MASTER of SCIENCE in INFORMATION TECHNOLOGY (MSIT)

GRADUATE HANDBOOK
2024 - 2025 Academic Year
Updated 9/20/2024

All Master of Science in Information Technology (MSIT) students are responsible for understanding the information and policies contained in this handbook. This includes information linked to websites and documents. Information found on the websites for the School of Engineering and Technology (SET), the UW Graduate School, and UW Tacoma supersedes information found in this handbook. This handbook is subject to change; please refer to the program website for the most recent version: https://tacoma.uw.edu/set/graduate-resources

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Dean: Dr. Raj Katti, PhD
Graduate Program Chair/Coordinator (GPC): Dr. Bryan Goda, PhD
Graduate Program Advisor (GPA): Victoria Olive, MA
Schedule GPA Advising Appointment: https://tacoma.uw.edu/set/advising
Faculty Directory: https://tacoma.uw.edu/set/facultyresearch

All graduate students are subscribed to the **UW SET Grad** email listserv (allsetgrad@lists.uw.edu) and the **MSIT Student** email listserv (mailto:mistgrad@lists.uw.edu) their first quarter of enrollment. This is very important, as we will post course information, deadlines, and other notices on a regular basis. Students are encouraged to add the listserv emails to their contacts to prevent these messages from going to spam/junk.

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

The **Graduate Program Chair/Coordinator (GPC)** oversees matters relating to the graduate curriculum and the courses, including the review process of proposals for capstone projects,

theses, and course substitutions. The GPC also provides advising of a substantive, academic nature and functions as the faculty liaison to the UW Graduate School.

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

MSIT students will choose either a thesis or capstone project degree-completion option. Students will work closely with their Master's Supervisory Committee to give direction and shape to the work leading up to the final product.

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1. Overview of SET and MSIT Program

The MSIT program at the University of Washington's Tacoma campus is designed to prepare students for successful professional careers that advance the information technology industries and communities both locally and globally.

Through a combination of specialized knowledge, hands-on practical experience, and theoretical applications, MSIT students will further their professional development and diversify their employment opportunities.

MSIT graduates will be qualified to serve as advanced IT experts and leaders in business, manufacturing, operations, healthcare, government agencies, and other organizations. Students who select the thesis degree-completion option may go on to pursue a PhD program in IT post-graduation.

MISSION

SET aims to provide the highest quality computing, engineering, science, and technology education for a diverse population and engage in research and innovation that benefits the community by fostering social mobility and economic development.

VISION

SET is a unique public-private partnership in higher education that serves as a catalyst for generating energy and interest in computing science and engineering disciplines by:
- Addressing the need to ensure the availability of well-educated bachelor's and graduate-level computing science and engineering professionals in numbers sufficient to support and fuel the growth of Washington State's high-tech industries.
- Providing every Washington State citizen access and opportunity to prepare for, and advance in, outstanding and rewarding technology careers.

VALUES

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

GOALS

- **Teaching/Research**: To develop and enhance teaching and research.
- **Student Enrollment/Retention**: To expand and diversify student enrollment and strengthen retention.
- **Identity**: To establish a clear and recognizable local, state, national, and international identity.
- **Program Improvement**: To continuously assess, improve, and evolve our program offerings.

- **Community Outreach**: To extend our reach and increase collaborative support within the community.

For a complete overview of SET's Mission, Vision, Values, and Goals, please visit: https://tacoma.uw.edu/set/about/mission-goals

2. Important Dates

Please be aware of all important dates, including registration dates at: https://tacoma.uw.edu/registrar/academic-calendar

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

3. MSIT Curriculum and Sample Course Schedules

In line with UW Graduate School requirements (Policy 1.1), the degree requirements for the MSIT program are the following:
- A minimum of 60 credits are required for the MSIT degree.
- A minimum grade of 2.7 is required in each course counted toward the degree.
- A minimum cumulative GPA of 3.00 is required for graduation.
- Students must be registered for at least 2 credits in the quarter the degree is earned.
- Students must complete all degree requirements within 6 years.
- Please see the "*Grading System*" section for detailed information about grading options.

We recognize that each student has unique professional, academic, and personal goals. MSIT students can choose between a **thesis** or **capstone project** degree-completion option.

Thesis: Intended for students considering entering into a PhD program post-graduation. Involves long-term, in-depth, advanced academic research, extensive academic writing, and original research contributions to their disciplinary field and/or scholarly communities. Requires a Master's Supervisory Committee of one Graduate Faculty Advisor and at least one Graduate Faculty Committee Member. Produces master's thesis.

Capstone Project: Designed for students who want to focus on practical solutions to real-world problems - often related to the student's employer, company, and/or industry - through the hands-on application of what they have learned. Emphasizes advanced experience, critical analysis, and the mastery of industry-relevant skillsets. Requires a Master's Supervisory Committee of one Graduate Faculty Advisor and at least one Graduate Faculty Committee Member. Research is less exhaustive than the thesis and can produce a combination of deliverables.

Thesis Option Degree Requirements

A minimum of 60 credits is required.

- Required Core Courses (20 credits). All students take the courses listed under ***Required Core Courses***.
- Required Depth/Elective Courses (30 credits). Students select 6 courses (30 credits) from the courses listed under ***Commonly Offered Depth/Elective Courses***.
- Optional Courses (5 credits maximum). Non-TINFO coded courses, 4XX or above.
- Required Thesis Credits (10 credits). TINFO 700. Students cannot begin taking thesis credits until the Required Core Courses are completed. Students can expect to take these credits over their last 2 - 3 quarters in the program.

Thesis Option Sample Schedule

AUTUMN '24	WINTER '25	SPRING '25	AUTUMN '25	WINTER '26	SPRING '26
TINFO 501 (5 credits) TINFO 503 (5 credits)	TINFO 502 (3 credits) TINFO 504 (5 credits) TINFO 598 (2 credits)	TINFO Elective (5 credits) T INFO Elective (5 credits)	TINFO Elective (5 credits) TINFO Elective (5 credits)	TINFO Elective (5 credits) TINFO Elective (5 credits) TINFO 700 (3 credits)	TINFO 700 (7 credits)

Capstone Project Option Degree Requirements

A minimum of 60 credits is required.

- Required Core Courses (20 credits). All students take the courses listed under ***Required Core Courses***.
- Required Depth/Elective Courses (30 credits). Students select 6 courses (30 credits) from the courses listed under ***Commonly Offered Depth/Elective Courses***.
- Optional Courses (5 credits maximum). Non-TINFO coded courses, 4XX or above.
- Required Capstone Credits (10 credits). TINFO 702. Students cannot begin taking capstone credits until the Required Core Courses are completed. Students can expect to take these credits over their last 1 - 2 quarters in the program.

Capstone Project Sample Schedule

AUTUMN '24	WINTER '25	SPRING '25	AUTUMN '25	WINTER '26	SPRING '26
TINFO 501 (5 credits) TINFO 503 (5 credits)	TINFO 502 (3 credits) TINFO 504 (5 credits) TINFO 598 (2 credits)	TINFO Elective (5 credits) T INFO Elective (5 credits)	TINFO Elective (5 credits) TINFO Elective (5 credits)	TINFO Elective (5 credits) TINFO Elective (5 credits) TINFO 702 (3 credits)	TINFO 702 (7 credits)

For detailed Course Descriptions, please visit the UW Tacoma Course Catalog:
https://washington.edu/students/crscatt

Required Core Courses: All students take these courses regardless of degree-completion option.

TINFO 501: Data Structures and Algorithms for IT - I (5 credits)
TINFO 502: Data Structures and Algorithms for IT - II (3 credits)
TINFO 503: Computer Networks for IT (5 credits)
TINFO 504: IT Project Management (5 credits)
TINFO 598: Master's Seminar (2 credits)

Commonly Offered Depth/Elective Courses: All students take 6 courses (30 credits) regardless of degree-completion option. Elective courses give students the opportunity and flexibility to gain expertise in major-specific topics.

TINFO 510: Cloud Computing (5 credits)
TINFO 520: Cyber Forensics (5 credits)
TINFO 530: Machine Learning for IT (5 credits)
TINFO 540: Wireless & Mobile Network Security (5 credits)
TINFO 550: Human-Computer Interaction (5 credits)
TINFO 560: Internet of Things (5 credits)
TINFO 570: IT Automation (5 credits)
TINFO 580: Homeland Security (5 credits)
TINFO 590: DevOps (5 credits)

TINFO 600: Independent Study (1 - 5 credits)
Variable credits. Can count up to 5 credits maximum towards degree requirements. Requires a Graduate Faculty Advisor and submitted Independent Registration Form prior to registration.

TINFO 601: Internship (1 - 5 credits).

Variable credits. Can count up to 5 credits maximum towards Depth/Elective Course requirements. Requires a Graduate Faculty Advisor, Internship Sponsor, and submitted [Internship Registration Form](#) prior to registration.

Required Thesis Credits

TINFO 700: Master's Thesis (1 - 10, maximum 10).
Variable credits. Requires a Master's Supervisory Committee and a submitted [Thesis Registration Form](#) prior to registration.

Required Capstone Credits

TINFO 702: Capstone (1 - 10, maximum 10).
*Variable credits. Requires a Master's Supervisory Committee and a submitted **[Capstone Registration Form](#)** prior to registration.*

4. MSIT Thesis Requirements

An MSIT degree with the "thesis option" is research-oriented and the student is expected to make original contributions to the field of study. The final thesis often includes:
- A problem statement (the objective or hypothesis of the thesis).
- A review of the relevant literature.
- Presentation of the new knowledge created by the student in meeting this objective or testing this hypothesis.

MIST thesis work must be of significant quality and novelty. Hence, an MSIT thesis student must work closely with both their Graduate Faculty Advisor and Master's Supervisory Committee as they progress through their research. Meaningful guidance from the student's Graduate Faculty Advisor and Master's Supervisory Committee is expected.

MSIT thesis students must complete their Required Core Courses prior to registering for TINFO 700: Thesis credits.

Visit the UW Graduate School's Thesis and Dissertation Requirements: https://grad.uw.edu/current-students/enrollment-through-graduation/thesis-dissertation/

MSIT thesis students must have a Master's Supervisory Committee.
- The appointment of a supervisory committee for MSIT thesis students is determined by the Graduate Faculty in the degree-offering program.

- The GPC, in consultation with the student and appropriate faculty members, appoints a committee of two members minimum to four members maximum,
- The Graduate Faculty Advisor must be an MSIT graduate faculty member.
- At least one-half of the total committee membership must be members of SET graduate faculty.

UW Graduate School Policy 4.2.1 provides explicit instructions for the Master's Supervisory Committee Composition.
- **Graduate Faculty Advisor**: MSIT graduate faculty member (required).
- **Committee Member**: SET graduate faculty member (required).
- **Committee Member**: Any faculty member (optional).
- **Committee Member**: Any faculty member (optional).

MSIT thesis students will need to secure the signatures of the GPC, the Graduate Faculty Advisor, and at least one Committee Member on the Thesis Registration Form prior to being registered for thesis credits each quarter.

In collaboration with their Graduate Faculty Advisor, MSIT thesis students must prepare a preliminary research proposal with a concrete plan towards finishing their final thesis for approval from the Master's Supervisory Committee prior to registering for TINFO 700: Master's Thesis credits.

A preliminary research proposal generally includes the following. However, MSIT thesis students should consult with their Graduate Faculty Advisor through this process.
- Proposed title of the research.
- Objective of the student's work or the hypothesis they wish to investigate.
- Explanation of why this topic is significant and statement of the research problem.
- Preliminary review of the relevant literature.
- Explanation of how the student proposes to approach this problem.
- Preliminary supporting results.
- Expected results and implications for future research.
- Proposed timeline of each of the designated deliverables.
- List of academic references.

MSIT thesis students are required to submit a Master's Degree Request the quarter in which they intend to graduate. Students should consult the Office of the Registrar's Graduation Procedures website for quarter-specific deadlines: https://tacoma.uw.edu/registrar/graduation-procedures

MSIT thesis students are required to submit their electronic thesis to the UW Graduate School in order to graduate. Students are required to adhere to the UW Graduate School

Thesis and Dissertation Style manual, located online at: https://grad.washington/edu/students/etd

MSIT thesis students will also need to submit their documentation to the UW Graduate School for preliminary review prior to final submission. Details and dates can be found online at: https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/

All MSIT thesis students are encouraged to submit their work to at least one academic conference prior to graduation. This is optional. Acceptable conferences are at the discretion of the student's Master's Supervisory Committee.

MSIT thesis students are also encouraged to present at UW Tacoma's annual SET Research Showcase and/or quarterly colloquia. This is optional.

All MSIT thesis students are encouraged to submit their work to at least one peer-reviewed journal prior to graduation. This is optional. Acceptable journals are at the discretion of the student's Master's Supervisory Committee.

One such publishing option is UW Tacoma's ACCESS* Journal: https://digitalcommons.tacoma.uw.edu/access/

5. MSIT Capstone Project Requirements

MSIT capstone students will complete a culminating project where they apply the knowledge acquired during their degree program. Capstone projects may involve planning, design, simulation, implementation, and/or testing of an original research idea or a novel technology solution.

The capstone project is supervised by the Graduate Faculty Advisor and the Master's Supervisory Committee. An MSIT capstone student must work closely with both their Graduate Faculty Advisor and Master's Supervisory Committee as they progress through their project. Meaningful guidance from the student's Graduate Faculty Advisor and Master's Supervisory Committee is expected.

MSIT capstone students must complete their ***Required Core Courses*** and take a minimum of 20 credits of graduate-level coursework prior to registering for TINFO 702: Capstone credits.

MSIT capstone students must have a Master's Supervisory Committee.
- The appointment of a supervisory committee for MSIT capstone students is determined by the Graduate Faculty in the degree-offering program.

- The GPC, in consultation with the student and appropriate faculty members, appoints a committee of two members minimum to four members maximum,
- The Graduate Faculty Advisor must be an MSIT graduate faculty member.
- At least one-half of the total committee membership must be members of SET graduate faculty.

UW Graduate School Policy 4.2.1 provides explicit instructions for the Master's Supervisory Committee Composition.
- **Graduate Faculty Advisor**: MSIT graduate faculty member (required).
- **Committee Member**: SET graduate faculty member (required).
- **Committee Member**: Any faculty member (optional).
- **Committee Member**: Any faculty member (optional).

MSIT capstone students will need to secure the signatures of the GPC, the Graduate Faculty Advisor, and at least one Committee Member on the Capstone Registration Form prior to being registered for capstone credits each quarter.

Before enrolling in Capstone credits, the student must write a capstone project proposal and submit it to the Master's Supervisory Committee for approval. The Master's Supervisory Committee may give feedback on the project plan, scope, and/or deliverables.

The preliminary capstone project proposal generally contains the following. However, MSIT capstone students should consult with their Graduate Faculty Advisor through this process.
- Proposed title of the project.
- Specific research objective or novel technology objective of the project.
- Explanation of why this objective is significant.
- Preliminary review of the relevant literature.
- Preliminary supporting results or design steps.
- Expected results and implications for future research.
- Proposed timeline for each of the project deliverables.
- List of references.

MSIT capstone students are required to submit a Master's Degree Request the quarter in which they intend to graduate. Students should consult the Office of the Registrar's Graduation Procedures website for quarter-specific deadlines: https://tacoma.uw.edu/registrar/graduation-procedures

MSIT capstone students must submit a draft of the final report and/or other project deliverables to their Master's Supervisory Committee at least 14 days prior to the final presentation.

MSIT capstone students will work with their Master's Supervisory Committee to select the date, time, and venue for their final MSIT Capstone Presentation. This is required.

Students are also encouraged to present at UW Tacoma's annual SET Research Showcase and/or quarterly colloquia. This is optional.

MSIT capstone students are required to submit their final project report and other deliverables, such as PowerPoint slides, to their Graduate Faculty Advisor and GPA (Victoria Olive, olivev@uw.edu) via email by 11:59PM on the last day of final exams for that quarter.

All MSIT capstone students are encouraged to submit their work to at least one peer-reviewed journal prior to graduation. This is optional. Acceptable journals are at the discretion of the student's Master's Supervisory Committee.

One such publishing option is UW Tacoma's ACCESS* Journal: https://digitalcommons.tacoma.uw.edu/access/

6. Course Days, Times, and Quarters Offered

The UW Tacoma Time Schedule lists credit classes offered at UW Tacoma. It is updated daily and is subject to change: https://www.washington.edu/students/timeschd/T/

Please contact your GPA with questions.

7. Progression through the Program

   MSIT students must adhere to the following policies:
   - Students are encouraged to enroll in no more than 13 credits per quarter for 500-700 level graduate courses.
   - Students are not allowed to register for more than 15 credits of 500-700 graduate-level courses each quarter.
   - Prerequisites must be completed prior to taking elective courses.
   - Required Core Courses may be taken with Depth/Elective courses, as long as the prerequisites are met.
   - All Required Core Courses as well as 20 credits of graduate-level coursework must be successfully completed prior to enrolling in independent study, capstone, or thesis credits.

MSIT students must adhere to the following policies:

- Students are encouraged to enroll in no more than 13 credits per quarter for 500-700 level graduate courses.
- Students are not allowed to register for more than 15 credits of 500-700 graduate-level courses each quarter.
- Prerequisites must be completed prior to taking elective courses.
- Required Core Courses may be taken with Depth/Elective courses, as long as the prerequisites are met.
- All Required Core Courses as well as 20 credits of graduate-level coursework must be successfully completed prior to enrolling in independent study, capstone, or thesis credits.

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

8. Transfer Credits, Course Substitutions, Independent Study Courses, and Research Seminar Courses

Transfer Credits
- A maximum of 6 quarter credits of graduate-level coursework taken at another recognized academic institution may be transferred and applied to the MSIT Depth/Elective coursework requirements, when acceptable to the MSIT Graduate Program Chair/Coordinator and the UW graduate School.
- No more than 12 credits derived from any combination of Graduate Non-Matriculated and transfer credits may be applied towards the total degree requirements.
- Transfer credits may not be applied towards the thesis or culminating experience requirement ([UW Graduate School Policy 1.1](#)).
- Transfer credits may only be applied to your program's Depth/Elective Course requirements.

Course Substitutions

After matriculating, students are permitted to take a maximum of 5 credits outside of their degree program (non-TINFO courses) and/or outside of the UW Tacoma campus to fulfill a Depth/Elective Course requirement for their program.

- To register for a non-TINFO course on the UW Tacoma campus:
    - Students must have completed all prerequisites for the course. Students should look at the [UW Tacoma Time Schedule](#) to see which prerequisites are required.
    - Students must get permission from the MSIT Graduate Program Chair/Coordinator as well as the non-TINFO course instructor for permission to register via email.

- Students must then forward this email communication confirming permission to take the non-TINFO course to their Graduate Program Advisor who will then register them.
- To register for a course on the UW Seattle or UW Bothell campuses:
  - Students must have completed all prerequisites for the course. Students should look at the [UW Seattle Time Schedule](#) and/or [UW Bothell Time Schedule](#) to see which prerequisites are required.
  - Students must contact the instructor of the course on the UW Seattle or UW Bothell campus via email to get approval for registering for the course.
  - Students must get permission from the MIST Graduate Program Chair/Coordinator. Since students will be taking this course in place of a Depth/Elective course on the Tacoma campus, this still qualifies as a "substitution."
  - Students need to provide the confirmation from the professor from UW Seattle and/or UW Bothell and the student's reasoning for wanting to take this course, such as not enough elective options or that this course is in a specialized area of academic interest.
  - To receive approval, students will need to [complete the petition](#) and send it to their Graduate Program Chair/Coordinator directly.
  - If the Graduate Program Chair/Coordinator approves the petition, students will then need to work with the Advising Team on the [UW Seattle](#) and/or [UW Bothell](#) campus to add this course to their schedule.
  - Cross-campus enrollment does not open until Registration Period II.

Substituted courses may only be applied to your program's Depth/Elective Course requirements.

9. Tuition-Exempt Status

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

A maximum of 6 credits per quarter will be eligible for tuition exemption.
Tuition-exempt students may register beginning the third day of the quarter (UW staff and faculty) or the fourth day of the quarter (all others). More information about tuition exemption policies can be found online:
https://tacoma.uw.edu/uwt/registrar/tuition-exemption

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

10. Filing for Graduation - Request a Master's Degree

The below timeline is a general guideline, based on UW Graduate School policies and procedures, to help students understand the graduation process. Eligibility for graduation is

determined by satisfactory completion of all Graduate School and program degree requirements by the last day of the quarter a student intends to graduate. Refer to dates and deadlines for quarterly deadline information and Policy 1.1 to review Graduate School degree requirements.

Beginning of the Quarter

Students must maintain registration as a full time or part-time graduate student (2 credits minimum) for the quarter the degree is conferred.

The Master's Degree Request (application to graduate) for the current quarter in session becomes available to complete on the first day of instruction through the last day of the quarter.

Submitting this request will generate a degree audit. Any incomplete or in-progress requirements should be discussed with your GPA.

International students should review the International Student and Scholar Services (ISSS) final quarter registration information and checklist.

Last Day of the Quarter

Students who miss the deadline to file a Master's Degree Request for the current quarter will not be graduated until the following quarter. Those who miss this deadline should refer to UW Graduate School Policy 3.6: Graduate Registration Waiver. Students eligible for the Graduate Registration Waiver must submit fee payment per instructions.

The last day of the quarter (11:59PM) is the deadline for Master's Thesis students to submit their electronic thesis and Master's Thesis Approval Form to the UW ETD Administrator Site. Those who miss this deadline should refer to UW Graduate School Policy 3.6: Graduate Registration Waiver. Students eligible for the Graduate Registration Waiver must submit fee payment per instructions.

After the Quarter Ends

Graduate Enrollment Management Services (GEMS) advisors review electronic theses and dissertations (ETDs) as they are submitted throughout the quarter. The highest volume of ETDs are received and reviewed at the end of the quarter.

Students will be notified if any revisions are needed to your electronic thesis and will also be notified when your ETD is accepted. All requests for revisions are sent via email to the student directly with a new deadline to re-upload the document with the requested changes.

GPAs submit degree recommendations to GEMS during the week after the quarter ends. GEMS cannot graduate a student until the GPA has recommended their graduation. Once recommended,

GEMS advisors will review individual degree audits for each student and process graduation requests.

Students will receive an email when their graduation has been recommended and when their degree has been granted by the UW Graduate School.

Degrees will be posted to UW transcripts two business days after the UW Graduate School processes the student's graduation. Students should confirm that their degree has been posted before ordering official transcripts. This can be done by viewing unofficial transcripts in the MyUW student portal: https://my.uw.edu

Students that need proof of degree completion before their degree has been posted should request a letter of certification from the forms section of the UW Graduate School's website: https://grad.uw.edu/grad-school-policies/additional-resources/

Students may login and enter their requested diploma name and diploma mailing address by using the online diploma name and address form. If students do not enter anything on the form, the Office of University Registrar (OUR) will print the diploma using their UW record name and mail your diploma to the permanent address on their UW record.

Diplomas are mailed by OUR 2 - 3 months following graduation.

Although students may complete the program in any quarter, the annual Commencement and Graduate Hooding Ceremonies only occur once a year in Spring Quarter. Participation in these ceremonies requires online registration. Students should watch their UW email during their final quarter and contact their GPA for information.

Students completing the program in Summer Quarter may participate in these ceremonies in the Spring Quarter.

11. Funding Opportunities

SET awards a few competitive scholarships to students each year, as well as limited research assistantship, teaching assistantship, and hourly paid positions.

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

Students seeking funding should utilize the resources provided by the Graduate Funding Information Service (GFIS) at gfis@uw.edu.

Funding resources are also provided through the [UW Tacoma Office of Global Affairs](https://tacoma.uw.edu/set/admission/scholarships).

SET department and program-specific scholarships can be reviewed at: https://tacoma.uw.edu/set/admission/scholarships

12. International Students

Students on F-1 visas will pay non-resident tuition. F-1 students are eligible to apply for research assistantship positions and/or teaching assistantship positions and may work on campus for up to 19.5 hours per week. Students on H-4 visas should reach out to the ISSS advising team at uwtiss@uw.edu for questions about in-state tuition and employment options.

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

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

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

13. Index of Graduate School Memoranda

The Index of Graduate School Policies includes graduate program policies maintained by the Graduate School. Content is reviewed and modified as needed. Final decisions regarding implementation or continuation of policies receive the advice of the Graduate School Council. All of the policies are available online at: https://grad.uw.edu/grad-school-policies/

Continuous Enrollment and On Leave Status

Graduate students are required to maintain graduate status during their program of study. Failure to maintain this status requires reinstatement to the University of Washington. Students who desire to take a quarter or quarters off without going through the

reinstatement process must apply for on-leave status for each quarter they do not register. For complete details regarding the on-leave policy, refer to Policy 3.5: https://grad.uw.edu/policies/graduate-on-leave-status/

Procedure for Requesting Leave

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

Reinstatement to the Graduate School

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

Time to Degree and Limits for On-Leave Status

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

For more information, visit: https://grad.uw.edu/policies/graduate-on-leave-status/

Grading System

Numerical grades shall be entered as numbers, the possible values being 4.0, 3.9, … and decreasing by one-tenth until 1.7 is reached. Grades below 1.7 will be recorded as 0.0 by the Registrar and no credit is earned.

A minimum grade of 2.7 is required in each course that is to be counted toward a graduate degree. A minimum cumulative grad-point average of 3.0 is required for graduation.

Please refer to the University Grading System for details: https://tacoma.uw.edu/catalog/university-grading-system

Please note some courses like Thesis and Capstone are structured to be Credit/No-Credit (C/NC).

If you have questions about the grading structure for your courses, please connect with your GPA.

Incomplete Grades

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

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

To obtain credit for a course a grade must be submitted by the instructor of the course by the grading deadline per the Academic Calendar for the next subsequent quarter. For Spring Quarter, the subsequent quarter is considered to be Autumn Quarter. This submission is done through the established late grade submission process.

The submitted grade will replace the "I" on the transcript. If no grade is submitted, the Incomplete will convert to a grade of 0.0 and the "I" will be removed from the official transcript. If a default grade was submitted by the instructor this grade will replace the "I" on the transcript.

Courses taken as CR/NC will change to NC.

S/NS Grade Policy

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

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

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

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

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

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

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

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

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

Academic Notification

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

Academic Alert

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

The Graduate school does a post review of academic alert letters sent to students by the department. At least one quarter of academic alert must be issued prior to **Final Academic Alert** (see below). Two additional quarters of academic alert may be issued at the program's discretion and the Graduate school must receive documents supporting academic alert recommendations each quarter. All alert letters must cite:
- The reason for the academic alert.
- Steps the student must take to remove the academic alert.
- The consequences the student will face if steps were not taken to remove the academic alert.

Final Academic Alert

Formerly "Final Probation." This status is used for a student who has failed to resolve the documented problems in the student's academic alert status as submitted to the UW Graduate

School. Programs send a final academic alert recommendation to the student with a copy to the Graduate School no later than the 10th business day of the final academic alert quarter.

The UW Graduate School will review the final academic alert letter and, if accepted, the Graduate School will send an additional letter from the Dean of the Graduate School to the student informing the student of final academic alert status. The graduate program must issue one quarter of final academic alert prior to a **Drop** (see below) from the program, except in clearly documented situations as discussed below. A program may request an additional quarter of final academic alert in extenuating circumstances. The Graduate School must receive documents supporting this recommendation and will send letters to the student informing the student of the final academic alert status. All final academic alert letters must cite:
- The reason for the final academic alert.
- Steps the student must take to remove the final academic alert.
- The consequences the student will face if steps were not taken to remove the final academic alert.

A graduate program may recommend a student be placed on academic alert status while the student is on leave. The program may not change a student's academic alert status while the student remains on leave. The student must apply for leave status each quarter which is then approved by the department (UW Graduate School Policy 3.5).

Additional considerations as described in the graduate program policy provided to students may result in an immediate recommendation to drop a student without progressing through Academic Alert and Final Academic Alert. The most common examples of this are unsatisfactory performance in the following:
- Qualifying or preliminary examinations as defined in a graduate program policy.
- Doctoral General Exam or Final Exam performance. If graduate faculty determine the student did not pass the general or final exam, the graduate faculty may indicate on the committee signature form that the student is recommended to be dropped from the program. See UW Graduate School Policy 1.1 for general exam and final exam requirements.

To request a change to student status, the Graduate Program Chair/Coordinator must send a letter to the UW Graduate School with supporting documentation. A status change is recorded in the student record but does not appear on the student transcript.

A student in an academic alert status who is not on an approved On-Leave status may submit a request for reinstatement. If reinstated, the department will determine if the student will be reinstated with the academic alert status in place when the student left the university based on the

program's internal academic performance and progress policy. See [UW Graduate School Policy 3.5](#) for leave policy to maintain graduate student status.

Academic Drop ([UW Graduate School Policy 3.7.4](#))

An **Academic Drop** is an official action that terminates a student's enrollment from a graduate program because either the student has failed to resolve documented problems in the student's final academic alert status, or the student has one of the performance issues outlined above.

Graduate programs should submit academic drop recommendations to the UW Graduate School prior to the start of the quarter but no later than the 5th business day of the drop quarter. The Graduate School approves the academic drop and drop status will appear on the student's official transcript.

Academic drop letters are sent to the student from the department and from the Dean of the Graduate School. When dropped, a student is not eligible to complete the program or return later to complete the degree. A student dropped from one graduate program may apply and enroll in a different graduate program if accepted.

Appeals ([UW Graduate School Policy 3.7.5](#))

Appeals must follow the process outlined in [UW Graduate School Policy 3.8](#) for the Academic Grievance Procedure.

Repeating a Course

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

14. Campus Support

There are several campus resources that students can use to get additional support, either for counseling and mental health or for specific kinds of help, including reading, writing, math, and study skills.

Students are encouraged to explore the Huskies Care services available to them: https://tacoma.concerncenter.com