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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.

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.

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.

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the Urban Studies Program, students who fail to enroll in (and complete) any one of the required eight courses will be withdrawn from the program.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 she/he 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.

Important Dates
Please be aware of all important dates: Registration dates and Graduate School deadlines

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.
Filing for Graduation – Request a Master’s Degree
Students will apply for graduation online.

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.

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.

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.

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.

- 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.

Students must contact the UW Tacoma Office of the Registrar for residency petitions and all related information.

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.
• 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

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. 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).

Incomplete Grades
Grades 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: warn, probation, final probation, or drop.

- Warn is an early status for a student who has failed to meet expectations for performance or progress. Warnings are optional in the probation process and are managed internally by the program with a goal of resolving problems before escalating to probation. The program may issue multiple warning letters to the student and the Graduate School is not notified. The Graduate School recommends that programs use the warning status prior to a probation status.

- Probation status is used for a student who has failed to resolve problems with their performance or progress that the program has previously documented and communicated to the student. Programs send a probation recommendation to the student with a copy to the Graduate School no later than the 10th business day of the probation quarter. All probation letters must cite:
  a. The reason for the probation,
  b. Steps the student must take to remove the probation, and
  c. The consequences the student will face if steps were not taken to remove the probation.
The Graduate School will review the probation letter drafted by the program and, if accepted, place a probation notice on the student's record. At least one quarter of probation must be issued by the Graduate School at the request of the program prior to final probation. Two additional quarters of probation may be issued at the program's discretion and the Graduate School must receive documents supporting a probation recommendation each quarter.

- **Final Probation** status is used for a student who has failed to resolve the documented problems in their probation status as submitted to the Graduate School. Programs send a final probation recommendation to the student with a copy to the Graduate School no later than the 10th business day of the final probation quarter. All final probation letters must cite:
  a. The reason for the final probation,
  b. Steps the student must take to remove the final probation, and
  c. The consequences the student will face if steps were not taken to remove the final probation.

The Graduate School will review the final probation letter and, if accepted, place a final probation notice on the student's record. The Graduate School will send a letter to the student informing them of their status. The graduate program must issue one quarter of final probation prior to a drop from the program, except in clearly documented situations as discussed below. A program may request an additional quarter of final probation in extenuating circumstances. The Graduate School must receive documents supporting this recommendation and will send letters to the students informing them of their status.

A graduate program may recommend a student be placed on probation status while the student is on leave. The program may not change a student's probationary status while the student remains on leave. The student must apply for leave status each quarter which is then approved by the department (see Graduate School Memo 9).

- **Drop** is an official action that terminates a student's enrollment from a graduate program because either the student has failed to resolve documented problems in their final probation status, or the student has one of the performance issues as outlined above. Graduate programs should submit drop recommendations to the Graduate School prior to the start of the quarter but no later than the fifth business day of the drop quarter. The Graduate School approves the drop, and drop status will appear on the student's official transcript. When dropped, a student is not eligible to complete the program or return later to complete the degree. A student dropped from one graduate program may apply to and enroll in a different graduate program if accepted.

- **Appeals** must follow the process outlined in Graduate School Memorandum No. 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.
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., Dean of the School of Urban Studies, 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, Ph.D., Assistant Professor and Faculty in MSGT Dr. Slager received her Ph.D. in Geography from the University of Washington Seattle and her Master's from the University of Oregon. Her work lies at the intersection of urban studies and critical technology studies. She has focused particularly on topics related to racial and social equity, Internet infrastructure, and community-engaged teaching and research.

Jim Thatcher, Ph.D., Associate 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.

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.

CAPSTONE PROJECT EXPECTATIONS

• Capstone Project Topic 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.

• The Capstone 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.

• The Capstone 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

• 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.

The plotter (wide format printer) is for use only by faculty. If your project requires the use of the plotter, you may request assistance from one of the GIS/Geospatial Tech faculty members Gregory Lund, Lab Manager, PNK 219, gwlgis@uw.edu.
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.

**IMPORTANT DATES**

**Registration**
*recommended
** required
May 8 – October 6, 2020 | Autumn quarter class registration **
November 6 – January 10, 2021 | Winter quarter class registration **
February 12 – April 4, 2021 | Spring quarter class registration **
April 12 – June 27, 2021 | Summer quarter class registration **

**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 Announced on Graduation Webpage) | Submit capstone approval document **

**Graduation**
Summer Quarter (May 2021) | Register for hooding ceremony **
Spring Quarter (May 2021) | Register for commencement ceremony **
Summer Quarter (August 14, 2020) | Last Day to file a Master’s Request **
Date TBD (spring quarter) | UW Tacoma Commencement Ceremony *
Date TBD (summer quarter) | MSGT Hooding Ceremony **

**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 **
Date TBD (summer quarter) | MSGT Showcase**

**APPENDICES**

Appendix 1: [Capstone Committee Formation Document](#) (PDF)
Appendix 2: [Capstone Proposal Document](#) (PDF)
Appendix 3: [Capstone Approval Document](#) (PDF)
Appendix 4: [Personal Computer Recommended Technical Specifications](#) (PDF)