MASTER OF SCIENCE
COMPUTER SCIENCE AND SYSTEMS

GRADUATE HANDBOOK

All Master of Science in Computer Science and Systems students are responsible for understanding the information and policies contained in this handbook. This includes information linked to websites and documents. Information found on the websites for the Institute of Technology, the Graduate School, and UW Tacoma supersedes information found in this handbook. This handbook is subject to change; please refer to the website for the most recent version

tacoma.uw.edu/institute-technology/graduate-resources
Information and Policies for CSS Master’s Degree Students

Institute of Technology
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Mailing: 1900 Commerce Street, Box 358426, Tacoma, WA 98402-3100
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Graduate Program Coordinator: Ankur Teredesai, PhD
Graduate Program Committee Chair: Martine De Cock, PhD
Graduate Program Committee Chair: Mohamed Ali, PhD
Graduate Program Advisor: Curtis Black
Advising Hours: http://www.meetme.so/advisor17
Faculty Directory: http://www.tacoma.uw.edu/institute-technology/faculty-directory

All graduate students are required to subscribe to the MSCSS e-mail listserv. This is very important, as we will post course information, deadlines, and other notices on a regular basis. You can subscribe online here: mailman1.u.washington.edu/mailman/listinfo/uwtechgrad.
In addition, please sign up with UW Alert to receive updates via text or email regarding emergency closures of campus: washington.edu/alert/index.php

The graduate program advisor is responsible for helping students with the technical pieces of graduate student life, such as deadlines, forms, and formal procedures. The graduate advisor also functions as the liaison to the Graduate School.

The graduate program coordinator provides advising of a substantive, academic nature. Students who choose to pursue a thesis or capstone project will work closely with a member of the MSCSS faculty to give direction and shape to the work leading up to the final capstone product.

1. Overview of the Program
The master’s degree program in Computer Science and Systems at University of Washington Tacoma is designed primarily for students who plan to work in the field but can also prepare students to enter a Ph.D. program in computer science. The degree requires 40-45 credits, depending on the option the student chooses (see Section 3 below for degree options). However, depending on the student’s level of preparation upon entering the program, the Graduate Committee may determine that a student needs additional course(s) to fill an academic deficiency. A student entering in autumn, taking a full load of two courses per quarter and making satisfactory academic progress, can finish the eight-course degree requirements in five quarters. Graduate courses are limited in the summer, though students may have the option to enroll in an elective, independent study or capstone course.
VISION
The Institute of Technology is a unique public/private partnership in higher education that serves as a catalyst for generating energy and interest in computing science and engineering disciplines by:

- Addressing the need to ensure the availability of well-educated bachelor’s and master’s level computing science and engineering professionals in numbers sufficient to support and fuel the growth of Washington’s high-tech industries.
- Providing every Washington citizen access and opportunity to prepare for - and advance in - outstanding and rewarding technology careers.

MISSION
The Institute of Technology:

- Provides high quality education by engaging students in discovery, application, and integration of knowledge focusing on computing science and engineering disciplines.
- Serves as a center of excellence for the computing science and engineering disciplines primarily for the local and state communities.
- Proactively supports a diverse population of current and future students with emphasis on non-traditional and underrepresented students.
- Enhances the vitality and prosperity of our local and state community.

2. Important Dates

Please be aware of all important dates, including registration dates at: tacoma.uw.edu/current-students/time-schedule-registration-guide

Graduate School deadlines at: http://www.grad.washington.edu/students/dates.shtml

3. Master’s Degree Options
There are three options for completing the MS degree in CSS:

- thesis option,
- capstone project option, and
- course-only option.

Thesis Option: The thesis option was designed for graduate students who are prepared and want to engage in a research project working with one or more Institute faculty members. This research often results in one or more publications in journals or conference proceedings.

Students who select the thesis option must work with a faculty advisor to produce a thesis proposal. The proposal, along with a permission to enroll form, is submitted to the Graduate Committee for approval. See Graduate Resources on our website for the required form: http://www.tacoma.uw.edu/institute-technology/graduate-resources
After the Graduate Committee approves the proposal, the student registers for TCSS 700. A total of ten (10) credits of TCSS 700 must be completed to meet the degree requirements. These units are taken over two quarters, though a third quarter may be added if necessary. TCSS 700 is graded credit/no credit, so the grades do not count toward the student’s grade point.

**Capstone Project Option:** The capstone project option was designed for graduate students who want to work on a significant project as part of their graduate program but do not want to take on the responsibility of conducting detailed research. Capstone projects often involve the design, construction, and testing of a moderate to large programming project.

Students who select the capstone project option must work with a faculty advisor to produce a project proposal. The proposal, along with a Proposal to Enroll in MS CSS Capstone, is submitted to the Graduate Committee for approval. See Graduate Resources on our website for forms: [http://www.tacoma.uw.edu/institute-technology/graduate-resources](http://www.tacoma.uw.edu/institute-technology/graduate-resources)

After the Graduate Committee approves the proposal, the student registers for TCSS 702. A total of ten (10) credits of TCSS 702 must be completed to meet the degree requirements. These units are taken over two quarters, though a third quarter may be added if necessary. TCSS 702 is graded the same way core and elective courses are graded, so the grades count toward the student’s grade point average.

**Course-Only Option:** Students may choose to take an additional three (3) 500-level electives (15 credits) to satisfy their degree requirements in place of capstone courses. This option is provided for students who are primarily interested in a broader education in computer science.

**Credits awarded for 700 and 702 cannot be counted toward the Course-Only Option.**

**4. Courses**

The courses a student takes to satisfy the requirements for the MS degree fall into six categories:
- prerequisite courses (required for student lacking the equivalent of an undergraduate degree in computer science),
- core courses (required for all students),
- elective courses (required for all students),
- research seminars (TCSS 592, 593, 594, 595, 597)
- Thesis / Capstone courses (required for thesis and project option students) and
- independent study.
Prerequisite Courses- Undergraduate
Students who enter the MS program without a strong computer science background will be required to take undergraduate CS courses that will prepare them for graduate studies in the field. Students should have experience in the following areas before starting to take graduate-level courses in the MS program:

- object-oriented programming (one year)
- discrete mathematics
- data structures
- analysis of algorithms
- computer organization and architecture
- project management and software engineering

In some cases, work experience may substitute for formal courses in a given area. At the time of admission, students will be notified of their prerequisite requirements.

Core Courses
All graduate students are required to take three core courses:

- TCSS 543 Advanced Algorithms or TCSS 540 Theory of Computing
- TCSS 558 Applied Distributed Computing
- TCSS 598 Research Seminar

Core course are taken after any required prerequisites have been completed.

Elective Courses
The number of elective courses a student is required to take depends on the program option the student has chosen. For students in the ‘course only option,’ 30 elective credits are required. Students may request permission from the Graduate Committee to apply TCSS 600 credits, independent study, to this total. Internship credit, TCSS 497, will not be counted toward program requirements. If you wish to take a 500-level elective in Seattle or Bothell, you must get prior approval. Go to Graduate Resources for the required form:
http://www.tacoma.uw.edu/institute-technology/graduate-resources

Independent Study- TCSS 600
After taking the core courses, a student may decide that she or he has a strong interest in an area of computer science that is not covered in the scheduled courses. In this case, the student may propose that he or she be permitted to substitute an independent study course for an elective course. Students must find a graduate faculty member who will supervise the independent study.
Go to Graduate Resources for the required form:
http://www.tacoma.uw.edu/institute-technology/graduate-resources

**Intenships – TCSS 497 and TCSS 701**
Internships do not count toward elective credit. A student may need to take an internship for credit for a variety of reasons, such as to maintain full-time status or to satisfy a scholarship requirement. Internship packets should be turned in to the graduate advisor with a cc: to the Graduate Program Coordinator. The guidelines and form are found at:
http://www.tacoma.uw.edu/institute-technology/completing-internship

**Thesis and Capstone Project Courses- TCSS 700 and 702**
Students enrolled in the thesis option are required to take 10 units of TCSS 700 and students in the project option are required to take 10 units of TCSS 702. These courses are taken in place of 10 credits of elective courses. If a student chooses to switch from the thesis or project option to the course only option, 700 and 702 will NOT count as electives.

The general requirements for completing the capstone project are as follows. (These steps are directed to the student, so “you” and “the student” mean the same thing).

A. **Finish all prerequisites and core courses**
   Students must finish all prerequisites and core courses before registering for thesis or the capstone project.

B. **Find a research topic with the help of a faculty advisor**
   Students should begin considering topics from the start of the master’s program. One of the objectives of the Master’s Seminar, TCSS 598, is to help you identify faculty with whom you may want to work. Become familiar with the faculty research areas, which can be found online: http://directory.tacoma.uw.edu/node/10 Faculty are approachable and open to new ideas. You may also attend a colloquium event to hear what other students are researching.

C. **Select your Capstone Committee Chair**
   All master's projects are evaluated by a capstone committee. It is your responsibility to find a primary advisor for the thesis or project, who will act as the chair of your committee. Usually this will be a faculty member in the Institute, and by university rules the committee chair must be a member of the graduate faculty.

D. **Form the Capstone Committee**
   By university rules, the Capstone committee must have between two and four members, at least half of whom must be graduate faculty. It is you and your advisor's responsibility to find a committee that satisfies these rules.

E. **Write the proposal and submit it to your Capstone Committee for approval**
   Your proposal will include the type, its title, and the members of your Capstone Committee. It will describe the technical content of the project and will also specifically list all deliverables (code, written documentation, and oral presentation). All project deliverables
must include a written final document and an oral presentation at the Institute of Technology’s quarterly colloquium.

a. The student completes the proposal form that is approved by the Capstone Committee. An electronic copy of the proposal with the signed form is submitted to the graduate advisor. The proposal must be submitted electronically using the easychair.org site (or a similar site announced by GPA) two weeks prior to the first day of the quarter.

b. The Graduate Committee will review the proposals and decisions regarding the proposals will be provided to the students and faculty advisors via email. Work on the project can begin when the graduate committee approves the proposal.

F. Enroll in project courses and do the project
Students will be given an add code by the graduate advisor to enroll in the capstone course once the graduate committee approves the proposal. Collaborate with your Committee Chair and meet often. Do not allow a problem to slow your progress. Your Committee Chair is there to help and support you complete your project/thesis. It is the responsibility of the student to provide frequent updates on their progress to the Committee Chair.

It is strongly recommended that the capstone be completed in two successive quarters. Students must maintain enrollment in the program from the time they enroll in the capstone sequence to the time the degree is granted. **On-leave petitions will not be accepted during that period** and the student must enroll in additional capstone credits if necessary to remain in the program. A student with an incomplete capstone who is not enrolled will be dropped from the program. Minimum enrollment is 2 credit hours.

Students enrolled in TCSS 700 or TCSS 702 are not eligible to use state employee tuition exemption.

Any request to complete the capstone in a single academic quarter must include both an explanation of extraordinary circumstances, and a schedule approved by the capstone and Graduate committees indicating exactly how the thesis or project will be completed within the accelerated time frame. **Please note that the Graduate School will not allow submission of late work. If a project, thesis, or master’s request isn’t submitted prior to the end of the quarter, the student must register for additional credits the following quarter.**

G. Submit the Capstone deliverables for approval
Your committee must approve all deliverables listed in the project proposal. It is recommended that you submit your final draft to all members for review two (2) weeks prior to the Colloquium date. (Although this item appears on this list before the oral presentation, the written deliverables do not need to be completed before the oral presentation.)

H. Thesis Requirements
Students who are completing a Thesis (TCSS 700) have additional requirements to adhere to specifically regarding the style and submission of documentation. The Thesis and
Dissertation Style Manual is located online at:  
http://www.grad.washington.edu/students/etd/

I. Students will also need to submit their documentation to the Graduate School for preliminary review prior to final submission. Details and dates can be found online at:  
http://www.grad.washington.edu/students/etd/info.shtml

J. **Sign up for a colloquium presentation**  
You will present your project work at the departmental colloquium in your graduation quarter. You must sign up for a time slot to present your work. Check with the colloquium coordinator for the deadline for doing so, but the deadline will typically be no later than two weeks before the colloquium (or about the 8th week of classes). If you miss this deadline, you will not present at the colloquium, and if you don’t present at the colloquium, your project will not be complete, and if your project is not complete you will not graduate!

K. **Capstone Committee approves all deliverables**  
When all deliverables have been evaluated and approved by your Capstone Committee, the committee will fill out a form listing and approving those deliverables. The committee will assign grades for the capstone courses, and the student will be eligible for graduation provided all other requirements have been satisfied.

L. **Send final documentation to the Graduate Advisor**  
The final thesis/project will need to be sent to the Graduate Advisor via e-mail. The deadline to submit the final documentation is the last day of final exams for each quarter. **Please note that the Graduate School will not allow submission of late work.** If a project or thesis isn’t submitted prior to the end of the quarter, the student must register for additional credits the following quarter.

**Academic Honesty**

There can be a tremendous amount of pressure on students at a university to get good grades and finish a degree. Students at the University of Washington are expected to maintain the highest standards of academic conduct; cheating and plagiarism are not tolerated. Please review the Student Conduct Code for more information:  
http://www.tacoma.uw.edu/enrollment-services/academic-honesty

5. **Degree Concentrations**  
Students are eligible to have one concentration listed on their final transcript. The transcript will include the name of the degree, Master of Science in Computer Science & Systems, and one concentration from five available categories:

- Bioinformatics
- Cybersecurity
- Data Science
- Geographic Information Systems (GIS)
- Cyber-Physical Systems
In order to have a concentration listed on a final transcript, a student must earn 20 credits from graduate level courses listed in the corresponding tracks.

**Bioinformatics:** TCSS 555, TCSS 588, TCSS 592, TCSS 600, TCSS 700, TCSS 702

**Cybersecurity:** TCSS 581, TCSS 582, TCSS 595, TCSS 600, TCSS 700, TCSS 702

**Data Science:** TCSS 551, TCSS 554, TCSS 555, TCSS 593, TCSS 600, TCSS 700, TCSS 702

**Geographic Information Systems:** TCSS 565, TCSS 594, TCSS 600, TCSS 700, TCSS 702

**Cyber-Physical Systems:** TCSS 571, TCSS 572, TCSS 573, TCSS 574, TCSS 597, TCSS 600, TCSS 700, TCSS 702

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6. **Course Days, Times, and Quarters Offered**

The UW Time Schedule lists credit classes offered at the University of Washington - Tacoma. It is updated daily and is subject to change.  
[http://www.tacoma.uw.edu/office-registrar/registration-courses](http://www.tacoma.uw.edu/office-registrar/registration-courses)

7. **Progression through the Program**

Students must adhere to the following policies:
• A student will not be allowed to enroll in more than 13 credits per quarter for 400-700 level courses.
• Prerequisites must be completed prior to taking elective courses.
• Core courses may be taken with elective courses, as long as the prerequisites are met.
• All prerequisite and core courses must be successfully completed prior to enrolling in a capstone course.

Any deviation from the policies listed above must be approved by the Graduate Committee.

8. Course Substitutions, Independent Study Courses, and Research Seminar Courses
At times it may be in the student's best educational interest to take courses outside the Computer Science & Systems graduate program. A student may petition the Graduate Committee to be allowed to use one of the following course substitutions:

• take an equivalent prerequisite course at another institution
• take a graduate level elective in a computer science department at another institution
• take a relevant, graduate level, elective course from another program or department, either at UWT or elsewhere.

The following policies apply to course substitutions:
• a maximum of five (5) credits from out-of-program courses, independent study courses, or research seminar courses will be counted toward the credits required for a degree

Students have the option of taking an elective in Seattle or Bothell. Courses in Seattle fill quickly and it is the student's responsibility to contact the Graduate Advisor for Computer Science and Engineering in Seattle to enquire about space and permission to enroll once the Graduate Program Coordinator/Graduate Committee has approved the course.

Appendix I contains the form to request the substitution of a course. Capstone courses cannot be waived or substituted.

The TCSS 600 course, Independent Study, is taken under supervision of a graduate faculty member, involves some research, and has sufficient content to be comparable to a 500-level elective. Independent study courses cannot be used to work on the capstone project. As stated above, only five (5) credits can be substituted either by out-of-program courses, independent study courses, or research seminar courses.

To receive approval of TCSS600, a petition must be completed by the student and approved by a graduate faculty member. Independent Study (TCSS 600) grades are not used in computing the GPA.

Appendix II contains the form to request permission to enroll in TCSS 600, Independent Study.

9. Tuition-Exempt Status
Eligible University and State of Washington employees may enroll in up to six credits each quarter using a tuition exemption, provided they enroll on a space-available basis. Eligible students are allowed to enroll for more than six credits and will be charged tuition accordingly for the additional credits. Tuition-exempt students may register beginning the third day of the quarter (UW staff and
faculty) or the fourth day of the quarter (all others). Any credits in excess of six are subject to the same "space available" registration dates. More information about tuition exemption policies can be found online:

http://www.tacoma.uw.edu/enrollment-services/tuition-exemption-state-employees

Students enrolled in TCSS 600, TCSS 700 or TCSS 702 are not eligible for tuition exempt status and must pay tuition and fees.

10. Filing for Graduation – Request a Master’s Degree

Students will apply for graduation online at:

grad.washington.edu/stsv/mastapp.aspx

Below is a timeline in which students may submit their Master’s Degree Request. If students miss the deadline to file their request, they must register for credits in the following quarter. Please check the Graduate School’s timeline often during your last quarter:

http://www.grad.washington.edu/students/

Although students may complete the program in any quarter, the annual graduation and hooding ceremonies only occur once a year. Participation requires online or in-person registration. Please watch your email during your final quarter and contact the graduate advisor for information. Students completing in summer may participate in ceremonies in the spring prior to completing.

11. Funding Opportunities

The Institute of Technology awards one to two scholarships to MSCSS students each year, as well as several research assistantship positions. The William H. Phillip scholarship is awarded each fall and is based on merit and leadership. All students accepted into the MSCSS program for fall are eligible to apply.

The number of research assistantships and other paid research positions vary depending on grants awarded to the Institute. Students on H-4 visas are not eligible for these positions or any other paid position. Positions will be advertised on the website and on uwtechgrad. Students must submit a separate application to be considered.

Students seeking funding should utilize the resources provided by the Graduate Funding Information Service at commons.lib.washington.edu/services/gfis and the Office of Fellowships and Awards at grad.washington.edu/students/fa/.

12. International Students

Students on F-1 visas will pay non-resident tuition. F-1 students are eligible to apply for research assistantship positions and may work on campus for up to 20 hours per week. Students on H-4 visas can qualify for in-state tuition if they have lived in Washington for 12 consecutive months. H-
4 students are not eligible for any paid positions but may convert to an F-1 visa after three full-time quarters.

Students must contact the Residency Office in Seattle for residency petitions and all related information. Please visit the website for more information: washington.edu/students/reg/residency/

Students should contact the International Student Services office for advising prior to making any visa changes. In addition, the ISS coordinates the CPT and OPT approval process. Students should contact ISS first, then follow up with the graduate advisor. Please note that new students are not eligible for CPT.

13. Index of Graduate School Memoranda

The Index of Graduate School Memoranda includes graduate program policies maintained by the Graduate School. Content is reviewed and modified as needed. Final decisions regarding implementation or continuation of policies receive the advice of the Graduate School Council. Below are a few memorandums that the Institute would like to make sure you are aware. All of the memorandums are available online at http://www.grad.washington.edu/policies/memoranda/

Continuous Enrollment and 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. For complete details regarding the on-leave policy, refer to Memo 9.

On-leave Eligibility

- 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.
- You may not go on leave after registering for capstone course credits.
- Pre-registered students must officially withdraw via MyUW or the Registration office prior to the first day of the quarter. Registered students are not eligible for on-leave status.

Students on-leave are entitled to:
- return as a graduate student to the graduate program
- use University libraries
- maintain access to the UW email account
- use Hall Health Primary Care Center on a pay-for-service basis
- use the IMA with additional fee

Students on-leave are not entitled to:
• faculty and staff counsel/resources (very limited counsel/resources are permitted)
• examinations of any type (except for language competency)
• thesis/dissertation filing
• University housing
• student insurance
• financial assistance

Procedure for Requesting Leave

Beginning September 28, 2011, students requesting on-leave status must submit an online Request for On-Leave Status via MyGrad Program. For a given quarter, students can submit the request as early as two weeks prior to the first day of instruction and must submit payment of the non-refundable fee no later than 11:59:59 p.m. PST on the last day of instruction. Leave is granted on a quarterly basis, though the following students may request up to four consecutive quarters of leave at one time: PCMI students, military personnel with deployment orders, and some UW Fulbright grantees (with the exception of military personnel with deployment orders, these students will be required to pay the fee for each quarter of leave requested).

Reinstatement to the Graduate School

Students previously registered in the Graduate School who have failed to maintain graduate student status (on-leave status was not secured and registration was not maintained) but wish to resume studies within the same degree program must file a request for reinstatement to the Graduate School. Requests will first be reviewed and approved by the department. Once the department has approved the request and the Graduate School has confirmed students’ eligibility for reinstatement, students will be notified to pay a non-refundable reinstatement fee before registering for the requested quarter of reinstatement.

Time to Degree and Limits for On-Leave Status

The Graduate School normally allows six years from the quarter of admission to complete requirements for a master’s degree. Periods spent On-Leave or out of status are included in these limits. Before approving a Petition for On-Leave Status for a student whose leave period will take them in excess of these limits, the department must first file a Petition to the Dean of the Graduate School (via MyGrad Program) explaining why this action is being requested. This Petition to the Dean must be approved by the Graduate School before the Petition for On-Leave Status is filed.

Grading system

Grades shall be 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 will be recorded as 0.0 by the Registrar and no credit is earned. A minimum of 2.7 is required in each course that is to be counted toward a graduate degree. A minimum cumulative grade-point average of 3.0 is required for graduation. See Memo 19 for more information.
Incomplete Grades

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

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

Low Scholarship Status

Students in the Master's program are graduate students at the University of Washington, and as such must abide by general graduate-school regulations regarding progress through the program. Grades earned in prerequisite courses are considered when evaluating low scholarship status. Students should be aware of the following regulations detailed in Memo 16:

1. A minimum grade of 2.7 is required for a course to be counted toward the graduate degree.
2. A cumulative GPA of 3.0 is required for graduation.

The Graduate Program Coordinator and the CSS graduate faculty are expected to review the status of each student who violates the above polices and to transmit to the Dean of the Graduate School a specific recommendation: no action, warn, probation, final probation, or drop.

No Action
May be recommended for those students whose cumulative GPA is above 3.0 but whose most recent quarter's work is below 3.0, if the review has determined that this condition is not cause for immediate concern.

Warn
May be recommended for those students whose cumulative GPA has dropped slightly below 3.0--i.e. 2.99-2.95.

May be recommended for those students who have failed to meet expectations for performance and progress as determined by the graduate program.

ACTION TAKEN AS INDICATED ABOVE WILL BE INITIATED BY THE GRADUATE PROGRAM, AND REPORTED TO THE GRADUATE SCHOOL, BUT WILL NOT APPEAR ON THE STUDENT'S PERMANENT RECORD.

Probation
May be recommended for those students who have not corrected the deficiency which caused the warn action within the time limit specified by the graduate program.
May be recommended for those students who depart suddenly and substantially from scholarly achievement as defined by the graduate program. (A previous warn recommendation is not necessary).

Programs may determine the length of probationary status. (The Graduate School recommends no less than one quarter and no more than three quarters of probationary status). Students should be informed of the current program policy regarding the length of the probationary period.

**Final Probation**
May be recommended for those students who have not corrected the condition(s) that caused the probation recommendation within the time limit specified by the graduate program.

May be recommended for those students who fail to progress toward completion of the graduate program. A student will be carried on final probation status for one quarter before being changed to drop, probation, or some other status.

**Drop**
Final action to be recommended. A drop recommendation means immediate drop from the University of Washington. Therefore, this recommendation must be received in the Graduate School soon after the beginning of the quarter following the quarter on which the decision is based.

Recommendations for action on low grade point average or unsatisfactory performance and progress will be reviewed by the Dean of the Graduate School, and students will be informed of a change in status by letter from the Dean.

**Appeals**
Students may appeal change of status, as explained above, directly to the Chairperson of the graduate degree granting unit. Appeals beyond this point should follow the process outlined in Memo 33, Academic Grievance Procedure:

http://www.grad.washington.edu/policies/memoranda/

**Repeating a Course**
Graduate students may repeat any course. Both the first and second grades will be included in the cumulative GPA. Subsequent grades will not be calculated, but will appear on the permanent record. The number of credits earned in the course will apply toward degree requirements only once.

**14. Campus Support**

There are several campus resources that you can use to get additional help, either for counseling or for specific kinds of help (for example, reading, writing, math, study skills, etc.). Contact them for further information.

**Teaching and Learning Center (TLC):** The Teaching and Learning Center (TLC) is a place where all members of the UW Tacoma community (students, staff, and faculty) can come for feedback, help, and inspiration during their academic and learning careers. The TLC provides instructional
support in areas such as reading, writing, math, science, statistics, public speaking, and others. Visit http://www.tacoma.uw.edu/teaching-learning-center/teaching-learning-center

**Student Counseling Center (SCC):** The Student Counseling Center is an on-campus resource that provides counseling to the students at UW Tacoma. It is common for students to experience times when they feel overwhelmed by the responsibilities of college, work, family, and relationships. The Student Counseling Center is here to help students cope with stresses and personal issues that can interfere with their ability to perform in school. For more information, please visit http://www.tacoma.washington.edu/counseling

**Disability Support Services (DSS):** The University of Washington Tacoma is committed to making physical facilities and instructional programs more accessible to students with disabilities. Disability Support Services (DSS) functions as the focal point for coordination of services for students with disabilities. In compliance with Title II or the Americans with Disabilities Act, any enrolled student at UW Tacoma who has an appropriately documented physical, emotional, or mental disability that substantially limits one or more major life activities [including walking, seeing, hearing, speaking, breathing, learning and working], is eligible for services from DSS. For more information, please visit http://www.tacoma.washington.edu/dss
# Petition to Substitute MS Course

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID Number</th>
<th>E-mail Address</th>
</tr>
</thead>
</table>

**Course Name:**

**Course number:**

**Course title:**

**Institution:**

**Department:**

Attached are the following:
- Syllabus
- Printed version of course home page

*Please attach as much documentation as possible to allow the Graduate Committee to make an informed decision about the course.*

**Quarter and Year in which substitute course will be taken:**

**List previous petitions for course substitutions and Independent Studies:**

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Student Signature ___________________________ Date ____________

**Graduate committee decision**

- Approved substitution   Date:
  - Approved credit waiver
  - Approved IS with _______________________________
  - Denied substitution

**Comments:**

Add code, if applicable:

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Appendix II
Students who wish to take TCSS 600 must submit a signed petition to the Graduate Advisor before the first day of the quarter. Please be aware of the following policies:

- You must have completed all CORE courses before enrolling in TCSS 600
- Only a member of the Graduate Faculty may serve as your faculty advisor
- TCSS 600 cannot be used if the course is already provided in the MS CSS curriculum
- TCSS 600 cannot be used to conduct research on the same topic as the Capstone thesis/project and receive credit
- TCSS 600 may only be used to conduct research on a new topic
- TCSS 600 grade will NOT be computed in your GPA.

<table>
<thead>
<tr>
<th>Course number:</th>
<th>TCSS 600</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent Study title:</td>
<td>Learning Objectives:</td>
</tr>
</tbody>
</table>

Attached are the following:
- Proposal
- Syllabus

Quarter and Year in which substitute course will be taken:

List previous petitions for course substitutions:
- I request to use this course as a substitution for an elective

Comments:

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
<th>Graduate Faculty Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Add code, if applicable:
Appendix III

Proposal to Enroll in TCSS 700/702
MS CSS Capstone/ Thesis Course

Student Name  Student Number  E-mail Address

☐ I have completed the prerequisites for capstone: 543/540, 558, and 598.

Capstone Title: ____________________________________________

Capstone Type:
☐ Thesis: TCSS 700
☐ Project: TCSS 702

Intended quarters/year for capstone courses: ______________________
(if one quarter, attach a one-page justification and detailed project schedule)
Intended quarter/year of graduation: __________

Committee Chair:
(name) __________________ (signature)________________________

Committee Members:
(name)________________________ (signature)_____________________
(name)________________________ (signature)_____________________
(name)________________________ (signature)_____________________

I understand that the Institute of Technology at the University of Washington will publish my final thesis/report.

Student Signature: ___________________________ Date: __________

Attach the project proposal with the following sections:
1. Title page including project title, student’s name, project type, committee names, date of submission, and abstract (250 words maximum)
2. Technical proposal
3. Related work (references and literature review if appropriate)
4. Validation of project (criteria of success)
5. Written deliverables (must include at least final paper)
6. Oral deliverables (must include at least colloquium presentation)
7. Educational Statement
☐ How will this project draw upon your graduate coursework?
☐ What will be researched and/or learned to make this a successful project?
8. Timeline and Milestones

Your proposal must be approved and signed by your committee before being forwarded to the Graduate Committee. It must be delivered to the graduate advisor before the posted deadline for the quarter (usually two weeks prior to the first day of a quarter). No late submission will be reviewed.