THE GRADUATE SCHOOL

UNIVERSITY of WASHINGTON



2025-2026

# Graduate Student Handbook

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# 1 > INTRODUCTION

#### 1.1 > About the Graduate School

The University of Washington Graduate School is dedicated to fostering excellence in graduate education across the university's three campuses. As a central administrative and academic unit, the Graduate School collaborates with departments and colleges to uphold rigorous academic standards, support student success, and advance the university's mission of research, teaching, and public service.

The Graduate School provides leadership in the development and oversight of graduate programs, ensuring they meet the highest standards of quality and integrity. It also offers a broad array of services and resources designed to support graduate students throughout their academic journey. These include:

- > Oversight of graduate program policies and degree requirements
- > Administration of fellowships, assistantships, and other funding opportunities
- > Professional development programs and career preparation resources
- > Initiatives that promote diversity, equity, inclusion, and belonging
- > Support services that enhance student well-being and academic success

Through these efforts, the Graduate School plays a vital role in cultivating a dynamic and inclusive scholarly community, preparing students to become leaders in academia, industry, and public life.

# 1.2 > About the Graduate Student Handbook

The Graduate Student Handbook serves as a comprehensive guide to graduate education at the University of Washington. It is designed to support graduate students in navigating the academic, administrative, and community aspects of graduate study across all three UW campuses.

This handbook consolidates essential information on university policies, academic procedures, funding opportunities, student responsibilities, and available resources. It outlines the expectations of graduate students and provides guidance on topics ranging from registration and grading to academic integrity, degree requirements, and student support services.

While individual graduate programs may have additional requirements and procedures, this handbook provides a university-wide framework that complements program-specific materials. Students are encouraged to consult both this handbook and their departmental resources regularly to ensure they are meeting all academic and administrative obligations.

The content herein reflects current policies and practices for the 2025–2026 academic year and will be audited and updated annually. Students are responsible for staying informed of updates and for adhering to the policies and procedures outlined.

# 2 > GETTING STARTED

# 2.1 > Obtaining a Husky Card (UW Student ID)

The Husky Card — the University of Washington identification card — is an important piece of identification students will need during their time at the UW. Students should carry their UW ID Card with them at all times since it is required for a variety of services on campus.

The Husky Card Program is currently coordinated by the Husky Card Access and Governance Council (HCAGC) consisting of representatives from a wide variety of UW academic and departmental units.

- > The Husky Card is ubiquitous, and its value is wide-ranging.
- > It can be a mechanism for the cardholder to establish identity and connection to the University of Washington community.
- > For accessing regional transit (U-PASS) and other transportation services
- > As a debit card/wallet for expenditures
- > As a tool beyond physical keys to access UW facilities such as research laboratories, Intramural Athletics, and other University buildings
- > The card provides access to data on students and employees, but no data is loaded onto the Husky Card. Once access is granted to the approved requester (for data) per the confines of the initial data, it cannot track or control how additional data is accessed.
- > Provides access to the Whole U Discount Program (UW net ID required)

Students should note that the Husky Card is the property of the University of Washington and is not transferable.

Students may not allow others to use their ID cards: doing so is serious misuse of the card and may result in disciplinary action as described in the University of Washington Student Conduct Code. Some campus facilities may require students to hand over their ID card in order to use the facilities or equipment.

The UW no longer mails enrollment validation stickers and U-PASS stickers. Instead, enrollment information and U-PASS eligibility will

be validated electronically when using the Husky Card on campus or when using transit services.

Students who lose their ID cards should call the local phone number immediately to report it as lost and suspend the activity on their accounts. Students should also notify the UW library system to prevent anyone from using their cards to check out books. The Student ID Center provides replacement cards and requires legal photo identification to obtain a replacement card. Replacement ID cards cost \$25.

Students may also establish a Husky Card Account, a convenient debit account available to currently enrolled UW students.

Students may also establish a <u>Husky Card Account</u>, a convenient debit account available to currently enrolled UW students, as well as faculty and staff. The Husky Card account is accepted all over campus, at the University Book Store, and in certain parking areas on campus. There are no annual fees or transaction fees, no minimum deposit, and all deposits are 100% refundable.

You may obtain a Husky card at any of the three campus locations:

#### **BOTHELL CAMPUS**

# **Student Services Desk**

#### **Operational Hours:**

9 a.m. – 4 p.m., Monday – Friday

Contact: <a href="mailto:uwbreg@uw.edu">uwbreg@uw.edu</a> or

(425) 352-5000

Location: Summit Hall 001

Lower Level

URL > Card replacement:
uwb.edu/husky-card/replace

#### **SEATTLE CAMPUS**

#### Husky Card Account & ID Center

#### **Operational Hours:**

8 a.m. – 5 p.m., Monday – Friday (closed for lunch noon - 1 p.m.).

Contact: <a href="huskycrd@uw.edu">huskycrd@uw.edu</a> or

(206) 543-7222

**Location:** Ground floor level of Odegaard Undergraduate Library, next to By George Cafe

#### **TACOMA CAMPUS**

# Office of the Registrar

#### **Operational Hours:**

9 a.m. – 4 p.m., Monday – Friday Contact: reguwt@uw.edu or

(253) 692-4913 **Location:** MAT 251

# 2.2 > Housing & Dining

The University of Washington offers an array of affordable food options on campus, student housing, entertainment, transportation, and shopping. Whether you attend campus in Tacoma, Seattle, or Bothell there is always an option for you.

#### **BOTHELL HOUSING**

Ditch the commute to class and live on campus at Bothell Campus. As the only on-campus housing provider, <u>The Residential Village</u> allows you to easily participate in campus events and enjoy the benefits of a community experience including spacious lounges featuring community kitchens, study rooms, and an expansive and modern dining hall accessible with meal plans. The residents come for convenience and stay for the community.

- > A budget-friendly solution to the high Seattle and Bothell housing costs.
- > Ultra-convenient location on campus to eliminate your commute time.
- > Student-first community centered around your success at Bothell Campus.
- > Amenities designed for socialization and connections include: Student-First Collaborating Spaces; Large Conference Room; Private Study Rooms; Stylish Resident Lounge; Community Kitchen; Outdoor Dining Spaces; Brand-New On-Site Dining Facility; On-Site Shared Laundry Facilities

URL > https://www.uwb.edu/campus-living/

#### **BOTHELL DINING**

Residents will purchase a dining plan at the new dining pavilion. Commuter students, staff and faculty meal plans are available too. Learn more about dining.

URL > https://www.uwb.edu/food/

#### **SEATTLE HOUSING**

Graduate students can apply for on-campus housing. The graduate student housing is convenient, independent, and close to campus. They provide free wifi, free meeting space, onsite laundry, leadership opportunities, and fitness and recreation. Students can apply for graduate student housing as an individual or as a family.

#### **BEFORE YOU APPLY >**

#### You will need this information during the application process:

- > Your building preferences
- > What method will you use to pay your quarterly housing and dining balance
- > If you have a roommate request (you need their UW student ID number)
- > If you want to live in a single-gender or mixed-gender apartment
- > Your dining account level choice

#### You will also need to:

- > Agree to the application's terms.
- > Electronically sign the agreement
- > Pay a \$500 prepayment.

A \$500 prepayment is required for on-campus housing. Paying the prepayment is the last step in submitting your application. Your prepayment will be applied to your autumn quarter housing statement. Some students with financial need may submit the application without prepayment.

URL > https://grad.uw.edu/campus\_resources/graduate-student-housing/

#### **SEATTLE DINING**

There are many on-campus dining options and services.

- > **Dining Locations:** Includes two residential dining halls (Center Table and Local Point), one restaurant, and over 10 cafés across campus.
- > **Summer Dining:** During summer, residential dining halls operate on an all-you-care-to-eat model with discounted pricing for students using Husky Cards or meal plans.
- > **Special Diets & Nutrition:** Tools like NetNutrition help students make informed choices based on dietary needs and preferences.
- > **Student Jobs:** UW Dining hires hundreds of student workers each year applications are open and easy to submit.

- > Mobile Ordering: The Dub Grub app allows students to order food ahead at select locations.
- > **Catering:** Bay Laurel Catering offers full-service catering for campus events.
- > **Student Involvement:** Students can join the Dining Advisory Board (Dining Dawgs) to influence campus dining decisions.
- > **Deals & Discounts:** Weekly Husky Deals offer savings on meals at participating locations.
- > **Sustainability:** HFS emphasizes eco-friendly practices in all dining operations.
- > Coffee Culture: Husky Grind is UW's own coffee brand, offering workshops and locally roasted beans.

URL > https://hfs.uw.edu/Eat

#### **TACOMA HOUSING**

Tacoma Campus offers students the opportunity to live on-campus in a community-based living environment. As a resident of the Tacoma Campus's **Court 17 Residence Hall**, you will have the opportunity to live with other Tacoma Campus students in a vibrant and engaging community.

#### **TACOMA DINING**

When it comes to dining on the UW Tacoma campus — Tacoma is your playground! From a self-checkout convenience store to grocery delivery to restaurants, residents of Court 17 have a variety of food options available to them when living on campus.

URL > https://www.tacoma.uw.edu/housing/dining

# 2.3 > U501

University 501 (U501) is a self-guided, online resource designed for graduate and professional students at all three campuses and is intended to help prepare you for your arrival and start at the University of Washington. U501 is open to all incoming and current graduate students (after confirming enrollment) with a valid NetID and is divided into five (5) modules. Once you have joined the course, you can access it anytime from anywhere with an internet connection.

- > You may start and stop the modules at any point and continue where you stopped at any time.
- > Each module is made up of several pages with videos, written content, and links.
- > In order to assess how well this orientation meets your needs, there will be a brief anonymous survey at the end of each module.
- > U501 is hosted on the Canvas platform and available to UW students with valid NetID at no additional cost.

**URL** > <u>Join U501!</u>

U501 is an online resource for all UW graduate and professional students hosted on the Canvas platform and available at no additional cost.

#### 2.3.1 > The Handbook vs. the U501 Course

The Graduate Student Handbook and U501 are two essential resources for navigating graduate life at the University of Washington. While they serve different purposes, they are designed to work together to support student success.

#### **Purpose & Format**

FEATURE	HANDBOOK	U501
Format	Comprehensive PDF/online document	Self-paced online Canvas course
Audience	professional students	
Access		
Structure	11 chapters + appendices	5 interactive modules

#### When to Use Each

SCENARIO	HANDBOOK	U501
Need policy reference (e.g., grading, on-leave status)	✓	x
Want a quick overview of UW life and services	X	<b>√</b>
Looking for links to campus resources	1	<b>√</b>
Prefer interactive learning with videos and quizzes	х	1
Need detailed steps for academic procedures	1	X
Want to explore support services and wellness tools	/	✓

# 2.4 > Contact GPC/GPA

Throughout their graduate studies, students are encouraged to work closely with both the Graduate Program Coordinator (GPC), a faculty member in the local department, often the department chair — and the Graduate Program Advisor (GPA), a staff member in the department.

#### These individuals provide guidance on:

- > Graduate School policy updates
- > Program requirements
- > Graduation processing and procedures
- > Graduate School forms and references

- > Professional development
- > FERPA and privacy
- > Funding opportunities
- > International credential evaluation

Graduate Students should note that they will need to be aware of local department policies and Graduate School policies. Graduate School policies can be found at this URL:

https://grad.uw.edu/current-students/enrollment-through-graduation/

# 2.5 > International Students

# 2.5.1 > International Student Services (ISS)

The International Student Services (ISS) office at the University of Washington supports F-1 and J-1 international students throughout their academic journey. ISS ensures compliance with immigration regulations while fostering a welcoming and inclusive environment for students from around the world. Its mission is to provide immigration support, promote student success, and enhance international student experience through advising, education, and advocacy.

ISS is dedicated to creating a supportive space where international students feel valued, informed, and empowered to succeed academically and personally.

#### **CORE SERVICES:**

- > **Immigration Advising:** Guidance on maintaining visa status, travel, and employment (CPT, OPT, STEM OPT).
- > MyISSS Portal: A self-service platform for submitting requests and accessing immigration records.
- > **Workshops & Resources:** Educational sessions on immigration topics, cultural adjustment, and student rights.
- > **Campus Collaboration:** Works closely with departments and student organizations to support international student needs.

#### **BOTHELL CAMPUS**

**Contact:** <u>uwbintl@uw.edu</u> or call (425) 352-3876; (425) 352-

3297 (after hours)

**Location:** Summit Hall

Enrollment Services desk (lower

level)

URL > https://www.uwb.edu/
international-student-services/

#### **SEATTLE CAMPUS**

Contact: Fill out ISS form or call

(206) 221-7857

**Location:** 459 Schmitz Hall,

Seattle Campus

**URL** > iss.washington.edu

#### **TACOMA CAMPUS**

Contact: Access the ISS Portal

or email <u>uwtiss@uw.edu</u>

**Location:** Garretson Woodruff

Pratt (GWP) 102

URL > https://www.tacoma.

uw.edu/oga/isss

# 2.5.2 > Center for International Relations & Cultural Leadership Exchange (CIRCLE)

CIRCLE is the University of Washington's central hub for international student engagement and cross-cultural exchange. It supports both international and domestic students in building community, developing leadership skills, and enhancing their global Husky Experience. Its mission is to create a "home away from home" for international students while fostering inclusive leadership and cultural exchange across the UW community. Though CIRCLE serves the Seattle campus, its resources can be shared across all three campuses. Holistic support programs and services for international graduate students — offering workshops, events, and one-on-one consultations to help them successfully navigate graduate school.

- > International Welcome Programs (IWP): Orientation and transition support for new international students.
- > **Unite UW:** A cultural exchange program that connects international and domestic graduate and undergraduate students through shared experiences.
- > **CIRCLE of Friends:** A community-building space for international undergraduates to connect and find support.
- > **Success & Well-being Coaching:** One-on-one sessions to help students identify personal and academic growth opportunities.
- > In the Loop Podcast & Newsletters: Regular updates on events, resources, and student success stories.

**Contact:** <u>uwcircle@uw.edu</u> or (206) 685-4004 **Location:** 250 Schmitz Hall, Seattle Campus

URL > uw.edu/circle

# 3 > REGISTRATION & RELATED ACADEMIC POLICIES/PROCEDURES

Your program and department Graduate Program Advisor will be the primary source of support for registering for the classes needed to satisfy degree requirements. The registration system is maintained by the Office of the University Registrar (OUR).

#### **IMPORTANT RESOURCES:**

- > The Office of the University Registrar maintains the UW's Academic Calendar which contains dates of instruction, University Holidays, Registration Deadlines, Adding/Dropping Courses, Tuition & Fee deadlines, and many others. uw.edu/students/reg/calendar.html
- > **The Graduate School** Maintains a Dates & Deadlines calendar for specific graduate student related processes. Many OUR Academic Calendar deadlines are listed, along with deadlines related to Graduate School policies and processes. **grad.uw.edu/calendars/student-dates-deadlines/**

# 3.1 > Reviewing the UW Time Schedule

Graduate Students are able to take classes at each campus, provided they meet course prerequisites or departmental requirements. The UW Time Schedule lists credit classes offered at the UW. Each campus has a different time schedule. It is updated daily and is subject to change. You can get the up-to-the-minute status of any section by clicking on the five-digit Schedule Line Number. And please make sure to meet with your student advisors either in 1:1 or in group to help you sign up for classes.

URLs > Bothell Campus | Seattle Campus | Tacoma Campus

# 3.2 > Dropping and Adding Courses

<u>Register.UW</u> is the system used to add and drop classes. Each campus uses the Register UW system, but each has different resources specific to their campus. Please refer to section 4.2 in this handbook for course withdrawal.

URLs > Bothell Campus | Seattle Campus | Tacoma Campus

# 3.3 > Paying Tuition

Resources and systems for paying tuition and viewing your tuition balances are different at each campus. Check out the <u>Current Tuition and Fees Dashboards</u>. Rates are also posted as annual and quarterly PDFs on <u>annual</u> and <u>quarterly</u> tuition pages.

URLs > Bothell Campus | Seattle Campus | Tacoma Campus

# 3.4 > Establishing Residency for Tuition Paying Purposes

As a state public university, the University of Washington has different tuition rates for state residents and non-residents. State law sets the rules governing who qualifies as a resident for tuition-paying purposes. Students must meet these requirements to be verified as residents for tuition purposes. Residency for tuition-paying purposes is initially determined at the time of admission. If you were not classified as a resident for tuition-paying purposes, but believe you should have been, please see resources below for each campus:

URLs > Bothell Campus | Seattle Campus | Tacoma Campus

# 3.5 > Maintaining Minimum Credit Hours

Graduate students must register for at least one credit hour per quarter in order to maintain status at the University of Washington (UW), unless they choose to go on leave. You should note, however, that the UW will charge tuition for no less than two credit hours per quarter; therefore, it is usually advantageous to register for at least two credit hours. You may have a higher minimum credit requirement based on your student status (international, veteran benefits, assistantship, funding source, etc.). Please also note that students must be registered within the quarter they wish to graduate.

Be sure to consult with your Graduate Program Advisor for clarification.

URL > https://education.uw.edu/foryou/students/graduate/registration-policies

# 3.6 > Requesting On-Leave Status

Graduate Students at each campus must maintain active student status or will be considered to have withdrawn from the University. To maintain active status without registering for courses, a student can request to go on-leave. Summer quarter is the only exception, unless registration is required by the program a student will be considered to be on-leave during summer quarter if not registered for classes.

Before the end of the quarter a student must request on-leave status, their program must approve the request, then the student must pay \$25.00 (USD) to confirm on-leave status for that quarter. If any of the preceding steps are not complete by the last day of the quarter, on-leave status will not be confirmed.

Please note that requesting leave has an earlier deadline than paying for leave. Requests need to be in a week before the last day of the quarter while payments are due by the last day of the quarter.

- Policy 3.5: On-leave, Reinstatement, and Re-Entry Policy
- > Graduate On-Leave Status Process & Eligibility
- > Log into My Grad Program for Student to Request On-Leave Status

# 3.7 > Reinstatement After Losing Status

If a student does not maintain active Graduate Student status—defined as being registered or officially on leave—they will be considered withdrawn from the University. To resume studies, reapplication is not required; instead, the student may request reinstatement.

Before submitting a reinstatement request, the student must first consult with their Graduate Program Advisor. Once the request is submitted, the program must approve it, after which a reinstatement fee of \$250 USD will be assessed. The Graduate Enrollment Management Services at the Graduate School (GEMS) will then process the reinstatement, and the student will be notified via email once it is complete.

Please note: If a student loses their graduate student status by enrolling in GNM/NM courses while not registered in the graduate program, reapplication may be required.

- > Policy 3.5: On-leave, Reinstatement, and Re-Entry Policy
- Reinstatement Process & Eligibility
- > Reinstatement Portal

# 3.8 > Obtaining Transcripts

All three campuses use the same system to provide unofficial and official transcripts. Students, former students, and alumni are able to order official transcripts and access unofficial transcripts 24 hours a day, 7 days a week. Official transcripts can be sent electronically or mailed in hard-copy format.

**URL** > Tri-campus transcript resources

# 4 > GRADUATE STUDENT GRADING POLICIES AT THE UNIVERSITY OF WASHINGTON

This chapter helps students understand the University of Washington's grading system and how it relates to graduation requirements. It provides an overview of key grading policies. For more detailed information, please refer to the <u>Grading System</u> and the Student Governance and Policies on Grades, Honors, and Scholarship.

#### 4.1 > Numeric and Non-Numeric Grades

### 4.1.1 > Numeric Grades (0.0 - 4.0)

At UW, graduate courses are graded on a numeric scale from 0.0 to 4.0, which roughly aligns with the A–F letter grade system (see SGP110.1.A.1 for details).

#### **Key Graduate School Requirements:**

- > You, as a graduate student, must earn numerical grades in at least 18 credits of 400- or 500-level coursework at UW. Your program may have additional requirements.
- > You need a minimum cumulative GPA of 3.0 to graduate, based only on numeric grades in 400- and 500-level courses.
- > Grades below 1.7 are recorded as 0.0 and:
  - > Do not count toward your total credits.
  - > Do not count toward GPA or degree requirements.
- > To count toward your degree, each graded course must have a minimum of 2.7.

#### **Petitions for Exceptions:**

- > If you believe you have a valid reason to request an exception to one of these requirements:
  - > You must first submit a petition to your graduate program.
  - > If your program approves it, they will submit the petition to the Graduate School on your behalf.
  - > The Graduate School makes the final decision.

# 4.1.2 > Satisfactory/Not Satisfactory (S/NS) Grading Option

As a graduate student, you can choose to be graded on a Satisfactory/Not Satisfactory basis (2.7 or higher = Satisfactory [S], below 2.7 = Not Satisfactory [NS]) instead of receiving a numerical grade if:

- > You get approval from your graduate program advisor or supervisory committee chair.
- > You are eligible to take the course for S/NS grading

#### **How to Choose S/NS Grading:**

> You must select the S/NS option when you register for the course, or no later than the last day of

finals week for that quarter.

> Once you choose S/NS or numerical grading, you cannot change it later.

#### 4.1.3 > Credit/No Credit (CR/NC) Courses

A course can be designated as Credit/No Credit (CR/NC) only with faculty approval and will be listed that way in the Time Schedule. If a course is CR/NC, all students in the class will receive either CR (Credit) if they meet the course requirements, or NC (No Credit) if they do not.

# 4.2 > Withdrawals and Incompletes

# 4.2.1 > Incomplete (I) Grade - What It Means

If something unexpected happens and you can't finish all your coursework near the end of the quarter, you may request that your instructor give you an Incomplete (I) grade — but only if:

- > You've completed most of the course (up to about 3 weeks before the last day of classes). *Please consult with your graduate program advisor as further restrictions may apply.*
- > You've been doing satisfactory work up to that point.
- > You have a valid reason (like illness or emergency) for not finishing the rest.

This gives you extra time to complete the remaining work, but you'll need to work with your instructor to get permission and set a plan for finishing it by the end of the next quarter.

# 4.2.2 > Withdrawals (RD)

Grading for Withdrawals from the University and for Drops from Courses are specified in <u>Scholastic</u> <u>Regulations</u>, <u>Chapter 113</u>. The special provisions pertaining to graduate students are that:

- > Official withdrawal from a course during the first 10 class days of a quarter will not be entered on the permanent academic record.
- > After the first two weeks and through the seventh week of the course, a graduate student may withdraw from a course. A grade of RD will be recorded.
- > No official withdrawal will be permitted after the seventh week of the quarter except when withdrawing from the university.

# 4.3 > N Grades (N)

An N grade is used for courses that span multiple quarters, such as:

- > 600 Independent Study and Research
- > **700** Thesis
- > 800 Dissertation
- > **801** Practice Doctorate Project/Capstone

#### Here's how it works:

- > While you're still working on your project, you'll receive an N each quarter.
- > Once you complete all the required work, your instructor will assign one final grade.
- > That final grade will replace all the N grades from previous quarters so every quarter where you had an N will now show the same final grade.
- > This way, your transcript will reflect consistent grading across all quarters of your long-term project.

# 4.4 > Appealing Grades

#### 4.4.1 > Steps

If you think there was a mistake in how your grade was assigned or recorded, here's what to do:

#### **Step 1: Talk to Your Instructor**

- > You must first speak with your instructor about the issue.
- > This conversation must happen before the end of the next academic quarter (not including Summer Quarter).

#### **Step 2: Submit a Written Appeal (If Needed)**

If you're not satisfied with the instructor's response:

- > You can submit a written appeal to the department chair (or the dean if there's no department).
- > You must do this within 10 class days after your discussion with the instructor.
- > Send a copy of your appeal to the instructor as well.

Note: Please consult with your advisor to verify the appeal process in your school/program.

# 4.4.2 > What Happens Next

- > Within 10 calendar days, the chair will talk with the instructor to decide if the grading was fair and reasonable or if it was arbitrary or capricious.
- > If the chair believes the grading was unfair and the instructor won't change the grade:
  - > The chair or dean can appoint another faculty member (with faculty approval) to re-evaluate your work and assign a new grade.
  - > The dean and Provost will be informed of this decision.

# 4.4.3 > Important Notes

- > The 10-day deadline for submitting your appeal can be extended in exceptional cases.
- > Once you submit a written appeal, **all documents and decisions** related to it will be kept on file by the department or college.

# 5 > FUNDING GRADUATE STUDY

Paying for graduate school involves more than just tuition — students must also consider living expenses, travel, and other costs. The UW Graduate School outlines a variety of funding sources and strategies to help students manage these expenses. These include assistantships, fellowships, scholarships, loans, work study, on-campus jobs, or general UW employment (which is open to the public) to fund your study. Check out the Graduate School webpage for more information.

URL > https://grad.uw.edu/graduate-student-funding/how-do-i-pay-for-graduate-school/

# 5.1 > Federal Financial Aid/Loans

The <u>UW Office of Student Financial Aid</u> manages need-based financial support, including loans and grants, offered by both federal and state sources. To apply, U.S. students must submit the <u>Free Application for Federal Student Aid (FAFSA)</u>.

The <u>Washington Application for State Financial Aid</u> (WASFA) can be used by students in other categories, including undocumented students, when specified by the funding opportunity. International students in the U.S. with an F-1 visa or any other type of non-immigrant visa should check with the International Student Services' <u>website for financial resources</u>.

Are you a current University or state of Washington employee? You may be able to receive tuition exception for up to six credits.

#### Please refer to your campus-specific resources for detailed information:

- > Bothell Campus: Find out here.
- > Seattle Campus: Find out here.
- > Tacoma Campus: Contact your academic unit to learn more since there is no campus-wide policy.

# 5.2 > Employment

# 5.2.1 > Assistantships (Academic Student Employee – ASE)

Assistantships are a form of paid academic employment in which students may receive tuition reimbursement for the tasks they perform for faculty members, departments, or colleges.

Academic Student Employees (ASEs), which include assistantship positions, are covered by the <u>UAW/</u>
<u>UW Academic Student Employee union contract</u>. The union contract governs policies and procedures for appointments, salary, job definitions and leave time. You are encouraged to familiarize yourself with this contract. Some, but not all, assistantships provide a tuition waiver and health insurance through the <u>Graduate Appointee Insurance Program (GAIP)</u>. Your offer letter from the hiring department will confirm the length of employment, salary and benefits eligibility.

The <u>Graduate School website</u> provides additional information about eligibility and locating open assistantship positions.

#### 5.2.2 > Other Employment

#### FINDING A STUDENT JOB

Handshake is a popular online platform designed to connect students and recent graduates with job and internship opportunities. It partners with colleges and universities to provide a personalized job search experience tailored to students' fields of study, career interests, and experience levels.

#### **KEY FEATURES:**

- > **Student-Focused:** Tailored for college students and new grads, with entry-level roles and internships.
- > **Verified Employers:** Employers are vetted to ensure legitimacy and relevance to students.
- > **Career Services Integration:** Many schools integrate Handshake with their career centers, offering exclusive job postings and events.
- > **Easy Application Process:** Students can apply directly through the platform with their resumes and profiles.
- > **Networking Opportunities:** Includes virtual career fairs, employer events, and messaging features.

URL > https://uw.joinhandshake.com/login

#### **FINDING AN INTERNSHIP**

Internships are a key way to learn outside the classroom and can help shape your career trajectory, expand your professional network, build your resume, and bolster your chances of securing a good job after graduation. In fact, internship experience is one of the most important things <a href="employers look for in hiring new college graduates">employers look for in hiring new college graduates</a>. The videos and resources below will help you to <a href="explore">explore</a>, <a href="find">find</a>, <a href="maximize">maximize</a>, and <a href="maximize">reflect</a> on an internship experience that is the right fit for you.

#### **URL** > Career & Internship Center

#### **WORK STUDY**

Work Study is a great way to help pay for your education while gaining invaluable experience by working part-time. By participating in the Work Study Program you will learn work skills that are transferable to future career paths. The Federal and State Work Study Programs give you the opportunity to work part-time while going to school. As an employer it is a way to create more opportunities as your salary costs will be subsidized by the Work Study Program.

#### **URL** > Work Study

#### **DEPARTMENTAL STUDENT JOB PAGES**

The Departmental Student Job Pages provide direct links to various UW departments that offer student employment opportunities. These include roles in areas such as Academic Technologies, Housing & Food Services, Husky Athletics, the UW Libraries, and more. Each department may list job openings on its own

website, giving students a chance to explore positions that align with their interests and academic goals. This page serves as a centralized hub to help students easily navigate to these departmental listings.

URL > <a href="https://hr.uw.edu/studentemployment/finding-student-employment/">https://hr.uw.edu/studentemployment/finding-student-employment/</a>
departmental-student-job-pages/

#### 5.2.3 > Off Campus Employment Authorization for International Students

F-1 international students at the University of Washington must receive authorization before working off campus. There are several types of employment authorization available, depending on the student's situation and academic goals:

#### **Curricular Practical Training (CPT)**

- > For work that is an integral part of the academic curriculum (e.g., internships, co-ops).
- > Requires a job offer and academic department approval.
- > Authorized by ISS.

#### **Optional Practical Training (OPT)**

- > For work directly related to the student's major.
- > Can be used before (Pre-completion) or after (Post-completion) graduation.
- > Requires USCIS approval and an Employment Authorization Document (EAD).

#### **Severe Economic Hardship**

- > For students facing unexpected financial difficulties.
- > Requires USCIS approval and documentation of hardship.

#### **Employment with an International Organization**

- > For work with recognized international organizations (e.g., UN, World Bank).
- > Requires USCIS authorization.

#### **Volunteer Work**

> True volunteer roles (unpaid and not replacing a paid position) may not require authorization.

#### **IMPORTANT NOTES**

- > Never begin off-campus work without proper authorization.
- > Unauthorized employment can jeopardize your F-1 status.
- > Must consult your local ISS office before accepting any off-campus position.

URLs > Bothell Campus | Seattle Campus | Tacoma Campus

# 5.3 > Fellowships and Scholarships

# 5.3.1 > Departmental

Many departments offer their own internal fellowships and scholarships. Your department also provides

expertise on outside fellowships available in your field. We recommend contacting a GPA or GPC in your department to discuss departmental funding opportunities. You can usually find your GPA/GPC by visiting your department's website and/or reaching out to your department via email or phone call.

#### 5.3.2 > Graduate School Fellowships and Scholarships

Check out the list of fellowships on the Graduate School's website.

**URL** > List of Fellowships – UW Graduate School

#### Office of Graduate Student Equity & Excellence (GSEE) Fellowships and Awards

The Graduate School and GSEE are committed to supporting graduate students from diverse perspectives and experiences throughout every aspect of graduate education, including academic, financial, professional and social support. GSEE works with various partners to ensure graduate students admitted to the University of Washington are given many opportunities to succeed. GSEE maintains six fellowships and/or awards.

Contact: uwgsee@uw.edu

**URL** > Diversity Funding Opportunities – UW Graduate School

# 5.4 > Graduate Funding Information Services (GFIS)

The Graduate Funding Information Service (GFIS) is a collaboration between the Libraries, the Graduate School, and the Information School. It helps current and admitted UW graduate students learn skills and tools to find funding for graduate school-related expenses.

Please email GFIS to schedule individual appointments or request information by email. Students can also visit the **GFIS guide** on finding funding **and blog** to learn about campus funding resources, databases, search strategies, and events. GFIS hosts workshops through the virtual Research Commons, and works with UW departments to design discipline-specific workshops and resources for their graduate students.

Contact: gfis@uw.edu

**Location:** Consultation Studio, Research Commons, Allen Library South, Ground Floor, Seattle, WA 98195 URL > https://lib.uw.edu/commons/services/gfis/\_

# 5.5 > UW Emergency Aid

Emergency Aid funding assists UW students by providing financial support when assistance is needed with unexpected, unavoidable, and unplanned expenses surrounding situations such as accidents, illness, fire/water damage, or a need for emergency housing and food. All three campuses of the University of Washington have Emergency Aid assistance to support currently enrolled UW students.

URL > https://www.washington.edu/emergencyaid/

# 6 > GRADUATE SCHOOL POLICIES FOR NAVIGATING ACADEMIC TRANSITIONS & CHALLENGES

# 6.1 > Receiving and Responding to Academic Notifications and Alerts

Graduate programs at the University of Washington use a system of Academic Alerts to formally communicate when students are, or are at risk of, not meeting program expectations. You can read the full policy on **Academic Alerts in GSP 3.7.3**.

There are multiple types of alerts in this system, typically reflecting the urgency of the need for improvement and the risk that the student may be dropped from the program. Regardless of the type of notice you receive; it is important that you communicate with your advisors and program staff to ensure that you understand the expectations described in these notices.

URL > https://grad.uw.edu/policies/3-7-academic-performance-and-progress/

#### 6.1.1 > Academic Notifications

Academic Notifications are *program-level* communication sent to students who are, or are at risk of, not meeting program expectations. They should include a description of what students need to do to lift the notification and avoid receiving an Academic Alert. Please note that the Graduate School is not notified when a program issues an academic notification and recommends programs use this optional step prior to issuing an academic alert.

#### 6.1.2 > Academic Alerts and Final Academic Alerts

Academic Alerts are formal program- and graduate school-level communication sent to students who are not meeting program expectations. They should include a description of what students need to do to lift the Alert. Students who do not meet the expectations described in the Academic Alert may be moved to Final Academic Alert status. Students who do not meet the expectations described in a Final Academic Alert may be dropped from their programs.

In circumstances that should be described in your program's handbook, students may be moved directly into Final Academic Alert. This will most often occur when the student has failed to pass a milestone and/or is determined unprepared to proceed to the next phase in their graduate program. You may occasionally hear the phrases "in good standing" or "not in good standing." While the Graduate School does not use those terms, some programs may identify students with an unresolved Academic Alert as being "not in good standing."

Neither Academic Alerts nor Final Academic Alerts will be noted on the student's transcript. These statuses are only known to the graduate program from which the alert was issued and the Graduate School staff.

#### 6.1.3 > Academic Drops

Students that do not resolve issues described in Final Academic Alerts may be dropped from their program. In addition, when described in the program handbook, students can be dropped without previously being on Academic Alert if they failed to pass a milestone, are determined unprepared for the next phase in their graduate program or are engaging in actions that do not meet the professional standards described by the program.

Academic drops are noted on the student's transcript and will prevent the student from enrolling in that graduate program in the future. However, the student may still apply for enrollment in other programs, even those in the same department. A student who is struggling to meet their program's expectations can also resign from the program. This approach leaves open the opportunity to apply for reinstatement. The program is not obligated to approve reinstatement.

URL > <a href="https://grad.uw.edu/policies/3-7-academic-performance-and-progress/">https://grad.uw.edu/policies/3-7-academic-performance-and-progress/</a>

# 6.2 > Maintaining or Regaining Enrollment Status

Students are typically expected to maintain continuous enrollment in their graduate program until graduation. Summer quarter is an exception, when students not enrolled in credits will automatically be moved to "On-Leave Status." All of the processes described below can be **requested through MyGrad**.

#### 6.2.1 > On-Leave Status

Students that are dealing with family, financial, health, or any number of issues that may interfere with their studies should consider applying for on-leave status. With program approval, this status will allow you to maintain access to some university resources for a fee of \$25 each quarter a student is on leave. On-leave status must be requested and approved each quarter, excluding summer quarter.

While you cannot be expected to complete specific program requirements described in Academic Alerts while on leave, you are not relieved from administrative tasks required to maintain your student status. Moreover, quarters spent on-leave are not excluded from the time to degree limits established by your program (which are by default, 6 and 10 years for master's and doctoral programs, respectively). Programs can make exceptions to these time limits.

# 6.2.2 > Re-Entry for Students in Stacked Degrees or Standalone Certificates

Stacked degrees and standalone certificates are typically designed to allow for dis-continuous enrollment. If you are enrolled in one of these programs you will be able to re-enroll by using the re-entry process. This does not require a fee.

# 6.2.3 > Re-Enrollment for Students Who Fail to Maintain Continuous Enrollment

For students in traditional degree programs, failure to maintain status as enrolled or on-leave will require

a request for reinstatement. This requires a fee and needs to be approved by the program. The program is not obligated to approve re-enrollment.

# 6.3 > Adjusting Your Course of Study

For many reasons, students may seek to adjust their educational plans. Below are some common examples with basic instructions.

#### 6.3.1 > Applying to Ph.D. Program as You Complete Your Master's

Transitioning from a Master's track to a Ph.D. track varies among programs. You should work with your program's Graduate Program Advisor to understand which approach your program uses.

- > Some programs will not accept students directly in their Ph.D. program, only into their Master's program. In some of those programs, the culminating experience of the Master's programs is used to assess the student's preparedness for a Ph.D. Those deemed prepared will be enrolled in the Ph.D. program.
- > In other programs, the Master's and Ph.D. enrollment are independent. Students who complete their master's and are interested in pursuing a Ph.D. will apply and be considered alongside other UW and non-UW students for admission into the Ph.D. program.
- > Some programs also provide the option for Ph.D. students to earn a Master's along the way, other Ph.D. program may not offer a Master's at all.

### 6.3.2 > Receiving an "Exit Master's"

Some programs that admit students directly into their Ph.D. program may have opportunities for students who cannot complete the Ph.D. requirements to leave the program with a master's degree. Review your program handbook and check with your Graduate Program Advisor to determine if this pathway is available to you. Not all programs can provide an Exit Master's.

For those programs that do have an Exit Master's, it will only be awarded to students who have successfully completed the work required for a master's degree. Time enrolled in the Ph.D. program does not equate to completion of master's requirements.

# 6.3.3 > Seeking Concurrent Degrees/Credentials

The University of Washington has many <u>Graduate Certificates</u>. Some of these are designed similarly to undergraduate minors and supplement your graduate work, while others are standalone certificates available to applicants not currently affiliated with the UW. Apart from the culminating experience of the degree and certificate, there is no limit on the number of credits that can be shared between certificates and degrees. You should speak with your degree advisor about the time and financial investment involved in earning certificates before pursuing certificates.

In addition to certificates, some students seek two degrees simultaneously. Check with your GPA to understand if your program has any "formal concurrent degree" arrangements with other degree

programs. You may also seek arrangements for an "informal concurrent degree." Any shared credits in those arrangements must be approved by both degree programs and meet the Graduate School policy expectations described here: Policy 1.5: Concurrent Degree Programs – UW Graduate School.

# **6.4 > Resolving Academic Grievances**

If you think you have been treated unfairly in the application of academic policies or procedures, generally, your first step should be to engage in conversation with the faculty or staff member involved. If that does not resolve your concern, you may engage in your school or college's academic grievance procedure. For further information, please see Policy 3.8: Academic Grievance Procedure: <a href="https://grad.uw.edu/policies/3-8-academic-grievance-procedure/">https://grad.uw.edu/policies/3-8-academic-grievance-procedure/</a>

#### 6.4.1 > Issues Outside of the Academic Grievance Procedure

Academic Grievances occur when the student believes that their program and/or its faculty or staff have improperly or unfairly applied the academic policies of the program, school or college, Graduate School, or university. Before exploring the academic grievance process, confirm that your concern is an academic grievance.

#### Not included in the category of "Academic Grievance" are the following situations:

- > Students contesting individual grades or academic evaluations should refer to the Change of Grade Procedure contained in the <u>Scholastic Regulations</u>, <u>Chapter 110</u>, <u>Section 2</u>.
- > 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 veteran should refer to the Resolution of Complaints Against University Employees Procedure contained in University of Washington Administrative Policy Statement 46.3.
- > Student disciplinary proceedings for misconduct, including plagiarism and cheating, fall under the provisions of the Student Conduct Code contained in the <a href="Student Policies Chapter 209">Student Policies Chapter 209</a> and <a href="Chapter 478-120">Chapter 209</a> and <a href="Chapter 209">Chapter 209</a> and <a

#### 6.4.2 > Academic Grievance

The school or college your program is held within should have a process by which you can file an academic grievance. In all cases, informal conciliation processes should precede any formal hearing. You may consult with University Ombuds office (<a href="mailto:ombuds@uw.edu">ombuds@uw.edu</a>) and/or the Graduate School (via <a href="mailto:Graduate">Graduate</a> School Inquiries) while engaging in your school or college's grievance process.

- > If after proceeding through the steps of the school or college's grievance process, you think that the grievance process was improperly or unfairly applied, you may file an appeal via **Graduate School Inquiries** within 15 business days of the school or college's determination.
- > The Graduate School Policy on Academic Grievances can be found here: Policy 3.8: Academic Grievance Procedure UW Graduate School

# 7 > GRADUATE PROGRAM REQUIREMENTS

# 7.1 > Coursework

The Graduate School has minimum credit and coursework requirements for each type of degree. These can be reviewed in <u>Graduate School Policy 1.1</u>. However, as these are minimums, your program should be the primary source of information on requirements.

#### 7.1.1 > Course Level

At UW, most of your graduate course work will be at the 500-level. Courses numbered above 599 have specific purposes typically related to your program's culminating experience.

- > **<500:** Typically for undergraduate students. 300-400 level courses may sometimes be applied to graduate degree program requirements as outlined in Graduate School Policy 1.1.
- > **500-599:** Most graduate-level courses
- > **600:** Used for independent study or research
- > **601:** Used for internships
- > 700: Used for master's thesis work in research-based master's programs
- > **800:** Used for doctoral dissertation work
- > 801: Used for the culminating project/capstone experience in practice doctorate programs

# 7.1.2 > Transferring or Sharing Credits

You may be able to use credits earned from previous or concurrent programs toward your graduate degree. In most cases, there are limits on the number of credits that can be used, and program approval is required.

#### **Courses from other institutions:**

> With your program's approval, you can use the following maximum number of credits of graduate-level coursework from another recognized academic institution to your UW credential: 6 credits for master's or certificates, 10 credits for practice doctorates.

#### Completed master's at other institutions:

> With your program's approval, you can use up to 30 credits from a master's program completed at another institution toward your doctorate (practice or non-practice).

#### Courses previously taken at UW:

- > As an undergraduate: With your graduate program's approval, you can use up to 6 credits of 400 or 500-level courses taken in your senior year at UW toward your graduate degree.
- > As a Graduate Non-Matriculated (GNM) student: With your program's approval, you can count up to 12 credits of GNM credits toward your degree. In those cases, your program's time to degree

- limit timeline starts when you were enrolled in the GNM course. Any coursework taken in a Non-matriculated (NM) status cannot be applied to a graduate degree or certificate.
- > If after completing your master's degree at UW, you are accepted as a Ph.D. student in the same program, you can use all your master's credits toward your Ph.D.. In those cases, your program's time to degree limit timeline starts when you enrolled in the master's program (or GNM course).

#### Courses taken across campuses:

> There are no limits on the number of courses graduate students at each UW campus can take at other UW campuses.

#### Sharing credits across graduate programs:

#### **Graduate Certificates:**

- > Credits cannot be shared across graduate certificates.
- > Except for capstones, there is no limit on the number of credits that can be shared between certificates and degrees.

#### Master's:

- > In the arrangement of a formal or informal concurrent master's degrees, up to 12 credits can be shared, so long as the Graduate School minimum of 72 credits for two master's degrees is met.
- > In the arrangement of a formal or informal concurrent master's and practice doctorate degrees, up to 30 credits can be shared, but not in the core curriculum of either program.
- > Review Graduate School Policy 1.5 for complete details on Graduate School expectations for concurrent degrees.

The following tables reflect the Graduate School Policy described above. In most cases, you will need program approval.

#### Within UW Credit-Sharing

WITHIN-LEVEL		TO HIGHER LEVEL DEGREE	
Certificates	No credit sharing	No limit*†	
Master's	For concurrent degrees: Up to 12 credits*, so long as the total credits for two programs sum to 72.	No limit*, if in the same program.  12 credits if in different, formally concurrent, programs	
Doctoral/Practice Doctoral	Up to 30 credits (cannot include "core curriculum")	NA	

<sup>\*</sup> Shared credits cannot count toward capstone/thesis, except when written into formal concurrent degree programs.

<sup>&</sup>lt;sup>†</sup> Culminating experiences of each certificate and degree must be distinct.

#### **Transfer/Substitution**

	TRANSFER	UW SENIOR UNDERGRAD	GNM	POST-BAC/ NON- GNM, IND. STUDY
Certificates	6 credits*	6 credits	6 credits (GNM + transfer <=6;	0 credits
Master's	6 credits*	6 credits	12 credits* (GNM + transfer <=12)	0 credits
Doctoral	30 credits*, only if part of completed master's	6 credits	12 credits* (can be in addition to other credits**)	0 credits
Practice Doctoral	30 credits* if part of completed master's degree 10 credits* if degree not completed	6 credits	12 credits* (GNM + transfer <=30)	0 credits

<sup>\*</sup> Credits cannot count toward capstone/thesis.

# 7.2 > Master's Milestones

Most master's programs will require a culminating experience. In some programs, this will be a thesis, while in others it will be a capstone project or final exam. Check with your Graduate Program Advisor (GPA) or Graduate Program Coordinator (GPC) to confirm your culminating project options and ensure you are taking the correct courses for the option required or selected.

# 7.2.1 > Master's Supervisory Committee

If your master's program requires a thesis or final exam, you will be expected to establish a supervisory committee. The Graduate School expectations of this committee are 2-4 members with at least half identified as members of the Graduate Faculty (Policy 4.2: Supervisory Committee for Graduate Students – UW Graduate School). Refer to your program's handbook for their specific expectations.

#### 7.2.2 > Master's Thesis

If your program requires a thesis, you will be required to submit it prior to graduation. Details on this process can be found here: Thesis/Dissertation – UW Graduate School

# 7.3 > Ph.D. Milestones

Ph.D. programs all include the following milestone events: the formation of the supervisory committee,

the completion of the general exam (advancement to candidacy), and the completion, defense (final exam), and submission of the dissertation. Your program may include additional milestones, most commonly, a preliminary or qualifying exam that occurs prior to the general examination.

#### 7.3.1 > Supervisory Committees

Ph.D. students require at least four supervisory committee members. This includes the chair, who will serve as your primary advisor as you develop your dissertation, and a Graduate School Representative (GSR). Both of these roles must be Graduate Faculty that are endorsed to chair doctoral committees.

- > **The Chair:** Given the primary advising responsibility of the chair, key considerations for selection will be alignment of your research interests, a good working relationship, and available time to provide you support.
- > **The GSR:** The GSR's responsibility is to uphold the integrity and fairness of the examination and dissertation process. Therefore, unless your program requires it, the GSR does not need to be a scholar in your field of research. Instead, the key considerations will be their qualifications within their own field of scholarship (hence the requirement that they are endorsed to chair doctoral committee), their experience supporting Ph.D. students through milestones, their availability to be present and responsive as you complete your examinations and dissertation, and a lack of conflict of interest with your graduate program and its department (your GSR should not hold a primary, joint or affiliate position with you program's department).

You will work with your program's Graduate Program Coordinator to establish your supervisory committee, which they will enter into MyGrad. We strongly recommend doing this at least four months prior to your General Examination.

#### 7.3.2 > General Exams

You will take your general exam once you have completed much of your program's coursework (Graduate School minimums: 60 credits, 18 in 500-599 courses, 18 graded in 400-599 courses) and your supervisory committee agrees that you are sufficiently prepared.

When you are prepared, you will schedule your general examination in MyGrad. You must be registered for credits in the quarter you take the exam. At least four members of your committee must be present, including the chair, GSR, and at least one additional graduate faculty, either in-person or virtually, at your exam.

If you pass your exam, you will advance to candidacy. Please review your program's guidebook to understand your options if you do not pass your exam.

#### 7.3.3 > The Dissertation

Your dissertation must represent a significant contribution to knowledge and clearly indicate training in research. Your dissertation will be evaluated by a dissertation reading committee. This is a subset of your supervisory committee, which will include at least 3 members, at least one of which must be endorsed to chair doctoral committees.

The dissertation must be completed over the course of at least 3 quarters, during which you are registered for at least 27 credits of dissertation credit (course number 800).

While many students complete all their dissertation credits after the general exam, this is not required. If you are making substantial progress on your dissertation prior to the general exam, such that you think you might be able to complete your dissertation shortly after your exam, speak with your supervisory committee about registering for dissertation credits prior to your general exam. Only one quarter of post-general exam dissertation credits is required.

#### 7.3.4 > Final Exams/Defenses

Your final exam should occur in your final quarter of your Ph.D. program, at least one quarter after your general exam. Review this website to review the timeline of your final quarter: **Graduation Requirements** – **UW Graduate School** 

Your final exam (often referred to as the dissertation defense) may be scheduled once your reading committee has reviewed your dissertation and your supervisory committee agrees that you are prepared. You will schedule the exam in MyGrad. Review your program handbook and consult with your supervisory committee to learn about expectations for the exam.

At least four members of the committee, including the chair and the GSR, must be present for the exam (in-person or virtually). If the majority of the committee agrees that you have passed the exam, they will recommend to the Dean of the Graduate School that you are prepared to graduate (once you have submitted your dissertation). Please review your program's guidebook to understand your options if you do not pass your exam.

#### 7.3.5 > Dissertation Submission

To graduate with a master's (thesis program) or doctoral (dissertation program) degree, students are required to submit an Electronic Thesis/Dissertation (ETD) to the Graduate School through the <a href="UW ETD"><u>UW ETD</u></a>
<a href="Maintenance-12"><u>Administrator Site</u></a>. ETDs are distributed by ProQuest/UMI Dissertation Publishing and made available on an open access basis through UW Libraries ResearchWorks Service.

For Ph.D. students, the reading committee must approve the final version of your dissertation in MyGrad before submission. For Masters students, the supervisory committee must sign the <u>Masters Committee</u> <u>Approval Form</u>. This form is uploaded by the student directly to the UW ETD Administrator Site. You will not have fulfilled the requirements for your degree until the dissertation has been officially submitted.

Formatting and submission instructions can be found on this website: <u>Thesis/Dissertation – UW</u> Graduate School.

# 7.4 > Practice Doctorate Milestones

The Graduate School's required milestones for Practice Doctorates include the formation of a supervisory committee and a capstone project. Review your program's guidelines for additional expectations.

#### 7.4.1 > The Supervisory Committee

The Supervisory Committee for practice doctorates should be formed as early as possible. It will include at least 3 members including a chair who must be a Graduate Faculty endorsed to chair doctoral committee. Committees are arranged by the program's GPC.

#### **7.4.2** > Capstone

All practice doctorate programs have a capstone project requirement, the specifics of which are determined by the program. The Graduate School requires at least 12 credits of the course number 801 to be completed. The supervisory committee will determine if the capstone was satisfactorily completed.

Note: UW Bothell School of Education has a "Dossier" instead of a capstone. Please check the school's specific policies regarding completion.

# 7.5 > Graduation

Students must submit a degree request in MyGrad in the term they intend to graduate. Unless **granted a waiver** under particular circumstances, students must be registered in the quarter they will be graduating. Complete instructions can be found below.

**Contact:** GEMS (Graduate Enrollment Management Services), <a href="mailto:uwgrad@uw.edu">uwgrad@uw.edu</a> or (206) 685-2630 **Location:** G-1 Communications, 4109 Stevens Way, Seattle, WA USA 98195-3770 **URL > Graduation Requirements – UW Graduate School.** 

# 8 > UNIVERSITY-LEVEL POLICY

# 8.1 > Academic Integrity

University of Washington students are expected to practice high standards of academic and professional honesty and integrity. As defined in <u>Student Governance Policy</u>, <u>Chapter 209 Section 7.C</u>, academic misconduct includes:

- > Cheating
- > Falsification
- > Plagiarism
- > Unauthorized collaboration
- > Engaging in prohibited behavior
- > Submitting the same work for separate courses without the permission of the instructor(s)
- > Taking deliberate action to destroy or damage another person's academic work
- > Recording and/or disseminating instructional content without the permission of the instructor (unless approved as a disability accommodation

See Section 7.C for more detailed information and definitions of academic misconduct.

#### **REPORTING:**

Academic misconduct violations may only be adjudicated under <u>WAC 478-121</u> and <u>Student Governance</u> <u>and Policies, Chapter 209</u> by those who have the authority to initiate a conduct proceeding. This ensures a student's due process rights, creates consistency in the process, and accountability for any additional misconduct by the student. For additional information about the student conduct process visit <u>Student</u> <u>Conduct Process</u>.

URL > https://www.washington.edu/cssc/facultystaff/academic-misconduct/

# 8.2 > Computer Usage

Graduate students are expected to use University of Washington computing resources responsibly and in accordance with institutional policies:

- > Personal UW NetID passwords must remain confidential and must not be shared.
- > Use of another individual's personal UW NetID is prohibited.
- > Faculty, instructors, staff, and student employees may not use UW computing resources for commercial or political purposes.
- > Personal use of UW computing resources by employees, including graduate student employees, is permitted only to a minimal (de minimis) extent.

- > Licensed or copyrighted software, images, or files may not be used without proper authorization.
- > Computing resources must not be used to violate the privacy rights of others.
- > All restrictions related to UW Confidential Data—such as Protected Health Information (PHI), Personally Identifiable Information (PII), and export-controlled data—must be strictly followed.
- > Records created in the course of official University business are subject to public records laws.
- > All requirements regarding the retention, disclosure, and management of UW data must be followed, including returning any UW data stored in cloud services or external repositories upon request.
- > Unauthorized access to UW computers or files is prohibited, and no actions may be taken that would harm UW computing systems.
- > Any inappropriate use of data or violations of policy should be reported immediately upon discovery.
- > All users are expected to stay informed about and comply with updates to University policies, including those related to acceptable use.

URL > Appropriate Use – UW Information Technology

# 8.3 > Access to Education Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Once enrolled in a postsecondary institution, graduate students are considered "eligible students" and are granted specific rights under FERPA.

#### These rights include:

- > The right to access education records maintained by the institution.
- > The right to request the amendment of records believed to be inaccurate or misleading.
- > The right to control the disclosure of personally identifiable information (PII) from education records, except under certain permitted conditions.

FERPA applies to all educational institutions that receive funding from the U.S. Department of Education. It outlines the circumstances under which education records may be shared with or without consent, such as disclosures to school officials with legitimate educational interests or in response to lawful subpoenas.

Graduate students also have the right to file a complaint with the U.S. Department of Education if they believe their FERPA rights have been violated. The law is codified in 20 U.S.C. § 1232g and implemented through 34 CFR Part 99.

**URL** > FERPA for Students – Office of the University Registrar

# 8.4 > Alcohol & Substance Use and Abuse

UW is a drug- and alcohol-free environment, which applies to all members of the campus community, including graduate students. It prohibits the unlawful use, possession, distribution, or manufacture

of alcohol and controlled substances on University property or during University-sponsored activities. Alcohol may only be consumed in compliance with state licensing laws and University procedures.

Graduate students found in violation of this policy may face disciplinary actions such as suspension or dismissal, in addition to legal consequences. The policy also acknowledges the health risks associated with substance abuse and encourages those affected to seek help. While the University offers referrals for treatment, individuals are ultimately responsible for addressing their own substance use issues.

**URL** > APS 13.7 - Alcohol and Drug Abuse Policy

# 8.5 > Student Conduct Code

The University of Washington's Student Conduct Code (WAC 478-121) outlines the behavioral and academic standards expected of all students, including graduate students. It defines misconduct such as academic dishonesty, disruptive behavior, harassment, and violations of University policies or laws. The Code also details the procedures for addressing alleged violations, ensuring fairness and due process throughout the conduct process.

Graduate students are held to high standards of integrity and accountability, and violations may result in sanctions ranging from warnings to dismissal. The Code also includes protections for student rights and emphasizes educational outcomes, encouraging reflection and growth. Companion policies address specific issues like sexual misconduct and discrimination, reinforcing the University's commitment to a respectful and inclusive academic environment. For any questions or concerns about a possible violation of the Student Conduct Code, the Community Standards and Student Conduct office can be reached at 206-685-6194 or via email at cssc@uw.edu.

URL > Student Conduct Code - Community Standards & Student Conduct; WAC 478-121 - Washington State Legislature

# 8.6 > Equal Opportunity

#### 8.6.1 > Statement

The University of Washington's Office of Equal Opportunity and Affirmative Action (EOAA) requires all official publications—such as admissions materials, job postings, catalogs, bulletins, announcements, and event invitations—to include clear statements affirming the university's commitment to equal opportunity and reasonable accommodation. These notices must declare UW's nondiscrimination policy across protected categories (including race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, veteran status, and more), reflect relevant federal and state laws (e.g., Civil Rights Act, ADA, Title IX), and specify contact information for disability accommodation requests.

For recruitment and admissions, UW uses a robust equal-opportunity statement, while shorter tags are acceptable in print ads. All communications detailing public events and internal postings must include reminders about reasonable accommodation and provide details—such as the Disability Services

Office (DSO) or respective campus disability resources—for requesting assistance. These statements ensure accessibility, compliance with policy, and inclusivity for all applicants, students, employees, and community members.

**URL** > Equal Opportunity statements and reasonable accommodation

#### 8.6.2 > Reasonable Accommodation Statement

The Executive Order 31 affirms the University's commitment to providing an inclusive and respectful environment for all members of the community, including graduate students. The policy prohibits discrimination and harassment based on characteristics such as race, gender, disability, and more. It also protects against retaliation for reporting or participating in investigations of such conduct. The University may take corrective action even if behavior does not meet the legal threshold for discrimination, reinforcing its dedication to equity and equal opportunity in both academic and employment settings.

The SGP 208 policy guarantees that qualified students with disabilities, including graduate students, receive reasonable accommodations to ensure equal access to academic programs and services. Accommodations may include academic adjustments or auxiliary aids, provided they do not impose undue hardship or fundamentally alter the nature of a course or program. Determinations are made through an interactive process, and while student preferences are considered, the University may offer equally effective alternatives in compliance with federal and state laws.

The APS 46.6 policy ensures that individuals with disabilities, including graduate students, are allowed to use service animals to facilitate full participation in University programs and activities. Service animals, defined as dogs or miniature horses trained to perform specific tasks related to a disability, are not considered pets. Emotional support animals, which provide comfort but do not perform specific tasks, are not classified as service animals under this policy. The policy applies across all University campuses and properties, and outlines the responsibilities of handlers and University personnel in assessing and accommodating service animal access.

**URL** > Reasonable Accommodations; Service Animals; Non-discrimination

# 8.6.3 > Sex-Based Discrimination (Title IX)

The Civil Rights Compliance Office (CRC) is responsible for compliance with civil rights laws and University policy. Federal and state laws collectively prohibit discrimination based on protected characteristics, including age, citizenship, disability, national origin or shared ancestry, race, sex, gender, veteran status, and more. The CRC serves the University by making it welcoming to all through education, compassionate response, and fair and timely resolution.

**Location:** The Gateway Building, 4320 Brooklyn Ave NE, Seattle, WA 98105 **URL > Civil Rights Compliance Office** 

# 8.7 > Inclement Weather Policy

The Inclement Weather Policy outlines expectations for employees, including graduate student

employees, during severe weather events. When weather conditions prevent attendance or disrupt normal work schedules, graduate student employees are expected to notify their supervisors and request time off through the appropriate system. If the nature of the work allows, temporary remote work may be approved.

Time missed due to inclement weather is generally charged to available leave balances such as vacation, personal holidays, or compensatory time. In some cases, unpaid time off may apply, depending on employment classification and union agreements. The policy emphasizes maintaining safety while ensuring operational continuity through flexible arrangements.

URL > UW HR - Inclement Weather Policy; UW Emergency Management - Inclement Weather Plan

# 9 > CAMPUS RESOURCES

# 9.1 > Academic Resources

# 9.1.1 > Use of Artificial Intelligence (AI) Tools in Research

The University of Washington supports the thoughtful and ethical use of generative AI tools (e.g., ChatGPT, Gemini, CoPilot) in research and writing. This guidance highlights how to use these tools effectively while upholding academic integrity.

Note: This guidance was adapted from Georgia Tech's guidelines and revised with input from UW stakeholders.

#### **Strengths & Risks**

> Al tools can help with brainstorming, summarizing literature, and improving grammar—especially for non-native English speakers. However, they often produce inaccurate or biased content, mishandle citations, and may store user data, raising privacy and intellectual property concerns.

#### **Using AI in Research**

> Al can assist in generating research ideas, summarizing broad topics, enhancing writing and language clarity; but researchers must cross-check Al output with scholarly sources, avoid uploading confidential or unpublished material, log prompts and critically evaluate responses.

#### **Writing & Academic Integrity**

- > Basic editing (e.g., grammar) is fine without citation
- > Generating paragraphs or arguments with AI must be cited or disclosed
- > Misuse can constitute plagiarism or unauthorized collaboration

## **Ethics & Responsibility**

Students are accountable for:

- > Authorship: Don't claim Al-written content as your own
- > Data integrity: Al can fabricate information
- > Privacy: Don't input sensitive or identifiable data
- > Understanding AI terms of use and tool limitations

#### **Disciplinary Guidelines**

> Journals, funding agencies, and professional associations often have specific Al-use policies. Always consult guidelines relevant to your field before submitting work.

#### **KEY REMINDERS**

- > Use AI as a support, not a substitute
- > Always verify, cite, and disclose Al-generated content
- > Protect privacy and intellectual property
- > Stay informed as policies evolve

#### URL > Effective and Responsible Use of AI in Research

#### **9.1.2 > Libraries**

The University of Washington Libraries is a user-centered academic library that welcomes over 5 million users annually to 16 libraries on three campuses and one island from Friday Harbor to Tacoma Campus.

UW Libraries provides 24/7 online reference help by partnering with academic libraries around the world and uses assessment tools with feedback from students, faculty and staff to shape collections and services.

Home to the largest library collection in the Pacific Northwest with over 9 million books, journals, millions of microforms, thousands of maps, rare books, film, audio and video recordings provides online access to thousands of academic ejournals, eBooks, databases, streamed audio and video, and datasets. They support the work of the University with world class collections that are particularly strong in STEM disciplines, Health Sciences, International Studies, Book Arts and Pacific Northwest history and culture, as well as other physical and online collections.

Students have found some additional library resources to be especially helpful; for example, study space reservations, the Design Desk, and Graduate Funding Information Services.

#### Check out your campus library resources for these services:

URLs > Bothell Campus | Seattle Campus | Tacoma Campus

## 9.1.3 > Computing Resources & Technology Loan Program

UW Information Technology (UW-IT) provides computing and information technology services to help you build a successful academic career. UW-IT collaborates with partners across the University to support world-class research with up-to-date tools and resources capable of handling your research needs. We offer a wide array of research computing tools and solutions and provide **consultation** to help you choose a service tailored to your research needs.

- > They offer expert **one-on-one** computing advice to keep your research computing work on track. UW-IT can help you find the best computing solution for your research needs, including supercomputers or volunteer, or commercial cloud systems. Email them at <a href="help@uw.edu">help@uw.edu</a> with "research computing" on the subject line.
- > UW-IT operates the on-site <u>Hyak shared, high performance supercomputing cluster</u>, capable of handling a broad range of workloads, from traditional high performance computing to emerging Big Data problems and everything in between.

A full picture of research computing at University of Washington is represented by the collaborative efforts of <u>UW-IT Research Computing</u> and the <u>UW eScience Institute</u>, which are working together to build a supportive community that strives to help support your research. Get started by visiting the <u>Data Science Studio</u> on the 6th floor of the Physics-Astronomy Building (PAB) or the <u>eScience Institute</u>. You'll find consulting office hours, incubator sessions, workshops, seminars, hackathons and helpful scientists with outstanding data science skills, plus plenty of coffee.

URLs > Bothell Campus | Seattle Campus | Tacoma Campus

# 9.1.4 > Odegaard Learning Commons (OLC)

The Odegaard Learning Commons (OLC) is co-located with other services to provide students, staff, and faculty with a rich set of resources that enhance teaching and learning.

The OLC, with hundreds of workstations, provides access to learning technologies in the heart of the undergraduate library. The computing Help Desk and library reference service are a single point of service, providing "one-stop shopping." A variety of technology studios are available throughout the Odegaard Learning Commons. The libraries also offer a limited number of computer accessories for check-out from students who bring their own devices.

Contact: <a href="mailto:help@uw.edu">help@uw.edu</a>
Location: Odegaard Library

URL > https://it.uw.edu/guides/technology-facilities/odegaard-learning-commons/

## 9.1.5 > Writing Support for Graduate Students

#### **BOTHELL CAMPUS**

The Writing & Communication Center (WaCC) is a dedicated team of writing consultants here to guide you through written projects and oral presentations of all kinds. Want feedback on your paper, personal statement or slide deck? We can help!

The <u>WaCC resource page</u> can help answer specific questions or guide you through learning a whole new thing. If you'd like more information or assistance, please call 425-352-5253 or email us at <u>uwbwacc@uw.edu</u>.

#### **SEATTLE CAMPUS**

The <u>Odegaard Writing and Research Center</u> (OWRC) offers 45 minute appointments on any writing assignment ranging from an academic essay to personal statements. You can also schedule an appointment with a research librarian here!

The Center for Learning and Undergraduate Enrichment's <u>Writing Center</u> has writing tutors available from 7 p.m. to 11 p.m. on school nights! They can help with every stage of the writing process from brainstorming to polishing the final draft!

The <u>Anthropology Writing Center</u> is open to students of all levels who would like to work on their current writing skills and become more comfortable with the writing process.

The <u>History Writing Center</u> is open to History majors, to students writing papers for History courses, and to Evening Degree students.

The <u>Sociology Writing Center</u> offers one-on-one "tutoring" services, primarily through scheduled appointments (45 minutes in length). These appointments are open to all undergraduate students taking sociology courses, are assignment-focused, and are intended to help students with all stages of the writing process.

#### The Political Science/Jackson School of International Studies/Law, Societies, and Justice Writing

<u>Center</u> assists students with their writing assignments at any point during the writing process, from brainstorming to the final draft. They also help people in these three departments with major, graduate, or law school applications; cover letters; internship applications; etc.

Philosophy Writing Center: Many students do not realize that the requirements for a philosophy paper can be very different from the requirements for papers in other departments. Work with the undergraduate tutors at the Philosophy Writing Center and develop your ability to critically evaluate arguments in your readings, carefully formulate and argue for your own philosophical views, and defend your views against relevant objections.

The <u>Interdisciplinary Writing Studio</u> (located in Smith Hall 113B) offers tutoring sessions for students working on projects in AES, AIS, CHID GEOG, and GWSS. The tutors have experience writing and tutoring in these departments and can work with you on all aspects of writing and research from brainstorming and planning, through writing and revising. All kinds of projects are welcome: reading responses; reflections; creative pieces; research papers, literature reviews; position statements; and fellowship, job, or graduate school applications!

#### **TACOMA CAMPUS**

The <u>Tacoma Campus Writing Center</u> supports you in all types of writing and is open to students, faculty, and staff. Working on an assignment, application, personal statement, or creative writing? Bring it to the writing center!

The Writing Center is located in the Tioga Library Building (TLB, 2nd floor) and is open to students, faculty, and staff.

They are appointment-based but welcome walk-ins. If you arrive without an appointment, they will be happy to schedule you for their next opening. Click the "Make an Appointment" button to see the online schedule.

#### **CONTACT INFORMATION**

The Writing Center space is open during each academic quarter for face-to-face, Zoom, and written feedback appointments Monday-Thursday 9:00 a.m.-5:00 p.m. and Friday 9:00 a.m.-2:00 p.m. On evenings and weekends, Zoom and written feedback are available by appointment on WCOnline. View the schedule here. Students may study in the Writing Center whenever the library is open.

Contact: 253-692-4417 or uwtteach@uw.edu.

**Location:** Find us in TLB 2 (Tioga Library Building, 2nd floor)

# 9.2 > Student Life & Support

# 9.2.1 > Graduate Student Equity & Excellence (GSEE)

As a unit of the University of Washington Graduate School, the Office of Graduate Student Equity &

Excellence (GSEE) is committed to enhancing equity and social progression to promote the success of all graduate students.

For more than 55 years, GSEE has worked with graduate students, staff, faculty, and campus leadership to develop initiatives that strengthen graduate diversity, enhance academic opportunities, and encourage and support research exploring cultural diversity. GSEE aims to cultivate a culturally and ethnically diverse academic and social environment in which all graduate students can learn and thrive while attending the University of Washington.

#### **GSEE PROMOTES AND SUPPORTS:**

- > Outreach, Recruitment and Graduate Student Success
- Professional Development and Community Building
- > Graduate Funding Opportunities
- > Scholarship and Research
- > Advocacy, Consulting and Advising

**Contact:** <u>uwgsee@uw.edu</u> or (206) 543-9016

Location: Suite 034, The Graduate School, Communications Building

URL > https://grad.uw.edu/equity-justice/gsee-graduate-student-equity-excellence/

## 9.2.2 > Graduate Student Affairs (GSA)

Graduate Student Affairs uses a holistic approach to supporting current graduate students through student-centered services & programming, timely resources, and intentional university partnerships. Its mission is to strive to promote the well-being of our diverse graduate student body, so they can thrive and be successful at the University of Washington and beyond.

#### THIS MISSION IS ACCOMPLISHED BY:

- Releasing a monthly tri-campus graduate student e-bulletin featuring strategies to support your success
- > Coordinating wellness, community, and professional development events on the Seattle campus
- > Sharing tools to plan for your success in graduate school
- > Providing informational resources about getting the mentoring you need
- > Creating programming for first-generation and all grad students

Contact: uwogsa@uw.edu or (206) 543-1703

**Location:** G1 (ground floor), The Graduate School, Communications Building URL > https://grad.uw.edu/directory\_entry/graduate-student-affairs/

# 9.2.3 > Office of Global Affairs (OGA)

The Office of Global Affairs is the University of Washington's hub for global engagement. OGA provides transformative global experiences for students at the UW, preparing them to be global citizens and to enter a global workforce in today's interconnected world.

#### There are a variety of opportunities for graduate students to study abroad at the UW:

- > <u>Fieldwork, Research & Independent Learning Abroad (FRILA)</u>: Undertake degree-related international travel (for credit or not for credit) while fully enrolled at the UW, covered by insurance abroad, and supported by <u>UW Global Travel Health & Safety</u>.
- > <u>University and Departmental Exchanges:</u> Enroll at a partner university for study or research, immersing yourself in a different academic culture, creating connections with experts in your field of study, and gaining access to libraries and resources to inform your research.
- > <u>UW Faculty-Led Programs:</u> Study abroad on a program organized and taught by UW faculty that aligns with the UW academic calendar. Most faculty-led programs are designed for undergraduate students, but graduate students are invited to participate.
- > **TA positions:** Interested in teaching abroad? Connect with UW faculty leading study abroad programs. Each year, UW Faculty-led Programs hires a small number of teaching assistants to help staff programs. Contact your department to ask if it plans to run any study abroad programs. Express your interest before the UW Faculty-led proposal due dates (August 31 & October 31 annually).

#### **International Travel Registry**

Graduate students traveling abroad for learning, fieldwork, or research are required by <u>UW policy</u> to register their travel. This includes official UW international travel for research, study abroad, conferences, events, or meetings. If the UW is involved in international travel in any way (funding, salary, credits, sponsorship, etc.) it is considered official travel.

Registering your international travel connects you with UW Global Travel Health & Safety and provides you with 24/7 access to <a href="UW global emergency response">UW global emergency response</a>, enrolls you in <a href="Overseas emergency medical insurance">overseas emergency medical insurance</a>, guarantees you will receive travel notifications in the event of international crises, and more.

- > Global Learning Opportunities: Learn more about all of the global learning opportunities available through UW's colleges and schools on the Seattle campus as well as at the Bothell and Tacoma campuses.
- > <u>Global Partnerships:</u> Learn how the UW collaborates with global partners from academia, industry, communities, and non-profits, to solve global problems that impact us all.

Contact: uwoga@uw.edu

**Location:** 22 Gerberding Hall, Seattle Campus URL > https://www.washington.edu/globalaffairs/

# 9.3 > Career & Professional Development

#### **BOTHELL CAMPUS**

The <u>Career Services</u> engages with the Bothell Campus community to empower Huskies to explore career interests, build skills, and connect with the employment community and experiential learning opportunities. In developing the workforce of the future, we are committed to furthering every Husky in their lifelong career management, while serving as a premier recruitment partner. We aspire to integrate

curriculum and experiential learning for all students and aim to increase access to employment by collaborating with employers to adopt and execute equitable hiring practices. **Appointments** can be made in person or virtual.

**Contact:** career@uw.edu or (425) 352-3706

Location: 17927 113th Ave NE, Bothell, WA 98011-8246

URL > https://www.uwb.edu/career-services/

#### **SEATTLE CAMPUS**

The Career & Internship Center equips Huskies to integrate their holistic UW experience and create boundless futures. They envision a future where every Husky graduates with the skills, experience, professional connections, and academic knowledge to pursue careers that lead to personal fulfillment, financial wellness, positive contributions to workplaces and communities, and continued engagement with the UW family.

**Contact:** askcic@uw.edu or (206) 543-0535

**Location:** 134 Mary Gates Hall **URL** > https://careers.uw.edu/

#### **TACOMA CAMPUS**

The Career Development & Education office assists undergraduate, graduate students and alumni with developing, evaluating, and implementing career and educational decisions. Our staff is here to support students' endeavors toward a rewarding college experience and successful professional growth beyond Tacoma Campus. Career resources for immigrant students and alumni can be found on our **Community-Based Resources** page and individuals can also meet with career advisors using the contact information provided below.

**Contact:** tcareer@uw.edu or (253) 692-4857

**Location:** GWP 102

URL > https://www.tacoma.uw.edu/career

# 9.4 > Student Involvement & Recreation

#### 9.4.1 > Office of Public Lectures

At the UW, higher education is viewed as extending beyond the classroom and into the broader community. The university's public lecture programming reflects a commitment to accessibility and intellectual engagement by welcoming leading thinkers, artists, and changemakers from around the world to share their insights. These events serve to demystify academia and research, encouraging the public to remain curious and to explore bold ideas and groundbreaking discoveries that connect to everyday life. Public lectures are pay-as-you-can and open to all three campuses.

Contact: lectures@uw.edu

**Location:** G1 (ground floor), The Graduate School, Comms Building (lectures are at Town Hall Seattle)

URL > https://www.washington.edu/lectures/

# 9.4.2 > Graduate and Professional Student Senate (GPSS)

The Graduate and Professional Student Senate represents at UW Seattle over 17,000 graduate and professional students at the University of Washington. The GPSS Senators represent academic departments as well as non-academic programs and communities.

GPSS hosts events and programming, provides opportunities for a wide breadth of engagement through internal committees and university-wide liaison positions, and offers funding for academic and professional development.

Contact: gpss@uw.edu or (206) 543-8576

URL > https://www.gpss.uw.edu/

### 9.4.3 > UW Recreation

#### **BOTHELL CAMPUS**

The Activities & Recreation Center (ARC) offers free tutoring, writing help, and academic coaching. It supports all students with in-person and online services through centers like the Quantitative Skills Center and Writing & Communication Center.

**Contact:** <u>arcinfo@uw.edu</u> or (425) 352-3878

Location: 18220 Campus Way NE, Bothell, WA 98011-8246

URL > https://www.uwb.edu/arc/

#### **SEATTLE CAMPUS**

The UW Intramural Activities (IMA) Building is the central hub for fitness, wellness, and recreational activities on the Seattle Campus. Located near Lake Washington, the IMA offers a wide range of facilities, including multiple gyms and courts, indoor track, cardio and weight rooms, climbing center, studio spaces for group fitness and martial arts, and aquatics and mindfulness programs.

It also supports intramural sports, personal training, outdoor adventures through UWild, and equipment rentals via the Gear Garage. Access is available to UW students, employees, retirees, and eligible affiliates through membership.

Contact: recinfo@uw.edu

Location: 3924 Montlake Blvd NE, Seattle, WA 98195

URL > https://www.washington.edu/ima/

#### **TACOMA CAMPUS**

The University YMCA Student Center (UWY) is UW Tacoma's student recreation center. It is a fully operational YMCA, with recreation and fitness spaces, an NCAA regulation basketball court, cardio and weights equipment, indoor track, personal training, and locker rooms. Beyond the recreation center, the UWY serves as a social space for students too. Home to the Center for Student Involvement and student government, campus meeting and event spaces, and a game room, the UWY is a hub of student life at UW Tacoma.

Contact: cinamasu@ymcapkc.org or (253) 272-9622

**Location:** 1710 Market St, Tacoma, WA 98402 **URL** > https://www.tacoma.uw.edu/uwy

# 9.4.4 > Registered Student Organizations (RSO)

#### **BOTHELL CAMPUS**

UW Bothell has approximately 79 registered student clubs.

**Directory:** <a href="https://gather.uwb.edu/club\_signup">https://gather.uwb.edu/club\_signup</a> **Contact:** <a href="mailto:uwbsea@uw.edu">uwbsea@uw.edu</a> or (425) 352-3693 **URL** > <a href="https://www.uwb.edu/sea/clubs">https://www.uwb.edu/sea/clubs</a>

#### **SEATTLE CAMPUS**

RSO's are independent student-run clubs that register annually with the Student Activities Office. UW Seattle has around 1000 RSO's each year including academic RSO's, Fraternities and Sororities, sports/ recreational, cultural and special interest. Students can search for RSOs by category or keyword in Huskylink, which is the official <u>RSO Directory</u>. After finding an RSO in the directory, students are encouraged to email the RSO and find out when they meet and how to join.

URL > https://huskylink.washington.edu/

#### **TACOMA CAMPUS**

UW Tacoma has around 80 RSO's each year including academic RSO's, sports/recreational, cultural and special interest.

Learn more about the listing of all RSO's at:

Explore our Organizations | Student Involvement | University of Washington Tacoma

# 9.4.5 > Husky Union Building (HUB)

The Husky Union Building (HUB) at the UW is a vibrant center for student life, dedicated to enriching the Husky Experience through community engagement, dynamic events, and student involvement. As part of the Division of Student Life, the HUB fosters a welcoming and inclusive environment where all UW community members feel they belong. Guided by values such as discovery, empowerment, equity, integrity, and service, the HUB provides cultural, educational, social, and recreational opportunities that support student growth and lifelong learning. Originally opened in 1949 and expanded over the decades, the HUB now serves as a central gathering space — often referred to as the "living room" of campus — where students connect, collaborate, and build lasting memories.

Contact: thehub@uw.edu or (206) 543-8191

**Location:** 4001 E. Stevens Way NE, Seattle, WA 98195-2230 **URL** > https://hub.washington.edu/about/about-the-hub/

# 9.5 > Mental Health & Safety

# 9.5.1 > Husky Health Center

#### **BOTHELL CAMPUS**

The Health & Wellness Resource Center (HaWRC) is a one-stop hub connecting students with on-campus and community resources to help you thrive. In partnership with community programs such as the United Way Benefits Hub, we provide resource connections, financial coaching, and public benefits enrollment. Our services also include peer health education, and referrals to off-campus wellness resources.

Contact: hawrc@uw.edu or (425) 352-5190

Location: 18115 Campus Way NE (first floor of the ARC Bldg), Bothell, WA 98011

URL > https://www.uwb.edu/student-affairs/hawrc

#### **SEATTLE CAMPUS**

Husky Health Center is an outpatient medical clinic providing comprehensive healthcare primarily to University of Washington Seattle students. We are part of the Division of Student Life, working closely with our colleagues across campus to support the overall health and wellbeing of students.

As a multispecialty group practice at the UW, we work closely with UW Medicine to provide integrated medical care within this top-ranked hospital system.

Contact: uwhhc@uw.edu or (206) 597-5242

Location: 4060 E Stevens Way, Seattle, WA 98195

URL > https://wellbeing.uw.edu/husky-health/about/

#### **TACOMA CAMPUS**

Tacoma Campus Student Health understands the relationship between well-being and student success, and how dimensions of well-being can have an impact on academic performance and success, and student retention. Student Health envisions a campus where student well-being is prioritized through intentional integration into the student experience and into campus support resources and has developed the Husky Health Coalition to bring campus partners together to work collaboratively.

Contact: madieb@uw.edu or (253) 692-4750

URL > https://www.tacoma.uw.edu/sh/husky-health-coalition

# 9.5.2 > Husky HelpLine

Husky HelpLine is supported through Telus (formally MySSP) to give students access to same-day, confidential mental health and crisis intervention support, and in multiple languages.

#### There are several ways to connect:

- > **Phone:** Call 206-616-7777 (if you are calling from outside the US or Canada, dial 001-416-380-6578)
- Online chat: Chat with a Telus counselor on <u>Telus website</u> or on the Telus app (Apple App Store | Google Play)

> Download the Telus app (<u>Apple App Store</u> | <u>Google Play</u>) to have the full range of services at your fingertips any time.

URL > https://wellbeing.uw.edu/counseling-center/husky-helpline/

#### 9.5.3 > National Suicide Prevention Hotline

The 988 Lifeline advocates are available to all UW students and employees at no cost. Advocates provide a confidential place to seek support, information and assistance if you have experienced sexual assault, sexual harassment, intimate partner violence or stalking.

**URL** > 988 Lifeline

# 9.5.4 > SafeCampus

SafeCampus is the University of Washington's violence-prevention and response program, serving students, staff, faculty, and the broader UW community. The program provides confidential support for individuals experiencing or witnessing concerning behaviors, including harassment, threats, stalking, relationship violence, and other safety-related issues.

Trained professionals offer personalized safety planning, guidance, and connections to additional resources. SafeCampus also conducts in-person training to promote awareness and preparedness across campus.

SafeCampus is the University of Washington's violenceprevention and response program, serving students, staff, faculty, and the broader UW community.

The program uses a collaborative threat assessment approach to evaluate and reduce potential risks, considering the unique identities and circumstances of those involved. Support is available regardless of whether a specific threat has been identified — individuals are encouraged to reach out if something feels "off" or concerning.

Contact: (206) 685-7233

URL > https://www.washington.edu/safecampus/

# 9.5.5 > UW Counseling Center

The UW Counseling Center provides free, confidential mental health services to currently enrolled, degree-seeking UW students. Located in Schmitz Hall, the center offers both in-person and virtual support via secure Zoom.

#### **SERVICES INCLUDE:**

- > Individual and group counseling
- > Crisis intervention and urgent care
- > Workshops and outreach programs
- > Consultation for faculty, staff, and families
- > Career and identity development support

The center uses a short-term therapy model and helps connect students to long-term care if needed. Its mission is to foster a safe, inclusive environment that supports student well-being and academic success.

#### **BOTHELL CAMPUS**

Contact: <u>uwbcc@uw.edu</u> or

(425) 352-3581

Location: UW1 - 080

URL > https://www.uwb.edu/
student-affairs/counseling

#### **SEATTLE CAMPUS**

Contact: (206) 543-1240 Location: 401 Schmitz Hall URL > <a href="https://wellbeing.">https://wellbeing.</a>

uw.edu/counseling-center/

#### **TACOMA CAMPUS**

Contact: uwtpaws@uw.edu

or (253) 692-4522

**Location: MAT 354** (MATTRESS

FACTORY)

**URL** > https://www.tacoma.

uw.edu/paws

# 9.5.6 > Family & Childcare

The UW Center for Child & Family Wellbeing promotes the mental health and well-being of children and youth—by conducting scientific research and translating our findings into effective practices for parents, caregivers, educators, and practitioners. Our whole child approach connects the roles that families, providers, and communities have on a child's well-being and resilience, from birth through adolescence.

#### **BOTHELL CAMPUS**

Contact: hawrc@uw.edu

or (425) 352-5190

**Location:** 18115 Campus Way

NE, Bothell, WA 98011

URL > Parenting Student

**Resource Program** 

#### **SEATTLE CAMPUS**

Contact: ccfwb@uw.edu

or (206) 221-8508

**Location:** Kincaid Hall,

3751 W. Stevens Way NE,

Seattle, WA 98195

**URL** > Center for Child & Family

Wellbeing

#### **TACOMA CAMPUS**

Contact: uwtcfss@uw.edu

or (253) 692-4901

URL > Childcare & Family

**Support Services** 

### 9.5.7 > LiveWell

LiveWell empowers students with the skills and knowledge to make informed decisions about their health and well-being while at the UW and beyond. Through the expertise of professional staff and passion of Peer Health Educators, LiveWell provides evidence-based programs and services focused on health promotion, prevention, education, and advocacy.

#### LiveWell offers a variety of FREE services for students at the University of Washington in Seattle:

- > 1-1 appointments
- > Alcohol & Other Drug (AOD) consults
- > Confidential Advocacy
- > Peer Groups
- > Peer Health Education workshops

- Peer Wellness Coaching
- > Student Needs Navigation
- > Suicide Intervention Program (SIP)

Tabling events

Note: LiveWell does not have walk-in services.

Contact: livewell@uw.edu

**Location:** Elm Hall 109, 1218 NE Campus Pkwy, Seattle, WA 98105 (Next to Fitness Center West)

URL > https://wellbeing.uw.edu/livewell/

## 9.5.8 > Bias Reporting Tools

Any member of the UW community can report incidents of bias or violations of UW nondiscrimination policies. Bias reports may be submitted anonymously. Learn more about the process of reporting bias incidents to an advisory team for consideration and action on the **Reporting Bias Incidents** webpage. Students, faculty and staff can report incidents of bias or suspected bias using the UW's bias reporting tool, which was created in partnership with the Office of Minority Affairs & Diversity, the Office of Student Life and the president's Race & Equity Initiative.

URL > https://www.washington.edu/raceequity/updates/bias-reporting-tools/

#### 9.5.9 > UW Resilience Lab

The UW Resilience Lab, founded in 2015, is dedicated to promoting well-being across the University of Washington through research, education, and strategic initiatives. Its mission is to foster a compassionate and resilient campus culture by:

- > Equipping students, staff, and faculty with tools to build self-awareness, manage stress, and cultivate compassion.
- > Creating inclusive learning environments that support well-being, belonging, and personal growth.
- > Advocating for systemic change to enhance resilience and inclusivity across the university.
- > Empowering students to become change-makers in their communities.

URL > https://www.washington.edu/uaa/resilience-lab/

# 9.6 > Cultural Spaces & Resources

# 9.6.1 > Samuel E. Kelly Ethnic Cultural Center

The Kelly ECC is part of The Office of Minority Affairs & Diversity and has a wealth of resources and opportunities available to students including student advising, organizational development, personal growth, and referrals to different departments and programs.

Contact: ecc@uw.edu or (206) 543-4635 Location: 3931 Brooklyn Ave NE, Seattle, WA URL > https://depts.washington.edu/ecc/

## 9.6.2 > Center for American Indian and Indigenous Studies (CAIIS)

CAIIS is a premier research center for teaching, research, and service in the field of American Indian and Indigenous Studies at UW. Their mission is to support American Indian, Alaska Native, and Indigenous students, faculty, staff, and communities through scholarship, research, teaching, learning, and mentorship that strengthens and builds relationships among the UW and Tribes, First Nations, and other Indigenous peoples.

Contact: caiis@uw.edu or (206) 543-9082

Location: Padelford Hall C-514, 4110 E Stevens Way NE, Seattle, WA 98195

URL > https://caiis.uw.edu/

# 9.6.3 > Native Organization for Indigenous Scholars (NOIS)

The Native Organization of Indigenous Scholars (NOIS) was created to bring together University of Washington graduate and professional students of Indigenous descent. Their goal is to increase awareness of Indigenous ongoing research, work, and achievement through building a supportive community in which to socialize, network, share knowledge, and disseminate information

**Contact:** noisrso@uw.edu

URL > https://students.washington.edu/noisrso/about.php

#### 9.6.4 > wələb?altxw — Intellectual House

welfab?altxw — Intellectual House is a longhouse-style facility on the Seattle Campus. It provides a multiservice learning and gathering space for American Indian and Alaska Native students, faculty and staff, as well as others from various cultures and communities to come together in a welcoming environment to share knowledge.

**Contact:** welebalt@uw.edu or (206) 616-7066 **Location:** 4249 Whitman Court, Seattle, WA 98195

URL > https://www.washington.edu/omad/intellectual-house/

# 9.6.5 > Indigenous Wellness Research Center

The Indigenous Wellness Research Institute — a National Institutes of Health designated Center of Excellence — collaborates with indigenous people in three areas: research, tribal capacity building and knowledge sharing. The Institute brings together community, tribal, academic and government resources, increasing its capacity to develop innovative, culture-centered and interdisciplinary social and behavioral research and education.

URL > https://iwri.org/

# 9.6.6 > UW Society for the Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS)

The SACNAS UW Chapter was founded in 2007 and consists of undergraduate, graduate, post-docs, faculty and staff from various scientific disciplines across campus. SACNAS UW Chapter focuses on academic and community outreach at college and K-12 levels. SACNAS UW is very dedicated to academic

outreach and excellence and has thus been nationally recognized. Awards include Chapter of the Year (3), Role Model Chapter (1) and Distinguished Chapter (1). Each year, our members attend the SACNAS National Conference, which is held at a different location within the U.S. Members are encouraged to submit poster and oral presentation abstracts, for each conference.

Contact: sacnas@uw.edu

URL > https://sacnasuwashington.wordpress.com/

#### 9.6.7 > Latino Center for Health

Through community partnerships and capacity building, the Latino Center for Health provides leadership through innovative research that promotes culturally responsive evidence-based practices, informs health policy, and advances the health and well-being of a growing Latinx community.

**Contact:** <u>latcntr@uw.edu</u> or (206) 685-3583

Location: Roosevelt Commons East, 4311 11th Ave NE, Suite 240, Seattle, WA 98105

URL > https://latinocenterforhealth.org/

# 9.6.8 > Stroum Center for Jewish Studies

As a premiere hub for Jewish Studies, the Stroum Center features an internationally recognized Sephardic Studies Program and a vibrant undergraduate and graduate community. The Stroum Center for Jewish Studies promotes the study of Jewish histories, cultures, societies, ideas, languages, and religion, integrating insights from these fields into broader scholarly and public conversations.

Contact: jewishst@uw.edu or (206) 543-0138

Location: Thomson Hall, The Henry M. Jackson School of International Studies

URL > https://jewishstudies.washington.edu/

# 9.6.9 > UW Indigenous Walking Tour

The 40-page, full color booklet tells the story of Indigenous places through an Indigenous community member's eye across seven stops on campus. You can also walk the tour virtually and watch a short video of Owen Oliver, the creator of the walking tour, sharing about what the tour means to him.

URL > https://ais.washington.edu/research/publications/indigenous-walking-tour

# 9.6.10 > Prayer & Meditation Spaces at UW

Click the link below to check out these spaces on the campuses of the University of Washington provide a quiet place for any member of the UW campus community to pray, meditate, and/or reflect.

URL > https://www.washington.edu/diversity/prayer-meditation-spaces-on-campus/

# 9.6.11 > Q Center

The Q Center at the University of Washington is a vibrant resource and advocacy hub for LGBTQ+ students, staff, and faculty. Located in the Husky Union Building, the center has served the UW community for nearly two decades, fostering a brave, affirming, and inclusive environment. Its mission is to empower queer and trans individuals through education, advocacy, and community-building, while

promoting justice, respect, and liberation.

#### **KEY PROGRAMS AND SERVICES:**

- > **Support & Advocacy:** Offers peer and professional support, mentoring, and resources tailored to LGBTQ+ identities and experiences.
- > **Community Building:** Hosts events, workshops, and social gatherings to foster connection and belonging.
- > **Education & Outreach:** Provides training and consultation to departments across campus to improve inclusivity and safety.
- > **Lavender Graduation:** Celebrates the achievements of LGBTQ+ graduates in a dedicated annual ceremony.
- > Marsha P. Johnson Library: A curated space for queer literature, history, and learning.

**Location:** Husky Union Building (HUB), UW Seattle Campus **URL** > gcenter.uw.edu

#### 9.6.12 > Alene Moris Women's Center

The Alene Moris Women's Center is a hub for leadership development, educational equity, and advocacy. It serves all students, faculty, staff, and community members, with a focus on empowering women and people of all gender identities. Its mission is to disrupt cycles of oppression and break down gender-based barriers through transformational education, leadership development, and advocacy.

#### **KEY PROGRAMS AND SERVICES:**

- > **Leadership Development:** Programs like the Moris Leadership Academy support emerging leaders, especially those from historically marginalized backgrounds.
- > **Support for Non-Traditional Students:** Resources for first-generation, returning, and non-traditional students.
- > **Education & Advocacy:** Initiatives in violence prevention, gender equity, and anti-human trafficking research and policy.
- > **Community Engagement:** Workshops, events, and collaborations that promote social justice and inclusive excellence.

**Location:** Cunningham Hall, UW Seattle Campus

URL > womenscenter.uw.edu

# 9.6.13 > Leadership Without Borders

Leadership Without Borders (LWB) works to serve and empower undocumented students at the University of Washington. LWB offers leadership development resources, college success navigators, the Husky Lending Library, a space for community building, and connections to other campus and community resources. LWB also welcomes allies who want to help further our mission.

The program offers leadership development resources, meeting space, artwork, a textbook lending

library, and an atmosphere designed to provide both aspiration and inspirational aspects for multi-ethnic, multi-identity, and multi-national communities.

Contact: undocu@uw.edu or (206)-685-6301

Location: 3931 Brooklyn Avenue NE, Seattle, WA 98105

URL > https://depts.washington.edu/ecc/lwb/

# 9.7 > Other Campus Services

# 9.7.1 > Transportation Services

#### **BOTHELL CAMPUS**

<u>Commuter Services</u> provides additional transportation resources to the campus community to assist in reducing single-occupancy vehicle trips to the Bothell Campus. We provide extensive bicycle and pedestrian access to campus, transit accessibility, UPASS, Community Van outreach, free bike repair stations, and skateboard lock stations.

- > Bicycling: Bicycling regulations, trails, and campus accommodations
- > Community Van: Participate in the Community Van Program
- > <u>U-PASS/Transit</u>: Purchase the U-PASS and getting to campus with transit services.
- > UCAR: Information regarding the UCAR program

**Resource:** Campus Map

URL > https://www.uwb.edu/commuter-services/parking

#### **SEATTLE CAMPUS**

Faculty, staff and students driving to campus may choose from a variety of parking products and payment options. Most permits can be purchased and renewed at our <u>online customer portal</u>. If you have not used the portal before, please review the <u>customer portal guide</u> first. You can also visit the <u>Transportation Services office or contact us</u> for more information.

Please enter your vehicle information in your account on the <u>online customer portal</u> prior to contacting us.

Parking permits are assigned to specific lots or garages based on space availability at time of purchase. Parking in a lot different from the one on your permit may result in a citation.

URL > https://transportation.uw.edu/park/student-employee

#### **TACOMA CAMPUS**

<u>Transportation Services</u> is committed to providing access to campus under a sustainable transportation program that reduces our collective impact on the environment, while providing access to parking and transportation services that align with the University's core mission and goals.

URL > https://www.tacoma.uw.edu/fa/safety/transportation/parking

## 9.7.2 > Human Subjects Division

The Human Subjects Division (HSD) is a service and compliance unit within the University of Washington Office of Research. HSD's roughly 40 staff members manage UW's 4 Institutional Review Boards (IRBs) which include UW faculty and staff as well as community members. HSD and the IRBs are the core of the UW's Human Research Protection Program which ensures institutional compliance with federal and state regulations and UW policies. In this role, HSD also operates the UW's Post Approval Verification and Education (PAVE) Program and serves as the administrative oversight for IRB Reliance Agreements. HSD also provides guidance to researchers on regulatory and ethical issues. HSD has policy making authority, working with the Office of Research.

There are about 9,200 open active human research studies at the UW, distributed across almost every department and academic unit and with a significant percentage of UW research occurring outside of the United States (U.S.). UW human subjects research is remarkably diverse ranging from clinical trials of investigational devices, ethnography of the blues music culture in Angola prison, think-aloud studies of new mobile technology, and more.

**Contact:** For studies reviewed by a UW IRB, please contact the assigned review team through their group email (for example, Team A is hsdteama@uw.edu). This is the fastest way to get a response. IRB applications are assigned by the department.

To find which team to contact, use this contact look up tool.

**Location:** 4333 Brooklyn Ave NE, Seattle, WA 98195 **URL** > https://www.washington.edu/research/hsd/

# 9.7.3 > Disability Resources for Students

- > DRS Bothell Campus
- > DRS Tacoma Campus
- Disability Access and Accommodations Tri-Campus
- > Campus Access Guide (for maps, parking locations, and barrier reporting)
- > D Center UW Disability and d/Deaf cultural center
- > UW-IT's Access Technology Center (in Mary Gates Hall)
- > Disability Studies in the College of Arts & Sciences
- > Center for Technology and Disability Studies (via Office of Research)
- > Disability Services Office (for UW employees and campus visitors)
- Becoming a Deaf/Hard of Hearing service provider (ASL interpreter or real-time captioner) for UW

# 9.7.4 > UW Campus Food Pantry Childcare Assistance Program BOTHELL CAMPUS

The Husky Pantry may be accessed by any Bothell Campus student who is facing food insecurity. Students can shop for grocery staple items, as well as seasonal products, hygiene and toiletry items (all non-perishable).

Contact: hawrc@uw.edu

URL > https://www.uwb.edu/student-affairs/hawrc/basic-needs-programming/husky-pantry

#### **SEATTLE CAMPUS**

The UW <u>Food Pantry</u> provides food to students, staff, and faculty who may be experiencing short-term food insecurity.

Contact: <a href="mailto:uwpantry@uw.edu">uwpantry@uw.edu</a>
Location: Poplar Hall 210

URL > https://www.washington.edu/anyhungryhusky/the-uw-food-pantry/

#### **TACOMA CAMPUS**

<u>The Pantry</u> is a vital resource the campus community dedicated to ensuring every student has access to free supplemental, nutritious, and culturally relevant food assistance, along with essential hygiene products and supplies.

**Location:** William Philip Hall 010 (Ground Floor)

URL > https://www.tacoma.uw.edu/pantry

# 10 > UNIVERSITY OF WASHINGTON COMMENCEMENT CEREMONY

#### **BOTHELL CAMPUS**

The <u>University of Washington Bothell</u> hosts ceremonies for undergraduate and graduate students. This commencement is held at the Alaska Airlines Arena at Hec Edmonson Pavilion.

Paid parking is available at Alaska Airlines Arena. Student and guest parking is available in lots E01, E12. E18, E19 and E21. For accessible and limited mobility parking – E17 and E20. The cost is \$20.25, and payment is by credit card only. There are shuttle stops in lots E01, E18, and E12.

Contact: uwbgrads@uw.edu

URL > https://www.uwb.edu/commencement/

#### **SEATTLE CAMPUS**

The University of Washington hosts a university-wide commencement ceremony for all graduating students. Detailed information, including guest ticketing requirements, is provided once students have formally applied for graduation. Participation in the ceremony requires academic regalia.

As seating is limited, students are asked to confirm their participation and request guest tickets only if they are certain they will attend, to ensure equitable access for all graduates and their families.

The university-wide ceremony is organized by the Office of Ceremonies, and additional details are available on their website. There are smaller departmental ceremonies and center-based ceremonies that students can also attend, you should check in with your departments and UW centers for details.

**Contact:** commence@uw.edu or (206) 543-2592

**URL** > The Office of Ceremonies

#### **TACOMA CAMPUS**

The <u>University of Washington Tacoma</u> hosts its undergraduate and graduate Commencement ceremony at the Tacoma Dome, at the end of each spring quarter.

Contact: tcommenc@uw.edu or (253) 692-4913

URL > https://www.tacoma.uw.edu/commencement

# 11 > UW EMAIL & FILE STORAGE ACCESS

As graduation approaches, University of Washington students should take steps to back up and preserve any digital work associated with their UW NetID. After graduation, access to UW-provided services such as email, cloud storage, and other resources may change or be discontinued.

#### **Key Steps for Students to Preserve Their Work:**

- > **Back Up Files:** Students should save copies of important documents, research data, and any other critical files stored on UW systems.
- > **Transfer Emails and Contacts:** Students using UW email services are encouraged to export their emails and contacts to a personal email account to retain future access.
- > **Save Course Materials:** Students should download course materials, assignments, and projects from platforms such as Canvas that may be needed for future reference.
- > **Update Contact Information:** Providing a personal email address to departments or contacts is recommended so students can stay informed about alumni communications and opportunities.
- > **Review Service Changes:** Students should review which UW services will remain available and which will be deactivated after graduation.

Detailed instructions and additional resources can be found on the UW IT Connect page about saving work before graduation. Students with questions or who need support are encouraged to contact UW IT support for assistance.

Contact: help@uw.edu or (206) 221-5000

**Location:** UW Information Technology, 4333 Brooklyn Ave NE, Seattle, WA 98195 URL > https://it.uw.edu/get-started/students/save-work-before-graduation/

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— Adele Zhang (Project Manager & Editor), summer 2025

# **APPENDICES**

# A > UW Graduate School Acronyms

**3MT** > Three Minute Thesis. Graduate School program (in partnership with UW Libraries Research Commons).

**ARCS** > Achievement Rewards for College Scientists. A fellowship that matches donors with student recipients.

ASA > Academic and Student Affairs. The ASA alliance is made up of the Graduate School, Office of Minority Affairs and Diversity, Student Life, and Undergraduate Academic Affairs for strategic and advancement purposes. The ASA unit is made up of Academic Technologies, the Center for Teaching & Learning, Enrollment Management, Project Management, Strategic Initiatives, and the University Privacy Office.

**BI** > Business Intelligence. The Business Intelligence Portal connects UW's Enterprise Data Warehouse, central reports and visualizations.

**BODC** > Board of Deans and Chancellors.

**CAIR** > Computing and Information Resources. Graduate School unit.

**CGS** > <u>Council of Graduate Schools.</u> A national organization, CGS serves as a resource on issues regarding graduate education, research, and scholarships.

**EID** > Equity, Inclusion and Diversity. A common phrase; also, a Graduate School unit.

**FFA** > <u>Fellowships</u>, <u>Finance</u> and <u>Awards</u>. Graduate School unit.

**GEMS** > <u>Graduate Enrollment Management</u> <u>Services</u>. Graduate School unit.

**GPA/GPC** > Graduate Program Advisor/ Graduate Program Coordinator. Advisors are staff; coordinators are faculty.

**GSR** > Graduate School Representative. A graduate faculty member appointed to represent the Graduate School at a Ph.D. candidate's dissertation defense. The GSR must NOT have primary, joint, affiliate, or adjust appointments in the student's/committee chair's department.

**GSA** > (Office of) Graduate Student Affairs (now part of the GSS). Graduate School unit.

**GSEE** > (Office of) Graduate Student Equity & Excellence. Graduate School unit.

**GSS** > (Office of) Graduate Student Success. Graduate School unit.

**IDP** > Interdisciplinary Program, *or* Individual Development Plan.

**ISC** > <u>Integrated Service Center.</u> Supports Workday.

MHCI+D > Master of Human-Computer Interaction and Design. Graduate School Interdisciplinary Program.

**NNE** > <u>National Name Exchange</u>. Run by the Council of Graduate Schools, the NNE program seeks to broaden graduate school attainment.

**OAA** > Office of Academic Affairs. Graduate School unit.

**OMA&D** > Office of Minority Affairs & Diversity. UW unit.

**OPA** > <u>Office of Postdoctoral Affairs.</u> Graduate School unit.

**OPB** > Office of Planning & Budgeting. UW unit.

**OPL** > <u>Office of Public Lectures</u>. Graduate School unit.

**PARF** > President/Provost Attendance Request Form.

**PNOI** > Planning Notice of Intent. A preliminary step in the proposal of a new degree or certificate program.

**PCE** > <u>Professional and Continuing Education.</u>
UW unit.

**UMAC** > University Marketing & Communications. UW unit.

**UWAA** > <u>University of Washington Alumni</u> <u>Association.</u> UW unit.

**WAGS** > Western Association of Graduate

Schools. Coalition of universities in the Western

United States, Canada and Pacific Rim.

# **B** > Campus Resources

This page provides a filterable directory of essential support services across the Bothell, Seattle, and Tacoma campuses, as well as campus-wide amenities like restrooms. It empowers graduate students to easily locate services related to safety, career development, student life, equity, and childcare. This catalog ensures visibility of key resources that enhance well-being, academic success, and campus engagement.

URL > https://grad.uw.edu/current-students/student-success/campus-resources/

#### **TRI-CAMPUS**

#### **All-Gender Restrooms**

All individuals may use facilities that correspond with their gender identity. These restrooms provide privacy and accessibility for everyone, including people with disabilities and caregivers of a different gender.

URL > https://grad.uw.edu/campus\_resources/all-gender-restrooms/

#### **Emergency Aid**

Offers financial support to students facing unexpected, unavoidable expenses such as medical emergencies, housing crises, or family emergencies.

URL > https://grad.uw.edu/campus\_resources/emergency-aid-tri-campus/

#### **UW Food Pantry**

Provides free, nutritious food to UW students, staff, and faculty experiencing short-term food insecurity. Locations exist on all three campuses.

URL > https://www.washington.edu/anyhungryhusky/

#### **Lactation Stations**

Private, secure, and clean spaces across all campuses for nursing parents to express milk or breastfeed.

URL > https://hr.uw.edu/worklife/child-care-and-caregiving/lactation-spaces/

#### **LinkedIn Learning**

Free access to 22,000+ online courses for UW students, staff, and faculty to build academic, professional, and personal skills.

URL > https://careers.uw.edu/linkedin-learning/

#### Office of the Ombud

Provides confidential, impartial conflict resolution services to all UW community members across campuses.

URL > https://www.tacoma.uw.edu/ombud

#### **SafeCampus**

A violence-prevention and response program offering support for safety concerns, including harassment, stalking, and mental health crises.

URL > https://www.washington.edu/safecampus/

#### **Set Up Your UW NetID**

Enables students, faculty, and staff to create and manage their UW online credentials for accessing university systems.

URL > https://grad.uw.edu/campus\_resources/set-up-your-uw-netid/

#### **Student Legal Services**

Offers free legal consultations and low-cost representation to currently enrolled students.

URL > https://grad.uw.edu/campus\_resources/student-legal-services-tri-campus/

#### **Title IX Office**

Ensures compliance with Title IX, addressing sex-based discrimination, harassment, and assault.

URL > https://grad.uw.edu/campus\_resources/title-ix-office-tri-campus/

#### **U-PASS**

A transit pass loaded onto the Husky Card, providing access to buses, light rail, and other transportation services.

URL > https://transportation.uw.edu/getting-around/u-pass

#### **UW Libraries**

Offers extensive academic resources, study spaces, and research support across all three campuses.

URL > https://www.lib.washington.edu/

#### Handshake

UW's job and internship platform connecting students with employers and career opportunities.

URL > https://careers.uw.edu/handshake/

#### **Study Abroad**

Provides global learning opportunities through exchange programs, faculty-led trips, and internships abroad.

URL > https://www.washington.edu/studyabroad/

#### **BOTHELL CAMPUS**

#### **Activities & Recreation Center (ARC)**

The ARC is the hub of student life at Bothell Campus, offering a fitness center, outdoor gear shop, gaming areas, and multipurpose event spaces. It's a place to socialize, exercise, and access wellness resources, including the Health & Wellness Resource Center.

URL > https://myarc.uwb.edu/

## **Disability Resources for Students (DRS)**

DRS supports students with disabilities by providing accommodation, advocacy, and access to the myDRS system. It's a tri-campus resource tailored to the unique needs of Bothell students.

URL > https://grad.uw.edu/campus\_resources/disability-resources-for-students-bothell/

#### Health & Wellness Resource Center (HaWRC)

A one-stop hub connecting students with on-campus and community resources. Services include financial coaching, public benefits enrollment, peer health education, and referrals to wellness programs. Open to both Bothell Campus and Cascadia College students.

URL > https://www.uwb.edu/student-affairs/hawrc

### **International Student Services (ISS)**

Provides advice and support for international students on visa policies, cultural adjustment, and academic success. Offers walk-in and scheduled appointments.

URL > https://grad.uw.edu/campus\_resources/center-for-international-education/

#### Office of Diversity, Equity & Inclusion

The Office of Diversity, Equity & Inclusion and its team manifest the beloved community through our commitments to authentic relationship and community building. The relationships we build include those

with each other, the institution, the broader campus, and within ourselves.

URL > https://www.uwb.edu/odei/

#### Office of Connected Learning (Collaboratory)

The UW Bothell Collaboratory is a creative and open environment that allows you to work on academic and personal projects as a team or individually. The space provides equipment, materials, and training needed for co-creating physical and/or digital prototypes, art, and other work products. Our current focus is to continue developing and evolving this into a space that is inviting and welcoming to students of all majors, pre-majors, graduates and interest levels.

URL > https://www.uwb.edu/connected-learning/collaboratory

#### **Quantitative Skills Center (QSC)**

Offers free drop-in and online tutoring in math, science, business, and more. The QSC helps students build confidence in quantitative reasoning through peer-led support and equipment check-out.

URL > https://grad.uw.edu/campus\_resources/quantitative-skills-center/

#### **Student Diversity Center**

A welcoming space that fosters a "beloved community" where students can thrive and transform the Bothell Campus campus and beyond. The center supports identity development, cultural celebration, and inclusive leadership.

URL > https://grad.uw.edu/campus\_resources/diversity-center/

#### **Student Housing**

The Residential Village offers on-campus housing with community kitchens, study rooms, and a modern dining hall. Students benefit from a supportive, convenient living environment that enhances academic and social engagement.

URL > https://grad.uw.edu/campus resources/student-housing-bothell/

#### **Undocumented Student Resources**

Provides a comprehensive list of resources for DACA and undocumented students, including legal support, financial aid guidance, and community connections.

URL > https://grad.uw.edu/campus\_resources/undocumented-students-at-uw-bothell/

#### **Veteran & Military Resources Office**

Assists students using VA educational benefits and supports military-connected students through advising, advocacy, and community-building.

URL > https://grad.uw.edu/campus\_resources/veterans-services-bothell/

#### Writing & Communication Center (WaCC)

Offers support for students at any stage of the writing or presentation process. Services include feedback

on papers, personal statements, and projects to help students become confident communicators.

URL > https://grad.uw.edu/campus resources/writing-communication-center/

#### **SEATTLE CAMPUS**

#### **Graduate and Professional Student Senate (GPSS)**

Represents over 17,000 graduate and professional students at UW. GPSS advocates for student needs, hosts events, and provides funding for academic and professional development.

URL > https://www.gpss.uw.edu/

#### **Graduate Student Affairs**

Offers holistic support through 1:1 consultations, wellness programming, and resources for navigating graduate life, especially for first-generation students.

URL > https://grad.uw.edu/campus\_resources/graduate-student-affairs/

#### **Graduate Student Housing**

Offers a variety of on-campus housing options for graduate students, including furnished and unfurnished apartments for individuals, couples, and families.

URL > https://grad.uw.edu/campus\_resources/graduate-student-housing/

#### CIRCLE – Center for International Relations & Cultural Leadership Exchange

Supports international graduate students through tailored programming, resource sharing, and community-building initiatives.

URL > <a href="https://grad.uw.edu/campus\_resources/center-for-international-relations-cultural-leadership-exchange-circle/">https://grad.uw.edu/campus\_resources/center-for-international-relations-cultural-leadership-exchange-circle/</a>

# Center for Teaching and Learning (CTL)

Promotes inclusive, learner-centered teaching through workshops, consultations, and pedagogical resources for instructors.

URL > https://grad.uw.edu/campus\_resources/center-for-teaching-and-learning/

#### **DO-IT Center**

Empowers people with disabilities through technology, mentorship, and education. Offers resources for students, educators, and employers to foster inclusive environments.

URL > https://doit.uw.edu/

#### **Q** Center

A student-run resource center supporting LGBTQ+ students, staff, and faculty. Offers programming,

advocacy, and a welcoming space in the Husky Union Building.

URL > https://sites.uw.edu/qcenter/

#### **Research Commons – UW Libraries**

A space in Allen Library South for research support, workshops, and graduate student engagement.

URL > https://lib.uw.edu/commons/

#### **Statistical Consulting Services**

Offers free statistical advice to UW students, faculty, and staff on study design, data analysis, and interpretation through scheduled appointments.

URL > https://stat.uw.edu/research/consulting

#### **Student Veteran Life**

A veteran-led unit supporting student veterans through community-building, advocacy, and transition support.

URL > https://grad.uw.edu/campus\_resources/student-veteran-life/

#### Student Health & Well-Being (Husky Health)

Offers comprehensive medical, mental health, and wellness services for Seattle Campus students. Services include same-day care, counseling, OB/GYN, travel medicine, and more—all aimed at promoting lifelong well-being and resilience.

URL > https://wellbeing.uw.edu/unit/husky-health/

#### Odegaard Writing and Research Center (OWRC)

Provides writing and research support for all UW students. Services include one-on-one tutoring, writing accountability groups, and help with research strategies and academic writing.

URL > https://lib.uw.edu/ougl/owrc/

#### **Waterfront Activities Center (WAC)**

Located on Union Bay near Husky Stadium, WAC offers seasonal rentals of kayaks, canoes, and rowboats. It's a great way for students to enjoy the outdoors and explore Lake Washington.

URL > https://grad.uw.edu/campus resources/waterfront-activities-center/

#### **Equity, Inclusion, and Belonging**

Promotes a welcoming and respectful learning environment by honoring diverse identities and perspectives. Offers programs and resources to support access, opportunity, and justice.

URL > https://grad.uw.edu/campus\_resources/office-of-minority-affairs-and-diversity-omad/

#### **Disability Resources for Students (DRS)**

Ensures access and inclusion for students with disabilities. DRS partners with students to provide

accommodation and support for academic success.

URL > https://grad.uw.edu/campus resources/disability-resources-for-students-seattle/

#### D Center (Disability and Deaf Cultural Center)

A physical and virtual gathering space for students, staff, and faculty who identify as Disabled, D/deaf, or allies. Located in Mary Gates Hall, the D Center fosters community, social justice, and pride through events, workshops, and accessible facilities.

URL > https://grad.uw.edu/campus\_resources/d-center/

#### **Commuter & Transportation Services**

Offers resources for navigating to and around the Seattle Campus campus. Services include U-PASS, NightRide, bike programs, and parking. Over 60 bus routes serve the campus, making commuting accessible and sustainable.

URL > https://grad.uw.edu/campus\_resources/transportation-services/

#### Food Pantry (Seattle)

Provides free food to students, staff, and faculty facing short-term food insecurity. The pantry helps alleviate financial stress and supports wellness through access to nutritious food.

URL > https://grad.uw.edu/campus\_resources/food-pantry-seattle/

#### **Gender-Based & Sexual Harassment and Assault Resources**

Offers confidential support, safety planning, medical and counseling referrals, and reporting guidance for survivors of sexual assault, relationship violence, stalking, and harassment.

URL > https://grad.uw.edu/campus\_resources/gender-based-sexual-harassment-and-assaultresources-seattle/

#### IT & Software Resources for Students

UW-IT provides access to essential software (e.g., Microsoft Office, SPSS, Qualtrics), hardware discounts, and tech support to help students succeed academically and professionally.

URL > https://grad.uw.edu/campus\_resources/it-services-seattle/

#### **TACOMA CAMPUS**

#### **Center for Equity and Inclusion**

The Center for Equity and Inclusion ensures that all students feel seen, heard, respected and valued. The Center works to create a nondiscriminatory space where students can build friendships, develop intercultural awareness and skills, and learn from one another across differences. The Center is a supportive environment that fosters curiosity, critical thinking and compassion.

URL > https://www.tacoma.uw.edu/equity-center

#### **Disability Resources for Students (DRS)**

DRS ensures access and inclusion for students with disabilities. It offers accommodation, advocacy, and support for students with documented physical, emotional, or mental disabilities.

URL > https://www.tacoma.uw.edu/drs

#### Psychological & Wellness Services (PAWS)

PAWS provides confidential, intentional, and problem-focused mental health counseling for currently enrolled Tacoma Campus students. Services include individual, group, and crisis counseling, workshops, and referrals to community providers.

URL > https://www.tacoma.uw.edu/paws

#### The Pantry (Tacoma Campus)

A vital resource offering free, nutritious, and culturally relevant food and hygiene products to students. The Pantry partners with local organizations and the campus Giving Garden to support student well-being.

URL > https://www.tacoma.uw.edu/pantry

#### **Gender-Based & Sexual Harassment and Assault Resources**

Offers trauma-informed support, advocacy, and reporting options for survivors of sexual assault, relationship violence, stalking, and harassment. Confidential advocates are available to help students understand their rights and options.

URL > https://grad.uw.edu/campus\_resources/gender-based-sexual-harassment-and-assaultresources-tacoma/

#### **International Student and Scholar Services (ISSS)**

Part of the Office of Global Affairs, ISSS supports F-1 and J-1 students and scholars through immigration advising, cultural programming, and outreach. The ISSS portal allows students to manage their immigration documents online.

URL > https://www.tacoma.uw.edu/oga/isss

#### **Library Makerspace**

The UW Tacoma Library Makerspace is a peer-to-peer learning environment where students, staff and faculty can create interdisciplinary academic and fun projects. The Library Makerspace operates on a "no-mistakes" philosophy and provides tools to create projects in 3-D printing, laser cutting, poster printing, sewing, crafts and vinyl cutting.

URL > https://www.tacoma.uw.edu/library/library-makerspace

#### **Quantitative Skills Tutoring**

The TLC Quantitative Center offers both in-person and online tutoring in math, science, business, and more. Services are free and available to all Tacoma Campus students, faculty, and staff.

URL > https://grad.uw.edu/campus\_resources/quantitative-skills-tutoring/

#### **Student Health**

A one-stop hub for health and wellness services, including medical care, mental health counseling (PAWS), health education, and 24/7 virtual care through TimelyCare. Also provides confidential advocacy and wellness resources.

URL > https://www.tacoma.uw.edu/sh

#### **Student Housing**

Offers on-campus living in Court 17 Residence Hall. Students enjoy a vibrant, secure community with furnished apartments, events, and easy access to campus and downtown Tacoma.

URL > https://www.tacoma.uw.edu/housing

#### **University Y Student Center (UWY)**

A 70,000-square-foot recreation and student life facility operated in partnership with the YMCA. It includes a gym, indoor track, basketball court, game room, and spaces for student government and events. Free for Tacoma Campus students.

URL > https://www.tacoma.uw.edu/uwy

## **Veteran and Military Resource Center (VMRC)**

Supports military-connected students with VA benefits, tuition waivers, and transition services. Also, home to the Veterans Incubator for Better Entrepreneurship (VIBE), which helps veterans launch businesses.

URL > https://www.tacoma.uw.edu/vmrc

#### **Writing Center**

Offers in-person, Zoom, and written feedback appointments for students at all writing levels. Located in the Tioga Library Building, the center supports academic, creative, and professional writing in an inclusive environment.

URL > https://www.tacoma.uw.edu/tlc/writing-center

# **C > Graduate School Directory**

The Office of the Dean	graddean@uw.edu
Academic Affairs	gsacad@uw.edu
Advancement	grad.uw.edu/support-the-graduate-school/
Communications	gradcomm@uw.edu
Computing and Information Resources (CAIR)	gshelp@uw.edu
Fellowship & Awards	gradappt@uw.edu
Graduate Enrollment Management Services (GEMS)	uwgrad@uw.edu
Graduate Student Affairs	uwgsa@uw.edu
Graduate Student Equity & Excellence (GSEE)	uwgsee@uw.edu
Graduate Student Success in Graduate Programs	gradsuccess@uw.edu
Human Resources	gradhr@uw.edu
Interdisciplinary Programs	graddean@uw.edu
The Office of Public Lectures	lectures@uw.edu