the independent study. **Students can count up to 6 credits of independent study towards their MPA degree.**

CONCURRENT DEGREES

There are two ways to obtain concurrent degrees at this University: (1) established concurrent programs, and (2) informal concurrent programs. For all concurrent degrees, students will need to have at least 36 graduate course credits to apply to each degree. Beyond those credits, students can double-count credits towards both degrees. Most students finish the MPA and an additional master's degree in three years and an MPA and JD in four years.

The Evans School has five established concurrent programs: with the Jackson School of International Studies, the School of Urban Development and Planning, the College of Forest Resources, the School of Public Health and the Law School. These concurrent degree programs require formal admission to both schools and are described below.

According to the University requirements, Evans School students may also obtain an informal concurrent degree with another school or department by being admitted and completing the requirements for that program. It is important to consult with other departments or schools early in the process to make sure that you understand their requirements for a concurrent degree. A student who enrolls in an informal concurrent program must submit an Informal Concurrent Degree Application Form to the Graduate School as soon as she or he has been admitted to the second program. The student must also submit a written course breakdown for each degree when applying to graduate from each program completed

For students in an approved informal concurrent degree program, the Evans School may accept a Master's Thesis in lieu of a Degree Project when: (a) the other unit requires a thesis (of at least 6 credits); (b) the thesis will have a substantial policy/management component; (c) an Evans School faculty member who normally serves as a DP reader is a formal member of the Thesis committee; (d) the student requests and receives approval from the Director of Graduate Studies within 4 weeks of the establishment of the Thesis Committee. Note that the Evans school will not accept another program's degree project, professional project, or similar capstone project in lieu of the Evans School Degree Project.

MASTER OF ARTS IN INTERNATIONAL STUDIES (M.A.I.S.)

The Evans School of Public Affairs and the Henry M. Jackson School of International Studies participate in a concurrent degree program that enables students to earn both the M.P.A. and M.A.I.S. degrees with a minimum of 84 credits in about three years. Coursework in Evans School's International Affairs gateway or pertinent electives count toward both degrees.

Students who wish to pursue a concurrent degree program must submit one application to the Graduate School and must meet the admission requirements of both the Evans School of Public Affairs and the Jackson School of International Studies. Applicants are considered independently by each school. Students may wait to apply to the concurrent program after having completed a year of study in either the M.P.A. or M.A.I.S. program.

This program gives students training in both Public Affairs and International Studies. Students must meet the core requirements and other requirements for each program and must have their academic programs approved by the advisers in both programs.

MASTER OF ARTS IN URBAN PLANNING (M.U.P.)

The Evans School and the Department of Urban Design and Planning offer a concurrent degree program that enables students to earn both the M.P.A. and M.U.P. degrees in approximately three years. The concurrent program has a joint core of three classes and weaves together the combined core of two programs to avoid duplication and maximize the skills needed. The program offers a mini-core for the students in both programs and merges the Evans School degree project into the Urban Planning thesis.

Concurrent degree candidates must submit application materials to both schools. Applicants are considered independently by each school. Students may wait to apply to the concurrent program after having completed a year of study in either the M.P.A. or M.U.P. program.

MASTER OF SCIENCE IN FOREST RESOURCES (M.S.)

The Evans School and the College of Forest Resources offer a plan that allows the student to complete the two degrees in approximately three years. The concurrent degrees are combined to create an integrated curriculum of 90 credits, in contrast with the 105 credits required to complete the two degrees separately. Within the concurrent degree requirements, students are allowed the opportunity to specialize in one of the following three areas: Forest Economics and Policy, Wildlife Conservation Policy or Social Systems and Natural Resource Policy. The program offers a mini-core for students accepted to both programs and merges the Evans School degree project into the College of Forest Resources master's thesis.

Concurrent candidates must submit application materials to both schools. Applicants are considered independently by each school, and students may wait to apply to the concurrent program after having completed a year of study in either the M.P.A. or M.S. program. Students in the concurrent program must have their programs approved by their faculty advisers in both programs.

JURIS DOCTOR (J.D.)

The Evans School of Public Affairs and the School of Law participate in a concurrent degree program that enables students to earn the M.P.A. and J.D. degrees in approximately four years, rather than the five years that the two degrees would otherwise require if pursued separately.

Students who wish to pursue a concurrent degree program must submit separate applications to both the Evans School of Public Affairs and School of Law.

This program trains qualified law and public affairs students for careers in government and in government-related areas of the private sector or legal profession. Graduates of the program acquire both the technical skills and the substantive knowledge required for an understanding of the legal/political environment.

Students in the concurrent program must meet the core requirements and other requirements for each program. In the first year of the program, a student usually enrolls full-time at the Law School. The student's second year is spent primarily at the Evans School, and in the last two years of the program, the student completes both degrees. Students in the concurrent program must have their programs approved by their faculty advisers in both programs.

MASTER OF PUBLIC HEALTH (M.P.H), MASTER OF SCIENCE (M.S), OR MASTER OF HEALTH ADMINISTRATION (MHA)

The Evans School and the School of Public Health offer a concurrent degree program that enables students to earn both degrees in approximately three years combining the curricula of both programs to create an integrated curriculum of 90 credits. Students are allowed the opportunity to specialize in one of the following four areas: Epidemiology, Environmental Health, Health Services and Health Administration. Each track offers a unique combination of Evans School and Public Health classes and merges the Evans School degree project into the Public Health master's thesis (with the exception of Health Administration).

Concurrent candidates must submit application materials to both schools. Each school considers applicants independently. Students may wait to apply to the concurrent program after having completed a year of study in either the M.P.A. or one of the eligible Public Health programs. Students in the concurrent program must have their programs approved by their faculty advisers in both programs.

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ADVISING SERVICES AT EVANS SCHOOL

FACULTY ADVISOR

At the beginning of every academic year, entering students are assigned a faculty advisor. The faculty advisor's primary responsibility is to assist students in selecting courses and planning their educational experience. Students work with their advisor to select courses in their area of interest. Faculty can serve as important links to other University of Washington schools and departments, and can thus assist students in identifying campus-wide courses and research opportunities that are relevant to students' specific interests.

Before submitting their Curriculum Planning forms to the Evans School Student Services Office, students must have their planning form reviewed and signed by their faculty advisor.

GENERAL ACADEMIC PROGRAM ADVISING

Students can address questions about the Evans School curriculum and program requirements to the School's Peer Advisor, the Program Coordinator, or to the Director of Graduate Studies. The Director of Graduate Studies also serves as a "special case" arbiter for students who are seeking exemptions from program requirements or who wish to transfer graduate credits from another institution. The Director of Graduate Studies is also responsible for administering the academic grievance process and serves as the principal advisor to students on academic probation.

Questions concerning registration procedures, on-leave status, and student records in general should be addressed to the Program Coordinator or the Administrative Coordinator in Parrington 109. The reference guide below outlines the Evans School advising network in greater detail.

Advising Issue	Primary Advising Contact
General Advising Plan of Study Advising Planning Forms	Faculty Advisor
General Curriculum Requirements Problem Trouble-shooting Student Advising	Peer Advisor
General Advising Waiver/Exemption Requests Transfer credits Academic probation Academic grievance procedures	Director of Graduate Studies
Registration Procedures –entry codes –wait-lists –MyUW On-leave procedures Student records Address updates Filing for graduation Course syllabi & evaluations Planning form review	Program Coordinator
Financial aid Admissions matters Prospective student advising	Director of Student Services
Internships and Career Services	Director of Career Services

ACADEMIC PLANNING FORMS/FILING FOR GRADUATION

PLANNING FORMS

The Evans School Plan of Study Form system is designed to help students, faculty advisors, and the School's Student Services Office plan and track students' progress toward the M.P.A. degree. Through periodic meetings with their advisor to discuss the Planning Form, Evans School students can reflect upon the timing and coherence of their course of study. Plan of Study Forms are available in Parrington 109 or on the Evans School web site. Please be sure to keep a copy for yourself and make a copy for your advisor before submitting it to the Student Services Office.

TRADITIONAL STUDENTS

Prior to the end of their first year at Evans School, all full-time students must complete and submit their first Plan of Study Form to the Student Services Office. Part-time students must submit their first Plan of Study Form once they are nearing their first 30 credit hours. The plan of study form outlines the student's plans for his or her area of concentration within the M.P.A. degree. The plan of study must be signed by the faculty advisor and by the Director of Graduate Studies.

The ***Final 60-credit Plan of Study Form*** must be filed with the Evans School Student Services Office during the first two weeks of the term in which a student plans to graduate. This form has to be reviewed and approved by the Student Services Office before the student can graduate. Students in the PCMI program will submit the final ***51-credit Plan of Study Form***.

MIDCAREER STUDENTS

During the Autumn quarter of the student's second year, each student must meet with their faculty advisor and have their Academic Planning Form reviewed and signed. This form is due to the Student Services Office by the end of Autumn Quarter. A second Academic Planning Form is due at the end of Autumn Quarter of the student's third year.

The ***Final 54-credit Academic Planning Form*** must be filed with the Evans School Student Services Office during the first two weeks of the term in which a student plans to graduate. This form has to be reviewed and approved by the Student Services Office before the student can graduate.

Executive MPA

The ***Final 45-credit Academic Planning Form*** must be filed with the Evans School Student Services Office during the first two weeks of the term in which a student plans to graduate. This form is be reviewed and approved by Student Service Office before the student can graduate.

FILING FOR GRADUATION

During the first seven weeks of the quarter in which they plan to graduate, students must also apply directly to the University of Washington Graduate School (G-1 Communications Building) for an Application for Graduation (also known as a Degree Warrant). The degree warrant is valid for one quarter. Students who neglect to file a degree warrant by the end of the seventh week of the term will not be permitted to graduate that quarter.

For the quarter in which you plan to graduate, you must do the following:

- 1) Complete the Application for Graduation (Master's Degree Request) with the UW Graduate School at <http://www.grad.washington.edu/stsv/mastapp.html>. Students can apply for graduation any time during the first seven weeks of the quarter they plan to graduate. Approved Master's Degree Requests are good for one quarter only. NOTE: Evans School is a non-thesis program. Be sure to check the non-thesis option on the application. Concurrent students who are in a thesis program, have more options, please see the Graduate School guidelines in Appendix D.
- 2) Submit to the Program Coordinator (Par 109) the Final Plan of Study Form (filled out by student and signed by faculty advisor.) This is due at the beginning of the quarter in which you wish to graduate.
- 3) Clear up all of your incompletes. (Make sure that the instructor turns in the change of grade or the incomplete removal cards to the Student Services Office in Parrington 109.)
- 4) The Graduate School requires that a student be registered for at least two credits in during the quarter in which they plan to graduate. Please see Program Coordinator for details.
- 5) Traditional Students: Submit all internship forms to the Director of Career Services. Internship waivers are not automatic and must be approved.

The filing of the application for the master's degree with the Graduate School and fulfilling all graduate requirements is the responsibility of the graduate student. Please confirm with the Student Services Office that all materials have been received and are on file.

EVANS SCHOOL POLICY STATEMENT ON TRANSFER OF CREDITS

The maximum total number of transfer credits accepted is 30, and can be any combination from the types of credits listed below:

1) OTHER INSTITUTIONS

Evans School allows up to 12 credit hours in total to be transferred from other institutions with permission of the Director of Graduate Studies. Normally, not more than 3 credits will be allowed for each completed course. Students may transfer into Evans School credits from other institutions under the following conditions:

- A. The student held graduate status at the other institution(s).
- B. The course(s) taken were graduate courses.
- C. The student received a grade equivalent to 3.0 or above.
- D. The student is able to demonstrate that the course is equivalent to a regular Evans School course in scope and content or the course(s) was related to the field of Public Affairs.
- E. The course(s) was not used toward another degree.
- F. The course(s) was taken no longer than 6 years before beginning matriculation at Evans School.

2) CASCADE CENTER FOR PUBLIC SERVICE

Students may transfer into Evans School a maximum of 12 quarter hours of credits from courses taken under the auspices of the Cascade Center for Public Service under the following conditions:

- A. Each course module from the "Management Series" (one week in length) will be considered the equivalent of a 3 credit course. The "Public Executive Program" (two weeks in length) will be considered the equivalent of a 6 credit course. Three-day Cascade Center classes will count as 2 credits.
- B. Credit will be accepted and transferred on the basis of notification from the Cascade Center that a student completed the designated courses in good standing and with due diligence, and at the discretion of the Director of Graduate Studies.
- C. In general, Cascade courses will not be permitted to stand in for or waive core or Restricted Elective courses. Students who have taken suitable Cascade courses (e.g. Budgeting) may take the normal waiver examinations for that core course.**
- D. Students should note that extra fees are required to register for Cascade Center courses.
- E. Cascade Center courses are not graded. Please note that students may have a maximum of 15 ungraded credits applied towards their M.P.A.

3) UW GRADUATE NON-MATRICULATED STATUS

Up to 12 University of Washington graduate credits may be transferred to Evans School under the following conditions:

- A. The student had Graduate Non-matriculated status.
- B. The course(s) were graduate level courses.
- C. The student received a grade of 3.0 or above.
- D. The student is able to demonstrate that the course is equivalent to a regular Evans School course in scope and content related to the field of Public Affairs.
- E. The class (es) was not used toward another degree.

4) EXCHANGE PROGRAMS

Evans School students who wish to take courses at another institution during the summer, or while they are outside the Seattle area, need to consult the Director of Graduate Studies prior to leaving the University for guidance on courses and transfer credits. Failure to consult prior to taking courses may mean credit will not be given for course work. Generally, criteria will be similar to transfer credits from other institutions (see Number 1 above).

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 M.P.A. 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. ***Students in the PCMI program should refer to the PCMI Handbook Addendum for information about on-leave status during Peace Corps**

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 four consecutive quarters. Students must have completed at least one quarter of graduate study at the UW prior to filing an on-leave petition. On-Leave petitions are available from the Director of Student Services in Parrington 109A. Forms 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 *all* 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 14th 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 Program Coordinator for details.

UNIVERSITY OF WASHINGTON GRADUATE SCHOOL

MEMORANDUM REGARDING THE GRADING SYSTEM FOR GRADUATE STUDENTS

(Revised January, 1984)

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 beginning 4.0 and decreasing by one-tenth until 1.7 is reached. Grades below 1.7 will be recorded as 0.0 by the Registrar and will not count toward residency, total credit count, or grade and credit requirements. A minimum of 2.7 shall be required in **each course** that is counted toward a graduate degree. A minimum GPA of 3.0 is required for graduation.

Correspondence between number grades and letter grades is as follows:

NUMERIC GRADE POINT EQUIVALENT	LETTER GRADE
4.0-3.9	A
3.8-3.5	A-
3.4-3.2	B+
3.1-2.9	B
2.8-2.5	B-
2.4-2.2	C+
2.1-1.7	C
1.6-0.0	E

Grades below 2.7 in any course do not count toward the MPA degree.

The following letter grades also may be used:

I	Incomplete	<p>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. A written statement giving the reason for the Incomplete and indicating the work required to remove it must be filed by the instructor with the head of the unit in which the course is offered.</p> <p>To obtain credit for the course, a student must convert an Incomplete into a passing grade by the last day of the next quarter in residence. This rule may be waived by the dean of the school or college in which the course is offered. In no case may an Incomplete be converted into a passing grade after a lapse of 2 years or more.</p>
N	No Grade	<p>Used only for hyphenated courses and courses numbered 600 (Independent Study and Research), 605 (Degree Project). An N grade indicates that satisfactory progress is being made, but evaluation depends on completion of the research, degree project, at which time the instructor or Supervisory Committee Chairperson should change the N grades(s) to one reflecting the final evaluation.</p>
S/NS	Satisfactory/ Not-Satisfactory	<p>A graduate student, with the approval of the Graduate Program Coordinator or supervisor committee chair, may elect to be graded S/NS in any numerically-graded Supervisory Committee course for which he or she is eligible. Only in very unusual circumstances may S/NS be converted to numeric grades or vice-versa. The instructor will submit a numeric grade to the Registrar's Office for conversion to S (numerical grades of 2.7 or above) or NS (numerical grades lower than 2.7). Core and Restricted Elective courses may not be taken S/NS.</p>

CR/NC	Credit/No-Credit	<p>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 class 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 instructor's option.</p> <p>The Evans School of Public Affairs will accept no more than 15 credits of credit/no-credit or satisfactory/not-satisfactory coursework toward the M.P.A. degree.</p>
W	Withdrawal	<p>Official withdrawal from a course during the first ten class days of a quarter will not be entered on the permanent academic record. Students may withdraw from a course only during the first ten class days of a 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). A grade of W will be recorded.</p> <p>Unofficial withdrawal (failing to attend class without withdrawing on STAR or MyUW or in person in Schmitz Hall) from a course shall result in a grade of 0.0.</p> <p>The grade W will count neither as completed credits nor in computation of grade-point average.</p>

Of the minimum credits required for a graduate degree, the Graduate School requires that all graduate students must show numerical grades in at least 18 quarter credits of course work taken at the University of Washington. **However, the Evans School allows only 15 credits of ungraded credits to apply towards the M.P.A. degree.** 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 the 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, and in 100-, 200-, and 300-level courses.

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

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 clearly specify the rules in order to avoid confusion and misunderstanding. The Director of Graduate Studies, faculty, peer advisor are available to assist all students in maintaining satisfactory academic performance in the School. Students who fail to meet the requirements for satisfactory academic performance will be notified in writing of their unsatisfactory performance by the Director of Graduate Studies.

SATISFACTORY PERFORMANCE:

1. A CUMULATIVE GRADE POINT AVERAGE (GPA) OF 3.0 OR HIGHER
2. A GRADE OF 2.7 OR HIGHER IN EACH CORE COURSE (PBAF 510, PBAF 511, PBAF 512, PBAF 513, PBAF 516, PBAF 522, PBAF 527, PBAF 528, and/or PBAF 540, PBAF 541, PBAF 542, PBAF 543, PBAF 544, PBAF 545, PA EX 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511)

UNSATISFACTORY PERFORMANCE:

1. A CUMULATIVE GRADE POINT AVERAGE (GPA) BELOW 3.0: LOW SCHOLARSHIP
WARN: Recommended for beginning students whose *quarterly* GPA and *cumulative* GPA are below 3.0 but whose grades in all core courses are at least 2.7; full-time students must be in their first quarter in the School, and part-time students must have accumulated fewer than 12 total credits.
Recommended for students whose quarterly GPA is 3.0 or higher but whose *cumulative* GPA is below 3.0.
- PROBATION: Recommended for students whose *quarterly* GPA and cumulative GPA are below 3.0 (except as noted above for full-time students who are in their first quarter in the School or part-time students who have accumulated fewer than 12 total credits). This means that once students receive notice of PROBATION for a cumulative GPA below 3.0, they must maintain a *quarterly* GPA of 3.0 or higher until their cumulative GPA rises to 3.0 or higher.
- FINAL PROBATION: Recommended for students whose *quarterly* GPA is below 3.0 and whose cumulative GPA has been below 3.0 for two successive quarters (excluding the first quarter in the School for full-time students in the School, or the first two or three quarters for part-time students whose total credits are fewer than 12). 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 GRADE BELOW 2.7 IN ANY CORE COURSE (, PBAF 510, PBAF 511, PBAF 512, PBAF 513, PBAF 516, PBAF 522, PBAF 527, PBAF 528 and/or PBAF 540, 541, 542, 543, 544, 545, PA EX 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511: UNSATISFACTORY PROGRESS

PROBATION:	Recommended for students with a grade below 2.7 in any core course.
DROP:	Recommended for students with a grade below 2.7 in a core course which has been retaken ONCE. This means that students who receive a grade below 2.7 in a core course must retake the SAME core course and must receive a grade of 2.7 or higher on the first retake, or they will be DROPPED from the School. (See Evans School policy for retaking core courses on page 26.) Recommended for students who have received grades below 2.7 in four core courses. This means that students can retake only three core courses.
NOTIFICATION:	According to University procedures, students must receive written notification from the Director of Graduate Studies of unsatisfactory performance (PROBATION, FINAL PROBATION) prior to being DROPPED from the 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 Director of Graduate Studies. 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 33).

CONTINUATION OR TERMINATION OF STUDENTS IN THE GRADUATE SCHOOL

UW GRADUATE SCHOOL MEMORANDUM

Admission to the Graduate School allows students to continue graduate study and research at the University of Washington only as long as they maintain satisfactory performance and progress toward completion of their graduate degree program. The definition of satisfactory performance and progress toward completion of the degree program may differ among degree offering units; therefore, *it is imperative that each graduate unit has these requirements in writing, and distributes them to each graduate student.* (See previous section for Evans School guidelines for satisfactory academic performance.) The following information should be included:

1. General expectations for graduate student performance within the academic unit, including, but not limited to, required course work and length of time allowed for completion of various phases of the program.
2. Identification of persons in departments, colleges, schools, and groups who are responsible for both the evaluation of graduate student progress and for informing students about the fulfillment of these requirements, and when such evaluations are to be made.
3. Criteria by which performance and progress are to be evaluated, including areas which may or may not be negotiated.
3. Under what circumstances the graduate unit will recommend to the Dean of the Graduate School the alteration of a student's standing i.e., conditions that warrant warn, probation, and final probation (see *Suggested Guidelines for Change of Status Action*) and length of time the academic unit will tolerate low scholarship or unsatisfactory performance and progress.
4. Procedures for appealing evaluations recommended to the Graduate School by the graduate program.

REVIEW PROCESS FOR LOW SCHOLARSHIP AND UNSATISFACTORY PROGRESS

Review of students who maintain a 3.0 grade point average (G.P.A.) is at the discretion of the graduate unit and is expected to be undertaken at least annually. Students whose cumulative or quarterly G.P.A. falls below a 3.0 must be reviewed quarterly and be provided with an explanation of performance expectations and a timetable for correction of deficiencies. Doctoral program students are to be reviewed by their Doctoral Supervisory Committee, or by a committee of graduate faculty in the unit appointed or elected for this purpose in consultation with the student's Supervisory Committee. Pre- and post-master students are to be reviewed by supervisory committees, if such committees have been appointed, or by the graduate faculty members who have been designated to oversee such students' programs. In evaluating the student's performance and progress, all of the following should be reviewed:

1. Grade reports: cumulative and quarterly G.P.A.'s computed on those courses taken while the student is enrolled in the University of Washington Graduate School. Computation is based only on courses numbered 400-599; courses graded I, S/NS, and CR/NC are excluded, as are the 600-800 series.
2. Performance during informal coursework and seminars.
3. Research capability, progress, and performance.

Any other information relevant to graduate program academic requirements.

A determination of satisfactory performance and progress may be made upon review of the factors indicated above and consideration of the student's progress relative to other students (part-time/ full-time) in the program or to an individually negotiated schedule.

ACADEMIC GRIEVANCE PROCEDURE

UW GRADUATE SCHOOL MEMORANDUM NO. 33

(Revised July 5, 1983)

Graduate students who encounter academic problems related to their academic abilities, but not including evaluation thereof,* may seek resolution of their complaints as described below. These policies apply to issues such as faculty, departmental, college or Graduate School policies affecting individual student prerogatives, deviations from stated grading practices (but not individual grade challenges), unfair treatment, and related issues.

Students who believe they have been discriminated against on the basis of race, religion, color, sex, national origin, age, handicap, or status as a disabled veteran or Vietnam-era veteran should refer to the Human Rights Grievance Procedure contained in the University of Washington Operations Manual, D 45.5.

INFORMAL CONCILIATION

The student is encouraged first to attempt to resolve a grievance with the faculty or staff member(s) most directly concerned. The director or chair-person of the unit also may be asked to conciliate the grievance. If discussion with the faculty or staff member(s) concerned does not resolve the grievance, the student may request the Graduate School to assist in an informal resolution.

If the student is dissatisfied with the informal conciliation, he or she may file a formal complaint with the Dean of the Graduate School.

FORMAL COMPLAINT

Graduate School Academic Grievance Committee. The Dean of the Graduate School shall designate an Associate Dean of the Graduate School to chair the Graduate School Academic Grievance Committee. Each year the Dean shall appoint to the Committee five members of the Graduate Faculty and, from a list of ten nominees provided by the Graduate and Professional Student Senate, five full-time graduate students who are in good academic standing. This committee will constitute the pool from which the Chairperson will appoint panels as needed to provide fair and impartial hearings on formal complaints filed with the Dean of the Graduate School.

A formal grievance will be referred to the Chairperson of the Graduate School Academic Grievance Committee who shall within five working days** (hereafter, time limitations are stated in working days) of its receipt designate two faculty and two student members of the Committee to serve as a Hearing Panel. The committee Chairperson/ designee shall act as panel chairperson. The student and the faculty or staff concerned shall each have the right to exercise one peremptory challenge against the panel designees within five days after notification of the names of the designees. If a challenge is made, the Chairperson shall designate another faculty or student member to replace the member challenged. All members of the panel shall have the right to vote upon any matter that may come before the panel. No member of the Hearing Panel shall be from the department of any of the parties to the grievance.

* If a student believes her or his grade has been miscalculated or that she or he has been graded unfairly, the student should attempt to reconcile the situation with the respective professor. If the matter still remains unresolved, the student may then contact the Dean of Evans School. The Dean will examine the situation and, if need be, may appoint a faculty committee to bring the issue to resolution. (This policy of contesting grades applies only to classes taught through Evans School.)

**Specified time limitations refer to the academic year September through June to prevent the running of time in regard to the actions of a committee whose membership is composed of individuals who would not normally be at the University during the summer months. Thus, if a student presents a grievance in June, the time stops running at the end of the academic year and begins again at the commencement of the following academic year in September. In addition, time limitations are suspended for official University holidays or other closures during the regular academic year.

HEARING

When a formal complaint has been filed by a graduate student, the Chairperson of the Graduate School Academic Grievance Committee shall distribute a copy of the complaint to each faculty or academic staff person directly involved. The Panel Chairperson shall establish a time and place for a hearing to be held no later than 15 days from the date of final determination of the panel membership, unless for good reason stated in writing to the complainant and other concerned parties the Panel Chairperson schedules the hearing for a later specified date. The Chairperson shall announce the time and place of the hearing to the student, the member(s) of the faculty and staff involved, the dean of the college or school, the chairperson of the department, and all other prospective witnesses. A list of the persons notified will be given to the student and the other individuals directly involved.

Hearings will be conducted in closed session except when and to the extent mutually agreed upon by the student and faculty or staff involved. All parties may present evidence and testimony. Only evidence presented at the hearing will be considered in determining the validity of the complaint. Hearings may be continued from day to day until all evidence has been presented. A written summary of the proceedings will be kept for at least one year and shall include a tape recording of testimony.

Within 15 days after the hearing adjourns, the panel shall present to the Dean of the Graduate School its report, including findings, conclusions, and recommendations for action. The report will be simultaneously transmitted to the student and to the faculty and staff member(s) concerned.

The Dean of the Graduate School, within 10 days after receipt of the panel report, shall issue his decision as to the action to be taken on the grievance. The Dean's 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), their chairperson(s), and their dean(s).

The decision of the Dean 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.

APPEAL

When a request for consideration by the Provost has been received, the Dean of the Graduate School shall transmit to the Provost a copy of the decision issued by him, together with the documentation, transcripts or tape recordings of testimony, and other information relevant to the grievance.

The Provost shall examine the record and determine that either:

1. There are no procedural irregularities and the decision is fair, in which case she will reject the request thereby making the decision of the Dean immediately final; or
2. The record reflects some basis for reconsideration, in which case she will remand the matter to the Dean of the Graduate School for appropriate action.

The Provost shall notify the student and the Dean of the Graduate School of her finding within 10 days after receipt of the student's request.

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FINANCIAL AWARDS AT THE EVANS SCHOOL OF PUBLIC AFFAIRS

Departmental financial awards at Evans School are made by the School's Admissions Committee when offers of admission are made. The availability of awards varies from year to year. The awards include Research Assistantships and Shipman, Denny, Jackson, Lavoie, Shelton, PCMI Scottish Rite, Non-Profit and Evans School Public Affairs Fellowships. Additional information on all of these awards is available from the Director of Student Services.

University financial aid is available as loans and work-study (aid based on need administered by the University) and as scholarships (aid based primarily on merit). All the appropriate forms for need-based assistance are handled by the University of Washington Office of Student Financial Aid. Applicants wishing to apply for need-based assistance should obtain a Free Application for Federal Student Aid (FAFSA) from UW Financial Aid. To receive priority consideration for financial aid, students must ensure that their FAFSA's are **received** by the College Scholarship Service by the February 28th deadline. ***Failure to submit the FAFSA before February 28 will seriously diminish a student's chances for financial aid of any kind for the entire academic year.***

In order to be awarded work-study status, students should have filed the FAFSA before February 28 of the previous year. Work-study assignments are also available outside the School to eligible students who qualify for financial aid. In these positions students work between 10-19 hours per week, depending on the size of their work-study award.

The Financial Aid Office is located in 105 Schmitz Hall, University of Washington, Box 355880, Seattle, WA 98195. (206) 543-6101. FAFSA's are also available at other university financial aid offices. All students who wish to receive financial aid for the coming year must ensure that their completed Financial Aid Form is received by the College Scholarship Service by ***the posted due date.***

RESEARCH AND GRADUATE ASSISTANTSHIPS

Many Evans School students are hired directly as research assistants by Evans School faculty and research institutes. A limited number of administrative graduate assistantships are also available each year. Assistantship positions are posted on the Job and Internship Listing Service (JILeS).. Students are also encouraged to look for teaching, research and graduate assistantships in other academic and administrative units around the University.

TEACHING ASSISTANTSHIPS

Each year the School awards approximately three teaching assistantships in the areas of core courses in economics, quantitative methods and budgeting. These awards usually go to second year students who have already completed the course in question.

LOCKE FELLOWSHIP IN SOCIAL JUSTICE

The fund is intended for internship work in an organization that focuses on dealing with problems, issues, and needs confronting the poor and the dispossessed in our society. Students and organizations working in urban inner-city or economically depressed rural communities are of special interest. Preference will be given to applicants who still need to fulfill their Evans School internship requirement.

EXCELLENCE IN PUBLIC SERVICE INTERNSHIP FUNDING

Fellowships are available for students committed to internships that exhibit excellence in Public Service. The awards are based on a competitive application process announced during the academic year. Fellowships from the Excellence in Public Service Internship Funding support low/no pay internships both international and domestic. Additional criteria and application requirements are available through the Director of Career Services..

PRIVATE FOUNDATIONS, PROFESSIONAL GRANTS AND AWARDS, AND OTHER SOURCES OF NON-UNIVERSITY ADMINISTERED FINANCIAL AID

Numerous sources exist for financial aid that is not administered by Evans School or the University of Washington. Students who are interested in learning more about specific organizations that may support their studies should contact the Graduate School Fellowship Office. Free workshops are offered quarterly. Their resource library (Ground Floor, Suzzallo Library) has many helpful sources of information on specific award opportunities. Students should also consult Internet-based databases, such as FASTweb (Financial Aid Search Through the Web) at <http://www.studentservices.com/amex/> or FinAid (Financial Aid Information Page) at <http://www.finaid.org/>.

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APPLIED RESEARCH AND EXECUTIVE EDUCATION

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, workforce development, social welfare, and education reform. The Human Services Policy Center, Center on Reinventing Public Education, and the Urban Health Initiative enhance the ability of public servants and the general public to understand major public policy issues and to make sound public management decisions through research, consultancy, conferences, publication, and training. Over the years, the Evans School research centers have developed a distinguished reputation for producing analyses and fostering constructive community debate about major policy issues. The centers' work has influenced policy makers on the state, regional, and national levels.

EXECUTIVE EDUCATION

Executive education opportunities are available at the Evans School. Executive training is available via the Cascade Center for Public Service. The center offers three- and five-day management course, two-week residential management programs and other special programs for managers and leaders in the public and non-profit sectors. Cascade Center courses are directly transferable for up to 12 elective credits in the Evans School's Evening Mid-Career Degree Program.

RESEARCH AT THE EVANS SCHOOL CENTERS

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.

WEBSITE ADDRESSES:

Center on Reinventing Public Education	Parrington 324, 685-2214 http://www.crpe.org
Human Services Policy Center	Parrington 303, 685-3135/685-3136 http://www.hspsc.org
Urban Health Initiative	7900 Greenlake Dr. N., #302, Seattle, WA 98103 616-3637 http://www.urbanhealth.org
Marc Lindenberg Center for Humanitarian Action, International Development, and Global Citizenship	Parrington 321, 616-1607
Nancy Bell Evans Center for Nonprofit Leadership & Civic Engagement	Professor Steven Rathgeb Smith, Director email: smithsr@u.washington.edu
Policy Consensus Center	Parrington 403, 616-5817
Center for Urban Simulation and Policy Analysis	Point 5 Bldg., University Ave, Seattle, WA 98105

CAREER SERVICES

The Evans School of Public Affairs actively assists its students in securing challenging permanent employment upon completion of the degree program. The Director of Career Services is centrally involved in this effort by maintaining a comprehensive career information service on current internship and employment opportunities and by maintaining 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:

INTERNET JOB/INTERNSHIP LISTINGS

Evans School maintains a comprehensive, internet-based job listing service (*JILeS*) that lists many public service employment opportunities. This site is updated daily. Please contact evansjob@u.washington.edu if you have any questions.

www.evanscareerservices.com*A note to Traditional students: Please see Appendix A in the Traditional Student Handbook for Internship paperwork.

EVANS SCHOOL CAREER RESOURCE AREA

The career resource area at Evans School contains a variety of career development and job search information relevant to students seeking employment in the public and nonprofit sectors. Materials include job list periodicals, books, newsletters, publications, handouts, and organizational files which students may use to research a particular organization or employment interest area. Internship contracts from past students can be found in binders in the resource area which is located in the study room of the student lounge.

CAREER DEVELOPMENT EVENTS/CAMPUS RECRUITING

Career development brown bag lunches are scheduled each quarter to give students more information about potential employers and to assist them in preparing for the internship/job search. Speakers include Evans School alumni, human resources professionals, and career development professionals from throughout the Seattle area. The Annual UW Public Service and Nonprofit Opportunities Fair is held every winter and the Evans School Career Night is held each spring.

Campus recruitment at Evans School is another valuable employment resource. Recent recruiters include the U.S. Government Accountability Office, the Washington State Senate Committee Services Internship Program, King County Office of Management and Budget, the California State Auditor's Office, MTG Management Consulting, and Navigant Consulting.

EVANS SCHOOL ALUMNI NETWORKING RESOURCE

The UW Alumni Association offers current students complementary access to Career Connections, a searchable nationwide database of alumni volunteers offering networking referrals and information about their field. Career Connections lists more than 4,000 graduates who are willing to provide information on their industries, organizations, and job functions, to discuss their own career paths, and to offer suggestions to students and fellow alums considering similar careers or career transitions. This service can be found at www.uwalum.com and click on "Career Connections."

EVANS SCHOOL ONLINE RESUME BOOK

The Job and Internship Listing Service (JILeS) has a resume directory profiling current students seeking summer internships and upcoming graduates seeking permanent employment. The online resume book can be found at: www.evanscareerservices.com. The book results in a number of job/internship opportunities for students each year. The online resume directory allows employers around the state and beyond to access a pool of applicants. Resumes can be updated at any time by students and downloaded and printed from any location.

UW CENTER FOR CAREER SERVICES

The University of Washington provides career development assistance for all students at the UW Center for Career Services (Mary Gates Hall). CCS provides a variety of free job-search services, including workshops on

résumé and cover letter writing and interviewing, individual counseling sessions, employer information, and career fairs. The UW Center for Career Services website is <http://depts.washington.edu/careers/>.

CAREER SERVICES RECIPROCITY

Evans School enjoys reciprocal career service relationships with several other graduate public administration and policy schools and college/university career offices throughout the U.S. This resource allows students seeking jobs outside of the Seattle area the opportunity to have access to job and internship listings and other career development materials at reciprocal schools. Many of the schools that share access to career service resources are part of NASPAA (the National Association of Schools of Public Affairs and Administration).

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APPENDIX A: EVANS SCHOOL WEB SITES:

Evans School of Public Affairs

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

Calendar of Events

<http://evans.washington.edu/about/calendars.php>

Career Services

<http://evans.washington.edu/career/>

Computer Lab Information

<http://evans.washington.edu/computing/lab/index.php>

Faculty and Staff Directory

<http://evans.washington.edu/directory/dir-facstaff.php>

Policy Gateways and Student Groups

<http://evans.washington.edu/students/orgs/index.php>

Research and Outreach

<http://evans.washington.edu/research/index.php>

Quarterly Academic Calendars (Evans School Only)

<http://evans.washington.edu/students/calendars.php>

Student Handbook

<http://evans.washington.edu/students/handbook/index.php>

APPENDIX B: UNIVERSITY OF WASHINGTON WEB SITES:

University of Washington

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

Academic Calendar

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

Campus Event Calendar

<http://www.washington.edu/newsroom/events/>

Campus map

<http://www.washington.edu/home/maps/>

Commuting Options & U-Pass

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

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/admin/parking/index.html#STUDENTS>

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://depts.washington.edu/ovpsa/childcare/>

Student Accident & Sickness Insurance Plan

<http://depts.washington.edu/ovpsa/insurance.html>

Student Telephone Services

<http://www.washington.edu/admin/comtech/sts.index.html>

Tuition & Related Fees

<http://www.washington.edu/students/sfs/sao/tuition/>

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/>

APPENDIX C: OTHER HELPFUL WEBSITES:

FinAid (Financial Aid Information Page)

<http://www.finaid.org/>

Metro Timetables, Routes and Fares (bus system)

<http://transit.metrokc.gov/>

APPENDIX D: GRADUATE SCHOOL GRADUATION GUIDELINES

Graduate Degree Late Fee

What is the Graduate Degree Late Fee?

Who is eligible?

When do students graduate?

How to apply for the fee?

Frequently asked questions

What is the Graduate Degree Late Fee

The Graduate Degree Late Fee is for eligible students who did not: 1) file a timely Master's Degree Request or, 2) submit the thesis or dissertation by the end of the quarter. This fee was established by The Graduate School and approved by the Provost Office beginning Autumn Quarter 2004. The money collected from the fee is applied to the UW General Fund.

Who is Eligible?

Master's students who file the Master's Degree Request within the late period*

- Students must be currently registered **and**,
- A Master's Degree Request must be submitted by the 9th Sunday of Autumn, Winter and Spring quarters or the 7th Sunday of Summer quarter **and**,
- students must pay the fee in addition to tuition by the last day of the degree request quarter.

*Master's Degree Request schedule:

Autumn/Winter/Spring Quarters:

Weeks 1-7 are considered as filing the *Request* on time

Weeks 8-9 are considered as filing the *Request* late, and the graduate degree late fee is imposed

Weeks 10-11 the *Request* system is closed and no *Requests* are accepted. The next option is to graduate during the following quarter.

Summer Quarter:

Weeks 1-6 are considered as filing the *Request* on time

Week 7 is considered as filing the *Request* late, and the graduate degree late fee is imposed

Weeks 8-9 the *Request system* is closed and no *Requests* are accepted. The next option is to graduate during the following quarter.

Master's Non-Thesis Students filing the Master's Degree Request after completing degree requirements

- Students were registered the quarter prior to paying the fee **and**,
- students completed all course requirements, and Graduate School and department degree requirements the quarter prior to paying the fee **and**,
- students filed a Master's degree request by the 4th Sunday of the quarter they pay the fee **and**,
- students paid the fee prior to the 4th Friday of the degree request quarter.

Master's Thesis Students filing the Master's Degree Request after completing degree requirements (with the exception of thesis submission)

- Students were registered the quarter prior to paying the fee **and**,
- students completed all course requirements, and Graduate School and department degree requirements (with the exception of the thesis submission) the quarter prior to paying the fee **and**,
- thesis was submitted and accepted by the Graduate School no later than the 4th Friday of the quarter they paid the fee **and**,
- students filed a Master's degree request by the 4th Sunday of the quarter they pay the fee **and**,
- students paid the fee prior to the 4th Friday of the degree request quarter.

Eligibility Requirements by Petition to the Dean of the Graduate School (*Petition submission available on-line*)

- Students who have met the applicable eligibility requirements listed above but are waiting for an incomplete grade to be removed because all work was completed the quarter prior to paying the fee and faculty input was not required other than grading of the submitted work **or**,
- Students who have met the applicable eligibility requirements listed above but must meet a departmental contingency that does not require registration in a course.

When do fee paying students graduate?

Students graduate the quarter that they pay the fee if they have met the applicable fee eligibility requirements, their departments recommend graduation to the Graduate School, and the Graduate School approves graduation.

How to apply for the fee?

Students must pay their fee at Student Fiscal Services (SFS), 129 Schmitz Hall, and inform the SFS staff that they are paying the **\$250 Degree Late Fee**. SFS staff will add the charge and issue a receipt which the students should retain for their records.

In case of a loss of receipt, students can go to MyUW and print out a statement which will show that a payment was posted to their account for \$250.

Frequently Asked Questions

- What if I don't file the Request for Master's Degree by the end of the late period? Is there any way to graduate during the current quarter?

No, you must then wait to apply to graduate during the following quarter and pay The Graduate Degree Late Fee.

- Is the deadline for submitting a thesis or dissertation still 5pm on the last day of a given quarter? What if I miss this deadline because I am stuck in traffic?

Yes, this deadline remains the same. If you miss this deadline then you must apply to graduate during the following quarter and are eligible to pay The Graduate Degree Late Fee if all other degree requirements were met.

- What if I pay The Graduate Degree Late Fee to submit my thesis or dissertation, but then don't make the 4 week deadline for submitting the document?

Then you must register for thesis or dissertation credits and The Graduate Degree Late Fee will either be refunded to you, or credited toward your tuition.

- Must I be registered for tuition credits the quarter in which I take my final examination?

Yes, you must be registered; The Graduate Degree Late Fee does not apply.

- What if I am missing a faculty signature for my thesis or dissertation, or I have encountered a technical difficulty in printing a few pages of my document? Must I pay The Graduate Degree Late Fee and graduate in the subsequent quarter?

If you encounter these types of situations, contact Graduate Student Services (206-685-2630 studentservices@grad.washington.edu) as early as possible and no later than the last day of the quarter.

- What if I neglected to pay The Graduate Degree Late Fee by the 4 week deadline? What do I do?

You must now register for credits and The Graduate Degree Late Fee will either be refunded to you, or credited toward your tuition