



# **School of Environmental and Forest Sciences**

UNIVERSITY *of* WASHINGTON

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College of the Environment

## **The Graduate Student Guide**

### **“The Red Book”**

**The School of Environmental and Forest Sciences**

**University of Washington**

Updated September 2011

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## WELCOME

This student handbook (aka the Red Book) provides essential information regarding overall requirements and policies of School of Environmental and Forest Sciences (SEFS) graduate programs. In addition, students are expected to consult their Supervisory Committee, the University of Washington (UW) Graduate School website, [www.grad.washington.edu](http://www.grad.washington.edu), and the SEFS Student and Academic Services office if they have questions. Amanda Davis, the Graduate Adviser, is located in Anderson 130 and can be contacted at [adavis4@u.washington.edu](mailto:adavis4@u.washington.edu) or 206.543.7081.

The graduate student's faculty advisor (Supervisory Committee Chair) is a valuable resource on questions about graduate level academics and expectations. The Supervisory Committee Chair, along with the committee, helps the student design a program of study and guides the student to completing the degree; students are urged to consult frequently with their Supervisory Committee Chair.

## ABOUT THE SCHOOL

Founded in 1907, the School of Environmental and Forest Sciences is a national and international leader in teaching and research. Located in a rapidly growing urban area in one of the world's largest forested regions, it provides unique opportunities for field classes and research and awareness of resource issues in urban and wildland landscapes. Students enjoy small classes and close association with faculty, as well as the diversity and facilities of a large research university.

**Mission:** The School of Environmental and Forest Sciences is dedicated to generating and disseminating knowledge for the stewardship of natural and managed environments and the sustainable use of their products and services through teaching, research, and outreach.

**Vision:** The School of Environmental and Forest Sciences will provide world class, internationally recognized knowledge and leadership for environmental and natural resource issues.

**Strategic Themes:** The School of Environmental and Forest Sciences integrates programs through two themes: sustainable forest enterprises, and sustainable land and ecosystem management in an urbanizing world. The key unifying theme of sustainability brings an interdisciplinary set of social, biological, and physical sciences and skills to bear on understanding, managing (including restoring and preserving), and using the products and amenities of forests, wildlands, and urban and suburban ecosystems so that they are maintained in a healthy, productive state for future generations.

**Core Values:** The School has developed a set of core values to use in fulfilling its mission and vision. These values are excellence, open communication, respect, and accountability.

## RESEARCH INTEREST AREAS

SEFS graduate programs are organized into research interest areas. These interest areas manage their discipline's graduate studies. The functions of the interest areas in managing the graduate program include:

### **Admissions and Scholarships**

Interest areas recruit graduate students, handle admission files, make admission recommendations, and make scholarship recommendations to the SEFS Scholarship and Financial Aid Committee. Each interest area has a faculty member who serves as the interest group leader. The interest group leader is responsible for admissions, for making interest group scholarship recommendations, and for serving as the contact person with Student and Academic Services. The leader also provides descriptive materials for the interest area for use on the SEFS website and in other materials for graduate student recruitment.

### **Graduate Course Work**

The student's Supervisory Committee (see below) tailors the student's curriculum so that it meets the student's needs as well as conforms to SEFS' graduate curriculum structure. To aid in student advising, each interest area has developed a list of courses that fit into the graduate curriculum structure.

## GETTING STARTED

### **Becoming Familiar with the School Website**

Students should take some time during their first few weeks to familiarize themselves with the School website (<http://sefs.washington.edu>). The website includes information about the School's academic programs, news and current events, links for reserving rooms, and various forms needed for completing the program of study.

### **Supervisory Committee**

The Supervisory Committee's purpose is to guide and assist the student in working toward a degree, overseeing the student's academic work throughout the program. All members of the Supervisory Committee are responsible for the quality of degrees granted from the UW Graduate School.

Each graduate student is assigned a temporary Supervisory Committee Chair upon admittance to the UW. The student should use the first two quarters to meet faculty members and to build an appropriate Supervisory Committee. The student should set up a permanent Supervisory Committee by the end of the 2<sup>nd</sup> quarter of study. Students MUST establish their committee no later than the 3<sup>rd</sup> quarter of study. To establish a permanent committee or change membership on an established committee log into:

<https://www.cfr.washington.edu/Services/gradcommBegin.aspx>.

### **Important Rules—MFR, MEH, MS Committees**

1. The Committee Chair must have an SEFS faculty appointment and a UW Graduate Faculty Appointment.
2. The majority of members must have a UW Graduate Faculty appointment.
3. All master's committees require a minimum of 3 members.

### **Important Rules—PhD Committees**

1. The PhD Committee must conform to all the rules set out in Graduate School Memorandum #13, found at <http://www.grad.washington.edu/policies/memoranda/memo13.shtml>.
2. The majority of members must have a UW Graduate Faculty appointment.
3. PhD Committees require a minimum of 5 members including the Graduate School Representative, and the PhD Reading Committee requires 3 members. **This is an SEFS rule.**
4. The Committee Chair must have an SEFS faculty appointment. PhD Committee Chairs must have an “Endorsement to Chair” filed with the Graduate School; affiliate faculty may serve if they meet the conditions required in Graduate School Memo #13.
5. Only one non-UW outside member can be officially appointed. Students must have the outside member submit a CV to Student and Academic Services to be placed in the student file. Affiliate/Adjunct faculty are NOT outside members.
6. PhD Graduate School Representative (GSR) is chosen by the student and must not have a conflict of interest with the Chair, see <http://www.grad.washington.edu/policies/doctoral/committee-roles.shtml>. GSRs can be located using the Graduate Faculty Locator at <http://www.grad.washington.edu/gradfac/>.
7. PhD Supervisory Committees must be officially appointed (including the GSR) at least 3 months prior to the scheduling of the General Examination.

### **Program of Study form (Green Sheet)**

The student's program of study is outlined, with the help of the Supervisory Committee, on a sheet that is green—hence the name, green sheet. It is used to track student progress and to ensure that the student meets all degree requirements. The green sheet should be submitted by the end of the 2<sup>nd</sup> quarter of study and it must be updated and signed by the Supervisory Committee annually. At the beginning of the quarter of planned graduation, Student and Academic Services performs a degree audit to verify that all necessary degree requirements are either completed or in progress. The green sheet form is included at the end of this guide.

### **English as a Second Language Requirement**

International graduate students are required to demonstrate English proficiency upon arrival at the UW. Students whose scores are below the minimum must complete English as a Second Language (ESL) courses in the initial quarters of enrollment. For specific information on the required courses, contact the Academic English Program, <http://www.outreach.washington.edu/aep>.

## **ACADEMIC POLICIES**

### **Graduate School Policies and Procedures**

Graduate students must follow all current Graduate School policies and procedures, outlined at <http://www.grad.washington.edu/policies/index.shtml>.

### **Academic Calendar**

Academic calendars for the next several years, including registration periods, dates of instruction, final examination schedules, and other important dates are available at [www.washington.edu/students/reg/calendar.html](http://www.washington.edu/students/reg/calendar.html).

### **Academic Integrity**

Plagiarism, cheating, and other misconduct are serious violations of the student's contract with the UW. Students are expected to know and follow the UW's policies on cheating and plagiarism. Any suspected cases of academic misconduct are handled according to UW regulations. Information, including definitions and examples can be found at <http://depts.washington.edu/grading/conduct/index.html>.

### **UW EOP/Disability Policy**

The University of Washington reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran. This policy applies to all programs and facilities, including, but not limited to, admissions, educational programs, employment, and patient and hospital services. Any discriminatory action can be a cause for disciplinary action.

Discrimination is prohibited by Presidential Executive Order 11246 as amended, Washington State Gubernatorial Executive Orders 89-01 and 93-07, Title VI and Title VII of the Civil Rights Act of 1964, Washington State Law Against Discrimination RCW 49.60, Title IX of the Education Amendments of 1972, State of Washington Gender Equity in Higher Education Act of 1989, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Age Discrimination in Employment Act of 1967 as amended, Age Discrimination Act of 1975, Vietnam Era Veterans' Readjustment Assistance Act of 1972 as amended, other federal and state statutes, regulations, and University policy. Equal Opportunity and Affirmative Action compliance efforts at the University of Washington are coordinated by the Office of Equal Opportunity and Affirmative Action, University of Washington, Box 351270, Seattle, Washington, 98195-1270, telephone 206.543.5630 or email [eoaa@u.washington.edu](mailto:eoaa@u.washington.edu).

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, contact the Disability Services Office at least ten days in advance at: 206.543.6450/V, 206.543.6452/TTY, 206.685.7264 (FAX), or [dso@u.washington.edu](mailto:dso@u.washington.edu).

## **COURSES AND REGISTRATION**

### **Definition of a Graduate Course**

The UW Graduate School defines graduate level courses as follows: Graduate courses are intended for and ordinarily restricted either to students enrolled in the Graduate School or graduate non-matriculated students, and are numbered from 500 through 800. Some courses at the 300 and 400 levels are open both to graduates and upper-division undergraduates. Such courses, when acceptable to the Supervisory Committee and the Graduate School, may be part of the graduate program. The Graduate School accepts credit in approved 300-level courses for the minor or supporting fields only. Courses at the 300 level are not included in the calculation of the grade point average (GPA) and will not apply toward the minimum Graduate School requirement of 18 graded credits for the master's or PhD degrees. Approved 400-level courses are accepted as part of the major as well as of minor or supporting fields. Courses numbered 498 and entitled Special Topics or Special Projects are not normally applicable to a graduate degree program if addressed primarily to introductory content and undergraduate students. Undergraduate Research (499) is not accepted as part of the graduate program. Graduate School Memorandum No. 36 at <http://www.grad.washington.edu/policies/memoranda/memo36.shtml> offers additional information on graduate courses. With the exception of Summer Quarter, students are limited to a maximum of 10 credits per quarter of any combination of courses numbered 600, 700, or 800.

### **Grading System for Graduate Courses**

Grades are entered as numbers, the possible values being 4.0, 3.9, ... and decreasing by one-tenth until 1.7 is reached. Grades below 1.7 are recorded as 0.0 by the Registrar and no credit is earned. A minimum of 2.7 is required in each course that is counted toward a graduate degree. A minimum grade point average of 3.0 is required for graduation. For more details, as well as descriptions of "I" (incomplete) and "N" (no grade) grades, see <http://grad.washington.edu/policies/general/grading.shtml>.

### **Receiving Grade Reports**

Grades are not mailed at the UW. Students may display and print grade reports at <https://sdb.admin.washington.edu/students/uwnetid/grades.asp>, or through MyUW at <http://myuw.washington.edu/>, under the "Personal Services" section.

### **Obtaining Transcripts**

Students may order official copies of their UW transcripts in several ways: by mail, in person, via MyUW (current students only), or via the UW's website (for students graduating prior to 1983). The cost for obtaining transcripts is \$9 per copy. Complete information is at <http://www.washington.edu/students/reg/transcripts.html>. Currently registered students, students not currently registered, and former students admitted 1983 to the present, may access unofficial transcripts at <https://sdb.admin.washington.edu/students/uwnetid/unofficial.asp>, or on MyUW, <http://myuw.washington.edu/>, under the "Personal Services" section.

### **Transfer Credit**

Students working toward the MS, MEH, or MFR degree (but not the PhD degree) may petition the Dean of the Graduate School for permission to transfer the equivalent of a maximum of 6 quarter credits of graduate-level course work taken while a registered student at another recognized graduate school. These credits may not have been used to satisfy requirements for another degree. The petition must be accompanied by a written statement from the Graduate Program Coordinator and an official transcript indicating completion of the course work. Approved transfer credits are applied toward the total credit count only. The required 18 quarter credits of numerically graded course work and the 18 quarter credits of 500-level and above course work may not be reduced by transfer credit.

### **Repeating Courses**

Graduate students may repeat any course. The first and second grades will be included in the cumulative grade point average. Subsequent grades will not be included, but will appear on the permanent record. The credits earned will only be counted once toward degree requirements.

### **Change from Grade to Audit or Satisfactory/Not Satisfactory**

The deadline for changing to an audit grading option is the 10<sup>th</sup> class day of the quarter; the student must complete the Registration Transaction Form, <http://depts.washington.edu/registra/forms/regtranform.pdf>, and deliver it to Schmitz 225. If approval is granted, a graduate student can elect the Satisfactory/Not Satisfactory (S/NS) option either when registering or no later than the end of the 7<sup>th</sup> week of the quarter. It is important to check with the Supervisory Committee Chair on the eligibility of a course for the S/NS option; there may be problems fulfilling program and graduate school requirements if this option is chosen.

### **Late Adds**

Adding a course is permitted through the 21<sup>st</sup> day of the quarter. After this deadline, a late add petition, <http://depts.washington.edu/registra/forms/lateadd.pdf>, that includes a statement and approval signatures is required to be filed with the Registrar's Office.

### **Withdrawing from Courses (Dropping a Class)**

During the first two weeks of the quarter, graduate students can withdraw from a course with no entry made on their record. A fee is charged for schedule changes after the 1<sup>st</sup> week of class. During the 3<sup>rd</sup> to 7<sup>th</sup> week, students may withdraw from a course, but an entry of "W" and the number of the week that they withdrew will be entered on their record. After the 7<sup>th</sup> week, students must petition the Registrar in writing to withdraw from a course. Students are allowed to drop only one course per academic year (Autumn-Summer Quarters) after the second week of class. The deadline to completely withdraw for the quarter is the last day of instruction.

### **Hardship Withdrawal Policy**

Students may submit a petition, <http://depts.washington.edu/registra/forms/UoW1707.pdf>, to drop a course due to a hardship, after the 14<sup>th</sup> calendar day of the quarter. The Registrar will

grant the petition if it is judged that the student was unable to complete the course in question because of a physical and/or mental debilitation or other extenuating circumstance beyond the student's control. Hardship withdrawals show as HW on the student's record.

## RESOLVING ACADEMIC GRIEVANCES

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

There are three notable exceptions to the use of the procedures outlined under Grievance Procedures: (a) grievances concerning grades or other academic evaluation; (b) grievances concerning discriminatory behavior on the part of a UW employee; and (c) grievances concerning the behavior of other students. Students should see the section at page 28 of this document for information about resolving these exceptions.

## PROGRESS TOWARD DEGREE

### Time to Degree Rule

The UW Graduate School requires that all work for the master's degree be completed in a 6-year calendar period. All work for a PhD must be completed in a 10-year calendar period. **This includes absences of any kind including formal on-leave quarters.** In addition, transfer credits must also have been taken within these 6- or 10- year deadlines. A student may petition the Dean of the Graduate School for an extension if the student has valid reasons for delay and can demonstrate satisfactory progress toward completion of program requirements. Students must first complete their petition and supporting documents to SEFS Student and Academic Services who will then submit the petition to the Graduate School. The petition form is at [http://www.cfr.washington.edu/academicPrograms/graduate/Graduate\\_Student\\_Petition\\_Form.pdf](http://www.cfr.washington.edu/academicPrograms/graduate/Graduate_Student_Petition_Form.pdf)

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### Full-Time Registration

SEFS graduate students must be registered full-time each quarter of registration. Full-time is defined as enrollment in at least 10 credits of course work/thesis credits numbered 400-800 (300 level courses count with Supervisory Committee Chair approval) for Autumn, Winter, and Spring Quarters. Graduate students do not have to register for Summer Quarter **unless** they have a RA, TA, or fellowship appointment that will allow them to be covered under UW insurance. If so, students must be enrolled in at least 2 credits of course work/thesis credits. Students on SEFS scholarships must register for full-time credit each quarter they use scholarship funds.

### **Petitions for Part-Time Status**

Graduate students may petition for part-time status through the Director of Student and Academic Services at michtru@u.washington.edu. Part-time status is rarely granted, usually in emergency situations that make full-time enrollment impossible, and apply only in situations where little or no SFR resources are being used. A change to part-time status also requires permission of the Supervisory Committee Chair.

### **Continuous Enrollment Policy**

Graduate students must be registered on a full-time, part-time (petition required), or on-leave basis from the first quarter of enrollment until completion of all graduate degree requirements. Students who do not maintain continuous enrollment or approved on-leave status are dropped from the Graduate School and will be required to pay a \$250 reinstatement fee mandated by the Board of Regents if they elect to return to their degree programs. This new policy was implemented beginning Autumn Quarter 2011.

### **On-Leave Status**

Graduate students are required to maintain graduate status during their program of study. Failure to maintain this status requires reinstatement to the University of Washington. Students who desire to take a quarter or quarters off without going through the reinstatement process must apply for on-leave status for each quarter they do not register. Complete details regarding the on-leave policy are at <http://www.grad.washington.edu/policies/memoranda/memo09.shtml>. Summer Quarter is the only quarter that graduate students are not required to enroll or go on leave. The exception is international students who have not registered for three consecutive quarters.

### **Eligibility for On-Leave**

- Must be a graduate student in good standing.
- Must have been registered or on-leave the previous quarter.
- Must satisfy any graduate program policies pertaining to going/remaining on-leave.
- US citizen and permanent residents must have registered for at least one quarter of graduate study at UW and have approval from their graduate program.
- International students must have registered full time (10 or more credits) for three consecutive quarters and have approval from both their graduate program and the International Student Services Office.
- Pre-registered students must officially withdraw via MyUW or the Registration office prior to the first day of the quarter. Registered students are not eligible for on-leave status.

Students on-leave are entitled to:

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

Students on-leave are not entitled to:

- Faculty and staff counsel/resources, except on a very limited basis
- Examinations of any type (except for language competency)
- Thesis/dissertation filing
- UW housing
- UW Student insurance
- UW Financial assistance

To submit a request for on-leave status, the student should complete the request online through the Graduate School at <http://www.grad.washington.edu/mygrad/student.htm>. If the request is approved, the student will be required to pay a \$25 fee. For a given quarter, students can submit the request as early as two weeks prior to the first day of instruction and must submit payment of the non-refundable fee no later than 11:59:59 p.m. PST on the last day of instruction.

#### **Graduate Registration Waiver (Late Fee)**

Before pursuing a Graduate Registration Waiver (Late Fee), a student should visit the Office of Student and Academic Services. Eligible students who do not submit their thesis or dissertation by the end of the quarter are charged for a Graduate Registration Waiver to extend their time for submission by two additional weeks. Details about this Graduate School policy are at <http://www.grad.washington.edu/policies/general/regwaiver.shtml>.

#### **Unsatisfactory Progress/Low Scholarship**

To remain in good status, a graduate student must maintain a 3.0 grade-point average, both cumulative and each quarter. Graduate School Memorandum No. 16, <http://www.grad.washington.edu/policies/memoranda/memo16.shtml>, defines low scholarship and outlines the actions that may be taken when a student is placed on the low scholarship list by the Graduate School. Low scholarship can lead to being dropped from the graduate program. A graduate student can be placed on low scholarship for two reasons: low grade point average or unsatisfactory progress toward degree, regardless of grade point average. Based on the recommendation of the Supervisory Committee, the student may be placed on warn or probation status.

## **FUNDING**

#### **Graduate TA/RA positions**

Graduate RA (research assistantship) and TA (teaching assistantship) appointments are granted to some graduate students. These appointments often fall under a union contract and are subject to the provisions of the contract, found at <http://www.uaw4121.org/index.php>. Students holding RA or TA appointments are required to complete 220 hours of research or

teaching activities each quarter. They must also be registered for at least 10 credits each quarter (2 credits for Summer Quarter) that they have an appointment.

Students with graduate appointments are paid a monthly stipend and tuition is normally paid from the grant that employs them. RAs and TAs are also provided with health insurance. Spouse and dependents may be covered for a fee on a self-pay basis. RAs and TAs must pay for their own student fees and other optional fees (U-Pass, parking passes, etc.) outside of the tuition waiver amount.

### **Establishing Residency for Tuition Purposes**

Out-of-state graduate students may be eligible for residency or for the Graduate and Professional Student Waiver if they have lived in the state of Washington for at least one calendar year and have taken specific steps to establish legal residency within a certain time frame. Students must submit the Residence Questionnaire to determine whether or not they are eligible. The Residence Questionnaire and further information are available at the Residence Classification Office (264 Schmitz; 206.543.5932; [resquest@u.washington.edu](mailto:resquest@u.washington.edu)) or at <http://www.washington.edu/students/reg/residency.html>.

### **Graduate School Fellowships and Assistantships**

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

The Office of Fellowships and Assistantships also coordinates and administers regional and federal fellowship and scholarship programs which require Graduate School involvement. They administer and monitor fellowship moneys from private gifts; coordinate Fulbright and other international and research abroad programs for students and faculty; and administer and allocate fee waivers to departments and individuals. Appointments can be scheduled at 206.543.7152 or [gradappt@u.washington.edu](mailto:gradappt@u.washington.edu).

### **Other Graduate Funding Information**

Web addresses for graduate funding sources (Supervisory Committee Chair may be able to provide additional links) include:

Council of Graduate Schools: <http://www.cgsnet.org/Default.aspx?tabid=163>

UW Graduate School home page:

<http://www.grad.washington.edu/students/fa/otherfunding.shtml>

## **CHANGING FROM MS TO PhD DURING MS DEGREE**

Students wishing to change from an MS program to a PhD program must submit the following materials at least one quarter before they would like to change status: 3 recommendations from faculty who support change to the doctoral level and who may wish to serve as PhD Supervisory Committee members, a new Statement of Purpose explaining the reasons for the change, and a student petition form available at the end of this guide, in Anderson 130, and online at

[http://www.cfr.washington.edu/academicPrograms/graduate/Graduate\\_Student\\_Petition\\_Form.pdf](http://www.cfr.washington.edu/academicPrograms/graduate/Graduate_Student_Petition_Form.pdf).

No Graduate School application is required if the student is currently in good status as a graduate student.

## **CONTINUING FROM MS TO PhD AFTER MS DEGREE COMPLETION**

Students wishing to continue beyond the MS program must submit the following materials at least one quarter before they would like to change status: 3 recommendations from faculty who support change to the doctoral level and who may wish to serve as PhD Supervisory Committee members, a new Statement of Purpose explaining the reasons for the change, and a student petition form available at the end of this guide, in Anderson 130, and online at

[http://www.cfr.washington.edu/academicPrograms/graduate/Graduate\\_Student\\_Petition\\_Form.pdf](http://www.cfr.washington.edu/academicPrograms/graduate/Graduate_Student_Petition_Form.pdf).

No Graduate School application is required as long as the student plans to go directly into the PhD program after receiving the MS. If any quarters (except Summer Quarter) lapse between the end of the MS and the beginning of the PhD, the student must reapply both to the Graduate School and SFR.

## **CHANGING FROM/TO MS, MFR, OR MEH**

Students wishing to change from an MS to an MFR program must submit a Graduate Student Petition form available in Anderson 130 or on line at

[http://www.cfr.washington.edu/academicPrograms/graduate/Graduate\\_Student\\_Petition\\_Form.pdf](http://www.cfr.washington.edu/academicPrograms/graduate/Graduate_Student_Petition_Form.pdf) at

least one quarter before applying for graduation. The petition must include an explanatory statement as well as supporting statements from the student's Supervisory Committee Chair and committee.

## **STUDENT AND ACADEMIC SERVICES**

### **Advising**

Advising is available to all SEFS students through the Office of Student and Academic Services. The office's primary goal is to provide technical support to current and prospective students so they can be successful in making academic choices and meet UW and SFR procedural and academic requirements.

## **Records**

The records of all students admitted to SEFS are maintained in the Office of Student and Academic Services. Records are available to students upon request. Students are asked to keep their files up-to-date, especially with program changes, and to provide copies of all materials related to their approved program of study, including Supervisory Committee forms and updated green sheets. Students should keep their current mailing addresses and emergency contacts updated using their MyUW account at <http://myuw.washington.edu/>.

## **Other Assistance**

Other services provided by Student and Academic Services include:

- Academic advising (and referrals)
- Information on UW/SEFS policies and procedures
- General information to public (publications, programs)
- SEFS curriculum (courses, time schedule, petitions, registration assessment, UW requirements)
- Faculty assistance (course scheduling, grades, class lists, room assignments, enrollment status)
- Recruitment
- Career information (internship and job listings, career fair)
- Graduate Admissions
- Student events (orientation, graduation)
- Data collection (inquiry, current student, applications, degrees conferred)
- Petitions (Graduate School, Registrar)
- RA/TA positions
- Scholarship applications, distribution, and policy questions
- Graduate Student Travel Awards (for presenting posters/talks at conferences)

## **SFR STUDENT ORGANIZATIONS**

Student organizations at SEFS sponsor events and provide an academic and social resource for students (contact Student and Academic Services for more information on student organizations). Some of these organizations are:

- Forest Club
- International Forestry Students Association UW Chapter
- Society for Ecological Restoration UW Student Guild
- Society of Xi Sigma Pi (Forestry Honor Society)
- SAF (Society of American Foresters)
- TAPPI (Technical Association of the Pulp and Paper Industry)
- GSA (Graduate Student Association—sponsors annual Graduate Student Symposium)
- The Wildlife Society, UW Chapter
- UW Geospatial Club

# Requirements for School of Environmental and Forest Sciences

## MS and PhD Programs

*(does not include MFR or MEH programs)*

### MS Degree

#### **Orientation**

CFR 500 (1) Graduate Orientation Seminar

#### **Social and Natural Sciences Applied to Natural Resource and Environmental Issues**

CFR 509 (3) Analysis of Research Problems

#### **Disciplinary Knowledge**

Minimum 10 credits (400-500 level): menu driven

#### **Research Design and Quantitative Analysis**

Minimum 8 credits (400-500 level): menu driven

#### **Current Topics**

2 credits (500 level): topics vary from year to year

#### **Masters Thesis**

CFR 700 (9 credits minimum): enroll when **WRITING** thesis only. Thesis research should be CFR 600.

<b>45 credits Total for MS degree</b>
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### PhD Degree

#### **Same as for MS Degree with one additional course in each of these categories**

Disciplinary Knowledge

Research Design and Quantitative Analysis

Current Topics

#### **Doctoral Dissertation**

CFR 800 (27 credits minimum, replaces Thesis requirement): enroll after passing General Exam and **WRITING** dissertation. Dissertation research should be CFR 600.

<b>90 credits Total for PhD degree</b>
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*Effective Winter 2004*

## Requirements for School of Environmental and Forest Sciences MEH (Master of Environmental Horticulture)

The Master of Environmental Horticulture (MEH) program requires three to four quarters of course work in addition to one to two quarters of internship or independent project work. A thesis is not required for this program. All requirements of the Graduate School and the School of Forest Resources apply. In addition, the following courses are program requirements for the MEH degree:

**Program Core:**

COURSE	TITLE	CREDITS
CFR 500	Graduate Orientation Seminar	1
CFR 503	Current Issues (must be taken every quarter each academic year)	6
CFR 549	Urban Horticulture Seminar (must be taken each fall each academic year)	2
CFR 561	Public Presentation in Urban Horticulture	2
ESRM 479	Restoration Design (satisfies requirement for course in policy, planning or administration)	5
	<b>Total</b>	<b>16 credits (minimum)</b>

**Restricted Electives:**

In addition, at least 13 credits must be taken from the following list of courses:

- ESRM 411 Plant Propagation (3 cr)
- ESRM 412 Native Plant Production (3 cr)
- ESRM 415 Biology, Ecology, and Management of Plant Invasions (5 cr)
- ESRM 451 Urban Plant Protection (5 cr)
- ESRM 472 Wetland Ecology and Management (5 cr)
- ESRM 473 Restoration of North American Ecosystems (5 cr)
- ESRM 478 Plant Ecophysiology (5 cr)
- ESRM 480 Selection and Management of Landscape Plants (5 cr)

**13 credits (minimum)**

**Additional Electives:**

Students must select additional courses in related areas of specialization **7 credits (minimum)**

**Internship/Independent Research:**

A formal public presentation and written professional paper are required. A member of the faculty will advise the student on his/her project, which will be completed as:

CFR 601	Internship/Independent Project	<b>9 credits (minimum)</b>
<b>Total required for MEH</b>		<b>45 credits (minimum)</b>

*Effective September 2008*

# Requirements for School of Environmental and Forest Sciences

## Master of Forest Resources (Forest Management)

The Master of Forest Resources (Forest Management) program is designed to be completed in one calendar year. It is a non-thesis program with emphasis on course work to develop the technical and managerial skills required of today's professionals and a capstone experience to reinforce and apply the material learned in the earlier courses. The program is structured into four broad categories:

### ***Required Core:***

<b>COURSE</b>	<b>TITLE</b>	<b>CREDITS</b>
CFR 500	Graduate Orientation Seminar	1
CFR 526	Advanced Silviculture (prerequisite ESRM 428)	3
	<b>Total</b>	<b>4 credits (minimum)</b>

### ***Directed Electives:***

In-depth topical areas distributed among the four topic areas required for SAF accreditation

Forest Biology/Ecology	2 classes minimum – variable credit
Forest Management	2 classes minimum – variable credit
Forest Measurements	2 classes minimum – variable credit
Forest Policy/Administration	2 classes minimum – variable credit
<b>Total</b>	<b>24 credits (minimum)</b>

### ***Unrestricted Electives:***

Students must select additional courses in related areas of specialization **9 credits (minimum)**

### ***Capstone Project:***

Students will work to develop a natural resources project where they bring their skills to bear on a real-life project in collaboration with an outside client such as a landowner, agency, etc. A member of the faculty will advise the student on his/her project, which will be completed as:

CFR 601	Internship/Independent Research	<b>5 credits (minimum)</b>
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**Total required for MFR** **45 credits (minimum)**

## **MS, MFR, MEH DEGREE CHECKLIST**

**1. Permanent Supervisory Committee.** Each student should establish a permanent Supervisory Committee by the end of the 2<sup>nd</sup> quarter of study and should meet with the committee to complete the Program of Study form (the green sheet). The Supervisory Committee guides the student through the graduate program; quickly establishing a good working relationship with this committee will help ensure a successful program of study.

**2. Program of Study Form (Green Sheet).** After establishing the committee, the student should submit a green sheet by the end of the 3<sup>rd</sup> quarter of study; the green sheet must be updated and signed by the Supervisory Committee annually. At the beginning of the quarter of planned graduation, the Office of Student and Academic Services performs a degree audit to verify that all necessary degree requirements are either completed or in progress. The student should schedule the appointment with Student and Academic Services as early in the quarter of planned graduation (or earlier) as possible to ensure that all deadlines and requirements with the Graduate School will be met.

**3. Annual Review.** Students are required to hold a Supervisory Committee meeting at least once every academic year. The student should prepare a one-page status report before the meeting summarizing the following:

- a. Achievements during the preceding year (both course work and research)
- b. Plans for course work and research during the coming year
- c. Funding received during the preceding year and funding anticipated in the coming year

The meeting is recorded on the green sheet and a report is placed in the student's file.

**4. MS Proposal Defense.** MS (but not MEH or MFR) students are required to prepare a written proposal describing their proposed research before much of the research is carried out, and to make an oral presentation of this proposal. The presentation provides an opportunity to receive critical feedback from an audience of faculty and peers and is recorded on the green sheet.

### **5. MEH, MFR Internship/Capstone Project.**

The MEH/MFR student's Supervisory Committee Chair (with input from the Supervisory Committee) assists in determining if the student has completed the program and is ready to present research findings from his/her Internship or Capstone project. In addition, Student and Academic Services should be contacted to determine that all SFR and Graduate School requirements have been met.

**6. Making the Decision to Defend the MS Thesis and Graduate.** The MS student's Supervisory Committee Chair (with input from the Supervisory Committee) assists in determining if the student has completed the program and is ready to present research findings (the thesis defense). In addition, Student and Academic Services should be contacted the quarter before

the defense is scheduled to determine that all SEFS and Graduate School requirements have been met.

**7. Applying to Graduate.** All master's degree students (MS, MEH, MFR) must complete a Master's Degree Request online through the Graduate School at <http://www.grad.washington.edu/mygrad/student.htm>. The Graduate School will provide Student and Academic Services with a warrant, to be signed by Supervisory Committee members, for each request. Graduate School rules about applying for master's degrees are available at <http://www.grad.washington.edu/students/masters/index.shtml>

**8. Scheduling and Defending the MS Thesis.** It is the student's responsibility to schedule the thesis defense at a time when *all* Supervisory Committee members are available to attend and sign the warrant. The student posts and emails notices, indicating the time, location, title, and a brief abstract of the oral examination (proposal defense). Email notices should be sent to Amanda Davis at [adavis4@u.washington.edu](mailto:adavis4@u.washington.edu). Students must defend their thesis and turn it in to the Graduate School by the last day of the quarter. If the thesis is not turned in by the last day of the quarter, a Graduate Registration Waiver must be paid in order to graduate and arrangements must be made with the Graduate School to submit a late thesis.

## MS, MFR, MEH DEGREE FLOWCHART

### **Permanent Supervisory Committee**

Submitted by the end of 2<sup>nd</sup> quarter.



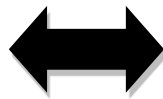
### **Program of Study Form (Green Sheet)**

Form completed, approved, and submitted by the end of 3<sup>rd</sup> quarter.



### **Annual Review**

The meeting is recorded on the green sheet and a report is placed in the student's file.



### **MS Proposal Defense**

Oral presentation date and approval noted on green sheet.



### **Making the Decision to Defend the MS Thesis and Graduate**

Chair and Committee approves thesis as ready for defense and determines that all degree requirements are completed.

### **MEH, MFR Internship/Capstone Project**

Chair and Committee approves project as ready for graduation and determines that all degree requirements are completed.



### **Applying to Graduate**

Done on line w/the Graduate School.



### **Formal defense of the MS Thesis**

Public presentation and submission of thesis to the Graduate School.

## **PhD DEGREE CHECKLIST**

**1. Permanent Supervisory Committee.** Each student should establish a permanent Supervisory Committee by the end of the 2<sup>nd</sup> quarter of study and should meet with the committee to complete the Program of Study form (green sheet). All SEFS students are required to have a minimum total of 5 committee members. Students must have a Graduate School Representative (GSR) who is not a member of SFR on their committee; they locate GSRs by using the graduate faculty locator at <http://www.grad.washington.edu/gradfac>. The Supervisory Committee guides the student through the graduate program; quickly establishing a good working relationship with this committee will help ensure a successful program of study.

**2. Program of Study Form (Green Sheet).** After establishing the committee, the student must submit a green sheet by the end of the 3<sup>rd</sup> quarter of study. The green sheet must be updated and signed by the Supervisory Committee annually. At the beginning of the quarter of planned graduation, Student and Academic Services performs a degree audit to verify that all necessary degree requirements are either completed or in progress.

**3. Annual Review.** Students are required to hold a Supervisory Committee meeting at least once every academic year. The student should prepare a one-page status report before the meeting summarizing the following:

- Achievements during the preceding year (both course work and research)
- Plans for course work and research during the coming year
- Funding received during the preceding year and funding anticipated in the coming year

The meeting is recorded on the green sheet and a report is placed in the student's file in the Office of Student and Academic Services.

**4. PhD Examinations.** PhD students are required to take 3 examinations during the course of their program: the Qualifying Examination, the General Examination, and the Final Examination. Details and rules about these examinations are outlined below.

### **PhD Qualifying Examination**

PhD students must pass an SFR Qualifying Examination before taking the Graduate School General Examination. The purpose of the Qualifying Examination is to establish whether the student meets the academic and scholarly standards that are expected of PhD students and to determine the student's strengths and weaknesses. One of the outcomes of the Qualifying Examination can be a recommendation for further course work in an area of weakness. Students with a master's degree are recommended to take the Qualifying Examination before the end of their 1<sup>st</sup> year. Students without an earned master's degree in the field are recommended to take the Qualifying Examination before the end of their 2<sup>nd</sup> year. The Qualifying Examination is recorded and monitored by SEFS; it is not a Graduate School examination.

The PhD student's Supervisory Committee serves as the Qualifying Examination Committee. The Chair of the student's Supervisory Committee is a member of the Qualifying Examination Committee, but cannot serve as the Qualifying Examination Committee Chair. The Supervisory

Committee Chair participates in the written and oral portions of the exam, but does not decide on the results (pass/fail). The Graduate School Representative member of the Supervisory Committee is not required but is encouraged to attend the examination.

Procedures for the Qualifying Examination include:

1. The student should begin scheduling the examination about 2 months before the examination is taken. The SFR Qualifying Examination form is available online at <http://www.cfr.washington.edu/academicPrograms/graduate/PhDQualifyingExamForm.pdf>.
2. There are two parts to the examination, written and oral. The written part of the examination focuses on a range of disciplines within the interest area, but outside the student's proposed dissertation topic. 1-2 questions, designed to test general knowledge of disciplines, will be given to the student by each committee member. In negotiation with the Qualifying Examination Committee, students may have up to 4 weeks to complete the written part of the exam.
3. After completion of the written part of the examination, the oral part must be completed. It may cover questions not answered completely in the written examination, or other areas at the discretion of the committee. A minimum of 3 faculty members must participate in the oral examination; if this minimum cannot be satisfied by available Qualifying Examination Committee membership, the student, in consultation with the Supervisory Committee Chair, may select alternative faculty representation.
4. Immediately following the oral examination, the committee discusses the oral and written exam results. The student's Supervisory Committee Chair is not present at these deliberations. On the same day as the oral part of the examination, the student receives an oral report by the committee of its deliberations on the examination outcome, along with a signed copy of the Qualifying Examination Report form. The student and the Supervisory Committee Chair will receive a 1-page written report of the deliberation outcome within 5 working days. This report will be attached to the Qualifying Examination Report form and placed in the student's file.
5. If the student does not pass the examination, a re-examination is allowed 1 quarter later; only 1 re-examination is allowed. Students who do not pass the re-examination will be terminated from the graduate program.

### **PhD General Examination**

The General Examination is a defense of the student's research proposal and has a written and oral portion. The General Examination is a Graduate School-level exam that is recorded at the Graduate School and advances a student to Candidacy (PhC). Procedures for the General Examination include:

1. The General Examination may be scheduled after 6 academic quarters in residence or after 3 quarters if the student has an MS degree from the UW.
2. Before scheduling the examination, the student meets with the Supervisory Committee to determine readiness to take the examination and to set an examination date. This can be done 1 or more quarters in advance of the quarter the student wishes to take the exam.
3. The student schedules the General Examination online through the Graduate School at <http://www.grad.washington.edu/mygrad/student.htm>. The Graduate School will provide

Student and Academic Services with a warrant, authorizing the General Examination for each request.

4. The student prepares a research proposal as the written component of the examination that includes the following sections: introduction and rationale, objectives, research questions and hypotheses, methods, expected results, literature cited, budget, and appendices (if needed). The page limit is 30 double-spaced typed pages. The student presents the research proposal to the Supervisory Committee at least 1 week before the exam.
5. The student posts and emails notices, indicating the time, location, title, and a brief abstract of the oral examination (proposal defense). Email notices should be sent to Amanda Davis at [adavis4@u.washington.edu](mailto:adavis4@u.washington.edu).
6. The student gives an oral proposal defense (30-40 minutes) and answers questions in a public presentation open to all faculty, students, and staff.
7. The Supervisory Committee Chair, Graduate School Representative, and 2 other committee members must be present at the oral proposal defense.
8. After the proposal defense, the student meets (usually 1 hour) with the Supervisory Committee to review the oral defense and written proposal.
9. If the Supervisory Committee agrees that the student has passed the examination, each committee member signs the warrant. The warrant is returned to the Office of Student and Academic Services where it is copied for the student's file. The warrant is then returned to the Graduate School for recording. The warrant must be signed in the correct locations and all the appropriate boxes must be completed. Candidacy (PhC certificate) is conferred and can be verified online, but it can take up to 4 months to receive an official certificate after the examination. The student will register for CFR 800 credits from this point forward.
10. If the student does not pass the General Examination, the Supervisory Committee signs the warrant, indicating that student will be re-examined after 1 quarter. The same procedure (Steps 1-9) is followed for re-examination. Students not passing a re-examination are terminated from the graduate program.

### **PhD Final Examination**

At the conclusion of the dissertation research, all PhD students must make a public presentation of their results. This presentation and associated questioning constitutes the Final Examination, and is recorded by the Graduate School.

1. A Final Examination may be scheduled if:
  - a. a student passed a General Examination in a **previous** quarter and
  - b. a reading committee is officially established with the Graduate School and
  - c. a reading committee has read an entire draft of the dissertation and voting members of the Supervisory Committee agree that the candidate is prepared to take a Final Examination
2. The student schedules the Final Examination online through the Graduate School at <http://www.grad.washington.edu/mygrad/student.htm>. The Graduate School will provide Student and Academic Services with a warrant, authorizing the General Examination for each request.

3. At least 4 members of the Supervisory Committee (including the Chair, Graduate School Representative, and 1 additional Graduate Faculty member) must be present at the Final Examination and sign the warrant if the Final Examination is satisfactory. If the examination is unsatisfactory, the Supervisory Committee may recommend that the Dean of the Graduate School permit a second examination after a period of additional study.
4. The student returns the signed warrant to the Graduate School by the last day of the quarter (last day of finals week) of the examination.
5. After the Final Examination, the student has 60 days in which to submit a dissertation to the Graduate School. Registration as a graduate student is required both the quarter that the Final Examination is taken **AND** the quarter the dissertation is submitted. If the 60 day time period expires without the student submitting the dissertation, another Final Examination may be required. A candidate certificate (PhC) and the doctoral degree may not be awarded during the same quarter.

### **UW Graduate School Doctoral Degree Requirements**

A complete checklist of Graduate School requirements is at

<http://www.grad.washington.edu/students/doctoral/index.shtml>.

## **PHD DEGREE FLOWCHART**

### **Permanent Supervisory Committee**

Submitted by the end of 2<sup>nd</sup> quarter.



### **Program of Study Form (Green Sheet)**

Form completed, approved, and submitted by the end of 3<sup>rd</sup> quarter.



### **Annual Review**

The meeting is recorded on the green sheet and a report is placed in the student's file.



### **Qualifying Exam**

Results of this SFR-level exam are placed in the file.



### **General Exam**

There are many requirements for this UW Graduate School exam— students should read carefully!



### **Dissertation Research and Writing**

Annual reviews continue and students sign up for CFR 800 – NOT BEFORE passing the General Exam.



### **Establish Reading Committee**

Committee reads, reviews, and approves the dissertation for the final exam.



### **Final Exam**

Again, there are many requirements for this UW Graduate School exam— students should read carefully!

# UNIVERSITY OF WASHINGTON POLICY STATEMENTS

## Access to Education Records (FERPA)

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

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

If students do not wish to authorize the release of directory information and do not want their directory information to appear in the published or electronic Student Directory, they must restrict access through MyUW, <http://myuw.washington.edu/>, or by calling the address change service (206.543.3868) to restrict access to this information. No directory information will be released including degrees awarded and dates of attendance. If students later wish to change their authorization and allow release, they must go to the Registration Office, 225 Schmitz and present photo identification.

The School of Environmental and Forest Sciences does not routinely release directory information about students without the consent of the student. If the release of directory information has been restricted, the School cannot respond to inquiries from employers or schools asking for confirmation of dates of attendance, field of study, etc., without specific written consent from the student.

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

## Alcohol and Substance Use and Abuse

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

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

## **Computer Usage**

The use of UW computing and networking resources is governed by extensive federal and state law and policy, internet acceptable use practices, UW policy, and UW Technology policy. All UW policies regarding the appropriate use of UW resources and responsible personal conduct apply to the use of UW computing and networking resources. In addition, students' use of UW resources must comply with the restrictions and acceptable practices established specifically for these resources. Faculty/staff use of these systems is subject to Washington state law for employees of state agencies. Evidence of illegal activities or policy violations will be turned over to the appropriate authorities as soon as possible after detection. Depending upon their nature, violations of law or policy will be met with responses including revocation of access, suspension of accounts, disciplinary actions, and prosecution.

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

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

## **Equal Opportunity Statement**

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

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

For resolution of complaints involving discriminatory behavior, students should refer to the section below "Grievance Procedures."

## **Grievance Procedures**

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

complaints as described below.

#### Informal Conciliation and Initiation of Complaint

1. Students are encouraged first to attempt, in good faith, to resolve any grievance with the member or members of the faculty or academic staff most directly concerned. Students must initiate either an informal request for conciliation or file a formal complaint within three months of the complained of incident. The Area Director or an appropriate designee of the Area may also be asked to hear and conciliate any grievances that originate within the Area. All parties concerned are urged to make a sincere effort to resolve the issue at this level. (The Office of the Ombudsman of the University of Washington (<http://www.washington.edu/about/ombudsman/>) has been established to assist in the protection of the rights of all members of the University community. In order to facilitate early and informal resolution of grievances, the Ombudsman will be available, at the request of any party concerned, to act as an impartial conciliator. The Office of the Ombudsman may be called upon to intervene in the grievance procedure at any stage, but would seem to be most appropriate at the earliest stage.)

2. If negotiations at Step 1 are not successful in resolving the issue, the problem may be referred to the Graduate Program Coordinator (GPC). This step represents the effort of a third party to examine the situation with some degree of objectivity and attempt to resolve the issue in an informal way. If this attempt proves to be unproductive, the process should move to Step 3.

3. The GPC, at his/her own initiative, or upon petition by any of the parties involved, may appoint a three-person ad hoc committee to hear and review the matter. This committee shall then advise the Graduate Program Coordinator, who shall then notify all relevant parties of his/her recommendation, including the outcome of the committee review and other grounds on which the recommendation was based. The GPCs recommendation must be completed within 10 school days of the conclusion of the committee review.

4. If steps 1-3 do not resolve the grievance, students may request the Graduate School to assist in an informal resolution.

5. If all efforts at informal resolution of the problem prove to be unsuccessful, the next step involves the filing of a formal written grievance complaint with the appropriate dean. For graduate students, the appropriate dean is the Dean of the Graduate School and the procedures to be followed are those that are presented in Graduate School Memorandum #33, <http://www.grad.washington.edu/Acad/gsmemos/gsmemo33.htm>.

#### Formal Student Academic Grievance Procedure

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

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

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

### Exceptions

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

- *Grades or academic evaluation*: According to the University of Washington Handbook (Volume IV, Section 2), a student who believes an instructor erred in the assignment of the grade, shall first "discuss the matter with the instructor before the end of the following academic quarter." If the student is not satisfied with the instructor's response, he/she has 10 days to file a written appeal. Specific procedures and timelines for grade appeals may be found here: <http://www.washington.edu/faculty/facsenate/handbook/Volume4.html>.

- *Discriminatory behavior by a UW employee*: Students who believe they have been discriminated against on the basis of race, religion, color, creed, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran should refer to the Resolution of Complaints Against University Employees Procedure contained in the University of Washington *Operations Manual* at <http://www.washington.edu/admin/rules/APS/46.03.html>.

- *Misconduct by other students*: Student disciplinary proceedings for misconduct, including plagiarism and cheating, fall under the provisions of the *Student Conduct Code* contained in the University Handbook at <http://www.washington.edu/students/handbook/conduct.html>.

### **Policy on HIV**

The complete Policy on Human Immunodeficiency Virus is at <http://www.washington.edu/students/handbook/HIV.html>.

The University makes available to eligible persons information and appropriate clinical services, including testing and counseling, and will make referrals as necessary to other health-care agencies. Questions regarding HIV can be directed to the Hall Health Primary Care Center, 206.685.2437, or the HIV/STD Information Hotline: 206.205.7837.

### **Inclement Weather Policy**

If the UW closes due to inclement weather, SFR will also be closed and classes will be

cancelled. Students may call 206.547.4636 for recorded information about the UW's operation during inclement weather. The UW will also list this information on its home page, <http://www.washington.edu/>.

### **Reasonable Accommodation Statement**

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

### **RESEARCH/HUMAN SUBJECTS**

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

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

### **SEXUAL HARASSMENT**

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

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

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

### **STUDENT CONDUCT CODE**

The following is an abbreviated version of the *University of Washington Student Conduct Code*. The complete code is available from the Office of Community Standards and Student Conduct

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

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

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

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

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

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

# Master of Science Graduate Student Program of Study

## School of Environmental and Forest Sciences

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

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

### IMPORTANT INSTRUCTIONS

1. **NOTE:** Before this form is filed, a permanent Supervisory Committee must be established.  
<https://www.cfr.washington.edu/Services/gradcommBegin.aspx>. MS/MPA students will also need to file the Concurrent Planning Form: <http://evans.washington.edu/students/forms-advising/planning>.
2. This completed "green sheet" assures that both the student and the Supervisory Committee members agree on the study plan, and helps avoid misunderstandings concerning the specific course of study.
3. All UW Graduate School requirements must be fulfilled and are found at:  
<http://www.grad.washington.edu/policies/masters/requirements.shtml>
4. This form must be filed in the student's permanent graduate file in Student and Academic Services no later than the end of the third quarter in residence.
5. An annual review of progress with the Supervisory Committee is required, and must be noted on this form.
6. An MS Research Proposal and presentation must be completed and approved before the thesis research is started. Please note the date of Proposal Approval below.
7. To revise a program of study, the student must consult with her/his Supervisory Committee. Upon revision, an updated form must be completed with new signatures.
8. Substitutions to required classes must be made by filling out a "Graduate Student Petition Form".
9. To graduate, MS students must apply to graduate with the Graduate School at:  
<http://www.grad.washington.edu/mygrad/student.htm>, complete a public thesis defense, and turn in their completed thesis by the posted UW Graduate School deadline.
10. Please fill in **ALL Shaded** areas of the form. It will be kept in your permanent file.

PROGRAM REQUIREMENT	CLASS NUMBER AND TITLE	Qtr/Yr	Credits (45 total required)	Grade (Min. 18 graded)
Orientation	CFR 500 Graduate Orientation Seminar		<b>1</b>	
Social and Natural Sciences Applied to Natural Resource and Environmental Issues	CFR 509 Analysis of Research Problems **		<b>3</b>	
Disciplinary Knowledge	Minimum 10 credits at the 400-500 level	Qtr/Yr	Credits	Grade
Research Design and Quantitative Analysis	Minimum 8 credits at the 400-500 LEVEL	Qtr/Yr	Credits	Grade

<b>PROGRAM REQUIREMENT</b>	<b>CLASS NUMBER AND TITLE</b>	<b>Qtr/Yr</b>	<b>Credits (45 total required)</b>	<b>Grade (Min. 18 graded)</b>
<b>Current Topics</b>	<b>2 credits AT THE 500 LEVEL</b>	<b>Qtr/Yr</b>	<b>Credits</b>	<b>Grade</b>
<b>Electives</b>	<b>CLASS NUMBER AND TITLE</b>	<b>Qtr/Yr</b>	<b>Credits</b>	<b>Grade</b>
<b>MS Research Proposal and Presentation</b>	<b>Proposed Research Title:</b>	<b>Chair approval signature and date:</b>		
<b>THESIS</b>	<b>CFR 700 (9 CREDITS minimum)</b>			
	<b>Thesis Title:</b>			

**\*\*Only specifically this course for students starting after Autumn 2005.**

**This program of study has been approved by the student's Supervisory Committee, with each committee member's signature below:**

Chair \_\_\_\_\_ Date \_\_\_\_\_

Committee Members:

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**Annual Supervisory Committee Review Completed (include date and chair's signature):**

Chair \_\_\_\_\_ Date \_\_\_\_\_

Chair \_\_\_\_\_ Date \_\_\_\_\_

Chair \_\_\_\_\_ Date \_\_\_\_\_



PROGRAM REQUIREMENT	CLASS NUMBER AND TITLE	Qtr/Yr	Credits (45 total required)	Grade (Min. 18 graded)
<b>Additional Electives</b>	<b>Minimum 7 credits at the 400 or 500 level</b>			
<b>MEH Research Project Proposal</b>	<b>Proposed Project:</b>	<b>Chair approval signature and date:</b>		
<b>Project</b>	<b>CFR 600 or CFR 601 (9 CREDITS minimum)</b>			
	<b>Project Title:</b>			

**This program of study has been approved by the student's Supervisory Committee, with each committee member's signature below:**

Chair \_\_\_\_\_

Date \_\_\_\_\_

Committee Members:

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

**Annual Supervisory Committee Review Completed** *(include date and chair's signature):*

Chair \_\_\_\_\_

Date \_\_\_\_\_

Chair \_\_\_\_\_

Date \_\_\_\_\_

Chair \_\_\_\_\_

Date \_\_\_\_\_



<b>PROGRAM REQUIREMENT</b>	<b>CLASS NUMBER AND TITLE</b>	<b>Qtr/Yr</b>	<b>Credits (45 total required)</b>	<b>Grade (Min. 18 graded)</b>
<b>Electives</b>	<b>CLASS NUMBER AND TITLE</b>	<b>Qtr/Yr</b>	<b>Credits</b>	<b>Grade</b>
<b>MFR Capstone Project</b>	<b>Proposed Project:</b>	<b>Chair approval signature and date:</b>		
<b>Project</b>	<b>CFR 600 or CFR 601 (5 CREDITS minimum)</b>			
	<b>Project Title:</b>			

**This program of study has been approved by the student's Supervisory Committee, with each committee member's signature below:**

Chair \_\_\_\_\_ Date \_\_\_\_\_

Committee Members:

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**Annual Supervisory Committee Review Completed** *(include date and chair's signature):*

Chair \_\_\_\_\_ Date \_\_\_\_\_

Chair \_\_\_\_\_ Date \_\_\_\_\_

Chair \_\_\_\_\_ Date \_\_\_\_\_

# Doctorate (Ph.D.) Graduate Student Program of Study

## School of Environmental and Forest Sciences

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

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

### IMPORTANT INSTRUCTIONS

1. **NOTE:** Before this form is filed, a permanent Supervisory Committee must be established.  
<https://www.cfr.washington.edu/Services/gradcommBegin.aspx>
2. This completed “green sheet” assures that both the student and the Supervisory Committee members agree on the study plan, and helps avoid misunderstandings concerning the specific course of study.
3. All UW Graduate School requirements must be fulfilled and are found at:  
<http://www.grad.washington.edu/students/doctoral/index.shtml>
4. This form must be filed in the student’s permanent graduate file in Student and Academic Services no later than the end of the third quarter in residence.
5. An annual review of progress with the Supervisory Committee is required, and must be noted on this form.
6. Please note the examination dates on this form—SEFS Qualifying and the UW General Exam. The final exam will be recorded separately. Apply for the General Exam at:  
<http://www.grad.washington.edu/mygrad/student.htm>
7. To revise a program of study, the student must consult with her/his Supervisory Committee. Upon revision, an updated form must be completed with new signatures.
8. Substitutions to required classes must be made by filling out a “Graduate Student Petition Form”.
9. To graduate, Ph.D. students must establish a reading committee for their dissertation, then, upon approval from their Supervisory Committee, request a UW Graduate School Final Examination, complete a public dissertation defense, and turn in their completed dissertation by the posted UW Graduate School deadline.
10. Please fill in **ALL Shaded** areas of the form. It will be kept in your permanent file.

PROGRAM REQUIREMENT	CLASS NUMBER AND TITLE	Qtr/Yr	Credits (90 total required*)	Grade (Min. 18 graded)
Orientation	CFR 500 Graduate Orientation Seminar		1	
Social and Natural Sciences Applied to Natural Resource Issues	CFR 509 Analysis of Research Problems **		3	
Disciplinary Knowledge	Minimum 10 credits at the 400-500 level, PLUS one course for PhD	Qtr/Yr	Credits	Grade
Research Design and Quantitative Analysis	Minimum 8 credits at the 400-500 LEVEL, PLUS one course for PhD	Qtr/Yr	Credits	Grade

<b>Current Topics</b>	<b>2 credits AT THE 500 LEVEL, PLUS one course for PhD</b>	<b>Qtr/Yr</b>	<b>Credits</b>	<b>Grade</b>
<b>Electives</b>	<b>CLASS NUMBER AND TITLE</b>	<b>Qtr/Yr</b>	<b>Credits</b>	<b>Grade</b>
<b>SFR Qualifying Exam</b>	<b>Please follow Red Book procedures for this exam— NOTE that it is NOT a UW Grad School Exam.</b>	<b>Please note approval and date:</b>		
<b>UW Graduate School General Exam</b>	<b>Proposed Research Title:</b>	<b>Please note approval and date:</b>		
<b>DISSERTATION</b>	<b>CFR 800 (27 CREDITS minimum)</b>			
	<b>Dissertation Title:</b>			

**\*NOTE: 30 of the 90 required PhD credits can come from a related Master's degree.**

**\*\*Only specifically this course for students starting after Autumn 2005.**

**This program of study has been approved by the student's Supervisory Committee, with each committee member's signature below:**

Chair \_\_\_\_\_

Date \_\_\_\_\_

Committee Members:

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

**Annual Supervisory Committee Review Completed (date and chair's signature):**

Chair \_\_\_\_\_

Date \_\_\_\_\_

Chair \_\_\_\_\_

Date \_\_\_\_\_

Chair \_\_\_\_\_

Date \_\_\_\_\_

Chair \_\_\_\_\_

Date \_\_\_\_\_

Chair \_\_\_\_\_

Date \_\_\_\_\_

# PhD Qualifying Examination Form

## School of Environmental and Forest Sciences

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

Date of exam, time, and room: \_\_\_\_\_

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

### IMPORTANT NOTES

The student's Supervisory Committee will serve as the Qualifying Examination Committee. The Committee will select the Qualifying Examination Committee Chair, who will not be the student's Supervisory Committee Chair. The student's Supervisory Committee Chair participates in the examination, but does not decide on the results (pass/fail). The Graduate School Representative (GSR) is encouraged but not required to attend the exam.

The committee will discuss the results of the exam and the student will receive an oral report of the examination outcome at the end of committee deliberations on the same day as the exam, along with a signed copy of this form. The student's Supervisory Committee Chair will not be present at these deliberations. A minimum of 3 faculty must participate in the deliberations. If this minimum cannot be satisfied with faculty from the student's committee, the student, in consultation with the Supervisory Committee Chair, may select an alternative faculty representative. The student and Supervisory Committee Chair will receive a one-page written report of the outcome within 5 working days, which will be attached to this form and placed in the student file.

### EXAMINATION REPORT

The undersigned members of the Qualifying Examination Committee have examined the above-named student and recommend that:

- The student is allowed to continue in the program and take the Graduate School General Examination.
- The candidate be re-examined after further study. Only one re-examination is allowed.
- The candidate is not recommended for further work towards the doctoral degree after failing the re-examination.

**Print Name**

**Signature**

Qualifying Exam Chair: \_\_\_\_\_

GSR (not required): \_\_\_\_\_

PhD Chair/Advisor: \_\_\_\_\_

Committee Member 2: \_\_\_\_\_

Committee Member 3: \_\_\_\_\_

### MINORITY REPORT

As committee member(s) present at the Qualifying Examination, I (we) wish to dissent from the committee recommendation and I (we) attach a minority report.

Signature(s): \_\_\_\_\_

**PLEASE ATTACH A ONE PAGE WRITTEN EXAMINATION REPORT**

# Graduate Student Petition Form

School of Environmental and Forest Sciences

## Request to **Change SFR Graduate Program Requirements OR Degree Coding**

### IMPORTANT INSTRUCTIONS

1. This form is to be used by SFR graduate students to change program requirements OR to be recoded from one degree (MS, MS/MPA, MFR, MEH, or PhD) to another (MS, MS/MPA, MFR, MEH, or PhD). Petitions to change or waive Graduate School requirements are submitted online at: <http://www.grad.washington.edu/area/petition.html>. Please consult with Student and Academic Services to determine the appropriate petition.
2. All requests must be accompanied by an explanation and a supporting statement from the Supervisory Committee Chair (and committee members if a degree recoding is requested).
3. Students petitioning to substitute courses taken at other institutions must include copies of transcripts from those institutions.
4. The petition must be filed at least one quarter prior to expected graduation and well in advance of the quarter during which the requested substituted course is offered.
5. The completed form should be turned in to Student and Academic Services in Anderson 130 or mailed to the office at: School of Forest Resources, Box 352100, University of Washington, Seattle, WA 98195-2100,

### PLEASE CHECK ONE BOX

- I am requesting a Program Requirement Change/Substitution for the following course: \_\_\_\_\_.
- I am currently coded as a (circle one) MS MS/MPA MFR MEH PhD student and I am requesting to be recoded as a (circle one) MS MS/MPA MFR MEH PhD student.

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

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

Current Degree Sought (circle one) MS MS/MPA MFR MEH PhD

Anticipated Quarter and Year of Degree Completion: \_\_\_\_\_

Research Interest Group: \_\_\_\_\_

Name of Committee Chair: \_\_\_\_\_

Names of Committee Members: \_\_\_\_\_

Program of Study ("Green Sheet") Filed? Yes No

**PLEASE ATTACH** a statement explaining the reason(s) for your request and support from your Supervisory Committee Chair (and committee members if requesting recoding).

*Below is reserved for SFR Graduate Program Coordinator Action.*

ACTION:  Approved  Not Approved

GPC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Explanation:

Student Notified on: \_\_\_\_\_ by: \_\_\_\_\_.

Note: If the petition is approved, the student's "green sheet" must be updated to reflect any approved changes.