



## M.S. COMPUTER SCIENCE & SYSTEMS

### GRADUATE HANDBOOK

All Master of Science in Computer Science & Systems (MSCSS) 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 School of Engineering and 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

<http://www.tacoma.uw.edu/set/graduate-resources>

#### **Information and Policies for MSCSS Graduate Degree Students**

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**Dean: Raj Katti, PhD**

**Graduate Program Chair and Coordinator: Wes Lloyd, PhD**

**Graduate Program Advisor (GPA): Rachel Crook, M.S.**

**Schedule Advising Appointment: <https://www.tacoma.uw.edu/set/advising>**

**Faculty Directory: <https://www.tacoma.uw.edu/set/facultyresearch>**

**All graduate students are subscribed to the graduate student e-mail listserv for all SET graduate students ([allsetgrad@lists.uw.edu](mailto:allsetgrad@lists.uw.edu)), as well as their major-specific listserv ([uwtechgrad@uw.edu](mailto:uwtechgrad@uw.edu)) in their first quarter of enrollment.** This is very important, as we will post course information, deadlines, and other notices on a regular basis. Students are encouraged to add the listserv email to their contacts to prevent these messages from going to spam/junk.

In addition, please sign up with **UW Alert** to receive updates via text or email regarding emergency closures of campus: <https://www.washington.edu/safety/alert/>

**The faculty Graduate Program Chair (GPC)** oversees matters relating to the graduate curriculum and the courses, including the review process of proposals for capstone projects, theses, and course substitutions.

**The faculty Graduate Program Coordinator** provides advising of a substantive, academic nature. The graduate program coordinator also functions as the faculty liaison to the Graduate School.

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

Master of Science students who choose to pursue a thesis or capstone project will work closely with a member of the graduate faculty to give direction and shape to the work leading up to the final product.

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## 1. Overview of the Master of Science in Computer Science & Systems Program

The master's degree program in Computer Science & Systems at the University of Washington Tacoma is designed primarily for students who plan to work in the field. It 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 for degree completion options). A student entering in Autumn, taking a full load of 2 courses per quarter, and making satisfactory academic progress, can complete the degree requirements in four 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 School of Engineering & 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 bachelors and masters-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 School of Engineering and Technology aims to provide the highest quality computing, engineering, science, and technology education for a diverse population and engage in research and innovation that benefits the community by fostering social mobility and economic development

### VALUES

- Research and Teaching
- Community
- Impact
- Excellence
- Innovation
- Identity

For the complete overview of SET's Mission, Vision, Values, and Goals, please visit:

<https://www.tacoma.uw.edu/set/about/mission-goals>.

## 2. Important Dates and Deadlines

Please be aware of all important dates and deadlines, including registration dates at:

<https://www.tacoma.uw.edu/registrar/academic-calendar>

Graduate School deadlines at: <https://grad.uw.edu/calendars/student-dates-deadlines/>

### 3. MSCSS Degree Completion Options

There are three options for completing the MS degree in CSS:

- **Thesis option**
- **Capstone Project option**
- **Coursework-Only option**

#### A. Thesis Option

The thesis option is designed for graduate students who are prepared and want to engage in a research project working with one or more faculty members of the School of Engineering and Technology. 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. The required registration form for TCSS 700 (Thesis) can be found on our website: [https://www.tacoma.uw.edu/sites/default/files/2024-03/css-grad-700-702\\_updated.pdf](https://www.tacoma.uw.edu/sites/default/files/2024-03/css-grad-700-702_updated.pdf)

After the Graduate Committee approves the proposal, the student registers for TCSS 700. A minimum 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. Students can take more than 10cr of Thesis if needed - this requires approval from students' thesis faculty advisor. TCSS 700 is graded credit/no credit, so the grades do not count toward the student's grade point.

#### B. Thesis Requirements:

Please refer to [UW GRADUATE SCHOOL POLICY 4.2.1](#) for details on Thesis supervisory requirements.

**The general requirements for completing the Thesis are as follows:**

##### 1. Finish all core courses

Students must finish all 15cr of core courses before registering for TCSS 700 (Thesis)

##### 2. Find a research topic with help of a faculty advisor

Students should begin considering topics from the start of the master's program. One of the objectives of TCSS 598 - Master's Seminar is to help students identify faculty with whom they may want to work with. It is encouraged for students to become familiar with MSCSS Faculty's research areas:

<https://www.tacoma.uw.edu/set/facultyresearch>

##### 3. Select Thesis Faculty Advisor and form Committee

All Thesis projects are evaluated by a Faculty Advisor. It is student's responsibility to find a primary advisor for the thesis who will act as the Chair. The Faculty Advisor must be an approved Graduate Faculty member within the School of Engineering and Technology at UW Tacoma. **Thesis Faculty Advisors must hold Graduate Faculty**

**status.** To find out which SET faculty members are eligible to serve in this role, students can use the Graduate Faculty Status tool: <https://grad.uw.edu/programs/find-graduate-faculty/>

### **MSCSS Thesis students must have a Master's Supervisory Committee:**

- The appointment of a supervisory committee for MSCSS thesis students is determined by the Graduate Faculty in the degree-offering program.
- The GPC, in consultation with the student and appropriate faculty members, appoints a committee of two members minimum to four members maximum.
- The Graduate Faculty Advisor must be an MSCSS graduate faculty member with graduate faculty status.
- At least one-half of the total committee membership must be members of SET graduate faculty.

[UW Graduate School Policy 4.2.1](#) provides explicit instructions for the Master's Supervisory Committee in composition: <https://grad.uw.edu/policies/4-2-supervisory-committee-for-graduate-students/>

- **Graduate Faculty Advisor** : MSCSS graduate faculty member (required).
- **Committee Member**: SET graduate faculty member (required).
- **Committee Member**: Any faculty member (optional).
- **Committee Member**: Any faculty member (optional).

### **4. Write the thesis proposal and submit it for approval**

In collaboration with their Graduate Faculty Advisor, students must prepare a preliminary research proposal with a concrete plan towards finishing their final thesis. A preliminary research proposal generally includes (but is not limited to):

- Proposed title of research
- Objective of the student's work or the hypothesis they wish to investigate
- Explanations of why this topic is important/significant, what others have done in this area, how the student proposes to solve this problem/answer the research question, etc.
- Preliminary supporting results
- Expected results and implications
- Proposed timeline and project deliverables

Once the students' proposal is ready, they will complete the [SET Course Registration Request form](#) and upload it to [Easy Chair](#) to be reviewed by the Graduate Committee - this must be done by 4pm on the last day of classes of the quarter prior (i.e., students registering for Thesis in Spring quarter must complete these required steps by the last day of classes in Winter quarter Please note that "last day of classes" does not mean last day of finals week).

### **5. Enroll in TCSS 700 (Thesis)**

Students will be registered for their Faculty Advisor's section of TCSS 700 (Thesis) by the Graduate Program Advisor once the Graduate Committee approves the proposal.

It is encouraged for students to complete their thesis in two successive quarters. Students must maintain enrollment in the program from the time they enroll in the thesis sequence to the time the degree is granted.

On-leave petitions will not be accepted during this period, and the student must enroll in additional thesis credits if necessary to remain in the program. Minimum enrollment is 2 credit hours per quarter. It is possible for students to extend their project beyond the 10cr requirement, if their Faculty Advisor approves.

**Students will need to secure the signatures of the GPC, their Faculty Advisor/Chair, and at least one (1) Committee Member on the registration form prior to being registered for thesis/capstone credits.**

#### **6. Send final documentation to the Graduate School in Graduating Quarter**

The Thesis must be submitted to the Graduate School in the student's final quarter of the program. Students must submit an Electronic Thesis/Dissertation (ETD) to the Graduate School through the [UW ETD Administrator Site](#). Details on Thesis submission requirements can be found on this page: <https://grad.uw.edu/current-students/enrollment-through-graduation/thesis-dissertation/>

Additional resources for students can be found here: <https://grad.uw.edu/current-students/enrollment-through-graduation/graduation-requirements/>

Please note that the Graduate School will not allow submission of late work. If a thesis isn't submitted prior to the end of the quarter the student plans to graduate, the student must register for additional credits and resubmit their thesis the following quarter.

**The Graduate School has firm end-of-quarter deadlines.** Students are encouraged to review the Student Dates and Deadlines page to ensure they are aware of all required submission dates: <https://grad.uw.edu/news-events/calendars/student-dates-deadlines/>

### **C. Capstone Project Option**

The capstone project option is designed for graduate students who want to engage in a research project without the expectation of producing a theoretical advancement in their field. Capstone projects often focus on the design, construction, and testing of a moderate to large programming or applied project.

Students who select the capstone project option must work with a faculty advisor, who is the chair of the project committee, 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. The required registration form for TCSS 702 (Capstone) can be found on our website: [https://www.tacoma.uw.edu/sites/default/files/2024-03/css-grad-700-702\\_updated.pdf](https://www.tacoma.uw.edu/sites/default/files/2024-03/css-grad-700-702_updated.pdf)

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. However, students can take 10cr total of TCSS 702 - there is not an option to extend the number of credits of TCSS 702 beyond 10cr. TCSS 702 is graded the same way core and elective courses are graded, so the grades count toward the student's grade point average.

#### **D. Capstone Project Requirements**

The general requirements for Completing a Capstone Project are as follows:

**1. Finish all core courses**

Students must finish all 15cr of core courses before registering for TCSS 702 (Capstone)

**2. Find a research topic with help of a faculty advisor**

Students should begin considering topics from the start of the master's program. One of the objectives of TCSS 598 - Master's Seminar is to help students identify faculty with whom they may want to work with. It is encouraged for students to become familiar with MSCSS Faculty's research areas: <https://www.tacoma.uw.edu/set/facultyresearch>

**Capstone Faculty Advisors must hold Graduate Faculty status.** To find out which SET faculty members are eligible to serve in this role, students can use the Graduate Faculty Status tool: <https://grad.uw.edu/programs/find-graduate-faculty/>

**3. Select Capstone Faculty Advisor**

All Capstone projects are evaluated by a Faculty Advisor and Committee. It is students' responsibility to find a primary advisor for the Capstone who will act as the Chair of their Committee. The Faculty Advisor must be an approved Graduate Faculty member within the School of Engineering and Technology at UW Tacoma.

**Capstone Faculty Advisors must hold Graduate Faculty status.** To find out which SET faculty members are eligible to serve in this role, students can use the Graduate Faculty Status tool: <https://grad.uw.edu/programs/find-graduate-faculty/>

**Master's Capstone Supervisory Committee Composition**

- Faculty Advisor/Chair: MSCSS graduate faculty member (required)
- Committee Member: SET graduate faculty member (required)
- Committee Member: Any faculty member (optional)
- Committee Member: Any faculty member (optional)

**4. Write the Capstone proposal and submit it for approval**

In collaboration with their Graduate Faculty Advisor, students must prepare a preliminary research proposal with a concrete plan towards finishing their final Capstone project. A preliminary research proposal generally includes (but is not limited to):

- Proposed title of research
- Objective of the student's work or the hypothesis they wish to investigate

- Explanations of why this topic is important/significant, what others have done in this area, how the student proposes to solve this problem/answer the research question, etc.
- Preliminary supporting results
- Expected results and implications
- Proposed timeline and project deliverables

Once the students' proposal is ready, they will complete the [SET Course Registration Request form](#) and upload it to [Easy Chair](#) to be reviewed by the Graduate Committee - this must be done by 4pm on the last day of classes of the quarter prior (i.e., students registering for Capstone in Spring quarter must complete these required steps by the last day of classes in Winter quarter Please note that "last day of classes" does not mean last day of finals week).

#### **5. Enroll in TCSS 702 (Capstone) and complete the project**

Students will be registered for their Faculty Advisor's section of TCSS 700 (Thesis) by the Graduate Program Advisor once the Graduate Committee approves the proposal. It is encouraged for students to complete their Capstone project in two successive quarters. Students must maintain enrollment in the program from the time they enroll in the thesis sequence to the time the degree is granted. On-leave petitions will not be accepted during this period, and the student must enroll in additional thesis credits if necessary to remain in the program. Minimum enrollment is 2 credit hours. Please note that it is not possible for students to extend their project beyond the 10cr requirement.

**Students will need to secure the signatures of the GPC, their Faculty Advisor/Chair, and at least one (1) Committee Member on the registration form prior to being registered for thesis/capstone credits.**

#### **6. Send final documentation to the Supervisory Committee and Graduate Program Advisor in Graduating Quarter**

The final Capstone project must be sent to the Supervisory Committee (Faculty Advisor/Chair + 1 member) and the Graduate Program Advisor on the last day of final exams each quarter.

**Please note that the School of Engineering and Technology will not allow submission of late work. If a Capstone project isn't submitted prior to the end of the quarter the student plans to graduate, the student must register for additional credits and resubmit their thesis the following quarter.**

### **E. Coursework-Only Option**

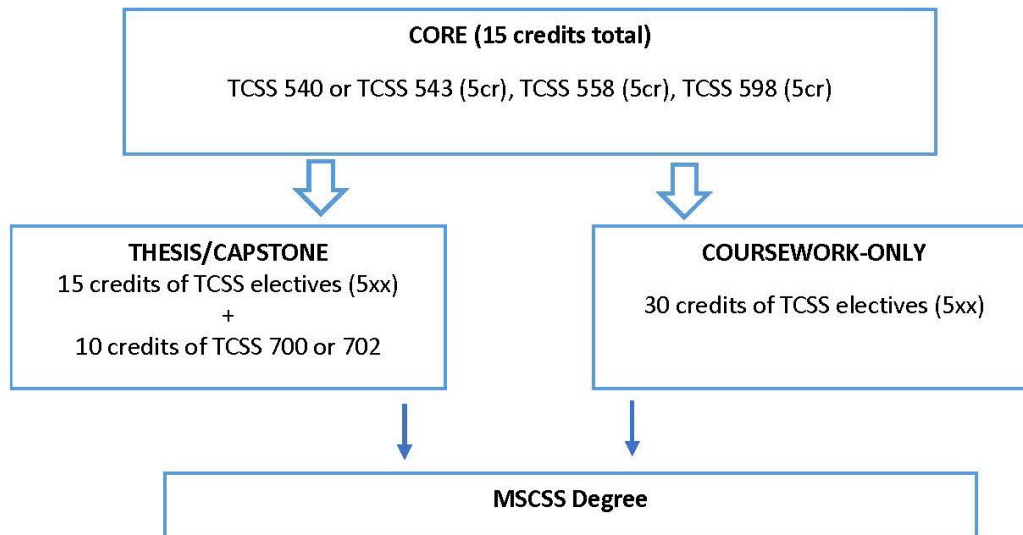
Students may choose to take an additional three (3) 500-level electives (15 credits) to satisfy their degree requirements in place of capstone courses. This option is provided for students who are primarily interested in maximizing the breadth of their background in computer science.

**Credits awarded for 700, 701, 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:

- CORE Courses (required for all students),
- Elective Courses (required for all students)
- Research Seminars (TCSS 591, 592, 593, 594, 595, 597)
- Thesis / Capstone courses (required for thesis and project option students) and
- Independent Study
- Substitution courses taken on another UW campus



### A. Prerequisite Courses- Undergraduate

Students should have experience in the following areas before starting to take graduate-level courses in the MS program:

- object-oriented programming
- 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.

### B. 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 (03 credits in Autumn & 02 credits in Winter)**

### C. 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 701, will not be counted toward program requirements. If students wish to take a 500-level elective in Seattle or Bothell, they must get prior approval. Visit the Graduate Resources pages for the required form:

<https://www.tacoma.uw.edu/set/graduate-resources>

### D. Independent Study - TCSS 600

After taking the 15 credits of core courses, a student may decide that they have a strong interest in an area of computer science that is not covered in the scheduled courses. In this case, the student may submit a request to their Graduate Program Advisor to count 5cr of an Independent Study to count towards their elective requirement. Students must find a faculty member who will supervise the Independent Study and complete the TCSS 600 - Independent Study registration form (signed by student and Faculty Advisor) and upload it to the [SET Course Registration Request](#) site:

<https://setuwt.smapply.us/prog/registration/>

The TCSS 600 - Independent Study Registration form can be found here:

[https://www.tacoma.uw.edu/sites/default/files/2024-02/css-grad-600\\_updated.pdf](https://www.tacoma.uw.edu/sites/default/files/2024-02/css-grad-600_updated.pdf)

### E. Internship - TCSS 701

After taking the 15 credits of core courses, if a student has been offered an internship, they can request to register for TCSS 701 - Internship. Internships give students the opportunity to apply theoretical and conceptual classroom knowledge to practical work experiences and to gain broad experience in a professional work environment. It also provides employers with the opportunity to involve students who are eager to employ new skills and methodologies in professional design, implementation, and/or research projects.

Students may submit a request to their Graduate Program Advisor to count 5cr of TCSS 701 - Internship to count towards their elective requirement.

To register for TCSS 701 - Internship, students must first confirm that they have been offered an internship, and complete the TCSS 701 - Internship registration form (signed by the student and Graduate Program Chair [GPC]) and upload it to the [SET Course Registration Request](#) site:

<https://setuwt.smapply.us/prog/registration/>

The TCSS 701 - Internship Registration form can be found here:

[https://www.tacoma.uw.edu/sites/default/files/2024-01/graduate-internship-registration-form\\_updated.pdf](https://www.tacoma.uw.edu/sites/default/files/2024-01/graduate-internship-registration-form_updated.pdf)

### F. Academic Honesty

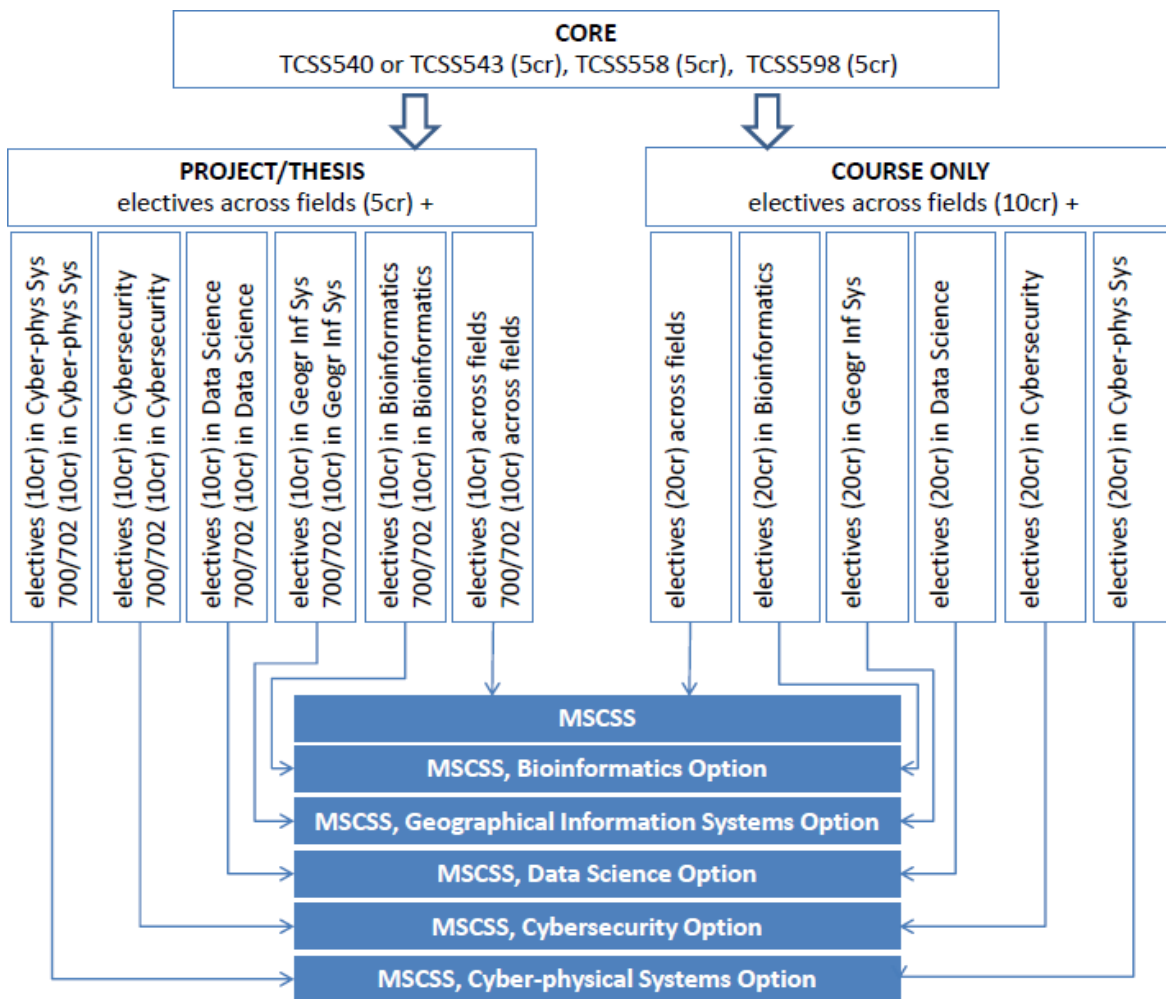
There can be a tremendous amount of pressure on students at a university to get good grades and finish a degree. Students at the University of Washington are expected to maintain the highest standards of academic conduct; cheating and plagiarism are not tolerated. Please review the Student Conduct Code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

## 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 six available categories:

- Bioinformatics
- Cybersecurity
- Data Science
- Distributed Systems
- 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.†



† Distributed Systems track not depicted in figure

**Bioinformatics:**

TCSS 555, TCSS 588, TCSS 592, TCCSS 590,  
TCSS 600, TCSS 700, TCSS 702

**Distributed Systems:**

TCSS 531, TCSS 559, TCSS 562, TCSS 570, TCSS 571, TCSS 573, TCSS 576, TCSS 590, TCSS 591,  
TCSS 600, TCSS 700, TCSS 702

**Cybersecurity:**

TCSS 576, TCSS 581, TCSS 582, TCSS 583, TCSS 584, TCSS 595, TCSS 590,  
TCSS 600, TCSS 700, TCSS 702

**Data Science:**

TCSS 551, TCSS 554, TCSS 555, TCSS 556, TCSS 590, TCSS 593,  
TCSS 600, TCSS 700, TCSS 702

**Geographic Information Systems:**

TCSS 565, TCSS 594, TCSS 590,  
TCSS 600, TCSS 700, TCSS 702

**Cyber-Physical Systems:**

TCSS 569, TCSS 573, TCSS 574, TCSS575, TCSS 597, TCSS 590,  
TCSS 600, TCSS 700, TCSS 702

## 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. Please contact your Graduate Program Advisor with questions.

<https://www.tacoma.uw.edu/registrar/registration#permalink-15721>

## 7. Progression through the MSCSS program

Students must adhere to the following policies:

- A student is recommended to enroll in no more than 13 credits per quarter for 500-700 level courses. Students are not allowed to register for more than 15 500-700 level courses each quarter.
- 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 or thesis course.

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

## 8. Course Substitutions and Transfer Credits

### A. Transfer credits

- A maximum of 6 quarter credits of graduate-level coursework taken at another recognized academic institution may be transferred and apply to UW master's degree requirements, when acceptable to the graduate program and the Graduate School. No more than 12 credits derived from any combination of GNM credits and transfer credits may be applied towards the total degree requirements. Transfer credits may not be applied towards the thesis or culminating experience requirement. (UW Graduate School [Policy 1.1](#)) For credit equivalencies, please contact your Graduate Program Advisor.
- Transfer courses may only be applied to your program's elective course requirements.

### B. Course Substitutions

After matriculating, students are permitted to take five (5) credits outside of the UW Tacoma campus to fulfill an elective requirement for their program.

**Here are the steps to register for a course on another UW campus:**

- Students must have completed all pre-requisite courses for the class. It is recommended to take a look at the time schedule to see which prereqs are required for the class:
  - [UW Seattle time schedule](#)
  - [UW Bothell time schedule](#)

- Reach out to the instructor of this class to make sure they approve registering for their course (please do this via email)
- Students need to get approval from their Graduate Program Chair. Since students will be taking this course in place of an elective course on the Tacoma campus, this still qualifies as a “substitution.” Students need to provide the confirmation from the professor from Bothell/Seattle and the student’s reasoning for wanting to take this class (such as not enough elective options, or mentioning that this course is in their area of academic interest, etc.). To receive this approval, students will need to complete the petition and send it to their Graduate Program Chair directly [https://www.tacoma.uw.edu/sites/default/files/2022-02/petition\\_to\\_substitute\\_2019.pdf](https://www.tacoma.uw.edu/sites/default/files/2022-02/petition_to_substitute_2019.pdf)
- If the Graduate Program Chair approves, students will need to work with the [Advising team on the Bothell campus](#) or [Seattle campus](#) to add this course to your schedule. Please note cross campus enrollment does not open until Period II registration.
- Please note, only one substituted course may be applied towards MSCSS elective course requirements

## 9. Tuition-Exempt Status

Eligible University and State of Washington employees may enroll in up to twelve credits towards the requirements of any graduate degree program using a tuition exemption, provided they enroll on a space available basis. Eligible students are allowed to enroll in courses that have been designated as available for tuition exemption.

A maximum of 6 credits per quarter will be eligible for tuition exemption. 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). More information about tuition exemption policies can be found online: <https://www.tacoma.uw.edu/registrar/tuition-exemption>

Students enrolled in courses other than ones previously listed are not eligible for tuition exempt status and must pay tuition and fees.

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

The below timeline is a general guideline, based on Graduate School policies and procedures, to help students understand the graduation process. Eligibility for graduation is determined by satisfactory completion of all Graduate School and program degree requirements by the last day of the quarter a student intends to graduate. Refer to [dates and deadlines](#) for quarterly deadline information and [Policy 1.1](#) to review Graduate School degree requirements.

### A. Beginning of the quarter

- Students must maintain registration as a full or part-time graduate student for the quarter the degree is conferred.

- The [master's degree request](#) (application to graduate) for the current quarter in session becomes available to complete on the first day of instruction through the last day of the quarter.
- Submitting this request will generate a degree audit. Any incomplete or in-progress requirements should be discussed with your graduate program advisor.
- International students: Review the [ISS final quarter registration information and checklist](#).

## B. Last day of quarter

The last day to file a master's degree request for the current quarter. Students who miss this deadline will not be graduated until the following quarter. Those who miss this deadline should refer to [Policy 3.6: Graduate Registration Waiver](#); eligible students submit fee payment per [instructions](#).

Master's (thesis option) students: This is the deadline to submit your ETD and [Master's Thesis Approval Form](#) to the [UW ETD Administrator Site](#) (at 11:59 p.m.). Those who miss this deadline should refer to [Policy 3.6: Graduate Registration Waiver](#); eligible students submit fee payment per [instructions](#).

## After the quarter ends

- GEMS advisors review ETDs as they are submitted throughout the quarter, but the highest volume of ETDs are received and reviewed at the end of the quarter.
  - Students will be notified if any revisions are needed to their document and will also be notified when their ETD is accepted.
  - All requests for revisions are sent via email to the student directly with a new deadline to re-upload the document with the requested changes.
- **All students:**
    - Graduate programs submit degree recommendations to the Graduate School (GEMS) during the week after the quarter ends. GEMS cannot graduate a student until the department has recommended their graduation. Once recommended, GEMS advisors will review individual degree audits for each student and process graduation requests.
    - You will receive an email when your graduation has been recommended by your department and when your degree has been granted by the Graduate School.
    - Your degree will post to your UW transcript two business days after the Graduate School processes your graduation (before ordering [official transcripts](#), confirm that your degree has posted by viewing your MyUW unofficial transcript).
    - If you need proof of degree completion before your degree has posted, please refer to our request for letter of certification in the forms section of our [Additional Resources](#) page (once your degree has posted to your UW transcript, we can no longer issue this letter).
    - Instructions from the [Office of University Registrar](#) (OUR): You may log in and enter your requested diploma name and diploma mailing address by using the online [diploma name and address form](#). If you do not enter anything on the form, OUR will print your diploma using your UW record name, and mail your diploma to the permanent address on your UW record. Diplomas are mailed by OUR two to three months following graduation.

For more information, please visit: <https://grad.uw.edu/current-students/enrollment-through-graduation/graduation-requirements/>.

Although students may complete the program in any quarter, the annual Commencement and Hooding ceremonies only occur once a year, in Spring quarter. Participation in these ceremonies requires online registration. Please watch your UW 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 their degree.

## 11. Funding Opportunities

The School of Engineering and Technology awards a few competitive scholarships to students each year, as well as limited research assistantship and hourly paid positions.

The number of research assistantships and other paid research positions vary depending on grants awarded to the school. Students on H-4 visas may not be eligible for these positions or any other paid position. Positions will be advertised on the SET website and on [allsetgrad@lists.uw.edu](mailto:allsetgrad@lists.uw.edu). Students must submit a separate application to be considered.

Students seeking funding should utilize the resources provided by the Graduate Funding Information Service at <http://www.lib.washington.edu/commons/services/gfis> and the UW Tacoma Office of Global Affairs at: <https://www.tacoma.uw.edu/oga/sf>

Both these resources offer opportunities to schedule an appointment with a representative.

## 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 19.5 hours per week. Students on H-4 visas should reach out to the ISSS advising team for questions about in-state tuition and employment options.

Students must contact the Office of the Registrar for residency petitions and all related information. Please visit the website for more information: <https://www.tacoma.uw.edu/registrar/residency>.

Students should contact the [UW Tacoma International Student Services office](#) for advising prior to making any visa changes. In addition, the ISSS coordinates the CPT and OPT approval process. Students should contact their ISSS advisor first, then follow up with their graduate program advisor. Please note that new students are not eligible for CPT.

**International students should remain in close contact with their [international student advisor](#). It's important to inform your advisor immediately about major changes, such as requesting leave, family emergencies, sickness, injury, changes in registration, etc.** Additionally, we strongly recommend that newly matriculated students schedule an introductory meeting with their international student advisor after New International Student Orientation to ensure a smooth transition.

## 13. Index of Graduate School Memoranda

The Index of Graduate School Policies 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. All of the policies are available online at: <https://grad.uw.edu/grad-school-policies/>

### A. 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 Policy 3.5: <https://grad.uw.edu/policies/graduate-on-leave-status/>

### B. 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:** <https://grad.uw.edu/policies/graduate-on-leave-status/>

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). Please refer to the Graduate School's Academic Calendar for quarterly deadlines for requesting leave: <https://grad.uw.edu/calendars/student-dates-deadlines/>

**Students can log into MyGrad to request on-leave status here:**

<https://grad.uw.edu/policies/graduate-on-leave-status/>

### C. 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.

<https://grad.uw.edu/policies/reinstatement/>

#### **D. 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.

<https://grad.uw.edu/policies/graduate-on-leave-status/>

#### **E. Grading system**

Numerical 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. Please refer to the University Grading System for details:

<https://www.tacoma.uw.edu/catalog/university-grading-system>

Please note some courses like Thesis and Capstone are structured to be C/NC. If you have questions about the grading structure for your courses, please connect with your Graduate Program Advisor.

#### **F. 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.

#### **G. S/NS Grade Policy**

Students may elect to take certain courses on a satisfactory/not satisfactory (S/NS) basis. However, credits from courses with the S/NS grading option will not count towards the program degree requirements and are not computed into GPA calculations.

Students should consult with their Graduate Program Advisor prior to changing a numerically graded course to the S/NS option.

## H. Low Scholarship Status

### *Reviewing Performance and Progress ([UW Graduate School Policy 3.7.2](#))*

Faculty should assess student progress using a variety of professional behavior and academic metrics to determine if a student has completed sufficient work at reasonable performance levels. It is acceptable to compare a student's performance and progress relative to that of other students in the program or to individually negotiated schedules if consistently used. The following elements may be considered when evaluating a student's performance and progress:

- Performance and progress in the fulfillment of degree program requirements as outlined in the graduate program's documentation distributed to students upon enrollment.
- Maintenance of a minimum cumulative and quarterly 3.0 grade point average (GPA) while the student is enrolled in the UW Graduate School. A program may petition the Graduate School to consider exceptions to the 3.0 GPA minimum requirement for graduation if the student demonstrates steady and consistent progress.

Program faculty, the Graduate Program Chair/Coordinator (GPC), Graduate Program Advisor (GPA), or an advisory/supervisory committee designated by the graduate program, are responsible for regular reviews of student performance. At doctoral candidate level, the doctoral supervisory committee reviews student progress and does so, in consultation with the GPC, as needed.

- The graduate program faculty should review a student's performance and progress at least annually.
- The GPC and GPA should provide ongoing advising of students.
- For accelerated or shorter term graduate programs that are six quarters or fewer, student performance and progress should be reviewed quarterly. Unsatisfactory performance may require mid-quarter reviews and interventions.
- Students not meeting milestones, including those whose cumulative or quarterly grade point average (GPA) falls below a 3.0, should be reviewed quarterly.
- Students not meeting milestones should be provided with a written explanation of performance expectations, clear descriptions of performance benchmarks and outcomes that would demonstrate improvements, and a timetable for demonstrating progress or achievement of these benchmarks.
- For students in the research or fieldwork phase of a graduate program, program faculty should review student progress at least annually, with greater frequency as determined by program expectations and student performance.

### *Unsatisfactory Performance and Progress ([UW Graduate School Policy 3.73](#))*

The following three status levels are used to indicate unsatisfactory performance, to communicate clear expectations to the student, and consequences should those expectations not be met in the time indicated. The goal of each step is to establish clear expectations and outline a path to return to satisfactory progress.

### Academic Notification:

Formerly “Warn/Warning.” This is an early status for a student who has failed to meet expectations for performance or progress. Academic notifications are optional in the Academic Alert process and are managed internally by the program with a goal of resolving problems before escalating to academic alert. The program may issue multiple academic notification letters to a student and the UW Graduate School is notified. The Graduate School recommends that programs use the academic notification status prior to an academic alert status.

### Academic Alert

Formerly “Probation.” This status is used for a student who has failed to resolve problems with student performance and progress that the program has previously documented and communicated to the student. Programs send an academic alert recommendation to the study with a copy to the UW Graduate School no later than the 10th business day of the academic alert quarter.

The Graduate school does a post review of academic alert letters sent to students by the department. At least one quarter of academic alert must be issued prior to **Final Academic Alert** (see below). Two additional quarters of academic alert may be issued at the program’s discretion and the Graduate school must receive documents supporting academic alert recommendations each quarter. All alert letters must cite:

- The reason for the academic alert.
- Steps the student must take to remove the academic alert.
- The consequences the student will face if steps were not taken to remove the academic alert.

### Final Academic Alert

Formerly “Final Probation.” This status is used for a student who has failed to resolve the documented problems in the student’s academic alert status as submitted to the UW Graduate School. Programs send a final academic alert recommendation to the student with a copy to the Graduate School no later than the 10th business day of the final academic alert quarter.

#### **I. 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.). Students are encouraged to explore the HuskiesCare services available to them:

<https://uwtacoma.concerncenter.com/>.