

# Graduate Student Handbook

2022-2023

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## INTRODUCTION

This Graduate Student Handbook provides essential information regarding requirements and policies for School of Environmental and Forest Sciences (SEFS) graduate programs, along with important University of Washington, Graduate School, and College of the Environment policies and resources. SEFS graduate programs are governed by the UW, the UW Graduate School, and the College of the Environment, and ***all faculty and graduate students are responsible for making themselves aware of and complying with current UW, Graduate School, College of the Environment, and SEFS policies and procedures.*** In addition to this handbook and online resources, the Office of Student and Academic Services (SAS) is located in Anderson Hall 130. The Graduate Program Advisor can be contacted at [sefsgpa@uw.edu](mailto:sefsgpa@uw.edu).

It is particularly important that graduate students become familiar with the UW Graduate School's [General Graduate Student Policies](#), along with Graduate School requirements and policies for [Master's degrees](#) and [Doctoral degrees](#). All students are subject to the [UW's Student Conduct Code](#) and [Academic Misconduct Code](#).

Graduate program requirements and policies specific to SEFS are described below.

### **SEFS Graduate Program Requirements and Policies**

Graduate degree programs in SEFS are governed by the UW Graduate School and College of the Environment, and SEFS has specific policies and procedures for the graduate degrees granted by SEFS. In addition to the UW Graduate School and College resources, the Office of Student and Academic Services, the Supervisory Committee Chair, and the Supervisory Committee members are all important resources for students. In consultation with the SEFS Director and Associate Directors, the [Graduate Program Coordinator](#) provides overall coordination of graduate activities in the School.

### **Transfer Credit**

Transfer credit policies are determined by the Graduate School, and are different for Masters students vs. Doctoral students.

#### ***Master's Degree (MS, MFR, MEH finishers) Transfer Credit Policies***

With approval from the Supervisory Committee and Graduate Program Coordinator, master's degree (MS, MEH, and MFR) students may petition for permission to transfer the equivalent of a maximum of 6 quarter credits of graduate-level coursework taken at another recognized academic institution. Transfer credit may not have been previously used to satisfy requirements for another degree.

- First, obtain approval from the Graduate Program Coordinator and your Supervisory Committee. This can be done by email.
  - cc the Graduate Program Advisor when making this request, or at minimum send the final outcome if you are given the approval. The Graduate Program Advisor will then file as part of your SEFS student file.

- Second, follow the instructions as outlined on the Graduate School page regarding [Masters level transfer credits](#).
- Finally, provide all documentation, and the outcome, to the Graduate Program Advisor for your SEFS Student File. This is an important recording step and assists in future degree audits and related actions.

### ***PhD Degree Transfer Credit Policies***

The Graduate School does not allow for direct transfer of credits/courses for Doctoral degree students. See [Memo 46: Graduate Degree Requirements](#), Section V. Doctoral Degree Requirements other than Practice Doctorates, Paragraphs at the end of this section starting with “Coursework that may be applied towards doctoral degree requirements”.

Instead, the Graduate School allows UW Graduate Programs to apply a 30 credit waiver towards the overall credit requirements for a Doctoral Degree if approved by the Graduate Program. Procedures on how this is accomplished vary from one UW program to another.

Previous courses taken as part of a previous advanced degree (Masters level or higher) can be applied to count towards individual program internal requirements, but they will not translate to become part of the overall degree audit for Graduate School requirements.

For SEFS PhD students, with the approval of the Supervisory Committee, an appropriate Master’s degree from an accredited institution may substitute for up to 30 credits toward the total credits required for the PhD. PhD students are admitted to SEFS with a wide variety of backgrounds, and although 30 credits may be substituted, the Supervisory Committee ultimately determines the coursework that the student is required to complete before the Qualifying and General exams are taken.

### **How to obtain this 30 credit waiver:**

- In SEFS, as of Fall 2022, this process is now built into the new [PhD Program of Study](#).
- If you have already filed your PhD Program of Study prior to Fall 2022:
  - Submit approval from your committee to waive 30 overall PhD credits for a previous advanced degree to the Graduate Program Advisor.
- Previous advanced degree coursework may be used to satisfy individual requirements within the SEFS [PhD Program of Study](#). But the credits themselves will not count towards your overall credit requirements in terms of progress. For details see the new [PhD Program of Study form, updated as of 09/2022](#)
- Questions about this process should be submitted to the Graduate Program Advisor

# MASTER OF FOREST RESOURCES (MFR) PROCEDURES AND POLICIES

## Simplified Timeline for MFR Degrees – DETAILED INSTRUCTIONS FOLLOW THIS PAGE

Year	Required Elements	Expectations
<b>Year 1</b>	<ul style="list-style-type: none"> <li>-First Year Required Course (SEFS 500).</li> <li>-Meet faculty, establish your committee.</li> <li>-Develop your Program of Study with your committee (See MFR Program of Study Form with approved course list)</li> <li>-Take coursework per your Program of Study.</li> <li>-Submit Program of Study with signatures to GPA.</li> <li>-Prepare and develop your internship or capstone project</li> </ul>	<ul style="list-style-type: none"> <li>• Develop capstone / internship topic.</li> <li>• Appoint committee (submit form to GPA) by end of 2nd quarter.</li> <li>• Submit signed Plan of Study to GPA by end of 2<sup>nd</sup> quarter.</li> </ul>
<b>4<sup>th</sup> Quarter [Year 2]</b>	<ul style="list-style-type: none"> <li>-Coursework and capstone per your Program of Study.</li> <li>-Hold Annual Meeting with committee. Submit report and signatures to GPA for your file.</li> <li>-Final presentation of capstone project</li> </ul>	<ul style="list-style-type: none"> <li>• Submit annual meeting report and signatures to GPA.</li> <li>• Present capstone project by end of 4<sup>th</sup> quarter</li> </ul>

### **SEFS 600 vs. SEFS 601 Credits:**

Use SEFS 600 for capstone project hours.

Use SEFS 601 for internships.

### **Any Exams or Defenses, Registration Required, and must be during the quarter:**

If you are planning to complete our capstone / internships, and do your presentation, this presentation must happen during a quarter (not on any breaks), and you must be registered during that quarter.

### **Leave Quarters Are Counted Toward Time Deadlines**

Please note that should you need to go on leave at any point, the clock for deadlines continues and will include any such leave quarters.

### **Credits (*minimums*):**

Many students may end up with more than these minimums depending on the committee approved Program of Study.

- Overall Required Credits (includes all course types numbered 400 or higher): 48 credits.
- Completion of your approved Program of Study.
- Graded Credits (does not include S grade): 18 numerically graded credits.
- Credits in courses numbered 500 or above (e.g. SEFS 510, or SEFS 600, would count for this requirement, vs. SEFS 410 will not count for this specific requirement): 18 credits.
- Courses numbered 300 or lower do not count towards Graduate School requirements.
  - Do not let these requirements as listed prevent you from taking a course you might need if at a lower course number. Just understand how it fits in your overall plan per these requirements.
  - If you want to take a course numbered lower than 400, with your committee's approval, it can certainly still be part of your plan of study. This comes up most often with language courses. It's just the credits themselves will not count towards specific credit requirements as laid out here.
- Courses with a grade lower than 2.7 will not count towards Graduate School requirements.
- Maintain a minimum GPA of 3.0 overall.

## Master of Forest Resources Degree (MFR) Progression and Procedures:

### 1. **Establish Permanent Supervisory Committee. (by end of first year).**

The [Supervisory Committee](#) guides a student through their degree program, including identifying and planning appropriate coursework, monitoring progress, and completion of final thesis, dissertation, or project. Upon admittance to SEFS, MFR students are assigned a Supervisory Committee Chair. Students should use the first 1-2 quarters to meet faculty members, establish their Supervisory Committee, and refine their Program of Study.

#### **Requirements of an MFR Supervisory Committee:**

Your supervisory committee must meet at minimum these standards.

[Use this web page](#) to check if a faculty member you are considering for your committee has [Graduate Faculty status](#). Note that not all of SEFS Affiliate / Adjunct / Emeritus faculty have Graduate Faculty Status. Nor are all of SEFS Affiliate / Adjunct / Emeritus faculty endorsed to chair which is a specific endorsement for Graduate School Faculty.

- a. The Committee Chair must have a faculty appointment (primary or fractional) in SEFS, and a UW Graduate Faculty Appointment. Affiliate faculty may serve as Chair if they meet the conditions required by the [Graduate School](#).
- b. The **majority** of members must have a UW Graduate Faculty appointment. This is a SEFS requirement, and supersedes [Graduate School Memo 13](#).
- c. All master's committees require a minimum of 2 members, with 3 members recommended.
- d. **Only one non-faculty member may be officially appointed.** (Adjunct and Affiliate faculty are not considered external members, they are considered as faculty members for the purposes of the committee.) If this person is not from UW, submit a CV for the external member to the Graduate Program Advisor for your student file.

#### **Instructions for Establishing an MFR Supervisory Committee:**

- Please use the [fillable form](#) to create your Supervisory Committee.
- Submit the form to the Graduate Program Advisor via the [submission web form](#) for Graduate Student paperwork and questions.

### 2. **Submit Program of Study Form. (by end of the 2<sup>nd</sup> quarter of study).**

The [Program of Study Form](#) is used to track student progress and to ensure that all coursework and other degree requirements are met.

- MFR students, with the help of their Chair and Supervisory Committee, identify planned coursework for the degree and note it on the [Program of Study Form](#).
- The MFR degree program coursework requirements are more defined and structured. Coursework is specifically defined, and should be chosen from the list of acceptable courses found on the [SEFS website in the MFR degree section](#).
- The Program of Study form, signed by the Supervisory Committee Chair and Committee members, should be submitted **by the end of the 2<sup>nd</sup> quarter of study** for MFR students.

- Please use the [fillable form](#) for the MFR Program of Study.
- Submit the form to the Graduate Program Advisor via the [submission web form](#) for Graduate Student paperwork and questions.
- When you first turn in your Program of Study, not all your coursework will be completed. This is intentional. As you go through your program, you will submit an updated copy of this form at key points in your progress, adding grades received, and making any edits (namely, after your Annual Committee meeting, and as early as possible the quarter prior or the quarter of expected graduation as examples).
- If your Program of Study goes through *major* changes, it is at that time you should submit a new Program of Study with all your committee signing it.
- For just *regular updates* to your existing current Program of Study, only the Chair needs to sign for these additional submissions at key points in your progress.

### **3. Annual Committee Meeting.**

Students are required to hold a Supervisory Committee meeting *at least* once every academic year. Students and faculty may wish to use mentoring forms or templates to help guide their annual or more frequent discussions, but the meetings should cover, at a minimum:

- a. Achievements during the preceding year (coursework and research)
- b. Challenges to achieving goals and resources or help needed
- c. Plans for coursework and research during the coming year
- d. Any funding received during the preceding year and funding anticipated in the coming year.

The annual meeting is recorded on the Program of Study Form:

- Using your original Program of Study previously filled out and signed by your full committee, update it with your Chair's signature for the Annual Meeting, and with any grades earned or coursework adds / changes.
- Submit the form to the Graduate Program Advisor via the [submission web form](#) for Graduate Student paperwork and questions.

### **4. SEFS 600 Independent Study and SEFS 601 Internship credits.**

Students enroll in SEFS 600 for independent study, MFR Capstone activity, or research credits sponsored by a faculty member. You can also use SEFS 601 Internship Credits if applicable for your Capstone project.

- Please use the [Independent Study Course Registration Form](#).
- Submit the form to the Graduate Program Advisor via the [submission web form](#) for Graduate Student paperwork and questions.
- Contact the Graduate Program Adviser [sefsgpa@uw.edu](mailto:sefsgpa@uw.edu) for help in registering for these credits.

## 5. MFR Internship or Capstone Project and Presentation.

**NOTE: Steps 5 and 6 occur at the same time, and are linked – be sure to go through all the steps required in the Graduation Procedures below listed in Step 6!**

The MFR student's Supervisory Committee determines when the student has completed the program requirements, **including a final written report**, and is ready to present their Internship or Capstone project.

- The MFR presentation can be open to the public but students are not required to present in a public setting.
- ***The MFR presentation must be scheduled during an academic quarter and the student must be registered.***
- It is the student's responsibility to obtain and bring the official Graduate School form used to approve your graduation (previously called a Warrant) to the final project presentation for Supervisory Committee signatures. (see #6, Graduation Procedures)
- Contact the Graduate Program Advisor as early as possible in the quarter in which you plan to present your final project to make arrangements regarding this form and the rest of the Graduation procedures.
- Rooms for presentations may be reserved in Anderson, Winkenwerder, or Bloedel Halls, or at the Center for Urban Horticulture.
- Presentations may be live/in-person, remote via a system such as Zoom, or hybrid.
  - Your full committee must agree to the presentation type selected.
  - See the special instructions regarding remote or hybrid presentations in this handbook.

## 6. Graduation Procedures.

There are a number of administrative steps involved with successfully graduating in basically two phases: **Before** your MFR Internship or Capstone presentation; and **After** your presentation to complete all post presentation completion steps. Additionally, there are procedures that the Graduate School requires, and there are separate steps that SEFS requires and records in your student file in the Advising office.

**READ THIS KEY GRADUATE SCHOOL PAGE / Graduate School graduation checklist:**

This page is very key and helpful regarding how to graduate, from the Graduate School side of things. Be sure to read through completely:

- <https://www.grad.washington.edu/for-students-and-post-docs/degree-requirements/preparing-to-graduate/>
- This page includes a checklist of what the Graduate School requires for you to complete your graduation steps

***Use the following as a SEFS checklist for the steps for graduating your degree. Be sure to contact the Graduate Program Advisor as early in the quarter you intend to graduate as possible to inform them that you will be presenting, and are planning on graduating.***



## **BEFORE YOUR MFR PROJECT PRESENTATION:**

### **A. Have your degree audit reviewed by the advising office:**

Contact the Graduate Program Advisor and ask for your degree audit to be reviewed to make sure you have completed all requirements.

**Submit the following items with your request as the Graduate Program Advisor will need these in order to do a proper review.**

- Your **fully updated Program of Study**. This is needed for a degree audit review as it indicates completion of your SEFS degree requirements.
- **Student with Multiple Degree Codes:**  
If you are a dual degree student, or a student taking a degree and a graduate certificate, see the instructions lower down about a highlighted transcript that needs to be submitted to **both** the Graduate School and to the SEFS Graduate Program Assistant.
  - The highlighted transcript you need to submit in this situation, will be needed in order to do a degree audit for requirements, be sure to send to the Graduate Program Advisor.

### **B. Check: Is your committee correct?**

Verify this by looking in [MyGrad](#).

- Any updates to your committee must be made before the GPA can produce an accurate degree completion form (previously called a Warrant) for your committee to sign and submit.
- Submit any committee changes to the Graduate Program Advisor.

### **C. Request the MFR Degree from the Graduate School:**

**Make this request when the quarter in which you plan to graduate starts.**

All master's degree students must complete a [Master's Degree Request](#) through the Graduate School. Once the Degree Request has been made in [MyGrad](#), this is what allows the Graduate Program Advisor to produce the degree completion form (previously called a Warrant) for the Supervisory Committee to approve your graduation. This action step also lets the Graduate School know you are getting ready to graduate.

- Go into [MyGrad](#).
- Request your degree.
- The Graduate Program Advisor will then produce the degree completion form (previously called a Warrant) for the Supervisory Committee. This form will be provided to the Supervisory Committee for grading and return to the Graduate Program Advisor.

**D. Dual Degree Students / Students doing a degree AND a certificate must submit a Highlighted Transcript as follows:**

If you are a student who is completing two degrees, or a degree and an official certificate which has a degree code and will show up on your transcript, submit a highlighted transcript to both the Graduate School and to the SEFS Graduate Program Advisor that delineates which courses / credits, are going to which degree code. The Graduate School instructions includes an examples of how this should be done.

***Note: this is a required step for your graduation as a student with multiple degree codes, and must be done.***

***Do not skip this step!***

**Here is where and how to submit:**

- **Graduate School:**

Use the instructions [on this web page](#) to develop the highlighted transcript, and to submit it to the Graduate School.

- **SEFS:**

Use the instructions from the Graduate School as to how to produce the highlighted transcript.

Submit the highlighted transcript to the Graduate Program Advisor for your student file.

Also inform the Graduate Program Advisor if this has been submitted to the Graduate School as is required for your graduation.

- **Any questions, ask the Graduate Program Advisor.**

**E. Arrange date/time/place (or zoom) for your MFR project presentation with your committee:**

The MFR presentation can be open to the public but students are not required to present in a public setting. ***The MFR presentation must be scheduled during an academic quarter, and you must be registered in that quarter.***

**F. Send details of your presentation to the Graduate Program Advisor:**

Even if you are not going to do a public presentation, the Graduate Program Advisor still needs to know when you are presenting to your committee so they can produce the paperwork your Supervisory Committee will need for that meeting.

For a non-public presentation submit to the Graduate Program Advisor all the information as outlined below, but be clear that this is for your file, not to be sent out as a public announcement.

For a public presentation, send the following details and ask that they be sent out to the list serves as an announcement.

These are the details needed:

- Presentation details, date, time, place and/or Zoom link

- Your full committee including where they are from (what school or organization) and what role they play on the committee
- The Title and an abstract for your project

**The Graduate Program Advisor needs your announcement at minimum 2 weeks prior to your presentation.**

**G. Degree Completion / Grading Form for Defense (previously called a Warrant):**

The Graduate Program Advisor will produce this and give it to your committee - but they will be unable to do so until you have requested the Masters Degree (step C above).

**POST-PRESENTATION STEPS:**

**H. DEADLINES:**

**Your Supervisory Committee may have deadlines too!:**

If your committee gives you deadlines about edits or changes post your presentation, or anything else, be sure to pay attention to those deadlines!

**Graduate School Deadline:**

All your completion steps (below) must be completed by the last day of the quarter.

It is highly recommend you finish at least a day earlier if possible since computers can get slammed and systems can go down with everyone trying to finish. You can finish these post presentation steps any time during a quarter, so if you are able to finish prior to the end of the quarter it is in your interest to do so.

If you need more time, contact the Graduate Program Advisor to figure out what needs to happen as it will be pretty specific to your individual situation at that point.

**I. Preparing to Graduate - the Graduate School pages:**

***Key Graduate School Instruction Pages for Preparing and Graduating Successfully:***

- Read through any Graduate School pages thoroughly! (All Sections - scroll down, they are long.)
- There are instructions, and "Do's and Don'ts" lists
- <http://grad.uw.edu/for-students-and-post-docs/degree-requirements/preparing-to-graduate/>

**J. Submit a copy of your final project report to SEFS for your student file:**

***Do you have any edits required by your committee to your project written report or presentation?***

If yes, you need to finish these up first as your completed project you are submitting must have these finished in full.

Submit a copy of your presentation and project written report to the Graduate Program Advisor for your student file.

Questions? Ask the Graduate Program Advisor.

**K. PAY ATTENTION TO YOUR UW EMAIL ACCOUNT!!**

If the Graduate School needs you to address anything, the **only way** they will communicate that is via your UW email account.

They will email you at each step as the process your paperwork / graduation.

You are responsible for staying on top of your UW email until you know they have approved your graduation and completed the processing.

If you haven't heard from the Graduate School saying that your graduation has been completed by the Thursday following the end of the quarter in which you finished these completion steps, you should contact them:

uwgrad@uw.edu

206-686-2630

If you need help, contact the Graduate Program Advisor for assistance.

**L. Certification Letter If Needed:**

You may be heading to a job or other situation that requires documentation of your degree. But it is going to take some time post quarter end before that degree will show up on your transcript due to the various steps to have that happen at the Graduate School and at the Registrars Office in order to finish recording your degree.

If you need a letter of certification from the Graduate School indicating your graduation, here is the information to get that.

- Web page where this information exists, scroll down, look for the words "certification letter"  
<https://www.grad.washington.edu/for-students-and-post-docs/degree-requirements/preparing-to-graduate/>
- This is the form you submit to the Graduate School to get that certification letter produced:  
<https://grad.uw.edu/wp-content/uploads/2019/06/Request-for-Letter-of-Certification.pdf>

**7. Checkout of SEFS.**

These are the final steps of checking out of SEFS when finished:

- Students are required to return all University keys, and clean out mailboxes, office and lab spaces.
- Fill out the online Student Exit Survey – contact advising for current location of this survey.

**8. Graduation Events.**

If you wish to participate in Graduation Events at the end of the year, there are two different primary events: the all-campus [UW Commencement](#), and the [SEFS Graduation Celebration](#). Please go to the correlated website pages for information on how to participate.

**MFR DEGREE**

# MASTER'S DEGREE (MS) PROCEDURES AND POLICIES

## Simplified Timeline for MS Degrees – DETAILED INSTRUCTIONS FOLLOW THIS PAGE

Year	Required Elements	Expectations
<b>Year 1</b>	<ul style="list-style-type: none"> <li>-First Year Required Courses (SEFS 500, and SEFS 509)</li> <li>-Meet faculty, establish your committee</li> <li>-Develop MS Program of Study with your committee.</li> <li>-Take coursework per your MS Program of Study.</li> <li>-Submit Program of Study with signatures to Graduate Program Advisor</li> <li>-Develop and defend your Research Proposal.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop MS Topic</li> <li>• Appoint committee (submit form to GPA) by end of 3<sup>rd</sup> quarter.</li> <li>• Submit signed Program of Study to GPA by end of 3<sup>rd</sup> quarter.</li> <li>• Defend Research Proposal by end of year 1</li> </ul>
<b>Year 2</b>	<ul style="list-style-type: none"> <li>-Coursework and thesis research credits per your Program of Study.</li> <li>-Draft and revise thesis</li> <li>-Hold annual meeting with committee. Submit report and signatures to GPA for your file.</li> <li>-Finalize and defend thesis.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit annual meeting report and signatures to GPA.</li> <li>• Defend thesis by end of year 2</li> </ul>

### **SEFS 600 vs. SEFS 700 Credits:**

Use SEFS 600 for research prior to your proposal defense.

Use SEFS 700 **after** successfully completing your proposal defense.

### **Any Exams or Defenses, Registration Required, and must be during the quarter:**

Registration is required for the quarter in which you plan to take any exam or defense. No exam or defense can take place during breaks between quarters, and must occur during the actual quarter.

### **Leave Quarters Are Counted Toward Time Deadlines**

Please note that should you need to go on leave at any point, the clock for deadlines continues and will include any leave quarters.

### **Credits (*minimums*):**

Most students will end up with more than these minimums.

- Overall Required Credits (includes all course types numbered 400 or higher): 45 credits.
- Completion of your approved MS Program of Study
- Graded Credits (does not include S grade): 18 numerically graded credits taken at the UW.
- Credits in courses numbered 500 or above (e.g. SEFS 501, or SEFS 600 or 700, would count for this requirement, vs. SEFS 410 will not count for this specific requirement): 18 credits.
- SEFS 700 Master's Credits: 9 credits minimum.
- Courses numbered 300 or lower do not count towards Graduate School requirements.
  - Do not let these requirements as listed prevent you from taking a course you might need if at a lower course number. Just understand how it fits in your overall plan per these requirements.
  - If you want to take a course numbered lower than 400, with your committee's approval, it can certainly still be part of your MS Program of Study. This comes up most often with language courses. It's just the credits themselves will not count towards specific credit requirements as outlined here.
- Courses with a grade lower than 2.7 will not count towards Graduate School or SEFS requirements.
- Maintain a minimum GPA of 3.0 overall.

## Master's Degree (MS) Progression and Procedures:

### 1. Establish Permanent Supervisory Committee. (by end of first year).

The [Supervisory Committee](#) guides a student through their degree program, including identifying and planning appropriate coursework, monitoring progress, and completion of final thesis, dissertation, or project. Upon admittance to SEFS, MS students are assigned a Supervisory Committee Chair. Students should use the first 1-2 quarters to meet faculty members, establish their Supervisory Committee, and refine their Program of Study.

#### Requirements of an MS Supervisory Committee:

Your supervisory committee must meet at minimum these standards.

[Use this web page](#) to check if a faculty member you are considering for your committee has [Graduate Faculty status](#). Note that not all of SEFS Affiliate / Adjunct / Emeritus faculty have Graduate Faculty Status. Nor are all of SEFS Affiliate / Adjunct / Emeritus faculty endorsed to chair which is a specific endorsement for Graduate School Faculty.

- a. The Committee Chair must have a faculty appointment (primary or fractional) in SEFS, and a UW Graduate Faculty Appointment. Affiliate faculty may serve as Chair if they meet the conditions required by the Graduate School.
- b. The **majority** of members must have a UW Graduate Faculty appointment. This is a SEFS requirement, and supersedes [Graduate School Memo 13](#).
- c. All master's committees require a minimum of 2 members, with 3 members recommended.
- d. **Only one non-faculty member may be officially appointed.** (Adjunct and Affiliate faculty are not considered external members, they are considered as faculty members for the purposes of the committee.) If this person is not from UW, submit a CV for the external member to the Graduate Program Advisor for your student file.

#### Instructions for Establishing an MS Supervisory Committee:

- Please use the [fillable form](#) to create your Supervisory Committee.
- Submit the form to the Graduate Program Advisor via the [submission web form](#) for Graduate Student paperwork and questions.

### 2. Submit Program of Study Form. (by end of the 3<sup>rd</sup> quarter of study).

The [MS Program of Study Form](#) is used to track student progress and to ensure that all coursework and other degree requirements are met.

- MS students, with the help of their Chair and Supervisory Committee, identify planned coursework for the degree and note it on the [MS Program of Study Form](#).
- The MS Program of Study form, signed by the Supervisory Committee Chair and Committee members, should be submitted **by the end of the 3<sup>rd</sup> quarter of study** for MS students.
- Please use the [fillable form](#) for the MS Program of Study.
- Submit the form to the Graduate Program Advisor via the [submission web form](#) for Graduate Student paperwork and questions.
- When you first turn in your MS Program of Study, not all your coursework will be completed. This is intentional. As you go through your program, you will submit an updated copy of this form at key points in your progress, adding grades received, and

making any edits (namely, after your Annual Committee meeting, and as early as possible the quarter prior or the quarter of expected graduation as examples).

- If your MS Program of Study goes through *major* changes, it is at that time you should submit a new MS Program of Study with all your committee signing it.
- For just *regular updates* to your existing current MS Program of Study, only the Chair needs to sign for these additional submissions at key points in your progress.

### 3. **Annual Committee Meeting.**

Students are required to hold a Supervisory Committee meeting *at least* once every academic year. Students and faculty may wish to use mentoring forms or templates to help guide their annual or more frequent discussions, but the meetings should cover, at a minimum:

- a. Achievements during the preceding year (coursework and research)
- b. Challenges to achieving goals and resources or help needed
- c. Plans for coursework and research during the coming year
- d. Any funding received during the preceding year and funding anticipated in the coming year.

The annual meeting is recorded on the Program of Study Form:

- Using your original Program of Study previously filled out and signed by your full committee, update it with your Chair's signature for the Annual Meeting, and with any grades earned or coursework adds / changes.
- Submit the form to the Graduate Program Advisor via the [submission web form](#) for Graduate Student paperwork and questions.

### 4. **MS Proposal Defense. (by end of the year 1 of study).**

***MS students are required to prepare a written proposal document describing their proposed research, and to make an oral presentation (defense) of their proposal, in advance of conducting their research.*** A guideline for the proposal page length is about 15 pages, but this should be discussed and agreed upon with the Committee. The proposal development, review, and revision process provides an opportunity to receive critical feedback from the committee, and the successful oral proposal presentation and defense is recorded on the MS Program of Study Form. The master's research proposal is often presented in a public setting or to a lab group, and details of the proposal defense title, abstract, date, time and place, and your full committee, should be sent to the Graduate Program Advisor at least 2 weeks in advance of the proposal defense so it can be announced to the SEFS community.

- The MS research proposal defense can be open to the public but students are not required to present in a public setting.
- ***The MS research proposal presentation must be scheduled during an academic quarter and the student must be registered.***
- Contact the Graduate Program Advisor as early as possible in the quarter in which you plan to present research proposal with the details of your defense. Include: proposal title, abstract, date, time and place, and your full committee.



- [Rooms for presentations may be reserved](#) in Anderson, Winkenwerder, or Bloedel Halls, or at the Center for Urban Horticulture.
- Presentations may be live/in-person, remote via a system such as Zoom, or hybrid.
  - Your full committee must agree to the presentation type selected.
  - See the special instructions regarding remote or hybrid presentations in this handbook.

#### WHAT TO SUBMIT POST DEFENSE / RECORDING THIS MILESTONE:

This milestone needs to be recorded in your progress records.

Submit the following to make sure this gets recorded:

- The student's committee chair informs the Graduate Program Advisor of the outcome of the defense.
- Submit to the Graduate Program Advisor a copy of your research proposal for your file documentation. You can submit your research proposal any time before or after the defense, but it is needed for your file.
- Submit an updated Program of Study with committee chair's approval of the defense on the 2<sup>nd</sup> page and signature - this is the last actual documentation for this defense needed.

#### 5. SEFS 600 and SEFS 700 credits.

Students enroll in SEFS 600 for independent study or research credits sponsored by a faculty member, and also when they are developing their thesis research proposal. ***Students enroll in SEFS 700 in the quarter(s) after they have successfully defended their thesis research proposal,*** and are primarily working on thesis research tasks such as gathering and analyzing data and writing their thesis. Please use the [SEFS Independent Study Registration Form](#). Please contact the Graduate Program Advisor if you have questions on this process.

#### 6. MS Thesis Defense. (by end of the year 2).

***Be sure to also read through #7 below "Thesis Defense and Graduate Procedure Details".***

The Supervisory Committee determines when the student has completed the program requirements, including a written thesis document, and is ready to present their research findings (the thesis defense).

***The MS thesis defense must be scheduled during an academic quarter, and students must be registered during the quarter they defend their thesis.*** It is the student's responsibility to:

- a) Schedule the thesis defense at a time when all Supervisory Committee members are able to attend
- b) Reserve a room for the defense (2-3 hours is a common time frame). [Rooms may be reserved](#) in Anderson, Winkenwerder, or Bloedel Halls, or at the Center for Urban Horticulture.
- c) Inform the Graduate Program Advisor of the defense details at least 2 weeks in advance indicating the thesis defense time, location, title, and a brief abstract, which will be publicized to the SEFS community.

- d) Obtain and bring the required paperwork for grading the oral defense (previously called a Warrant) (see Graduation Procedures below) to the defense for Supervisory Committee signatures.
- e) The thesis defense presentation is open to the public. Following the presentation and public discussion, the student meets privately with the Supervisory Committee. The Supervisory Committee discusses the merits of the thesis, documents any required changes prior to final acceptance, and determines the final outcome of the defense by signing the Graduate School defense grading form provided by the Graduate Program Advisor (previously called a Warrant).

## **7. Thesis Defense and Graduation Procedures Details.**

There are a number of administrative steps involved with successfully graduating in basically two phases: **Before** your MS Thesis Defense; and **After** your MS Thesis Defense to complete all post defense completion steps. Additionally, there are procedures that the Graduate School requires, and there are separate steps that SEFS requires and records in your student file in the Advising office.

**The deadline to complete all post defense steps and submissions is the last day of the quarter in which you defend your thesis.**

After your defense, MS students, must [upload their final thesis document to the Graduate School](#) by the last day of the quarter. A Supervisory Committee Thesis Approval Form, also available on the Graduate School website, must be signed by all committee members and uploaded along with the thesis. This form is signed by all committee members when a final version of the thesis is made available to them.

***If you realize you need extra time post defense in order to finish up all the steps required and all your edits, be sure to coordinate with the Graduate Program Advisor about options.***

If the thesis is not submitted by the last day of the quarter, either the student must submit and pay the [Graduate Registration Waiver fee](#) to submit a late thesis within 2 calendar weeks of the last day of the quarter, or, the student will need to be registered for the following quarter while they finish up all the post-defense submission instructions and other procedures.

### **READ THESE KEY GRADUATE SCHOOL PAGES / Graduate School graduation checklist:**

These pages hold key information regarding how to graduate, from the Graduate School side of things. Be sure to read through completely:

- <http://grad.uw.edu/for-students-and-post-docs/degree-requirements/preparing-to-graduate/>
- <http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/>
- <https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/etd-formatting-guidelines/>
- <https://people.ece.uw.edu/mamishev/word/>
- <https://grad.uw.edu/wp-content/uploads/thesis-approval-form.pdf>

*Use the following as a SEFS checklist for the steps for graduating your degree.  
Be sure to contact the Graduate Program Advisor as early in the quarter you intend to graduate as possible to inform them that you will be presenting, and are planning on graduating.*

**BEFORE YOUR MS THESIS DEFENSE:**

**A. Have your degree audit reviewed by the advising office:**

Contact the Graduate Program Advisor and ask for your degree audit to be reviewed to make sure you have completed all requirements.

**Submit the following items with your request as the Graduate Program Advisor will need these in order to do a proper review.**

- Your **fully updated Program of Study**. This is needed for a degree audit review as it indicates completion of your SEFS degree requirements.
- **Student with Multiple Degree Codes:**  
If you are a dual degree student, or a student taking a degree and a graduate certificate, see the instructions lower down about a highlighted transcript that needs to be submitted to **both** the Graduate School and to the SEFS Graduate Program Assistant.
  - The highlighted transcript you need to submit in this situation, will be needed in order to do a degree audit for requirements, be sure to send to the Graduate Program Advisor.

**B. Check: Is your committee correct?**

Verify this by looking in [MyGrad](#).

- Any updates to your committee must be made before the Graduate Program Advisor can produce an accurate defense committee grading form (previously called a Warrant) for your committee to sign and submit.
- Submit any committee changes to the Graduate Program Advisor.

**C. Request the MS Degree from the Graduate School:**

**Make this request when the quarter in which you plan to graduate starts.**

All master's degree students must complete a [Master's Degree Request](#) through the Graduate School. Once the Degree Request has been made in [MyGrad](#), this is what allows the Graduate Program Advisor to produce the committee grading form (previously called a Warrant) for the Supervisory Committee to approve your Thesis Defense outcome. This action step also lets the Graduate School know you are getting ready to graduate.

- Go into [MyGrad](#).
- Request your degree.
- The Graduate Program Advisor will then produce the grading form for your defense (previously called a Warrant) for the Supervisory Committee. This form will be provided to the Supervisory Committee for grading and return to the Graduate Program Advisor.

**D. Dual Degree Students / Students doing a degree AND a certificate must submit a Highlighted Transcript as follows:**

If you are a student who is completing two degrees, or a degree and an official certificate which has a degree code and will show up on your transcript, submit a highlighted transcript to both the Graduate School and to the SEFS Graduate Program Advisor that delineates which courses / credits, are going to which degree code. The Graduate School instructions include an examples of how this should be done.

***Note: this is a required step for your graduation as a student with multiple degree codes, and must be done.***

***Do not skip this step!***

**Here is where and how to submit:**

- **Graduate School:**

Use the instructions [on this web page](#) to develop the highlighted transcript, and to submit it to the Graduate School.

- **SEFS:**

Use the instructions from the Graduate School as to how to produce the highlighted transcript.

Submit the highlighted transcript to the Graduate Program Advisor for your student file.

Also inform the Graduate Program Advisor if this has been submitted to the Graduate School as is required for your graduation.

- **Any questions, ask the Graduate Program Advisor.**

**E. Arrange date/time/place (or zoom) for your MS Thesis defense with your committee:**

***The Thesis defense must be scheduled during an academic quarter, and you must be registered in that quarter.***

- Schedule the thesis defense at a time when all Supervisory Committee members are able to attend
- Reserve a room for the defense (2-3 hours is a common time frame). [Rooms may be reserved](#) in Anderson, Winkenwerder, or Bloedel Halls, or at the Center for Urban
- Presentations may be live/in-person, remote via a system such as Zoom, or hybrid.
  - Your full committee must agree to the presentation type selected.
  - See the special instructions regarding remote or hybrid presentations in this handbook.

**F. Send details of your Thesis defense to the Graduate Program Advisor:**

***The Graduate Program Advisor needs your announcement at minimum 2 weeks prior to your presentation.***

Send the following details and ask that they be sent out to the list serves as an announcement.

- Presentation details, date, time, place and/or Zoom link
- Your full committee including where they are from (what school or organization) and what role they play on the committee
- The Title and an abstract for your project

**G. Supervisory Committee Grading Form for Defense (previously called a Warrant):**

The Graduate Program Advisor will produce this and give it to your committee - but they will be unable to do so until you have requested the Masters Degree (step C above).

**POST-MS THESIS DEFENSE AND FINAL GRADUATION STEPS:**

**H. DEADLINES:**

**Your Supervisory Committee may have deadlines too!:**

If your committee gives you deadlines about edits or changes post your defense, or anything else, be sure to pay attention to those deadlines!

**Graduate School Deadline:**

All your completion steps (below) must be completed by the last day of the quarter.

It is highly recommend you finish at least a day earlier if possible since computers can get slammed and systems can go down with everyone trying to finish. You can finish these post defense steps any time during a quarter, so if you are able to finish prior to the end of the quarter it is in your interest to do so.

If you need more time, contact the Graduate Program Advisor to figure out what needs to happen as it will be pretty specific to your individual situation at that point.

**I. Preparing Your Materials for Submission to the Graduate School and to SEFS:**

***Do you have any edits to your thesis required by your committee?***

If yes, you need to finish these edits up *first* as your completed thesis you are submitting must have all edits finished in full.

***Key Graduate School Instruction Pages for Preparing and Submitting your Thesis and Graduating Successfully:***

- Read through any Graduate School pages thoroughly! (All Sections - scroll down, they are long.)
- There are instructions, and "Do's and Don'ts" lists
- <http://grad.uw.edu/for-students-and-post-docs/degree-requirements/preparing-to-graduate/>
- <http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/>
- <https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/etd-formatting-guidelines/>
- <https://people.ece.uw.edu/mamishev/word/>
- <https://grad.uw.edu/wp-content/uploads/thesis-approval-form.pdf>

**J. Committee Confirmation Approval Form of Final Thesis**

**REQUIRED FROM ALL COMMITTEE MEMBERS:**

***This is submitted to BOTH the Graduate School and to the SEFS Graduate Program Advisor for your SEFS file. This form represents confirmation that your FULL committee approve of the final and fully edited Thesis paper.***

The committee provides their approval of our final thesis via a form located here:

<https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/>

The form itself is here:

<https://grad.uw.edu/wp-content/uploads/thesis-approval-form.pdf>

- Fill out the top part, sign yourself, and submit to your committee for their signatures.
- Multiple forms can be submitted to the Graduate school and to SEFS, but make the multiple pages into a SINGLE PDF file ideally.
- fyi, the Graduate School only has one form - and they generically use the term MA, but you use the same form for an MS. There is a line that you fill in which designates type of degree.

**NOTE: The Graduate School has added instructions as to how the committee may reply given any remote circumstances, and what you need to do to deliver the completed form (as a SINGLE pdf file) to them. Be sure these instructions are followed!**

- **The Graduate School is very strict about emails in lieu of signatures for this form, and will enforce specific language - read the file!**
- **Given this strictness, you might find it easier just to gather in person signatures (if possible)**

**SUBMIT TO:**

- The Graduate School via their ETD System with your Thesis.
- Also submit a copy to sefsgpa@uw.edu so that a copy can go into your student file at the department.

**K. Submit a copy of your final Thesis to the Graduate School AND to the SEFS Graduate Program Advisor for your student file:**

Per Graduate School instructions, you will need to submit a final copy of the fully edited thesis to the Graduate School via the ETD system.

Also submit a copy of your final and fully edited full Thesis to the Graduate Program Advisor for your student file.

Questions? Ask the Graduate Program Advisor.

**L. PAY ATTENTION TO YOUR UW EMAIL ACCOUNT!!**

If the Graduate School needs you to address anything, the **only way** they will communicate that is via your UW email account.

They will email you at each step as the process your paperwork / graduation.

You are responsible for staying on top of your UW email until you know they have approved your graduation and completed the processing.

If you haven't heard from the Graduate School saying that your graduation has been completed by the Thursday following the end of the quarter in which you finished these completion steps, you should contact them:

uwgrad@uw.edu  
206-686-2630

If you need help, contact the Graduate Program Advisor for assistance.

**M. Certification Letter If Needed:**

You may be heading to a job or other situation that requires documentation of your degree. But it is going to take some time post quarter end before that degree will show up on your transcript due to the various steps to have that happen at the Graduate School and at the Registrars Office in order to finish recording your degree.

If you need a letter of certification from the Graduate School indicating your graduation, here is the information to get that.

- Web page where this information exists, scroll down, look for the words "certification letter"  
<https://www.grad.washington.edu/for-students-and-post-docs/degree-requirements/preparing-to-graduate/>
- This is the form you submit to the Graduate School to get that certification letter produced:  
<https://grad.uw.edu/wp-content/uploads/2019/06/Request-for-Letter-of-Certification.pdf>

**8. Checkout of SEFS.**

These are the final steps of checking out of SEFS when finished:

- Students are required to return all University keys, and clean out mailboxes, office and lab spaces.
- Fill out the online Student Exit Survey – contact advising for current location of this survey.

**9. Graduation Events.**

If you wish to participate in Graduation Events at the end of the year, there are two different primary events: the all-campus [UW Commencement](#), and the [SEFS Graduation Celebration](#). Please go to the correlated website pages for information on how to participate.

# DOCTORAL DEGREE (PhD) PROCEDURES AND POLICIES

## Simplified Timeline for PhD Degree – DETAILED INSTRUCTIONS FOLLOW

Year	Required Elements	Expectations
<b>Year 1</b>	First Year Required Courses (SEFS 500, and SEFS 509) Meet faculty, establish your committee. Develop your PhD Program of Study with your committee. Take coursework per your PhD Program of Study. Submit PhD Program of Study with signatures to Graduate Program Advisor.	<ul style="list-style-type: none"> <li>• Develop PhD Dissertation Topic.</li> <li>• Appoint committee (submit form to GPA) by end of 3<sup>rd</sup> quarter.</li> <li>• Submit signed Program of Study to GPA by end of 3<sup>rd</sup> quarter.</li> </ul>
<b>Year 2</b>	Coursework per your Program of Study. Prepare for and take your Qualifying Exam by end of 9th calendar-year quarter of your PhD program (i.e., 1 <sup>st</sup> quarter of year 3). Develop your Research Proposal. Hold Annual Meeting with committee. Submit report and signatures to GPA for your file.	<ul style="list-style-type: none"> <li>• Submit annual meeting report and signatures to GPA.</li> </ul>
<b>Year 3</b>	Complete any remaining required coursework per your Program of Study. If not already done, complete your Qualifying Exam by end of 9 <sup>th</sup> calendar quarter in program; i.e. 1 <sup>st</sup> quarter of year 3. Defend your General Exam (Research Proposal) by end of 13 <sup>th</sup> calendar quarter in program. Hold Annual Meeting with committee. Submit report and signatures to GPA for your file. Start research if you haven't already.	<ul style="list-style-type: none"> <li>• Complete Qualifying Exam by end of your 9<sup>th</sup> quarter</li> <li>• Submit annual meeting report and signatures to GPA.</li> </ul>
<b>Year 4 and 5</b>	Defend your General Exam (Research Proposal) by end of 13 <sup>th</sup> calendar quarter in program, i.e. by end of 1 <sup>st</sup> quarter of year 4. Hold Annual Meeting with committee. Submit report and signatures to GPA for your file. Continue your dissertation research.	<ul style="list-style-type: none"> <li>• Complete General Exam (Research Proposal defense) by the end of the 13th calendar-year quarter of their PhD program.</li> <li>• Submit annual meeting report and signatures to GPA.</li> </ul>
<b>Year 5 and 6</b>	Complete your dissertation research. If you are going to be graduating at the end of the year, then you should hold an Annual Meeting with your committee in 1 <sup>st</sup> quarter in preparation. Defend your Final Exam, complete your dissertation and degree.	<ul style="list-style-type: none"> <li>• If held, submit annual meeting report and signatures to GPA.</li> <li>• Defend your Final Exam, and finish your dissertation and degree.</li> </ul>

### **SEFS 600 vs. SEFS 800 Credits:**

Use SEFS 600 for research prior to your General Exam (proposal defense).

Use SEFS 800 after successfully completing your General Exam (proposal defense).



**Any Exams or Defenses, Registration Required, and must be during the quarter:**

Registration is required for the quarter in which you plan to take any exam or defense. No exam or defense can happen during breaks between quarters, and must occur during the actual quarter.

**Leave Quarters Are Counted Towards Time Deadlines**

Please note that should you need to go on leave at any point, the clock for deadlines continues and will include any such leave quarters.

**Credits for Degree Completion (*Minimums*):**

Most students will end up with more than these minimums.

- Overall Required Credits (includes all course types numbered 400 or higher): 90 credits.
  - If you have a previous graduate degree from any university, with the approval of your committee, 30 credits may be waived to make your minimum number of overall credits required 60 credits.
  - There is a procedure that must occur for this, it is not automatic.
  - Get approval from your committee as part of the PhD Program of Study (as edited per 09/2022), and submit to the Graduate Program Advisor [GPA]. The GPA will then submit the necessary paperwork to the Graduate School to have those 30 credits waived from the overall number of credits required for the degree.
- Completion of your approved PhD Program of Study.
- Graded Credits (does not include S graded coursework): 18 numerically graded credits.
  - Generally speaking, the PhD degree does not allow for *transfer credits* (per Graduate School policy). Coursework from previous MA or MS degrees can be applied toward SEFS learning requirements expressed on the PhD Program of Study form if approved by your committee.
  - Please see PhD Program of Study updated 09/2022 for more details.
  - Any questions regarding previous masters coursework can be submitted to the Graduate Program Advisor for additional feedback.
  - Students entering the PhD from having completed a SEFS Masters will find the SEFS 500 and SEFS 509 requirement again on the PhD Program of Study. Utilize your SEFS Masters coursework to complete SEFS 500 and SEFS 509 requirements on the PhD Program of Study.
- Credits in courses numbered 500 or above: 18 credits.
  - e.g. SEFS 501, SEFS 600, or SEFS 800, would count for this requirement, vs. SEFS 410 will not count for this specific requirement.
- SEFS 800, Dissertation Credit: 27 minimum credits.
- Courses numbered 300 or lower do not count towards Graduate School requirements
  - Do not let these requirements as listed prevent you from taking a course you might need if at a lower course number. Just understand how it fits in your overall plan per these requirements.
  - If you want to take a course numbered lower than 400, with your committee's approval, it can certainly still be part of your SEFS PhD Program of Study. This comes up most often with language courses. It's just the credits themselves will not count towards specific credit requirements as outlined here.
- Courses with a grade lower than 2.7 will not count towards Graduate School or SEFS requirements
- Maintain a minimum GPA of 3.0 overall

## Doctoral Degree (PhD) Progression and Procedures:

### 1. **Establish Permanent Supervisory Committee. (by end of first year).**

The [Supervisory Committee](#) guides a student through their degree program, including identifying and planning appropriate coursework, monitoring progress, and completion of final thesis, dissertation, or project. Upon admittance to SEFS, PhD students are assigned a Supervisory Committee Chair. Students should use the first 1-2 quarters to meet faculty members, establish their Supervisory Committee, and refine their PhD Program of Study.

#### **Requirements of a PhD Supervisory Committee:**

Your supervisory committee must at minimum meet these standards.

The UW Graduate School describes the general [roles and responsibilities](#) of PhD Supervisory Committee members and the PhD student.

Note that your committee cannot be appointed by the Graduate Program Advisor until you have a full committee as described below – including the information for your GSR (Graduate School Representative).

[Use this web page](#) to check if a faculty member you are considering for your committee has [Graduate Faculty status](#). Note that not all of SEFS Affiliate / Adjunct / Emeritus faculty have Graduate Faculty Status. Nor are all of SEFS Affiliate / Adjunct / Emeritus faculty endorsed to chair which is a specific endorsement for Graduate School Faculty.

- a. The PhD Committee must conform to the requirements in [Graduate School Memorandum #13](#).
- b. The Committee Chair must have a faculty appointment (primary or fractional) in SEFS, and an “Endorsement to Chair” filed with the Graduate School. Affiliate Faculty may serve if they meet the conditions required by the Graduate School.
- c. PhD Committees require a minimum of 4 members (with 5 members recommended), and the PhD Reading Committee requires 3 members.
- d. The majority of members must have a UW Graduate Faculty appointment.
- e. A minimum of 2 members must hold a faculty appointment in SEFS, defined as a full appointment, joint appointment, or adjunct appointment.
- f. **Only one non-faculty member may be officially appointed.** (Adjunct and Affiliate faculty are not considered external members, they are considered as faculty members for the purposes of the committee.) Students must submit a CV to Student and Academic Services for the external member if they are from outside of UW. The external member may need to obtain a UW NetID in order to participate in committee activities. Work with the Graduate Program Advisor for UW NetID assignment needs.
- g. A [Graduate School Representative](#) (GSR) is identified by the student and must not have a [conflict of interest](#) with the Chair. The GSR must have a UW Graduate Faculty appointment and cannot have any appointment in SEFS. Potential GSRs can be located using the [Graduate Faculty Locator](#).

- h. Note that your committee cannot be appointed by the Graduate Program Advisor until you have a full committee including your GSR (Graduate School Representative identified).
- i. PhD Supervisory Committees (including the GSR) must be officially appointed at least 3 months prior to scheduling the Qualifying Examination. However, SEFS expects students to appoint their PhD Supervisory Committee by the end of the first year of study.

**Instructions for Establishing a PhD Supervisory Committee:**

- Please use the [fillable form](#) to create your Supervisory Committee.
- Submit the form to the Graduate Program Advisor via the [submission web form](#) for Graduate Student paperwork and questions.

**2. Submit PhD Program of Study Form. (by end of the 3<sup>rd</sup> quarter of study).**

The [PhD Program of Study Form](#) is used to track student progress and to ensure that all coursework and other degree requirements are met.

- PhD students, with the help of their Chair and Supervisory Committee, identify planned coursework for the degree and note it on the [PhD Program of Study Form](#).
- The PhD Program of Study form, signed by the Supervisory Committee Chair and Committee members, should be submitted **by the end of the 3<sup>rd</sup> quarter of study** for PhD students.
- Please use the [fillable form](#) for the PhD Program of Study.
- Submit the form to the Graduate Program Advisor via the [submission web form](#) for Graduate Student paperwork and questions.
- When you first turn in your PhD Program of Study, not all your coursework will be completed. This is intentional. As you go through your program, you will submit an updated copy of this form at key points in your progress, adding grades received, and making any edits (namely, after your Annual Committee meeting, and as early as possible the quarter prior or the quarter of expected graduation as examples).
- If your MS Program of Study goes through *major* changes, it is at that time you should submit a new MS Program of Study with all your committee signing it.
- For just *regular updates* to your existing current MS Program of Study, only the Chair needs to sign for these additional submissions at key points in your progress.

**3. Annual Committee Meeting.**

Students are required to hold a Supervisory Committee meeting *at least* once every academic year. Students and faculty may wish to use mentoring forms or templates to help guide their annual or more frequent discussions, but the meetings should cover, at a minimum:

- a. Achievements during the preceding year (coursework and research)
- b. Challenges to achieving goals and resources or help needed
- c. Plans for coursework and research during the coming year

- d. Any funding received during the preceding year and funding anticipated in the coming year.

The annual meeting is recorded on the Program of Study Form:

- Using your original Program of Study previously filled out and signed by your full committee, update it with your Chair's signature for the Annual Meeting, and with any grades earned or coursework adds / changes.
- Submit the form to the Graduate Program Advisor via the [submission web form](#) for Graduate Student paperwork and questions.

**4. SEFS 600 and SEFS 800 credits.**

Students enroll in SEFS 600 for independent study or research credits sponsored by a faculty member, and when they are developing their dissertation research proposal. ***Students enroll in SEFS 800 in the quarter(s) after they have passed their General Exam*** (successfully defended their dissertation research proposal), and are primarily working on dissertation research tasks such as gathering and analyzing data, and writing their dissertation. Please use the [SEFS Independent Study Registration Form](#). Contact the Graduate Program Advisor if you have questions on this process.

**5. PhD Examinations – General Description.**

SEFS PhD students are required to take 3 examinations during the course of their program: the Qualifying Examination, the General Examination, and the Final Examination. ***All 3 examinations must be scheduled during an academic quarter, and students must be registered during the quarter in which they take an exam.***

**6. Qualifying Examination.**

**(by end of the 9<sup>th</sup> calendar year quarter including counting Summer quarters).**

All SEFS PhD students must pass a SEFS Qualifying Examination **before** taking the General Examination. **Appendix G** provides more detail on the qualifying exam process and formats. The purpose of the Qualifying Examination is to establish whether the student meets the academic and scholarly standards that are expected of PhD students and to determine the student's knowledge and any deficiencies relative to their proposed program of study and research. It is an opportunity for the student to demonstrate fundamental knowledge at an advanced level before embarking on research for the dissertation. The Qualifying Examination is administered, recorded and monitored by SEFS; it is not a Graduate School examination.

***SEFS PhD students are required to pass or conditionally pass the Qualifying Examination by the end of the 9th calendar-year quarter of their PhD program.*** If a student does not pass or conditionally pass the Qualifying Examination by then, the student will be considered to be making unsatisfactory progress as described in [Graduate School Memo 16](#), and will be placed on academic probation during the next quarter. If a student on academic probation does not

pass or conditionally pass the Qualifying Examination, the student will be placed on final probation during the next quarter. Students on final probation will be dropped from the program if they do not pass or conditionally pass the Qualifying Examination during their final probation quarter. Students have the right to petition for an extension to the deadline owing to extenuating circumstances. Petitions must be filed with the SEFS Graduate Program Coordinator prior to or during the student's 9th calendar-year quarter.

Note that being dropped from the program after a Final Probation through the Academic Progress system means the student will not be able to Reinstate at a later date or Re-Apply to the program in order to finish.

***Procedures for the PhD Qualifying Examination include:***

**A. Check: Is your Supervisory Committee Makeup Correct?**

The Supervisory Committee technically must be established at least one quarter prior to scheduling the Qualifying Examination. However, SEFS requests that your full committee is established by the end of your 3<sup>rd</sup> quarter, so you may have already accomplished this.

Verify your committee by looking in [MyGrad](#).

- Any updates to your committee must be made by the Graduate Program Advisor.
- Submit any committee changes to the Graduate Program Advisor.
- ***Inform the Graduate Program Advisor that you are getting ready to take your PhD Qualifying Exam – even if you do not have any changes needed for your committee.***

**B. Scheduling the PhD Qualifying Exam:**

The student should begin scheduling the examination at least 2 months before the examination is taken. The [PhD Qualifying Examination Form](#) is available on the SEFS website. The PhD Qualifying Examination Committee is chaired by a member of the student's PhD Supervisory Committee. The Chair of the PhD Supervisory Committee is permitted to serve as the chair of the PhD Qualifying Examination Committee, but is not required to do so. The GSR is encouraged but not required to attend. **Appendix G** provides more detail on the qualifying exam process and formats.

**C. Structure of the PhD Qualifying Exam – Written Portion:**

There are two parts to the Qualifying Examination, written and oral. The format for the Qualifying Examination is at the discretion of the Examination Committee, and there are two potential formats for the written portion: 1) Questions given to the student by each committee member, designed to test general knowledge of selected disciplines; and 2) A research proposal on a topic outside the student's specific field of interest or dissertation topic. In consultation with the Examination

Committee, students may have up to 4 weeks to complete the written part of the exam.

**D. Oral Examination Portion:**

The oral part of the examination is scheduled for a date after the written examination materials are submitted to the Examination Committee members. The oral examination may cover questions not answered completely in the written examination, or other areas at the discretion of the Committee. ***A minimum of 3 faculty members must participate in the oral examination.***

**E. Grading and Recording of the Exam:**

Immediately following the oral examination, the committee discusses the written and oral examination results. From this discussion, the following materials are produced:

- ***Oral Report:***

***On the same day as the oral examination, the student receives an oral report from the Examination Committee Chair*** regarding its deliberations and the examination outcome (pass, conditional pass, conditional fail, fail), along with a signed copy of the Qualifying Examination Report form.

- ***Written Summary Report:***

***The student will receive a brief (1-page) written summary report from the Chair of the Examination Committee of the deliberation and outcome within 5 working days.***

- ***Recording the Exam Outcome in the Student File:***

Both the written report and the signed exam form must be submitted to the Graduate Program Advisor. The Graduate Program Advisor will record the exam outcome in the tracking system(s), and place the form and report into the student's file.

- ***It is the student's responsibility to make sure that the [PhD Qualifying Exam form](#) is fully signed, and that both the exam form and the written report are submitted to the Graduate Program Advisor for recording this exam.***

**F. Re-Examination Is Allowed:**

If the student does not pass the examination, a re-examination is allowed. Students must be re-examined during the next academic quarter, excluding summer quarter. Students must be registered for the quarter in which they are taking a re-examination. ***Note that only one re-examination is allowed.***

**7. General Examination. (by the end of the 13th calendar-year quarter of their PhD program)**

The [General Examination](#) is a presentation and defense of the student's dissertation research proposal and includes a written (research proposal document) and oral (research proposal presentation and discussion) part. The General Examination is a Graduate School required exam that is recorded at the Graduate School and advances a student to Candidacy (PhC).

***SEFS PhD students are required to pass the General Examination by the end of the 13th calendar-year quarter of their PhD program.*** If a student does not pass the General Examination by this time, the student will be considered to be making unsatisfactory progress as described in [Graduate School Memo 16](#), and will be placed on academic probation during the next quarter. If a student on academic probation does not pass the General Examination, the student will be placed on final probation during the next quarter. Students on final probation will be dropped from the program if they do not pass the General Examination during their final probation quarter. Students have the right to petition for an extension to the deadline due to extenuating circumstances. Petitions must be filed with the SEFS Graduate Program Coordinator prior to or during the student's 13th calendar-year quarter.

Note that being dropped from the program after a Final Probation through the Academic Progress system means the student will not be able to Reinstatement at a later date or Re-Apply to the program in order to finish.

***Procedures for the General Examination include:***

**A. Developing the Research Proposal:**

In consultation with their Supervisory Committee members, the student prepares a written research proposal that includes the following sections: introduction and rationale, objectives, research questions and hypotheses, methods, expected results, literature cited, budget, and appendices (if needed). A guideline for the proposal page limit is 15-30 pages, but this should be discussed and agreed upon with the Committee. When the Supervisory Committee determines that the research proposal is ready to present and defend, the General Examination is scheduled.

**B. Qualifying to Take the General Exam:**

The [General Examination](#) may be scheduled in advance, but can be taken only if (i) the student has completed at least 60 credits, some of which may be taken the quarter of the exam; (ii) the student has completed at least 18 credits of graded coursework at the 400 or 500 level and above; (iii) the student has passed the Qualifying Examination; and (iv) all members of the Supervisory Committee agree that the student's research proposal is ready to defend and the general examination can proceed.

## BEFORE YOUR DEFENSE / SCHEDULING THE GENERAL EXAM:

### C. Have your degree audit reviewed by the advising office:

Contact the Graduate Program Advisor and ask for your degree audit to be reviewed to make sure you have completed all requirements necessary in order to take the General Exam.

**Submit the following items with your request as the Graduate Program Advisor will need these in order to do a proper review.**

- Your **fully updated Program of Study**. This is needed for a degree audit review as it indicates completion of your SEFS degree requirements.
- **Student with Multiple Degree Codes:**  
If you are a dual degree student, or a student taking a degree and a graduate certificate, see the instructions lower down about a highlighted transcript that needs to be submitted to **both** the Graduate School and to the SEFS Graduate Program Assistant.
  - The highlighted transcript you need to submit in this situation, will be needed in order to do a degree audit for requirements, be sure to send to the Graduate Program Advisor.

### D. Check: Is your Supervisory Committee Makeup Correct?

The Supervisory Committee technically must be established at least one quarter prior to scheduling the PhD General Exam. However, SEFS requests that your full committee is established by the end of your 3<sup>rd</sup> quarter, so you may have already accomplished this.

Verify your committee by looking in [MyGrad](#).

- Any updates to your committee must be made by the Graduate Program Advisor.
- Submit any committee changes to the Graduate Program Advisor.

### E. Arrange date/time/place (or zoom) for the General Exam defense with your committee: ***The Thesis defense must be scheduled during an academic quarter, and you must be registered in that quarter.***

- Schedule the defense at a time when all Supervisory Committee members are able to attend (or if you have a large committee, when the minimum quorum of members can attend). [See the Graduate School guidelines](#).
- Reserve a room for the defense (2-3 hours is a common time frame). [Rooms may be reserved](#) in Anderson, Winkenwerder, or Bloedel Halls, or at the Center for Urban
- Presentations may be live/in-person, remote via a system such as Zoom, or hybrid.



- Your full committee must agree to the presentation type selected.
- See the special instructions regarding remote or hybrid presentations in this handbook.
- Send the GPA the confirmation emails from your committee agreeing to the time and date so that the GPA can confirm the request in MyGrad please with confidence that the full committee has agreed.

**F. Request / schedule the General Exam in MyGrad:**

**Make this request when the quarter in which you plan to defend starts.**

Once the Exam Request has been made in [MyGrad](#), this is what allows the Graduate Program Advisor to produce the committee grading form (previously called a Warrant) for the Supervisory Committee to record your General Exam outcome. This action step also lets the Graduate School know you are getting ready to defend.

- Go into [MyGrad](#).
- Request your General Exam.
- Provided your degree audit shows the student has progressed enough to be able to take their General Exam, then the Graduate Program Advisor will approve the Exam request.
- Once the Exam request has been approved, the Graduate Program Advisor will then produce the grading form for your defense (previously called a Warrant) for the Supervisory Committee. This form will be provided to the Supervisory Committee for grading and return to the Graduate Program Advisor.

**G. Dual Degree Students / Students doing a degree AND a certificate must submit a Highlighted Transcript as follows:**

If you are a student who is completing two degrees, or a degree and an official certificate which has a degree code and will show up on your transcript, submit a highlighted transcript to both the Graduate School and to the SEFS Graduate Program Advisor that delineates which courses / credits, are going to which degree code. The Graduate School instructions include an examples of how this should be done.

***Note: this is a required step for your graduation as a student with multiple degree codes, and must be done.***

***Do not skip this step!***

**Here is where and how to submit:**

- **Graduate School:**  
Use the instructions [on this web page](#) to develop the highlighted transcript, and to submit it to the Graduate School.

- **SEFS:**  
Use the instructions from the Graduate School as to how to produce the highlighted transcript.  
Submit the highlighted transcript to the Graduate Program Advisor for your student file.  
Also inform the Graduate Program Advisor if this has been submitted to the Graduate School as is required for your graduation.
- **Any questions, ask the Graduate Program Advisor.**

#### H. **Submitting the Research Proposal to the Supervisory Committee:**

The student provides the committee with the research proposal *at least 2 weeks in advance of the exam*, or earlier if requested by the Committee.

#### I. **Announcing the Defense Details:**

At least 2 weeks in advance of the exam, the student should email a notice to the Graduate Program Advisor, indicating the exam time, location, full committee (including the individual's role and what organization they are from, research proposal title, and a brief abstract, which will be publicized to the SEFS community. The proposal presentation is open to the public.

### **THE DEFENSE ITSELF:**

#### J. **Exam Defense Meeting:**

[Graduate School guidelines](#).

The student presents their research proposal (30-40 minutes) and answers questions in a presentation open to faculty, students, staff, and the public.

- The Supervisory Committee Chair, Graduate School Representative, and at least 2 other committee members must be present at the oral proposal defense.
- Following the presentation and public discussion, the student meets privately with the Supervisory Committee.
- The Supervisory Committee discusses the merits of the proposal, documents any required changes prior to final acceptance, and determines the final outcome of the exam by signing the Graduate School grading form (previously called a Warrant).
- The Graduate School grading form (previously called a Warrant) is then submitted to the Graduate Program Advisor who will use this form to submit the outcome of the General exam to the Graduate School

## POST GENERAL EXAM DEFENSE STEPS – RECORDING EXAM OUTCOME:

### K. **Student: What to Submit to SEFS for your file:**

Act on the feedback given by your committee for your defense regarding the Research Proposal. Be sure to fulfill any steps they are requiring. Submit the following items to the Graduate Program Advisor for your student file and to complete the recording of your Exam.

- **Final Research Proposal:**  
Make sure to submit a copy of your research proposal to the Graduate Program Advisor for your student file / exam records.
- **Updated Program of Study:**  
Submit an updated copy of your PhD Program of Study including the General Exam information and chair signature for the General Exam.
- **Deadline:**  
These materials are due no later than the last day of the quarter in which you take the General Exam.

### L. **Committee Action Steps:**

Committee grades and signs the Graduate School outcome form (previously called a Warrant) provided to respond to the General exam. This form is then submitted to the Graduate Program Advisor who will submit the grading to the Graduate School via the MyGrad program.

- **Deadline:**  
The Graduate Program Advisor will ask your committee to provide the signed grading form by the end of the week in which you defend. The grading form should be submitted to the Graduate Program Advisor no later than the last day of the quarter in which the General Exam was taken.
- **Form:**  
Once the exam result has been recorded in MyGrad by the Graduate Program Advisor, the form itself will be filed into the student file.

### M. **PAY ATTENTION TO YOUR UW EMAIL ACCOUNT!!**

Assuming you have passed your exam, if the Graduate School needs you to address anything, the **only way** they will communicate that is via your UW email account.

You are responsible for staying on top of your UW email until you know they have approved your exam outcome and completed the processing.

If you haven't heard from the Graduate School saying that your candidacy has been completed by the Thursday following the end of the quarter in which you finished these completion steps, you check MyGrad to see the current status of your record, and if needed should contact them:

uwgrad@uw.edu  
206-686-2630

If you need help, contact the Graduate Program Advisor for assistance.

***Re-Examination Is Allowed:***

If the student does not pass the General Examination, the Supervisory Committee signs the Warrant, indicating that student will be re-examined after 1 quarter. The same procedure described above is followed for re-examination. Students not passing a re-examination are dismissed from the graduate program.

**8. Appoint your Reading Committee:**

Appoint the [Doctoral Reading Committee](#). The Reading Committee must be established before the Final Exam can be scheduled. The Reading Committee is appointed to read and approve the dissertation. Students may establish their Reading Committee using the [Supervisory Committee Form](#). Please submit the form to the Graduate Program Adviser.

- Do not wait until the last minute to appoint your Reading Committee. The earlier this is done the better due to technical issues within MyGrad.
- If you choose to put any non-UW members of your committee on your Reading Committee, this means the Graduate Program Advisor will need to establish a UW Net ID for them, before they can be appointed to your Reading Committee.
- UW Net ID procedures are somewhat simple, but they take time to accomplish. And this will require that the non-UW committee member is willing to work with the Graduate Program Advisor to get the Net ID established.

**Structure of the Reading Committee:**

- The Reading Committee consists of at least three members of the supervisory committee who will serve on the reading committee.
- At least one of the members of the Reading Committee must hold an endorsement to chair doctoral committees. Generally speaking, the Reading Committee Chair is the same person who is Chair of your overall PhD Supervisory Committee.

**9. Final Exam Dissertation Defense and Graduation Procedures Details.**

The Final Examination, or dissertation defense, is a public presentation of the results of the student's research. The Final Examination is a Graduate School required exam.

The Final Examination may be scheduled in advance, but can only be taken if: i) the student passed the General Examination in a previous quarter, ii) a Reading Committee is officially established with SEFS and the Graduate School, and iii) the Reading Committee has read an entire draft of the dissertation and members of the Supervisory Committee agree that the candidate is prepared to take the Final Examination.

There are a number of administrative steps involved with successfully graduating in basically two phases: **Before** your Final Exam (Dissertation Defense); and **After** your Final Exam to complete all post defense completion steps. Additionally, there are procedures that the

Graduate School requires, and there are separate steps that SEFS requires and records in your student file in the Advising office.

**The deadline to complete all post defense steps and submissions is the last day of the quarter in which you take your Final Exam.**

After the defense, PhD students must [upload their final and fully edited Dissertation to the Graduate School](#) by the last day of the quarter. Additionally, the Reading Committee must approve the Dissertation in MyGrad.

***If you realize you need extra time post defense in order to finish up all the steps required and all your edits, be sure to coordinate with the Graduate Program Advisor about options.***

If the dissertation is not submitted by the last day of the quarter, either the student must submit and pay the [Graduate Registration Waiver fee](#) to submit a late dissertation within 2 calendar weeks of the last day of the quarter, or, the student will need to be registered for the following quarter while they finish up all the post-defense submission instructions and other procedures.

**READ THESE KEY GRADUATE SCHOOL PAGES / Graduate School graduation checklist:**

These pages hold key information regarding how to graduate, from the Graduate School side of things. Be sure to read through completely:

- <http://grad.uw.edu/for-students-and-post-docs/degree-requirements/preparing-to-graduate/>
- <http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/>
- <https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/etd-formatting-guidelines/>
- <https://people.ece.uw.edu/mamishev/word/>

***Use the following as a SEFS checklist for the steps for graduating your degree.***

***Be sure to contact the Graduate Program Advisor as early in the quarter you intend to graduate as possible to inform them that you will be presenting, and are planning on graduating.***

**BEFORE YOUR FINAL EXAM DEFENSE:**

**A. Have your degree audit reviewed by the advising office:**

Contact the Graduate Program Advisor and ask for your degree audit to be reviewed to make sure you have completed all requirements.

**Submit the following items with your request as the Graduate Program Advisor will need these in order to do a proper review.**

- Your **fully updated Program of Study**. This is needed for a degree audit review as it indicates completion of your SEFS degree requirements.
- **Student with Multiple Degree Codes:**  
If you are a dual degree student, or a student taking a degree and a graduate

certificate, see the instructions lower down about a highlighted transcript that needs to be submitted to **both** the Graduate School and to the SEFS Graduate Program Assistant.

- The highlighted transcript you need to submit in this situation, will be needed in order to do a degree audit for requirements, be sure to send to the Graduate Program Advisor.

**B. Check: Is your committee correct? Have you appointed your Reading Committee?**

Verify this by looking in [MyGrad](#).

- Any updates to your committee must be made before the Graduate Program Advisor can produce an accurate defense committee grading form (previously called a Warrant) for your committee to sign and submit.
- Submit any committee changes to the Graduate Program Advisor.

**C. Arrange date/time/place (or zoom) for your Final Exam defense with your committee:**

***The defense must be scheduled during an academic quarter, and you must be registered in that quarter.***

- Schedule the thesis defense at a time when all Supervisory Committee members are able to attend (or if you have a large committee, when the minimum quorum of members can attend). [See the Graduate School guidelines](#).
- Reserve a room for the defense (2-3 hours is a common time frame). [Rooms may be reserved](#) in Anderson, Winkenwerder, or Bloedel Halls, or at the Center for Urban
- Presentations may be live/in-person, remote via a system such as Zoom, or hybrid.
  - Your full committee must agree to the presentation type selected.
  - See the special instructions regarding remote or hybrid presentations in this handbook.

**D. Dual Degree Students / Students doing a degree AND a certificate must submit a Highlighted Transcript as follows:**

If you are a student who is completing two degrees, or a degree and an official certificate which has a degree code and will show up on your transcript, submit a highlighted transcript to both the Graduate School and to the SEFS Graduate Program Advisor that delineates which courses / credits, are going to which degree code. The Graduate School instructions include an examples of how this should be done.

***Note: this is a contingency for your graduation and must be done.  
Do not skip this step!***

**Here is where and how to submit:**

- **Graduate School:**  
Use the instructions [on this web page](#) to develop the highlighted transcript, and to submit it to the Graduate School.

- **SEFS:**  
Use the instructions from the Graduate School as to how to produce the highlighted transcript.  
Submit the highlighted transcript to the Graduate Program Advisor for your student file.  
Also inform the Graduate Program Advisor if this has been submitted to the Graduate School as is required for your graduation.
- **Any questions, ask the Graduate Program Advisor.**

**E. Request the scheduling of the Final Exam from the Graduate School:**

**Make this request when the quarter in which you plan to graduate starts.**

The Final Examination may be scheduled in advance, but can only be taken if: i) the student passed the General Examination in a previous quarter, ii) a Reading Committee is officially established with SEFS and the Graduate School, and iii) the Reading Committee has read an entire draft of the dissertation and members of the Supervisory Committee agree that the candidate is prepared to take the Final Examination.

Once the Exam Request has been made in [MyGrad](#), this is what allows the Graduate Program Advisor to produce the committee grading form (previously called a Warrant) for the Supervisory Committee to approve your Final Exam outcome. This action step also lets the Graduate School know you are getting ready to graduate.

- Go into [MyGrad](#).
- Request your Final Exam to be scheduled.
- Provided your degree audit is in order, the Graduate Program Advisor then approves the Final Exam scheduling Request.
- The Graduate Program Advisor will then produce the grading form for your defense (previously called a Warrant) for the Supervisory Committee. This form will be provided to the Supervisory Committee for grading and return to the Graduate Program Advisor.

**F. Send details of your Final Exam defense to the Graduate Program Advisor:**

***The Graduate Program Advisor needs your announcement at minimum 2 weeks prior to your presentation.***

At least 2 weeks in advance of the exam, the student should submit an announcement to the Graduate Program Advisor, which will be publicized to the SEFS community. The dissertation presentation is open to the public. The Final Exam defense is a public presentation. Submit the following details and ask that they be sent out to the email list serves as an announcement.

- Presentation details, date, time, place and/or Zoom link
- Your full committee including where they are from (what school or organization) and what role they play on the committee
- The Title and an abstract for your project

**G. Supervisory Committee Grading Form for Defense (previously called a Warrant):**

The Graduate Program Advisor will produce this form and give it to your committee - but they will be unable to do so until you have requested the Final Exam in MyGrad (step E above).

**H. Taking the Exam - Important Requirements:**

At least 4 members of the Supervisory Committee (including the Chair, Graduate School Representative, and 1 additional Graduate Faculty member) must be present at the Final Examination and sign the Warrant if the Final Examination is satisfactory.

If the Final Examination is unsatisfactory, the Supervisory Committee may recommend that the Dean of the Graduate School permit a second examination after a period of additional study.

**POST-FINAL EXAM DEFENSE AND FINAL GRADUATION STEPS:**

**I. DEADLINES:**

**Your Supervisory Committee may have deadlines too!:**

If your committee gives you deadlines about edits or changes to your dissertation post your defense, or anything else, be sure to pay attention to those deadlines!

**Graduate School Deadline:**

All your completion steps (below) must be completed by the last day of the quarter.

It is highly recommend you finish at least a day earlier if possible since computers can get slammed and systems can go down with everyone trying to finish. You can finish these post defense steps any time during a quarter, so if you are able to finish prior to the end of the quarter it is in your interest to do so.

If you need more time, contact the Graduate Program Advisor to figure out what needs to happen as it will be pretty specific to your individual situation at that point.

**J. Preparing Your Materials for Submission to the Graduate School and to SEFS:**

***Do you have any edits to your thesis required by your committee?***

If yes, you need to finish these edits up *first* as your completed dissertation you are submitting must have all edits finished in full.

***Key Graduate School Instruction Pages for Preparing and Submitting your Dissertation and Graduating Successfully:***

- Read through any Graduate School pages thoroughly! (All Sections - scroll down, they are long.)
- There are instructions, and "Do's and Don'ts" lists
- <http://grad.uw.edu/for-students-and-post-docs/degree-requirements/preparing-to-graduate/>
- <http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/>



- <https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/etd-formatting-guidelines/>
- <https://people.ece.uw.edu/mamishev/word/>

**K. Committee Confirmation Approval Form of Final Dissertation**

**REQUIRED FROM ALL READING COMMITTEE MEMBERS:**

*The student's Reading Committee must approve the final and fully edited PhD Dissertation being submitted to the Graduate School.*

- The Reading Committee provides their approval of your final dissertation via the faculty log in to [MyGrad where they can see the student committees](#) they are a part of, and can respond to Dissertation Approvals as Reading Committee members.
- Deadline: The Reading Committee should submit their approvals (provided the dissertation is complete and ready to submit) by the last day of the quarter in which the dissertation is being submitted to the Graduate School. If the student is using the [Graduate Registration Waiver fee](#) process, then the faculty should submit their approvals by or before the last day of the allowed two weeks this procedure provides.

**L. Submit a copy of your final Dissertation to the Graduate School and to the SEFS Graduate Program Advisor for your student file:**

Per Graduate School instructions, you will need to submit a final copy of the fully edited thesis to the Graduate School via the ETD system.

Also submit a copy of your final and fully edited full Thesis to the Graduate Program Advisor for your student file.

Questions? Ask the Graduate Program Advisor.

**M. Survey of Earned Doctorates:**

Complete the [Survey of Earned Doctorates \(SED\)](#) online. Upon completing the SED, you will receive an email from [SEDWEB@norc.uchicago.edu](mailto:SEDWEB@norc.uchicago.edu), which includes your SED Certificate of Completion.

- Save a copy of this certificate.
- Submit to the Graduate School as part of the ETD process.
- Submit to the SEFS Graduate Program Advisor for your student file.

**N. *Make sure you upload all the required materials to the Graduate School!***

They will need everything they indicate on their web pages.

At the time of writing, this is what SEFS is aware of that must be submitted:

- Dissertation itself
- [The Survey of Earned Doctorates \(SED\)](#)
- **Students with dual degrees, or multiple degrees from the UW, or have taken an official Graduate Certificate that has its own degree code – IMPORTANT:**

- If not already done while preparing to take your Final Exam, you need to finish this step.
- Don't think of this as necessarily "Concurrent" degrees or degree codes. Often, though not always, this step is really any time you have more than one degree code from the UW (degree or Graduate Certificate) that is showing up on your transcript.
- As described in the pre-exam steps, you need to submit an additional item, a highlighted transcript showing which courses/credits go to which degree code
- [Instructions are here.](#)
- Make sure to keep a copy of this file also for yourself!

O. **Make sure to submit to SEFS:**

For your student record in SEFS, submit the following items to the Graduate Program Advisor.

- Electronic copy of your Dissertation.
- Electronic Copy of your Survey of Earned Doctorates (SED)
- Copy of the receipt from the ETD submissions system indicating that your dissertation and SED has been submitted to the Graduate School successfully (the system send you an email when that is done).
- **Students with multiple degree codes, or multiple degrees from the UW, or have taken an official Graduate Certificate that has its own degree code:**
  - If you haven't done so already, submit a copy of your highlighted transcript from the steps above to the GPA for your student file records in the SEFS school.

P. **PAY ATTENTION TO YOUR UW EMAIL ACCOUNT!!**

If the Graduate School needs you to address anything, the **only way** they will communicate that is via your UW email account.

They will email you at each step as the process your paperwork / graduation.

You are responsible for staying on top of your UW email until you know they have approved your graduation and completed the processing.

If you haven't heard from the Graduate School saying that your graduation has been completed by the Thursday following the end of the quarter in which you finished these completion steps, you should contact them:

uwgrad@uw.edu  
206-686-2630

If you need help, contact the Graduate Program Advisor for assistance.

Q. **Certification Letter If Needed:**

You may be heading to a job or other situation that requires documentation of your degree. But it is going to take some time post quarter end before that degree will show up

on your transcript due to the various steps to have that happen at the Graduate School and at the Registrar's Office in order to finish recording your degree.

If you need a letter of certification from the Graduate School indicating your graduation, here is the information to get that.

- Web page where this information exists, scroll down, look for the words "certification letter"  
<https://www.grad.washington.edu/for-students-and-post-docs/degree-requirements/preparing-to-graduate/>
- This is the form you submit to the Graduate School to get that certification letter produced:  
<https://grad.uw.edu/wp-content/uploads/2019/06/Request-for-Letter-of-Certification.pdf>

#### **10. Checkout of SEFS.**

These are the final steps of checking out of SEFS when finished:

- Students are required to return all University keys, and clean out mailboxes, office and lab spaces.
- Fill out the online Student Exit Survey – contact advising for current location of this survey.

#### **11. Graduation Events.**

If you wish to participate in Graduation Events at the end of the year, there are two different primary events: the all-campus [UW Commencement](#), and the [SEFS Graduation Celebration](#). Please go to the correlated website pages for information on how to participate.

<b>PhD DEGREE</b>
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## ADDITIONAL POLICIES AND RESOURCES

### **Diversity, Equity and Inclusion**

Respect for difference and equity is a core value in the School of Environmental and Forest Sciences. We acknowledge and embrace differences (including race, gender, class, sexuality, religion, age, citizenship status, and ability) as we strive to create learning environments, scholarship, mentoring relationships, and working environments that foster inclusivity and belonging in our community. To do so, we strive to promote equity and inclusion by eliminating individual and institutional discrimination.

Please visit the SEFS website for more information on [Diversity, Equity and Inclusion at SEFS](#), and the College of the Environment site for additional [Diversity, Equity and Inclusion resources](#).

Students who anticipate or experience barriers to learning or full participation in a course based on a physical, learning or mental health disability should immediately contact the instructor to discuss [possible accommodation\(s\)](#). If a student has, or thinks they have, a temporary or permanent disability that impacts their participation in any course, please contact [Disability Resources for Students](#) (DRS) at: 206-543-8924 V / 206-543-8925 TDD or [uwdss@uw.edu](mailto:uwdss@uw.edu).

### **Bias, Non-Discrimination and Sexual Harassment**

Students who believe they have been discriminated against on the basis of race, religion, color, creed, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran should refer to the [Resolution of Complaints Against University Employees procedure](#) contained in the University of Washington *Administrative Policy Statement*.

The College of the Environment provides extensive resources on [Bias Incident, Non-Discrimination, and Sexual Harassment](#).

### **Student Conduct:**

All students are subject to the [UW's Student Conduct Code](#) and [Academic Misconduct Code](#).

### **Reporting Concerns and Grievances**

In our efforts to support the academic and professional success of all members of the SEFS community, we [encourage members of the community to identify incidents or events that affect their sense of safety in the community](#). We take reports of these incidents and events, large or small, very seriously. In doing so, we are careful to respect privacy, confidentiality, and due process in recording and responding to such reports. Given the trauma associated with some of these incidents, we also recognize the value of services provided by the university to support the mental and physical health and safety of those who experience these incidents. We will track reports made by any of the pathways described [on this page](#) so that we can observe and act on patterns that emerge.

## **Academic Grievance Procedure**

Graduate students who believe they have been subjected to unfair treatment in the administration of academic policies may, with some exceptions, seek resolution of their complaints under the Graduate School's [Academic Grievance Procedure](#).

## **Petition to Change Program Requirements**

To petition for a change in the degree program requirements, students must submit a [Graduate Program Requirement Petition Form](#). Petitions may include (1) requests to be waived from a course requirement (2) requests for course substitutions; and (3) requests to include a course as a restricted elective. Petitions and accompanying materials must be submitted prior to the quarter during which the waived course, substituted course, or additional course is taken. Although support from the Supervisory Committee Chair is a required element of the petition process, final decisions are made by the SEFS Graduate Program Coordinator.

## **Academic Performance and Progress**

The UW Graduate School requires that all work for the master's degree be completed in a 6-year calendar period. All work for a PhD must be completed in a 10-year calendar period. **This includes absences of any kind including formal on-leave quarters.** A student may petition the Graduate Program Coordinator for an extension if the student has valid reasons for delay and can demonstrate satisfactory progress toward completion of program requirements. Students who are beyond these deadlines may be placed on Academic Probation. When graduating, if a student is beyond the 6- or 10-year deadlines, during the quarter in which the student is graduating, the Graduate Program Advisor needs to submit an extension exception into MyGrad for the student so that the Graduate School knows that the department is approving graduation beyond the 6- or 10-year limit. Please contact the Graduate Program Advisor regarding submission of this exception in MyGrad.

The [UW Graduate School defines](#) unsatisfactory progress and outlines the actions that may be taken to help a student return to satisfactory progress. A graduate student may be considered to be making unsatisfactory progress for two reasons: low grade point average or lack of progress toward a degree, regardless of grade point average. **To remain in good standing, a graduate student must maintain a 3.0 grade-point average, both cumulative and each quarter.** Based on the recommendation of the Supervisory Committee or the Graduate Program Coordinator, the student may be given a warning or placed on probation if they are not making satisfactory progress. At SEFS, a graduate student on final probation is not eligible for SEFS fellowships or SEFS teaching assistantships.

Note that being dropped from the program after a Final Probation through the Academic Progress system means the student will not be able to Reinstate at a later date or Re-Apply to the program in order to finish.

## **Continuing from MS to PhD**

Students currently in a MFR program who wish to switch into the MS program must formally reapply to the different Master's program.

### ***Students Who Are Completing the MS Degree, and Wish to go into the PhD Program:***

Students who are completing the SEFS MS Degree and wish to continue on to the PhD Program can either go through the formal application process for the PhD Program using the Graduate School online application or they can use the following alternative process that allows their request to be evaluated without having to submit a full application via the Graduate School online application portal. Note that if a student misses the time frame in which to submit this request to move into the PhD Program, then the student's only option will be to submit a full application through the Graduate School online application portal.

SEFS students that have completed the MS degree and wish to begin a PhD program at SEFS, without submitting an entirely new application via the Graduate School, must submit to the SEFS Graduate Program Coordinator (GPC) and the Graduate Program Advisor (GPA) the following materials.

#### ***When to submit:***

***Submit at least one quarter before the student would like to change status, and no later than the same quarter in which the student is planning to graduate the MS degree.***

#### ***Submit the following:***

1. A Statement of Purpose from the student that explains their reasons for continuing on to the PhD program, describes their intended dissertation research topic, and documents scholarly accomplishments during their MS program (e.g., manuscripts in preparation/submitted/published, presentations to scientific/professional conferences, submitted fellowship or grant proposals;
2. A strong letter of support from the proposed Chair of the student's PhD Supervisory Committee that clearly describes how the student will be financially supported and mentored in the PhD program;
3. Two additional letters of support from proposed members of the student's Supervisory Committee. No Graduate School application is required as long as the student plans to go directly into the PhD program after completing the MS. Decisions are made by the SEFS GPC. If any quarters (except Summer Quarter) lapse between the end of the MS and the beginning of the PhD, the student must reapply both to the Graduate School and SEFS. Decisions are made by the SEFS GPC.

### ***Students Who Are NOT Completing the MS Degree and Wish to ByPass the MS to the PhD Program:***

Students currently in a SEFS MS program that wish to switch to a PhD program without completing the MS must submit the following materials to the GPC and the GPA:

#### ***When to Submit:***

***at least one quarter before the student would like to change status:***

#### ***Submit the Following:***

- 1) A Statement of Purpose from the student that explains their reasons for switching to the PhD program, describes their intended dissertation research topic, and documents scholarly accomplishments during their MS program (e.g., manuscripts in preparation/submitted/published, presentations to scientific/professional conferences, submitted fellowship or grants proposals;
- 2) A strong letter of support from the proposed Chair of the student's PhD Supervisory Committee that clearly justifies the switch including, but not limited to, how the switch is in the best interest of the student and how the student will be financially supported and mentored in the PhD program;
- 3) Two additional letters of support from proposed members of the student's Supervisory Committee. Decisions are made by the SEFS GPC.

**\*\*Note** that students whose petitions to bypass the MS and enter the PhD program without completing the MS are approved will continue to be ranked academically as Premasters (and paid at the Premasters rate). When such a student passes their General Exam, their academic rank and pay level will change from Premasters to Candidate, bypassing the Intermediate rank. For ASE salaries, this means that bypassing students will continue to be paid at the Premasters rank until the quarter after they pass their General Exam, when they will be paid at the Candidate pay rate.

### **Virtual Examinations and Defenses:**

SEFS highly encourages that defenses/exams that include a presentation are done in person, or in a hybrid format if a particular committee member is unable to attend in person. Learning to present your work publicly is an important skill. Additionally, having these presentations in SEFS enriches our department. Having a defense be remote or hybrid is viewed more as an accommodation to various circumstances, such as those we have experienced with the Covid pandemic, or with faculty or students who are travelling or working remotely at the time the defense is to occur, or in the case of unforeseen circumstances for faculty or student involved in a defense whereby it is in the best interest of everyone to do the defense in a hybrid or remote manner.

The Graduate School policy regarding virtual Doctoral Examinations is [located here](#).

The SEFS policy regarding virtual exams and defenses is as follows:

- The following types of defenses may be accomplished either virtually (entirely remote via a conferencing system such as zoom), or in a hybrid format:
  - MFR or MEH capstone or project final presentation.
  - MS Research Proposal presentation.
  - MS Thesis Defense.
  - [PhD General Exam](#).
  - [PhD Final Exam](#).
- If a student is interested in doing a hybrid or remote defense, the decision as to type of defense (live public presentation only, or hybrid, or fully remote) should arise from a discussion involving the student and their committee. This discussion should take place in advance, prior to the scheduling of the defense, if possible. However, if there is a last minute need to make a live presentation hybrid, as when unexpectedly a member of the committee is only available via remote, then the student may proceed to provide hybrid access for this committee member in due course.
- If a defense is going to be a remote or hybrid defense, the student must inform the Graduate Program Advisor as this can affect how a committee member may respond to or sign the grading form for the defense (previously called a warrant). The student should also inform the Graduate Program Advisor about which committee members will be attending live and in person, or who will be attending via remote.
- The minimum quorum of committee member participation is determined by the rules of the specific exam or defense as set by the Graduate School and SEFS (see individual degree requirements earlier in the handbook).
- **IMPORTANT: *If any member of the committee participating in the exam gets disconnected from the conferencing platform, the defense should be paused until the committee member has been brought back into the live conference. All committee members participating in the exam should be present for the full exam.***
- For Doctoral students, the Graduate School Representative (GSR), who must be present for defenses, can participate remotely via the conferencing system and is not required to be in-person for hybrid situations.

Note that the Graduate School occasionally changes their policy regarding [remote or hybrid exams](#). Any SEFS exam must meet whatever the current requirements are with the Graduate School with regard to remote or hybrid exam procedures, at the time of the exam or defense.



## **APPENDIX A**

[SEFS Organizational Chart](#)

## **Appendix B**

[SEFS Administration Contact List: “Who Does What”](#)

## **Appendix C**

[Graduate Program Requirement Petition Form](#)

## **Appendix D**

### [Mentoring Resources](#)

## **Appendix E**

### **Masters' Degree Forms**

[All forms are located here.](#)

MS Program of Study Form

MFR Program of Study Form

Independent Study Registration Request Form

Supervisory Committee Form

**Appendix F**  
**PhD Degree Forms**

[All forms are located here.](#)

PhD Program of Study Form

PhD Qualifying Exam Form

Independent Study (SEFS 600/700/800) Registration Request Form

Supervisory Committee Form

## **Appendix G**

### **PhD Qualifying Examination – Process and Formats**

The purpose of the Qualifying Examination is to establish whether the student meets the academic and scholarly standards that are expected of Ph.D. students and to determine the student's knowledge and any deficiencies relative to their proposed program of study and research. It is an opportunity for the student to demonstrate fundamental knowledge at an advanced level before embarking on research for the dissertation. The examination should be challenging, stimulating, and leave no doubt in the minds of the Examination Committee members or the student about the student's readiness for continuing on to their dissertation proposal and research. The Qualifying Examination is administered, recorded, and monitored by SEFS; it is not a Graduate School examination. The Graduate School requires that students must be registered as full- or part-time graduate students during the quarter in which any required exam or presentation occurs.

Because the Ph.D. program is highly individualized and tailored to the academic and career goals of each student, no two students in the program are likely to take an identical set of courses. It is the student's responsibility to work closely with their Supervisory Committee to define appropriate coursework (Program of Study) and potential dissertation research areas. The decision to schedule the Qualifying Examination is made by the Supervisory Committee.

The Supervisory Committee must be established at least one quarter prior to scheduling the Qualifying Examination, and the Supervisory Committee serves as the Qualifying Examination Committee. Students should schedule their Qualifying Examination at least two months in advance. With input from the student, the format of the examination is decided upon by the Qualifying Examination committee, at least two months in advance of the exam date, with the rules and procedures clearly communicated by the Qualifying Examination Committee Chair to all involved. Guidelines for length limitations for written responses to questions are at the discretion of the Committee members and should be described in the agreed-upon procedures for the exam. The Qualifying Examination Committee is chaired by a member of the student's Ph.D. Supervisory Committee. The Chair of the Supervisory Committee is permitted to serve as the chair of the Qualifying Examination Committee, but it is not required that they do so. The GSR is encouraged, but not required, to attend the oral exam. The student must submit a set of answers to all questions to all committee members at least one week before the oral examination.

There are two parts to the Qualifying Examination, written and oral, and examples of written and oral exam formats are described below.

#### **Written Qualifying Examination Formats:**

##### **A. Knowledge Area Questions**

The student develops an initial description and definition of the disciplinary knowledge areas and research methods that are relevant to their anticipated dissertation research. This can take the form

of a concise statement of the problem area or research goals, theoretical framework(s), specific questions or hypotheses, proposed methodology, and a list of key literature. This statement (not a full proposal) and associated literature are provided to and discussed with committee members, who provide feedback and suggestions for revision. The resulting statement provides a foundation for the knowledge areas included in the Qualifying Examination.

Discussions with all committee members and identification of relevant literature should be sufficiently advanced and developed by the time of the Qualifying Examination to allow Examination Committee members to structure questions that align with the expected direction of the student's research. The written component of the examination may be open- or closed-book, and student responses are evaluated accordingly.

For example, in an **open-book written exam**, each member of the Examination Committee prepares 1-3 questions that are collated by the Qualifying Examination Committee Chair, and a selected number of questions are given to the student on a specific date. The student is allocated a specific amount of time (e.g., one week, including two weekends, is a common timeframe) to develop written answers to all of the questions. Alternatively, questions may be given to the student one at a time, with specified due dates for each written question over a period of time (e.g. one day to answer a single question and submit written response, then the next question is administered, etc.).

In a **closed-book written exam**, each member of the Examination Committee prepares 1-3 questions that are collated by the Qualifying Examination Committee Chair, and a selected number of questions are given to the student on specific date(s). For example, the student may be given 3 to 6 questions on one day, and have 4 to 5 hours to answer 2 to 4 questions that they choose without the use of references or other resource materials. On the following day (or the following week), the student may be given a different set of 3 to 6 questions, and again have 4 to 5 hours to answer 2 to 4 of those questions. This format requires that students work closely with all the committee members and the chair of the committee, who will advise the students regarding the expected knowledge base and the courses to be taken. Generally, the breadth of the written exam encompasses all the courses and independent studies taken by the student over the first two years of their Ph.D. course work.

## **B. Research Proposal**

At least six weeks before the oral exam, the student provides a list of five potential research topics to members of the Qualifying Examination Committee. These research topics cannot be the same, or closely related to, the student's own previous MS or anticipated future Ph.D. research topic. A one paragraph abstract will be provided for each potential topic. Five weeks before the oral exam, the Qualifying Examination committee will select one of the research topics, which the student will develop into a complete research proposal.

One week before the oral exam, the student will submit the written research proposal on the selected topic to the Qualifying Examination Committee.



## Oral Qualifying Examination Format

- a) The student is responsible for reserving a room on the scheduled date for the oral examination. Two hours is a common length of time. The student is responsible for obtaining and bringing the [PhD Qualifying Examination Form](#) to the oral examination.
- b) At the start of the oral examination, it is desirable for the Examination Committee to excuse the student from the room and briefly review the student's record, the written portion of the examination, and other matters before the oral examination begins. At least three faculty members must participate in the oral examination. The student is then invited to return to the room and the oral examination proceeds.
- c) For students using the Research Proposal Format, the oral part of the Qualifying Examination involves a presentation of the research proposal by the student, followed by questions from and discussion with Committee members of that proposal.
- a) Regardless of the exam format used, the written component of the examination provides a starting point for Committee questions during the oral exam. Questions may focus on the written responses, but are not constrained by them, and general questions on other areas the Examination Committee feels the student should know may also be asked in the oral exam.
- d) Oral examination questions are intended to allow each Committee member to judge whether or not the student is ready to move on to the next steps in their program (e.g., research proposal and General Exam, then dissertation research).
- e) When the oral questions and discussion are completed, the student is excused from the room and the Committee deliberates on their evaluation of the written and oral portions of the exam, as well as their recommendations on the exam outcome. When the Committee has reached an agreement on the exam outcome, the student is invited back into the room, and the Examination Committee Chair provides the student with an oral report on the exam outcome, along with the signed Ph.D. Qualifying Examination Form. The student will receive a brief (1-page) written summary report from the Chair of the Examination Committee of the deliberation and outcome within five working days. This report will be attached to the Ph.D. Qualifying Examination Form and placed in the student's file.
- f) Qualifying Examination Outcomes. There are four possible outcomes of the Qualifying Examination:
  - i. **Pass.** The student is allowed to continue in the program and take the Graduate School General Examination
  - ii. **Conditional Pass.** The student is allowed to continue in the program and take the Graduate School General Examination pending successful completion of \_\_\_\_\_ by the end of \_\_\_\_\_ (quarter and year).
  - iii. **Conditional Fail.** The student failed the Qualifying Examination. The student must be re-examined. Only one re-examination is allowed. Student must be re-examined by the end of \_\_\_\_\_ (quarter and year).
  - iv. **Fail.** The student failed the Qualifying Examination and is dismissed from the Ph.D. program.

## Appendix H

### School of Environmental and Forest Sciences Master of Environmental Horticulture (MEH) Progression and Procedures

While SEFS is no longer accepting new MEH students, these procedures are provided for those students still finishing, or who return to finish, an already started MEH Degree.

#### 1. **Establish Permanent Supervisory Committee. (by end of first year).**

The [Supervisory Committee](#) guides a student through their degree program, including identifying and planning appropriate coursework, monitoring progress, and completion of final thesis, dissertation, or project. Upon admittance to SEFS, MEH students are assigned a Supervisory Committee Chair. Students should use the first 1-2 quarters to meet faculty members, establish their Supervisory Committee, and refine their Program of Study.

#### **Requirements of an MEH Supervisory Committee:**

Your supervisory committee must meet at minimum these standards.

[Use this web page](#) to check if a faculty member you are considering for your committee has [Graduate Faculty status](#). Note that not all of SEFS Affiliate / Adjunct / Emeritus faculty have Graduate Faculty Status. Nor are all of SEFS Affiliate / Adjunct / Emeritus faculty endorsed to chair which is a specific endorsement for Graduate School Faculty.

- a. The Committee Chair must have a faculty appointment (primary or fractional) in SEFS, and a UW Graduate Faculty Appointment. Affiliate faculty may serve as Chair if they meet the conditions required by the [Graduate School](#).
- b. The **majority** of members must have a UW Graduate Faculty appointment. This is a SEFS requirement, and supersedes [Graduate School Memo 13](#).
- c. All master's committees require a minimum of 2 members, with 3 members recommended.
- d. **Only one non-faculty member may be officially appointed.** (Adjunct and Affiliate faculty are not considered external members, they are considered as faculty members for the purposes of the committee.) If this person is not from UW, submit a CV for the external member to the Graduate Program Advisor for your student file.

#### **Instructions for Establishing an MEH Supervisory Committee:**

- Please use the [fillable form](#) to create your Supervisory Committee.
- Submit the form to the Graduate Program Advisor via the [submission web form](#) for Graduate Student paperwork and questions.

#### 2. **Submit MEH Program of Study Form. (by end of the 2<sup>nd</sup> quarter of study).**

The Program of Study Form is used to track student progress and to ensure that all coursework and other degree requirements are met. The MEH Program of study has been taken offline and can be obtained from the Graduate Program Advisor.

- MEH students, with the help of their Chair and Supervisory Committee, identify planned coursework for the degree and note it on the MEH Program of Study Form
- The Program of Study form, signed by the Supervisory Committee Chair and Committee members, should be submitted **by the end of the 2<sup>nd</sup> quarter of study** for MEH students.
- The MEH degree program coursework requirements are more defined and structured. Coursework is specifically defined, and should be chosen from the list of acceptable courses specifically for the MEH degree. The list of acceptable coursework can be obtained from the Graduate Program Advisor.
- Submit the form to the Graduate Program Advisor via the [submission web form](#) for Graduate Student paperwork and questions.
- When you first turn in your Program of Study, not all your coursework will be completed. This is intentional. As you go through your program, you will submit an updated copy of this form at key points in your progress, adding grades received, and making any edits (namely, after your Annual Committee meeting, and as early as possible the quarter prior or the quarter of expected graduation as examples).
- If your Program of Study goes through *major* changes, it is at that time you should submit a new Program of Study with all your committee signing it.
- For just *regular updates* to your existing current Program of Study, only the Chair needs to sign for these additional submissions at key points in your progress.

### 3. Annual Committee Meeting.

Students are required to hold a Supervisory Committee meeting *at least* once every academic year. Students and faculty may wish to use mentoring forms or templates to help guide their annual or more frequent discussions, but the meetings should cover, at a minimum:

- a. Achievements during the preceding year (coursework and research)
- b. Challenges to achieving goals and resources or help needed
- c. Plans for coursework and research during the coming year
- d. Any funding received during the preceding year and funding anticipated in the coming year.

The annual meeting is recorded on the Program of Study Form:

- Using your original Program of Study previously filled out and signed by your full committee, update it with your Chair's signature for the Annual Meeting, and with any grades earned or coursework adds / changes.
- Submit the form to the Graduate Program Advisor via the [submission web form](#) for Graduate Student paperwork and questions.

#### 4. SEFS 600 Independent Study and SEFS 601 Internship credits.

Students enroll in SEFS 600 for independent study, MEH Capstone activity, or research credits sponsored by a faculty member. You can also use SEFS 601 Internship Credits if applicable for your Capstone project.

- Please use the [Independent Study Course Registration Form](#).
- Submit the form to the Graduate Program Advisor via the [submission web form](#) for Graduate Student paperwork and questions.
- Contact the Graduate Program Adviser [sefsgpa@uw.edu](mailto:sefsgpa@uw.edu) for help in registering for these credits.

#### 5. MEH Internship or Capstone Project and Presentation.

***NOTE: Step 5 and Step 6 occur at the same time, and are linked – be sure to go through all the steps required in the Graduation Procedures below listed in Step 6!***

The MEH student's Supervisory Committee determines when the student has completed the program requirements, including a final written report, and is ready to present their Internship or Capstone project.

- The MEH presentation can be open to the public but students are not required to present in a public setting.
- ***The MEH presentation must be scheduled during an academic quarter and the student must be registered.***
- It is the student's responsibility to obtain and bring the official Graduate School form used to approve your graduation (previously called a Warrant) to the final project presentation for Supervisory Committee signatures. (see #6, Graduation Procedures)
- Contact the Graduate Program Advisor as early as possible in the quarter in which you plan to present your final project to make arrangements regarding this form and the rest of the Graduation procedures.
- [Rooms for presentations may be reserved](#) in Anderson, Winkenwerder, or Bloedel Halls, or at the Center for Urban Horticulture.
- Presentations may be live/in-person, remote via a system such as Zoom, or hybrid.
  - Your full committee must agree to the presentation type selected.
  - See the special instructions regarding remote or hybrid presentations in this handbook.

#### 6. Graduation Procedures.

There are a number of administrative steps involved with successfully graduating in basically two phases: ***Before*** your MEH Internship or Capstone presentation; and ***After*** your presentation to complete all post presentation completion steps. Additionally, there are procedures that the Graduate School requires, and there are separate steps that SEFS requires and records in your student file in the Advising office.

**READ THIS KEY GRADUATE SCHOOL PAGE / Graduate School graduation checklist:**

This page is very key and helpful regarding how to graduate, from the Graduate School side of things. Be sure to read through completely:

- <https://www.grad.washington.edu/for-students-and-post-docs/degree-requirements/preparing-to-graduate/>
- [This page includes a checklist of what the Graduate School requires for you to complete your graduation steps](#)

***Use the following as a SEFS checklist for the steps for graduating your degree. Be sure to contact the Graduate Program Advisor as early in the quarter you intend to graduate as possible to inform them that you will be presenting, and are planning on graduating.***

#### **BEFORE YOUR MEH PROJECT PRESENTATION:**

**A. Have your degree audit reviewed by the advising office:**

Contact the Graduate Program Advisor and ask for your degree audit to be reviewed to make sure you have completed all requirements.

**Submit the following items with your request as the Graduate Program Advisor will need these in order to do a proper review.**

- Your **fully updated Program of Study**. This is needed for a degree audit review as it indicates completion of your SEFS degree requirements.
- **Student with Multiple Degree Codes:**  
If you are a dual degree student, or a student taking a degree and a graduate certificate, see the instructions lower down about a highlighted transcript that needs to be submitted to **both** the Graduate School and to the SEFS Graduate Program Assistant.
  - The highlighted transcript you need to submit in this situation, will be needed in order to do a degree audit for requirements, be sure to send to the Graduate Program Advisor.

**B. Check: Is your committee correct?**

Verify this by looking in [MyGrad](#).

- Any updates to your committee must be made before the GPA can produce an accurate degree completion form (previously called a Warrant) for your committee to sign and submit.
- Submit any committee changes to the Graduate Program Advisor.

**C. Request the MEH Degree from the Graduate School:**

**Make this request when the quarter in which you plan to graduate starts.**

All master's degree students must complete a [Master's Degree Request](#) through the Graduate School. Once the Degree Request has been made in [MyGrad](#), this is what allows the Graduate Program Advisor to produce the degree completion form (previously called a

Warrant) for the Supervisory Committee to approve your graduation. This action step also lets the Graduate School know you are getting ready to graduate.

- Go into [MyGrad](#).
- Request your degree.
- The Graduate Program Advisor will then produce the degree completion form (previously called a Warrant) for the Supervisory Committee. This form will be provided to the Supervisory Committee for grading and return to the Graduate Program Advisor.

**D. Dual Degree Students / Students doing a degree AND a certificate must submit a Highlighted Transcript as follows:**

If you are a student who is completing two degrees, or a degree and an official certificate which has a degree code and will show up on your transcript, submit a highlighted transcript to both the Graduate School and to the SEFS Graduate Program Advisor that delineates which courses / credits, are going to which degree code. The Graduate School instructions includes an examples of how this should be done.

***Note: this is a required step for your graduation as a student with multiple degree codes, and must be done.***

***Do not skip this step!***

**Here is where and how to submit:**

- **Graduate School:**  
Use the instructions [on this web page](#) to develop the highlighted transcript, and to submit it to the Graduate School.
- **SEFS:**  
Use the instructions from the Graduate School as to how to produce the highlighted transcript.  
Submit the highlighted transcript to the Graduate Program Advisor for your student file.  
Also inform the Graduate Program Advisor if this has been submitted to the Graduate School as is required for your graduation.
- **Any questions, ask the Graduate Program Advisor.**

**E. Arrange date/time/place (or zoom) for your MEH project presentation with your committee:**

The MEH presentation can be open to the public but students are not required to present in a public setting. ***The MEH presentation must be scheduled during an academic quarter, and you must be registered in that quarter.***

**F. Send details of your presentation to the Graduate Program Advisor:**

Even if you are not going to do a public presentation, the Graduate Program Advisor still needs to know when you are presenting to your committee so they can produce the paperwork your Supervisory Committee will need for that meeting.

For a non-public presentation submit to the Graduate Program Advisor all the information as outlined below, but be clear that this is for your file, not to be sent out as a public announcement.

For a public presentation, send the following details and ask that they be sent out to the list serves as an announcement.

These are the details needed:

- Presentation details, date, time, place and/or Zoom link
- Your full committee including where they are from (what school or organization) and what role they play on the committee
- The Title and an abstract for your project

**The Graduate Program Advisor needs your announcement at minimum 2 weeks prior to your presentation.**

**G. Degree Completion / Grading Form for Defense (previously called a Warrant):**

The Graduate Program Advisor will produce this and give it to your committee - but they will be unable to do so until you have requested the Masters Degree (step C above).

**POST-PRESENTATION STEPS:**

**H. DEADLINES:**

**Your Supervisory Committee may have deadlines too!:**

If your committee gives you deadlines about edits or changes post your presentation, or anything else, be sure to pay attention to those deadlines!

**Graduate School Deadline:**

All your completion steps (below) must be completed by the last day of the quarter.

It is highly recommend you finish at least a day earlier if possible since computers can get slammed and systems can go down with everyone trying to finish. You can finish these post presentation steps any time during a quarter, so if you are able to finish prior to the end of the quarter it is in your interest to do so.

If you need more time, contact the Graduate Program Advisor to figure out what needs to happen as it will be pretty specific to your individual situation at that point.

**I. Preparing to Graduate - the Graduate School pages:**

***Key Graduate School Instruction Pages for Preparing and Graduating Successfully:***

- Read through any Graduate School pages thoroughly! (All Sections - scroll down, they are long.)
- There are instructions, and "Do's and Don'ts" lists

- <http://grad.uw.edu/for-students-and-post-docs/degree-requirements/preparing-to-graduate/>

**J. Submit a copy of your final project report to SEFS for your student file:**

***Do you have any edits required by your committee to your project written report or presentation?***

If yes, you need to finish these up first as your completed project you are submitting must have these finished in full.

Submit a copy of your presentation and project written report to the Graduate Program Advisor for your student file.

Questions? Ask the Graduate Program Advisor.

**K. PAY ATTENTION TO YOUR UW EMAIL ACCOUNT!!**

If the Graduate School needs you to address anything, the ***only way*** they will communicate that is via your UW email account.

They will email you at each step as the process your paperwork / graduation.

You are responsible for staying on top of your UW email until you know they have approved your graduation and completed the processing.

If you haven't heard from the Graduate School saying that your graduation has been completed by the Thursday following the end of the quarter in which you finished these completion steps, you should contact them:

uwgrad@uw.edu  
206-686-2630

If you need help, contact the Graduate Program Advisor for assistance.

**L. Certification Letter If Needed:**

You may be heading to a job or other situation that requires documentation of your degree. But it is going to take some time post quarter end before that degree will show up on your transcript due to the various steps to have that happen at the Graduate School and at the Registrar's Office in order to finish recording your degree.

If you need a letter of certification from the Graduate School indicating your graduation, here is the information to get that.

- Web page where this information exists, scroll down, look for the words "certification letter"  
<https://www.grad.washington.edu/for-students-and-post-docs/degree-requirements/preparing-to-graduate/>



- This is the form you submit to the Graduate School to get that certification letter produced:  
<https://grad.uw.edu/wp-content/uploads/2019/06/Request-for-Letter-of-Certification.pdf>

#### **7. Checkout of SEFS.**

These are the final steps of checking out of SEFS when finished:

- Students are required to return all University keys, and clean out mailboxes, office and lab spaces.
- Fill out the online Student Exit Survey – contact advising for current location of this survey.

#### **8. Graduation Events.**

If you wish to participate in Graduation Events at the end of the year, there are two different primary events: the all-campus [UW Commencement](#), and the [SEFS Graduation Celebration](#). Please go to the correlated website pages for information on how to participate.

**MEH DEGREE**