

University of Washington Tacoma

Master of Science in Geospatial Technologies

2018 -2019 GRADUATE STUDENT HANDBOOK

1. PROGRAM OVERVIEW

Welcome to the University of Washington Tacoma's Master of Science in Geospatial Technologies (MSGT) Program. You are among a select few students to have been admitted to this year's cohort! As a graduate student in the UW Tacoma MSGT program you will explore the ways that emergent geospatial technologies are shaping our world. You will also have the opportunity to design and develop innovative real-world applications of geospatial technologies in both facilitated and independent research environments. Curriculum in the program is, therefore, designed to provide graduate students with 1) a foundational set of technical skills applicable to emergent geospatial technologies, and 2) a theoretical framework from within which appropriate and effective uses of geospatial technology can be designed. Additional information about the curriculum will be available as course syllabi released by your faculty throughout the year.

a. Program Length

The UW Tacoma MSGT is designed to be completed in a 12 month year (four academic quarters). The program begins in the autumn quarter and runs through the following winter, spring and summer quarters. Only in exceptional circumstances will graduate students be permitted to delay the completion of their program beyond the 12 month period.

b. Cohort Structure

The UW Tacoma MSGT employs a cohort-based curriculum. This means that students may begin the program only in the autumn quarter as a part of a new cohort and are expected to complete the program alongside other members of their cohort. The curriculum in this program is entirely prescribed by the graduate faculty and does not include any elective or optional units.

c. Maintenance of Student Status

It is expected that graduate students will enroll in all required courses during their cohort year. At the discretion of the graduate program coordinator and director of the Urban Studies Program, students who fail to enroll in (and complete) any one of the required eight courses will be withdrawn from the program.

Satisfactory Performance and Grade Expectations

In order to remain active in the MSGT graduate program students must maintain a quarterly and cumulative minimum 3.0 GPA, and earn at least 2.7 GPA in each of the eight required courses. If at the mid-point of any quarter a student's work should fall below this performance threshold, the student will be notified by the graduate program coordinator that they will be placed on academic probation should the course(s) not be satisfactorily completed. After the completion of a quarter if a student has not satisfactorily completed any of the eight courses then, at the discretion of the graduate program coordinator and director of the Urban Studies Program, the student may be withdrawn from the program. *Please see your Graduate Program Advisor or Graduate Program Coordinator for more information on performance expectations.*

d. **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://grad.uw.edu/for-students-and-post-docs/degree-requirements/dates-and-deadlines/>

e. **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>

f. **Filing for Graduation – Request a Master’s Degree**

Students will apply for graduation online at:

<https://apps.grad.uw.edu/student/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://grad.uw.edu/for-students-and-post-docs/degree-requirements/dates-and-deadlines/>

The annual graduation and hooding ceremonies only occur once a year. Participation requires online or in-person registration. Please watch your email during spring quarter and contact the graduate advisor for information. The MSGT program concludes in summer quarter, thus all students may participate in commencement ceremony in the spring prior to completing.

g. **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-14 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.

2. 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 Urban Studies would like to make sure you are aware. **All of the memorandums are available online at <http://grad.uw.edu/policies-procedures/graduate-school-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)
- 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) 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, Graduate Program Advisor and the Urban Studies' 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:

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.

3. KEY PERSONNEL

Matthew Kelley, Ph.D. | Associate Professor and Graduate Program Coordinator

Dr. Kelley specializes in critical and participatory applications of GIS and geospatial technologies in urban planning and community development contexts. In his research he also focuses on issues of digital exclusion and the role that emergent location-aware technologies play in the production of urban space. He received his Ph.D. in Geography from the Pennsylvania State University where he studied asset based community development and critical GIS in West Philadelphia. At UW Tacoma Dr. Kelley oversees the undergraduate GIS Certificate Program, the BA in GIS and Spatial Planning, and the MS in Geospatial Technologies Program.

Gregory Lund, MGIS | Lecturer and Geospatial Technology Coordinator

Gregory earned a MS in Education from the University of New York, College at Brockport, prior to relocating to the Pacific Northwest. After completing the GIS Certificate Program at the University of Washington Tacoma he completed in a Master of Geographic Information Systems at the University of Washington Seattle. In addition to his work as the Technology Coordinator for geospatial programs, Gregory is a lecturer in the UW Tacoma GIS Certificate Program.

Ali Modarres, Ph.D. | Professor and Director of Urban Studies

Dr. Modarres earned his Ph.D. in geography from the University of Arizona and holds master and bachelor degrees in landscape architecture from the same institution. He is the former editor of *Cities: The International Journal of Urban Policy and Planning* and serves on a number of research and policy advisory boards. He specializes in urban geography and his primary research and publication interests are socio-spatial urban dynamics and the political economy of urban design. He has published in the areas of immigration, race and ethnicity in American cities, social geography, transportation planning, environmental equity, urban development and public policy.

Emma Slager | Assistant Professor (beginning Winter Quarter 2019) and Faculty in MSGT

Emma is an urban geographer coming to UW Tacoma after completing her PhD at UW Seattle this fall. Her work lies at the intersection of urban studies and critical technology studies, specifically focusing on community technology efforts in low-income neighborhoods of color that respond to overlapping forms of social and economic marginalization. Outside of academia, Emma has worked as a GIS specialist for a land surveying company and have taught web mapping and development to middle and high school students. Emma has deep roots here in Washington and have family all over the state, but grew up in Michigan, completed her master's in Oregon, and has lived in the UK, Hungary, and Liberia.

Jim Thatcher, Ph.D. | Assistant Professor and Faculty in MSGT

Dr. Thatcher received his Ph.D. in Geography from Clark University and his Master's from the University of

Chicago. His research focuses on relations between data, code, and everyday life. He is specifically interested in the political economies of geospatial and mobile technologies and of the data said technologies generate. His work tends fall into the fields of GeoWeb studies, Critical Data Studies, and Critical GIS.

Carmen Wilson, Ed.M | Graduate Program Advisor

Carmen earned their BA in Psychology from Armstrong Atlantic State University (now Georgia Southern University) and Ed.M in College Student Services Administration from Oregon State University. Having experience working with a variety student populations, in particular marginalized populations such as students of color, queer students, low-income students, and/or first-generation students, Carmen brings a wealth of professional and personal experience to help students succeed.

4. CURRICULUM OVERVIEW

There are forty required credits (eight courses) in the UW Tacoma MSGT program. Courses are offered in the autumn, winter, spring and summer quarters. There are no elective or optional courses offered in this program. In general, all courses are designed to alternately provide 1) training in the use of emergent geospatial technologies, and 2) critical theoretical foundations in the appropriate applications of such technologies.

Students in the UW Tacoma MSGT are also expected to complete a capstone project that demonstrates the ability to work effectively with a selection of geospatial technologies in an applied or research-oriented context. The capstone project includes a technical as well as a written component that are overseen by a committee of at least two faculty readers. Please see the following section for additional capstone details.

5. CAPSTONE PROJECT EXPECTATIONS

Students in the UW Tacoma MSGT must complete a capstone project in order to satisfy the requirements of the graduate degree. The capstone project is expected to include both a technical and a written component that demonstrate the student's mastery of the graduate program curriculum. The capstone project is overseen by a committee of at least two faculty readers who are selected by the student and who have agreed to serve as readers on the student's capstone committee. Successful completion of the capstone project is required prior to the conferral of the degree Master of Science in Geospatial Technologies.

a. Capstone Project Topic

Capstone projects are expected to be driven by either a research question or hypothesis. The question or hypothesis will be generated by the student in concert with a graduate faculty member and the student's capstone committee. The topic of the capstone project is open for the student to determine in coordination with the graduate faculty in the MSGT program. Students will be encouraged to begin identifying topical areas early in the autumn quarter.

b. Capstone Technical Component

The technical component of the capstone project must demonstrate the student's ability to engage a selection of geospatial technologies in a *research-oriented context*. The particular technologies that are utilized in a capstone project will reflect the student's project topic and proposed outcomes. Although there are not specifications in regards to the technologies that must be utilized in a capstone project, a student will not commence work on the capstone project until her/his project proposal has been approved by her/his capstone committee and at least one of the graduate faculty of the MSGT program.

c. Capstone Written Component

The written component of the capstone project must demonstrate the student's ability to synthesize

and apply relevant theoretical and scholarly work to the research problem or question that the student has identified in her/his proposal. The capstone paper must range from 6,000 to 12,000 words in length (not including references) and adequate diagrams and/or images to support the claims that are made in the text.

d. Capstone Committee

The capstone committee will consist of at least one first reader (committee chair) and one second reader. Potential readers will be identified by students by the fifth week of the autumn quarter. To form a capstone committee the student must complete the committee formation document (see appendix 1) and return it to the graduate program coordinator. Capstone committees must be formed no later than the end of the second week of winter quarter. Students who have not formed a capstone committee by this date will not be permitted to continue the program.

e. Capstone Proposal

Students will work with graduate faculty and their capstone committee to complete a formal capstone proposal during the winter quarter. This proposal serves as a contract (between the student, the capstone committee and the graduate faculty) that details the plans and expectations for the student's capstone project. Capstone proposals will not be considered complete until the capstone proposal document (see appendix 2) has been signed off by the student's capstone committee, at least one MSGT graduate faculty member, and the graduate program coordinator. Capstone proposal documents must be completed and returned to the graduate program coordinator no later than the end of the second week of spring quarter.

f. Capstone Project Completion and Approval

The capstone project will be considered complete after the student has completed and submitted the capstone approval document (see appendix 3) to the graduate program coordinator. In order to be considered for degree completion by the conclusion of the summer term students must submit the capstone approval document to the graduate program coordinator by the date specified in the MSGT handbook (date is TBA).

6. LABS AND EQUIPMENT

a. Computing Labs

Graduate students have access to all public UW Tacoma computer labs (<http://www.tacoma.uw.edu/information-technology/computer-labs>) and computing technology. Please see the website for information about when public labs are open to students.

Additionally, there are two computing labs which serve only UW Tacoma undergraduate GIS and graduate Geospatial Technologies students. These lab spaces (Pinkerton 131 and Pinkerton 130) are available to graduate students 24 hours/day 7 days/week unless the room has been reserved for a class or other special event (please see the calendar on the door of the room for these dates/times). Pinkerton 131 is the primary teaching computer lab for GIS and Geospatial Technologies students at UW Tacoma. Students are expected to minimize social interaction in Pinkerton 131 in order to maintain a quiet work environment for others who are using the space. Pinkerton 130 is the GIS/Geospatial Technologies student lounge and computing lab. The lounge is designed to accommodate group work, project planning and organizing, study sessions, individual work, etc. It is a multifunctional space that includes several desktop computers as well as multiple tables and chairs that can be configured to meet

the needs of students who use the space.

b. Equipment

The UW Tacoma MSGT program provides a full range of computing hardware for students to utilize while participating in the program. Equipment currently available to graduate students in the program includes: Dell laptops, MacBook Pro laptops, 10" Nexus tablets, 7" Nexus tablets, Nexus phones, iPad Airs, iPad Minis, iPhones, and a Phantom Drone. For more information regarding equipment loans, please see our [equipment and lab policies](#).

While it is not required that graduate students have access to a personal computer in order to complete this program, it is strongly recommended for students who are unable to spend time outside of regular class hours in the computing lab. Please consult appendix 4 for our currently recommended specifications.

7. IMPORTANT DATES (*recommended, **required)

a. Registration

June 18 – October 2, 2018 | Autumn quarter class registration **

November 2, 2018 – January 13, 2019 | Winter quarter class registration **

February 15 – April 7, 2019 | Spring quarter **

April 15 – June 30, 2019 | Summer quarter **

b. Capstone

Week 5 Autumn Quarter | Identify potential capstone project topics *

Week 5 Autumn Quarter | Identify and contact potential capstone committee members *

End of Week 2 Winter Quarter | Submit paperwork to form capstone committee **

Week 8 Winter Quarter | Meet with capstone committee to review proposal draft *

End of Week 2 Spring Quarter | Submit capstone proposal document **

Week 5 Spring Quarter | Meet with capstone committee to review capstone work plan *

End of Summer Quarter (Exact Deadline TBA) | Submit capstone approval document **

c. Graduation

Summer Quarter (May 2019) | Register for hooding ceremony **

Spring Quarter (May, 2019) | Register for commencement ceremony **

Summer Quarter (Deadline: Summer Quarter Week 7) | Submit Master's degree request**

Monday, June 17th, 2019 (spring quarter) | UW Tacoma Commencement Ceremony *

Date TBD (summer quarter) | MSGT Hooding Ceremony **

d. Events and Meetings

Week 5 Autumn Quarter (Date TBD) | Cohort meeting with Graduate Program Coordinator*

Week 5 Winter Quarter (Date TBD) | Cohort meeting with Graduate Program Coordinator*

Week 5 Spring Quarter (Date TBD) | Cohort meeting with Graduate Program Coordinator*

Date TBD (summer quarter) | MSGT Graduate Research Colloquium **

8. APPENDICES

Appendix 1: Capstone Committee Formation Document

Appendix 2: Capstone Proposal Document

Appendix 3: Capstone Approval Document

Appendix 4: Personal Computer Recommended Technical Specifications