

ADMINISTRATIVE MANUAL

for the

MASTER OF URBAN PLANNING PROGRAM

DEPARTMENT OF URBAN DESIGN AND PLANNING

UNIVERSITY
OF
WASHINGTON

COLLEGE OF
BUILT
ENVIRONMENTS



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INTRODUCTION

Many of the resources available to you as a Master of Urban Planning (MUP) student are identified in this manual. Included is information regarding program policies, faculty, students, facilities, and random helpful hints. The information included is by no means exhaustive. The greatest resource you have is each other. We encourage each of you to participate fully in all Department activities. Your participation in the academic and extra-curricular affairs of this Department is certain to enrich the program and yourselves. Above all, such shared participation is the basic step in learning to be a planner in the service of society. We hope you find that this guide in some way adds to your educational and personal experiences at the University.

CURRICULUM AND REQUIREMENTS

Course Credit Requirements

In order to be awarded a Master of Urban Planning degree, the student must satisfactorily complete a minimum of 72 credit hours of work in urban planning and related fields (63 credits of coursework and 9 of thesis or professional project). At least 18 of these credits must be at the 400- or 500-level and graded. Also, at least 18 credits must be at the 500-level and above; all courses taken in the Department of Urban Design and Planning must be at the 400-level and above. 100, 200 and 300-level courses cannot be counted toward the degree. Courses numbered 499, from any department, cannot be counted toward a graduate degree.

Full-time students normally take 12 credits per quarter (10 credits is the minimum for international students or students receiving financial aid).

A 3.0 cumulative grade point average in all courses is required for graduation and a 3.0 cumulative average is required in all MUP core courses, with remedial work recommended by the Department Chair when these averages are not maintained. Students must also have a minimum grade of 2.7 in each course which counts toward graduation. Grades below 1.7 will be recorded as 0.0 by the Registrar and will not count toward residency, total credit count, or grade and credit requirements. The thesis and certain other courses are offered only on a credit/no credit basis, and thus do not affect the overall grade point average.

Prerequisites

Starting with the entering class of Autumn 2015, the MUP program will no longer require prerequisites. However, because resource allocation is often a key issue in planning, we consider a solid understanding of basic economic principles essential for all planners. Moreover, students should be aware that they are expected to have a foundation in microeconomics for certain courses and thus should be adequately prepared if they plan to take such a course.

Students who lack knowledge in economics but wish to take a microeconomics course prior to entering the MUP program have several options. Students may take a microeconomics course at a community college or through an accredited on-line program. Students may also take ECON 200, Intro to Microeconomics, at the University of Washington (5 credits). This course is offered every quarter, but tends to have greater availability in summer quarter. Please note, however, that the credits will not count towards the MUP degree.

Curriculum

The curriculum for students entering as of Autumn 2013 follows. Students who entered prior to Autumn 2013 have slightly different curricular requirements; anyone who is interested in seeing the historical documents should contact the Graduate Program Advisor.

Students Entering as of Autumn 2013

The core consists of 30 credits in nine courses listed below, all of which must be taken on a graded basis, plus 9 thesis or professional project credits (for credit/no credit). In some cases where a student's area of specialization would be better addressed by a comparable course in another department, substitutions may be approved, but only on a case-by-case basis. All substitute courses also must be taken on a graded basis, and must be approved in writing by the Department Chair before they are taken. In addition to the core curriculum courses, students must take 14 credits of restricted electives and 19 credits of unrestricted electives, for a total of 72 credits to complete the MUP program.

departments of the University. Students are encouraged to investigate the course offerings of other departments through reference to the *Time Schedule* at <http://www.washington.edu/students/timeschd/> and through direct contact with various departments. Normally at least four or five elective courses are chosen by the student for the purpose of developing a special area of professional competence within urban design and planning.

Areas of Specialization

A specialization is required of all students. The specialization is intended to provide an area of focus within key aspects of planning. The specialization areas currently include:

- Land Use, Infrastructure, and Transportation Planning
- Historic Preservation Planning
- Real Estate
- Urban Design
- Environmental Planning

Information regarding these specializations is available to students online. The student usually selects an area of specialization during winter quarter of the first year of the program in consultation with the student's faculty advisor, the Department Chair, and other faculty.

Students specializing in *Urban Design* or *Historic Preservation Planning* should consult Neile Graham (410L Gould Hall) for specialization curriculum requirements.

Students specializing in *Environmental Planning*; *Land Use, Infrastructure, and Transportation Planning*; and *Real Estate* can obtain specialization curriculum requirements on the MUP website; they should then consult their faculty advisor to determine their specialization elective courses. (There are no dedicated staff members for these three specializations.)

Concurrent Programs

In addition to specializations, students can pursue concurrent degrees (earning two degrees) with other departments. There are formal concurrent degree programs with Public Policy and Governance, Landscape Architecture, and Public Health. Please see the Graduate Program Advisor for more details.

For students pursuing an informal concurrent degree program, such as Civil and Environmental Engineering, Marine Affairs, Architecture, Forestry, etcetera, policy and procedure direction are taken from the Graduate School. MUP students pursuing informal concurrent degrees will work out their course plan with graduate Advisors in both programs concurrently. Students must have met all degree requirements for each program, and a minimum of 36 credits must be used exclusively for each program. In other words, of the 36 credits used exclusively for each degree, those credits may not also be counted towards the credit requirements for the other degree. For example, students pursuing the MUP and the MSRE must have no fewer than 108 total credits (from the perspective of the MUP degree requirement, 72 total required credits for MUP + 36 required minimum for the other degree; from the perspective of the MSRE, 60 total required credits for the MSRE + 48 required minimum for the other degree).

Graded and Non-Graded Courses

All courses which are not required core or restricted elective courses and not specified as Credit/No Credit (CR/NC) courses may be taken on a non-graded basis. The University calls this grading system Satisfactory/Non-Satisfactory, and a student must earn a grade of at least 2.7 in courses taken under this option in order to receive a Satisfactory grade (S). At the time of registration, the student must specify those courses s/he has elected to take in this non-graded manner. The faculty member is not informed of the student's choice in this matter and assigns a number grade regardless of the student's non-graded option. The University administration then converts the assigned grade to Satisfactory (S) or Non-Satisfactory (NS). Those courses assessed on an S/NS basis do not count in a student's GPA. (At least 18 credits at the 400- or 500-level *must* be taken on a graded basis). More information about the University of Washington's grading system for graduate students is at <https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-19-grading-system-for-graduate-students/>.

Removal of Incomplete Grades

Graduate students may request a grade of "Incomplete" for coursework for reasons specified on the Graduate School webpage at <https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-19-grading-system-for-graduate-students/>. The instructor determines how long a student may take to complete the work; in addition, the University has maximum time restrictions on the removal. To obtain credit for the course, a student must, with the

instructor's approval, convert an incomplete into a passing grade by the last day of the next quarter in residence. In no case may an incomplete for a graduate student be converted to a passing grade after a lapse of two years or more.

Thesis and Professional Project

Effective Autumn quarter 2012, all MUP students pursuing a thesis must take a minimum of 9 credits of URBDP 700 Thesis and all MUP students pursuing a professional project must take a minimum of 9 credits of URBDP 547 Professional Project.

If, at the time of graduation, a MUP student is advised by their committee that their thesis is actually a non-thesis professional project or their non-thesis professional project is actually a thesis, then the MUP Graduate Program Advisor will petition the Graduate School via MyGrad Program to retroactively change the course number of URBDP 700 Thesis or URBDP 547 Professional Project to the more appropriate course number if advised and recommended by the MUP student's thesis or non-thesis professional project committee. *Note: This change may only be allowed to occur in exceptional circumstances.*

The Supervisory Committees for theses and professional projects shall consist of two to four members. At least two of the committee members must be graduate faculty members; and at least one of the graduate faculty members must be from the Department of Urban Design and Planning.

Thesis. The Department has a set of guidelines to help in the preparation of the thesis. The *Thesis Guidelines* are available online at <http://urbdp.be.washington.edu/programs/mup-graduate-degree/forms/>. Copies of this document will also be available to students when they start the core course URBDP 512 Research Seminar, a course in thesis and professional project preparation. While many questions may be answered during this course, the most important point to remember is that the thesis is not the heroic undertaking of a great dissertation; rather, it is a 9-credit research inquiry and report on a topic related to the student's area of specialization. There is considerable latitude in determining the format of the thesis—for example one may choose to do an oral or visual study—provided that a final written report for submission to the Graduate School is included. In addition to the thesis, a 400-word abstract must be submitted to the Graduate Program Advisor prior to the oral examination (defense).

Professional Project. The Department has a set of guidelines to help in the preparation of the professional project. The *Professional Project Guidelines* are available online at <http://urbdp.be.washington.edu/programs/mup-graduate-degree/forms/>. Copies of this document will also be available to students when they start the core course URBDP 512 Research Seminar, a course in thesis and professional project preparation. A Professional Project is a demonstration of the student's ability to do independent work at the level of a professional person in planning. It is a client-oriented project supervised by a committee of at least two graduate faculty members and a client representative. The document must discuss how the project relates to the larger context of professional planning in terms of issues and methods and the student must demonstrate the ability to frame his/her work in the professional context. Typically this will involve a literature review, case studies, interviews, and/or references to applicable situations within the professional field. In addition to the professional project, a 400-word abstract must be submitted to the Graduate Program Advisor prior to the oral examination (defense).

Procedure for Receipt of MUP Degree

Application for Graduation. It is necessary to be enrolled in the University for a minimum of 2 credits during the quarter in which one intends to graduate. Application for graduation should be made during the first two weeks of that quarter via the web at <http://www.grad.washington.edu/student/mastapp.aspx>. If the student does not graduate during that quarter, s/he must register for the following quarter and again submit a master's degree request to the Graduate School.

Review of Curriculum. When an Application for Master's Degree is received from the Graduate School by the Department, the Graduate Program Advisor reviews the student's file to determine that all Departmental and Graduate School requirements have been fulfilled. It is advisable to check with the Graduate Program Advisor after applying for graduation in order to make sure that all graduation requirements have been met. If the Graduate Program Advisor does find any problems, s/he will get in touch with you as quickly as possible.

Deadlines. For graduation in a particular quarter, the student must submit a digital copy of the thesis and signed Master's Supervisory Committee Approval Form to the Graduate School, and the signed Warrant to the Graduate Program Advisor by the last day of the quarter. The committee chair and all committee members must sign the Warrant and the Master's Supervisory Committee Approval Form. If doing a professional project, the student must submit one copy of the completed, signed work for binding at the Communications Building Copy Center and the

signed Application for Degree to the Graduate Program Advisor by the last day of final examinations. In either case, if the work is not submitted and accepted by the last day of finals, the student must register for the following quarter.

ADVISING

Department Chair

The Department Chair, Christopher Campbell, arranges for and oversees the academic advising of students, participates in the admission process, advises on successful completion of Departmental and Graduate School degree requirements and on exceptions to established rules or procedures, as well as any matter concerning the Graduate School. Concerning the latter, petitions to the Department and to the Graduate School must be acted on by the Department Chair.

Graduate Program Advisor (GPA)

The Graduate Program Advisor is a staff member who provides a number of services to graduate students in the Department. These include:

- Advises on course completion, and conducts audits of students' coursework
- Assists students with registration matters
- Interprets Departmental and University policies and procedures
- Contributes to policies related to the MUP program
- Participates on the Department's committees for admissions, scholarships, diversity, curriculum, and more
- Connects students with resources of the Department, College of Built Environments, and Graduate School
- Processes applications and conveys admission decisions
- Processes On-Leave Petitions and the Master's Degree Requests of graduating students
- Conveys reminders about important dates and deadlines
- Facilitates announcements of internship and job opportunities

Faculty Advisor

The Faculty Advisor is an individually assigned Department faculty member whose advising focuses on the activities, requirements, and attainment of satisfactory progress through the steps needed to achieve a graduate degree. Faculty advisors are assigned to students in their first quarter of the degree program. These assignments are made based on ranked choices given by the student at the incoming advising session and overall distribution of advisee load for faculty members. Students are encouraged to meet with their faculty advisor on a quarterly basis; *students are required to meet with their faculty advisor during winter quarter of their first year and autumn quarter of their second year*. MUP Degree Planning Forms must be signed by the faculty advisor at these meetings and then returned to the Graduate Program Advisor. The original signed planning form stays in the student file and a copy is given to the student by the Graduate Program Advisor.

For detailed advising information and requirements, see *MUP Advising in 7 Easy Steps for Students* at <http://urbdp.be.washington.edu/programs/mup-graduate-degree/forms/>.

Professionals Council Mentor

The Professionals Council Mentor is an individually assigned member of the Department of Urban Design and Planning Professionals Council who focuses on the human relationships, commitments, and resources that help students find success and fulfillment in their professional pursuits. Professionals Council Mentors are assigned to students in their first quarter of the degree program. These assignments are made based on ranked choices given by the student and overall distribution of mentoring load for Professionals Council members. Students are encouraged to meet with their mentor regularly. A listing of Professionals Council members can be found online at <http://urbdp.be.washington.edu/community/udp-professionals-council/>.

URBAN DESIGN AND PLANNING COURSE OFFERINGS

Regularly Offered Courses

All courses regularly offered by the Department are described on the program website at <http://urbdp.be.washington.edu/resources/udp-course-listings-and-syllabi/>. Course descriptions and syllabi are posted, and are a useful resource for learning about the structure and content of courses before enrolling in them. The Two Year Plan of course offerings can also be found at this link. Quarterly course offerings can be found in the Time Schedule <http://www.washington.edu/students/timeschd/>.

Special Topics – URBDP 498 and URBDP 598

Each year, a number of courses are offered as sections of URBDP 498 (undergraduate) and URBDP 598 (graduate). These special topics courses provide an opportunity to present experimental courses which may later become regular offerings under other permanent course numbers, and to present courses on current issues or using temporary faculty resources, in which case the course may only be offered once. Students who wish more information about a URBDP 498 and URBDP 598 course should speak with the faculty member offering the course.

Independent Study/Research – URBDP 600

The faculty of the Department recognizes the value of its URBDP 600 Independent Study/Research course offering. Graduate School Memorandum #36 describes the purpose of this course as providing an opportunity for “individual readings or study, including independent study in preparation for doctoral examinations, research, etc.”

Since URBDP 600 Independent Study/Research requires substantial faculty time with the student, the sponsoring faculty member should ascertain whether the proposal by the student could be adequately addressed by other available coursework. Students interested in credit for fieldwork or internship experience should enroll in URBDP 546 Practicum, which is designed for this purpose, rather than for URBDP 600.

In the interests of equity and propriety, the quality and quantity of work per credit of URBDP 600 Independent Study/Research should be at least comparable to that required by other graduate level courses. This is difficult to specify, and faculty sponsors are responsible for exercising judgment concerning the appropriateness of output or product for URBDP 600 coursework. Tangible products could take a number of forms, including a research paper, reading notes or annotated bibliography, performance in tutorial sessions, etc. The Student-Faculty agreement form, required by the Department in order to register for URBDP 600, requires that the student and sponsoring faculty agree to: (1) A statement describing the proposed program of study or research and, (2) A statement of expected output or product. The completed form must be approved by the Department Chair prior to issuance of a course entry code. Copies of the form are given to the student and supervising faculty; the original is placed in the student’s file. MUP students may take a maximum of 12 credits of URBDP 600 coursework. Independent study may be taken either for a grade or as credit/no credit. If it is graded, the grade will not affect the student’s grade point average and will not count toward the required minimum 18 graded credits. *URBDP 600 Independent Study/Research Student-Faculty Agreement* forms are available online at <http://urbdp.be.washington.edu/programs/mup-graduate-degree/forms/>.

International Programs

The departments within the College offer many opportunities for foreign study in which participants earn academic credit while studying abroad. These programs include exchange agreements with academic institutions in the Netherlands; studio courses offered in Asia, India, and the Americas; the Scan|Design program in Copenhagen; and the Valle Scholarship and Scandinavian Exchange Program. For further information, please view the website at <http://urbdp.be.washington.edu/programs/mup-graduate-degree/international-study/>.

Course Evaluations

At the end of each quarter, most courses are evaluated by the students. The evaluation forms and review services provided by the Educational Assessment Center of the University are used for this purpose. The majority of course evaluations are now done online. In cases where a paper evaluation is still used, a multiple-choice evaluation form as well as a comment sheet is distributed to all members of a class in the last week or so of classes. These forms are collected by someone other than the faculty member and sent to the Assessment Center where they are processed and the results returned to the Department and the faculty member. If the faculty member for the course approves such publication, the results of the evaluation are available in the Educational Assessment Center on the fourth floor of Schmitz Hall. They are then also distributed to all the campus libraries for student inspection, and are also available

online at <http://www.washington.edu/cec/>. More information about the Educational Assessment Center is available at <http://www.washington.edu/oea/>.

REGISTRATION PROCEDURES

Registration

All continuing students are eligible to register for the next quarter. Notification of the appropriate periods to register is included in the *Academic Calendar* at <http://www.washington.edu/students/reg/calendar.html>. It is a good idea to register early to reserve space in the desired courses. If the free registration period is missed a late fee is charged.

It should be noted that registration does not necessarily mean final selection of courses for the next quarter. During the first week of each quarter, it is possible to change registration (add and drop) without financial penalty *if* the student has already registered for at least one course. This leeway gives students the opportunity to assess the appropriateness of elective courses that they think will be of interest to them. A \$20 fee is charged for changes made after the seventh calendar day (usually a Sunday) after the quarter begins. A \$25 fee is charged to register for classes during the first two weeks of the quarter if the student has not yet registered for any class.

Please carefully read the Academic Calendar for information about last dates to add or drop classes, late fees, and tuition forfeiture for late changes. Remember you can drop only *one* class per academic year during weeks 3-7 of the quarter.

Course Entry Codes

Courses may require entry codes for various reasons. Courses requiring entry codes are indicated on the quarterly Time Schedule. Entry codes are generally available from the Graduate Program Advisor, but be sure to check the Time Schedule listings as sometimes there are specific course registration directions. Since possession of an entry code virtually assures the student a place in the classroom, they often go quickly. Starting at the second week of the quarter, all courses will require an entry code in order to register for them.

URBDP 600 and URBDP 547/700 Forms

URBDP 600 Independent Study/Research, URBDP 547 Professional Project and URBDP 700 Thesis require a student-faculty agreement form which outlines the nature of the work to be carried out during the quarter. These forms are to be filled out by the student and signed by the faculty supervisor and Department Chair for independent study in the case of URBDP 600, and by the Thesis or Professional Project Committee Chair, Committee Members, and Department Chair in the case of URBDP 547/700. The completed form must be submitted to the Graduate Program Advisor in order to obtain an entry code for that course. Please allow plenty of lead time prior to the registration date.

STUDENT INSURANCE

UW students who are U.S. citizens or permanent residents can obtain insurance from a variety of private and public sources. To learn more about health insurance options, please see the University of Washington's website at: <http://www.washington.edu/ship/affordable-care/>

International students at UW are required by federal and state laws to maintain health insurance while studying in the United States. All F-1 and J-1 eligible international students who are enrolled and actively engaged in a program of study are required to purchase the UW International Student Health Insurance Plan (ISHIP). To learn more, please see: <http://www.washington.edu/ship/international-student-insurance-health-plan/>

STUDENT STATUS

Full time or Part time

Full time. A graduate student is considered to be full time if taking at least 10 credits per quarter. Graduate students normally take 12 credits of coursework per quarter in order to meet the MUP degree requirement of 72 credits by the end of six quarters in the program. Students are expected to attend full time and complete the program in two years.

Part time. A part time student is one who is taking less than 10 credits of work per quarter. Part time status is by special permission only.

Leave of Absence

On-Leave. If a student is not going to enroll for a quarter s/he **must** go “on-leave” by filling out an On-Leave Petition form, which requires the approval of the Department Chair. A student may go on leave for a maximum of one quarter only, unless the circumstances are exceptional. Students requesting on-leave status must submit an online Request for On-Leave Status via MyGrad Program. For a given quarter, students can submit the request as early as two weeks prior to the first day of instruction and must submit payment of the non-refundable fee no later than 5:00 pm on the last day of instruction. If a student discontinues enrollment and fails to go on-leave, s/he will be dropped from the University and will be required to apply for reinstatement in order to re-enter the program. If the student originally entered the graduate program without taking the GRE, s/he may be required to take the GRE in order to apply for re-admission. If the University’s maximum enrollment target has already been met, the Graduate School may not allow the student to re-enter until a subsequent quarter when space becomes available. Further information about On-Leave Status and the On-Leave Status Petition can be found on the Graduate School’s website at <http://grad.uw.edu/policies-procedures/general-graduate-student-policies/graduate-on-leave-status/>.

Leave Policy for Students Not in Good Standing. During the course of graduate studies, students may periodically request a formal leave of absence. The Graduate School of the University of Washington has developed a formal policy to address such requests and that policy shall be applied to students enrolled in a program in the Department of Urban Design and Planning. As such, students must meet the Graduate School requirements related to such items as timing, application processes, fees, and eligibility (e.g., in good standing). At times the Graduate School may grant waivers if requested by the academic program and/or department in which it is domiciled. The Department of Urban Design and Planning recognizes the importance of such policies, as well as the periodic need to grant waivers. If students are not in good standing or fail to meet other criteria, they must obtain a recommendation to submit a waiver request from their appointed faculty advisor. This recommendation should be based on some hardship conditions and/or compelling circumstances that warrant an exception. Due to their sensitive nature, such recommendations will be made on a case-by-case basis and will not establish a precedent. The inability to obtain such a waiver recommendation is not to be construed as a denial of the requested leave by their graduate program or the Department. Rather, it is a deferral to the Graduate School which will make such determinations.

Academic Standing

Students must maintain a cumulative 3.0 grade point average (GPA). Student records will be reviewed at least annually, and typically quarterly, to determine those students who have not maintained a cumulative 3.0 grade point average, have less than a 3.0 grade point average for the preceding quarter, and/or have not been making adequate academic progress toward completion of the degree . Students who have less than a 3.0 average in core and restricted elective courses will also be asked to consult with the Department Chair about taking remedial work. After review of each student who meets the low scholarship conditions stated above, the Department Chair consults with appropriate graduate faculty and then recommends one of the following actions:

1. No Action
2. Warn
3. Probation
4. Final Probation
5. Drop.

The Graduate School Memorandum #16 on unsatisfactory performance and progress (revised March 2010) outlines the normal sequence through which low scholarship action may be taken:

FINAL PROBATION “After at least one quarter of probation, a graduate program may recommend final probation. Final probation may only be recommended for one quarter, though the Graduate School will consider one additional quarter in extenuating circumstances. A graduate program must recommend one quarter of final probation before recommending a student be dropped from the program. Exceptions to this policy will be considered by the Graduate School in extenuating circumstances.

1. Recommended for students who have not corrected the condition(s) that caused the probation recommendation within the time limit specified by the graduate program.
2. Recommended for students who may have corrected previous probation conditions but failed additional performance requirements and did not progress toward completion of the graduate program.”

The recommendation DROP means immediate drop from the University. For further explanation of the University Policy concerning the low scholarship review process and appeal procedures, please see <http://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-16-unsatisfactory-performance-and-progress/>.

Satisfactory Progress

The Department Chair will conduct a review of all graduate students in the Department at least once each year. At this time s/he may send a warning letter to a student or recommend other action to the Dean of the Graduate School (including probation, final probation, or drop) if a student has not been making adequate progress toward completion of the degree.

Any of the following circumstances may constitute inadequate progress toward the degree:

- a. Completion of 9 credits of URBDP 547 Professional Project or URBDP 700 Thesis registration without having presented an acceptable final draft to the supervisory committee and scheduled an examination.
- b. Passage of one calendar year from the date of first registration for URBDP 547 Professional Project or URBDP 700 Thesis credit without having presented an acceptable final draft to the supervisory committee and scheduled an examination.
- c. Failure to successfully complete at least 15 credits in each calendar year, beginning at the time of admission to the program, exclusive of time when on-leave.
- d. Failure to complete core requirements within two calendar years of admission. This requirement may be waived by the Department Chair if the student presents a plan of study which s/he intends to follow and which is approved in advance by the Department Chair.
- e. Failure to remove incomplete grades by the end of the quarter following the one in which they are received. Incomplete grades include I and X grades.
- f. Accumulation of a large number of incomplete grades in any one quarter or development of a pattern of incomplete grades which indicates the inability of the student to handle the academic work required in the MUP program.

Any of the above circumstances will generate a warning letter from the Department Chair which will explain what the student needs to do to satisfy the provisions of satisfactory progress and the time frame for accomplishing this. If these requirements are not met within the time stipulated, the Department Chair will recommend probationary status to the Dean of the Graduate School.

The Department of Urban Design and Planning will normally carry a student on probationary status for only one quarter. If the conditions causing the Probation are not eliminated within that quarter, a recommendation of Final Probation will be made to the Dean of the Graduate School. After one quarter on Final Probation a student must have satisfied the conditions of Probation and changed his/her status to a graduate student in good standing or be dropped from the University.

If the student has formed a supervisory (thesis or professional project) committee, the Department Chair will confer with the members of the committee before making any recommendation to the Graduate School. Probation, Final Probation, and Drop are actions which are recorded on the student's permanent transcript.

All recommendations to the Dean of the Graduate School will be made by the Department Chair. A student wishing to appeal any such recommendation may do so by writing to the Department Chairperson and explaining his/her reasons. The Chairperson will then ask the MUP Committee (excluding the ex officio members, Department Chair and Department Chairperson) to review the record, interview the student and make an independent recommendation to the Chairperson.

This recommendation is not binding on the Chairperson. The Chairperson may decide to support the Department Chair's recommendation, in which case s/he need take no action, or make another recommendation to the Dean of the Graduate School. The Chairperson will inform the student, the MUP Committee members and the Department Chair of his/her decision within five days of receiving the recommendation from the Committee.

Students dissatisfied with the Chairperson's decision may then have recourse to the Academic Grievance Procedures described in Graduate School Memorandum #33, <http://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-33-academic-grievance-procedure/>.

INTERNATIONAL STUDENTS

Counseling Services

There are several advisors and a large ancillary staff to assist international students at the International Student Services office, located in 459 Schmitz Hall. More information can be found online at <http://iss.washington.edu/>, or by calling (206) 221-7857.

Financial Assistance

Opportunities for financial assistance within the University for international students are the same as for U.S. citizens, for example, as Teaching Assistantships (TA's) and Research Assistantships (RA's). However, because of immigration restrictions, international students do experience problems in gaining off-campus employment in planning jobs.

If an international student has severe financial problems due to a drastic change in source of funding, then s/he can apply for a work permit to seek employment off-campus. The student is cautioned that this process is not an easy one. Further information concerning this process may be obtained from counselors in the International Student Services office, 459 Schmitz Hall.

FINANCIAL AID INFORMATION – TYPES OF AID AVAILABLE

Scholarships and Fellowships

The Department currently administers a very limited number of scholarship/fellowship funds, and encourages students to apply for awards from other sources. The best ways to find out about possibilities are to:

1. Refer to the MUP Funding Opportunities webpage: <http://urbdp.be.washington.edu/programs/mup-graduate-degree/funding-opportunities/>;
2. Consult with the Department's Faculty whose areas of interest match your own, for potential leads on hourly or research assistant work;
3. Review the Graduate School's Funding webpage: <http://grad.uw.edu/graduate-student-funding/for-students/>
4. View the Graduate Funding Information Service webpage at <http://www.lib.washington.edu/commons/services/gfis>.

Both the Department Chair and the Program Advisor are available to help students identify likely sources of support. *All students interested in Financial Aid should complete a FAFSA, available at <http://www.fafsa.ed.gov/>.* Be sure to watch the deadlines (usually around early-to-mid February).

Each spring students in the College are awarded various honors such as the APA Scholarship, Student Service Recognition Award, Departmental Outstanding Student Award, AICP Outstanding Student Award, Tau Sigma Delta, and Faculty Medal. Students are nominated by faculty for some of these awards; for others they must apply. Watch for announcements regarding application deadlines. Some of these awards are based upon financial need; *to be eligible for them students must have submitted a Free Application for Federal Student Aid (FAFSA) to the Financial Aid Office in Schmitz Hall.* Again, watch the deadline. Because international students are not able to submit the FAFSA form, they may apply for scholarships without the FAFSA.

The Valle Scholarship Fund provides scholarships for UW students in civil engineering and closely related fields, like Urban Planning. The application process usually opens early winter quarter, with a deadline of January 15. These scholarships offer substantial stipends. Watch closely for announcements. More information about the Valle Scholarship can be found at <http://www.engr.washington.edu/valle/>.

Work Study

Students may seek to qualify for work study funding by filling out a FAFSA and other required forms. The required forms are available on the Office of Student Financial Aid website at <http://www.washington.edu/students/osfa/>. For information about graduate work study, see <https://www.washington.edu/financialaid/types-of-aid/work-study/>. International students are not eligible for work study funding.

Lists of on- and off-campus work study jobs that are currently available are kept on file in the Office of Student Financial Aid (first floor of Schmitz Hall) and on their website.

Work study students are paid on an hourly basis and cannot work more than 19 hours per week; work study student status does not include a tuition waiver.

Part Time and Summer Employment

There is usually a steady flow of part time and summer job and internship announcements coming in from various agencies and private consultants throughout the year. Many of these opportunities are received by email and forwarded on to students. The opportunities are also posted on the Department's LinkedIn page: <https://www.linkedin.com/groups/University-Washington-Master-Urban-Planning-3913083/about>.

Permanent Employment

Many permanent position announcements are forwarded to students via email and posted to our LinkedIn page (<https://www.linkedin.com/groups/University-Washington-Master-Urban-Planning-3913083/about>). Students are encouraged to use the UW Career Center, located in Mary Gates Hall, which also provides services such as resume writing classes and explanation of the appropriate procedures in applying for permanent positions: <http://careers.washington.edu/> The Department of Urban Design and Planning Professionals Council offers additional opportunities for career networking.

Teaching and Research Assistantships

There are a limited number of graduate student assistantships available which provide quarterly stipends. Normally student assistantships are awarded on a quarter-by-quarter basis and are typically appointments of 10 hours per week. Any appointments of less than 20 hours per week do not include a tuition waiver. Only formal TA or RA appointments of 20 hours per week may include a tuition waiver.

Research Assistantships are more project-oriented and are usually funded out of research contracts. They are, consequently, less predictable in terms of availability and length of appointment.

Decisions regarding appointment rest with the Department Chair. Departmental Policy on Graduate Student Appointments is supplemental to Presidential Orders, Executive Order 28 of the UW Policy Directory, <http://www.washington.edu/admin/rules/policies/index.shtml>.

General Criteria

1. Students selected shall have demonstrated high achievement and potential in the field of urban design and planning and be judged likely to render a high level of performance in teaching, research, or related activities.
2. In the distribution of appointments preference is given to students in the PhD program over those in the professional masters' programs. However, students in all Departmental programs can benefit from the opportunity to assist in teaching, research and related activities. It is recognized that teaching experience is very valuable for most PhD students and the Department attempts, within its financial abilities, to provide opportunities to this end.
3. In distribution of appointments, preference is not automatically given to students more advanced in their program of studies than those just beginning. The Department endeavors to balance the distribution of appointments using equally the measures of performance, potential of achievement, student needs and program needs.
4. It is not necessary to appoint students to the highest category for which they are eligible. Limited funds may dictate appointment levels below eligible categories in order to distribute TA/RA appointments to the largest number of students.
5. The Department will only appoint students who are making satisfactory progress toward completion of the degree program. Guidelines in this regard pertain to those listed in the Presidential Orders, Executive Order 28 of the UW Policy Directory, including continuing enrollment in the Graduate School, satisfactory completion of program course work at a reasonable rate, absolute minimum GPA of 3.0, satisfactory and timely completion of the PhD examinations, and steady and substantial progress toward completion of professional project/thesis or dissertation.
6. Appointments are determined by the availability of financial support. The type and duration of appointments will be adjusted to reflect the availability of departmental financial resources.

The Department uses its limited resources for part time appointments in order to:

- a. provide qualified students with in-service training in teaching and research
- b. provide qualified students with opportunities to work with faculty in efforts to secure outside financial support to benefit the student and faculty—new graduate students may be given priority for appointments to enhance their potential to secure funds to sustain them in pursuit of graduate degrees
- c. support achievement of departmental objectives in teaching and research, and department development.

Reappointments. Appointments are ordinarily made on a quarter by quarter basis. Because of limited resources, appointments are normally not made on a continuing basis, year after year. The Department instead limits the duration of appointment to no more than three quarters for any student. In many cases the duration is less because of financial limitations.

FACILITIES AND EQUIPMENT

Student Files

Each student and graduate of the program has a confidential file containing admissions materials, degree planning forms, and copies of correspondence. See the “University Policy on Student Education Records” (Washington Administrative Code 478-140-010—available online at <http://apps.leg.wa.gov/wac/default.aspx?cite=478-140-010>), for specifics on student access. Student files are private, and access is available only to those persons and for those purposes specified by University policy.

Mail Boxes

Each residential graduate student (MUP and UDP PhD programs) has a mail box located on the fourth floor of Gould Hall in the southwest corner near the elevator. These boxes are intended for University mail. Students may not use the Department address for their personal mail. The Department is not responsible for the safety of mail placed in student boxes. The boxes are open and available to the public. Students should check their boxes periodically for Departmental notices and notes from others.

Faculty, staff, and TA/RA mail boxes are located in the Department office. Students are encouraged to put messages for faculty in these. No student has a reason to read or remove anything from any mail box other than their own.

Lockers

MUP students may request a locker for storage of books and other materials. The lockers are located on the fourth floor of Gould Hall. Students should see the MUP Graduate Program Advisor for a locker assignment. Students must provide a lock for their locker, and must provide a duplicate key or copy of the combination to be held by the MUP Graduate Program Advisor.

Building Use Permits and CAAMS Building Access

Building Use Permits are issued annually in autumn to currently enrolled students through their program’s GPA. Students should carry their Building Use Permit during hours when the building is not open to the public.

Architecture and Gould Halls both utilize the CAAMS monitoring system. Outside of regular operating building hours, entry is restricted to Built Environment College students with CAAMS access. Architecture Hall is limited to students with studios in Architecture Hall or students with ArchNet accounts. College of Built Environment students will be programmed into CAAMS each quarter. Should you find that you do not have the access you need, talk with the MUP Graduate Program Advisor. Should you lose your Husky Card, you can obtain a replacement card through the Husky Card Office. Your new card will automatically be active the next business day.

Telephones and FAX Machines

Telephones and FAX machines in the Department offices are not for student use. Personal messages may be received by the staff and put in the student’s box in emergencies only.

Use of Duplication Facilities

Because of budget limitations, students may not use the photocopying machine in the Department office or in the College work room, but instead should use the coin-operated machines in the Built Environments or Suzzallo Libraries,

or the duplication facilities in the basement of Communications Building (room 042). Nearby off-campus facilities are also available on University Way for this purpose.

Parking

Parking for students on campus is very limited. To view options for permits and parking lots, see the Transportation Services website: <http://www.washington.edu/facilities/transportation/>.

Parking for Disabled Students. Students with long-term disabilities (6 weeks or more) should contact the Disability Resources for Students Office in 448 Schmitz Hall at (206) 543-8924 (Voice), (206) 543-8925 (TTY), or uwdss@uw.edu. If you have a state disability placard, present it and the confirmation letter to the Disability Resources for Students Office. Parking accommodations for students with temporary disabilities are issued upon request at the Commuter Services office for limited time periods. More information is at <http://www.washington.edu/facilities/transportation/>.

Office Hours

The Department office is open 8:00 am to 12 noon and 12:30 pm to 4:30 pm, Monday through Friday. Any business you may have with the office should be conducted during these hours. Faculty advising hours and locations vary per quarter and can be identified by contacting the faculty directly.

OTHER DEPARTMENTAL INFORMATION

Student Organization

Planning Students Association. The primary student organization for MUP students is the Planning Students Association (PSA), to which all MUP students belong. The PSA has representatives on Departmental and College Committees. A current roster of student representatives can be obtained from the MUP Graduate Program Advisor.

UW Real Estate Club. Students interested in real estate are encouraged to join the academically diverse UW Real Estate Club. More information is available at <http://realestate.washington.edu/students/real-estate-club/>.

UDP Diversity Committee Buzz Buddy Program. The Buzz Buddy program pairs international and U.S. students within the Department for cross-cultural conversation, sharing of knowledge, and friendship. Watch for email announcements containing information on how to join in Autumn quarter.

CEP/MUP Mentorship Program. This program provides an opportunity for MUP students to mentor undergraduates in the Community, Environment and Planning (CEP) undergraduate major. Watch for email announcements containing information on how to join in Autumn quarter.

Departmental Committees and Student Representation

Many Departmental Committees include student membership, normally elected by the students and appointed by the Chair of the Department. A representative from the PSA participates as a member of the Departmental meetings. All committee and Departmental meetings are open to all students with the exception of some promotion and tenure meetings.

Departmental Meetings

Regularly scheduled and publicized Departmental meetings are held, usually on a bi-weekly basis, for discussion of Departmental matters and for all Departmental policy making. Departmental meetings are open to students with the exception of some promotion and tenure meetings.

American Planning Association (APA) Membership

All MUP students are eligible for membership in this professional organization, and qualify for a substantial discount in membership fees as full-time students. Membership materials are available from the MUP Graduate Program Advisor upon matriculation and from the APA student representatives thereafter.

COLLEGE RESOURCES

The Dean's Office

The Dean's Office is located in 224 Gould. The Dean's Office is always open to visits by students. If you would like to make an appointment with the Dean, see the Office's administrative assistant.

Student Organization

The College of Built Environments has an active Student Council. Please contact the Dean's Office for more information.

Built Environments Library

The College has a branch library located on the third floor of Gould Hall, which maintains an extensive collection of planning literature and periodicals. Library hours during the regular academic year are Monday through Thursday from 8:00 am to 8:00 pm; Friday 8:00 am to 5:00 pm; and Saturday and Sunday 1:00 pm to 5:00 pm. Hours are different during school breaks, holidays, and over the summer. See <http://www.lib.washington.edu/be/> for the most current information and complete Library hours.

Visual Resources Collection (VRC)

The Visual Resources Collection is located next to the Library on the third floor of Gould. In addition to the digital image database and 35mm slide archive, the VRC circulates a range of equipment including slide projectors, portable projection screens, and portable light tables. For more information, see their website at <http://be.uw.edu/facilities-resources/other-facilities/visual-resources-collection/>.

Computing Facilities

The College has a rich computing environment, with substantial equipment, infrastructure, software, and other resources. A primary focus of this is to provide and enhance opportunities for students to learn to use technology in creative, meaningful, and rewarding ways.

Within the College, CBE Computing provides computers both in the central computing facility (the Digital Commons) and in several departmental satellite facilities, specialized software for the College's various disciplines (CAD, graphics, GIS, internet and streaming media development, statistical packages, image and video processing, project planning and management), and specialized facilities such as plotting, large-format scanning, and computing clusters for both research and student work. CBE Computing also provides general support to students, faculty, and staff in the College, helping them to make good use of the many resources available to them.

In conjunction with the Built Environments Library, CBE Computing also provides an equipment loaner program for students in the College, where they can check out laptops, projectors, digital video equipment, digital cameras, audio recording equipment, and other items.

More information about computing resources in the College of Built Environments can be found at <http://be.uw.edu/facilities-resources/computing/>.

The University's central computing organization, UW Technology, manages our high-speed wired and wireless network infrastructure and provides students, faculty, and staff with email, file space, internet and streaming media services, and with access to site-licensed software and other resources useful to all members of the University community. For links to IT security information, forums, news, software, teaching and learning technology, and the basics see <http://itconnect.washington.edu/>.

Note: Almost all departmental and University information and announcements are distributed to students via UW email; students are expected to set up and use University of Washington email accounts or use forwarding.

Research Centers

Faculty in the College of Built Environments engage in funded and unfunded research, scholarly investigation, and creative professional practice. Many College faculty collaborate on funded research projects through various Centers, Institutes, and Labs, and others pursue funded research on an individual basis. Other faculty may pursue scholarly investigations independently with limited external funding. As is typical in professional schools and colleges across the University, many faculty are engaged in professional practice, applying their expertise to real-world problems. As part of a major university and metropolis in the Pacific Northwest, the College directly engages this extraordinary setting as a laboratory for study. Faculty members in all BE departments and programs work closely with various professional

communities to build curricula and offer unique experiences attuned to the understanding and creation of an appropriate physical environment.

Research centers include:

- *Center for Environment, Education, and Design Studies*
- *Design Machine Group*
- *Green Futures Lab*
- *Institute for Hazards Mitigation Planning and Research*
- *Northwest Center for Livable Communities*
- *Pacific Northwest Center for Construction Research and Education*
- *Runstad Center for Real Estate Studies*
- *Urban Ecology Lab*
- *Urban Form Lab*

For more information about our research labs and centers, please visit the Department of Urban Design and Planning webpage for research at <http://urbdp.be.washington.edu/research/>.

Photo Laboratory

The Photography Lab is located in the basement of Gould Hall and is open for use by students in the College who may become familiar with lab procedures and policies by taking a special introductory course (ARCH 410). Contact the CBE Visual Resource Center for more information at jpo@uw.edu.

Fabrication Shop

The College provides a well-equipped shop on the first floor of Gould Hall (132) which College students may use. A schedule of hours the shop is available is posted each quarter and staff are available for advice in the use of equipment. The Department of Architecture offers ARCH 430 Materials and Processes which may be helpful and introduce the facilities. Note: Students are expected to clean up their own mess and may be held responsible for lost or damaged tools.

The Buzz Cafés

Gould and Architecture Halls have their own coffee shops serving coffee, teas, sandwiches, and snacks. They are popular places for impromptu discussions, meetings, and social events. All proceeds support College of Built Environments scholarships.

UNIVERSITY RESOURCES

Hall Health Primary Care Center

The mission of Hall Health Primary Care Center is to facilitate the academic success of UW students and the well-being of all of their patients through a commitment to high quality patient-centered health care. They are dedicated to improve and maintain physical and mental health with a focus on health promotion and appropriate use of health services. Their physicians and nurse practitioners are board certified and hold clinical faculty appointments at the University of Washington School of Medicine. Their services are available to UW students, faculty and staff and their families, as well as community residents. For more information, see <http://depts.washington.edu/hhpcweb/>.

The Counseling Center

The Counseling Center offers a variety of services and is staffed by psychologists and mental health counselors who provide developmentally-based counseling, assessment, and crisis intervention services to currently-enrolled UW students. Besides individual counseling, the Center also runs stress reduction programs for test anxiety, dissertation procrastination, single parents, returning students, and so on. The Center also maintains an occupational library in conjunction with its career planning program. For more information see <http://counseling.uw.edu/>.

Veterans Center

The UW Veterans Center is a place for veterans to connect with other veterans. In addition, the Center provides access to University resources specifically designed for veterans. It is not just an office, rather a place where veterans can find and build their community within the University. Veterans Center staff are able to provide both direct service and

referrals to a number of campus and community resources with the goal of helping veterans balance their academic and personal demands. Services available at the center include: financial aid counseling and VA educational benefits. In addition, referrals are available to the following resources: admissions counseling, academic advising, career counseling, disability resources, and mental health and wellness counseling. More information can be found at <http://depts.washington.edu/osfaweb/veterans/>.

Disability Resources for Students Office (DRS)

The University of Washington Disability Resources for Students Office (DRS) at the Seattle campus was established in 1978 following the enactment of the Rehabilitation Act of 1973 by the U.S. Congress. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), mandate that appropriate and reasonable academic accommodations be provided to students with disabilities. Since 1978, we have been committed to providing reasonable academic accommodations to qualified students with disabilities at the UW. DRS strives to support the University in the inclusion of students with disabilities as independent, responsible, and productive members of the campus community. More information is online at <http://www.washington.edu/students/drs/>.

Housing

Since the housing market is very tight in the Seattle area, students should make housing arrangements as early as possible. The University has a Housing Office which maintains University residence halls and has a rental listing referral board. They also have several useful pamphlets, e.g., Washington's Landlord-Tenant Act and on tenants' rights. Campus and city newspapers advertise rentals and places to share, and the graduate student "grapevine" can also be very helpful. Further resources online include <http://hfs.washington.edu/> (on campus housing) and <http://www.asuw.org/> (off campus housing).

UW Career Center

The Career Center of the University of Washington provides career and job search services to UW students and alumni. As a bridge from college life to the world of work, it's their mission to support the exploration of career and academic options, the development of job search skills, and to facilitate connections between employers and students that lead to successful and satisfying futures. Services provided by the Career Center include career and job search counseling; a campus recruiting program; job listings; workshops on resume writing, interviewing, job offer and salary negotiation, internships, and more; employer panels on topics such as interviewing and resume writing; a credential file service; and career fairs. The Career Center is located in Mary Gates Hall. More information is available at <http://careers.washington.edu/>.

U-PASS

The U-PASS is a bus pass plus more. The U-PASS provides faculty, staff and students with a variety of low-cost transportation options—from buses, commuter train service and light rail, to vanpooling and discounted impromptu carpooling. Participation in the U-PASS program requires a valid Husky Card. For more information see <http://www.washington.edu/facilities/transportation/commuterservices/u-pass>.

SafeCampus

The mission of the SafeCampus campaign is to foster a safe and secure UW campus community. UW faculty, staff, and students share the responsibility of carrying out this mission. It is impossible to predict who will commit violence or when it will occur, but it is possible to identify situations which might lead to violence. Early identification and intervention with appropriate resources or referrals to services that can assist with coping strategies, reducing stress, and/or resolving problematic situations helps reduce the risk of violence occurring. The Violence Prevention and Response Program (VPRP) acts as the central point of communication and the coordinating unit for violence mitigation activities across the UW. The Violence Prevention and Response Program is a partnership of key players in campus safety and violence prevention, including Student Life, Human Resources, the Bothell and Tacoma campuses, UW and Harborview Medical Centers, the UW Police Department, Academic Human Resources, and the Graduate School. For more information see <http://www.washington.edu/safecampus/>.

THE GRADUATE SCHOOL

The Graduate School is the administrative entity that oversees all of the graduate programs on campus. They develop and maintain graduate student policies and student application and graduation procedures. They are located in G-1

Communications Building and provide a wealth of information important to graduate students—from Graduate Student Admissions; to Graduate Student Services (UW general requirements for graduation, thesis guidelines, deadlines); to Financial Aid. The Graduate School web site is located at <http://www.grad.washington.edu/>.

Graduate Opportunities and Minority Achievement Program (GO-MAP)

As a unit of the UW Graduate School, the Graduate Opportunities and Minority Achievement Program (GO-MAP) is committed to serving the needs of students of color and students from other underrepresented groups, while simultaneously fostering an educational and social environment in which all students can learn and develop through experiences rich in cultural, ethnic, and racial diversity. GO-MAP's three main areas of focus are: Outreach, recruitment, and retention; Enhancing scholarship and research; Building community, on and off campus. For more information see <http://grad.uw.edu/diversity/go-map/>.

STUDENT CONDUCT CODE

Students are expected to comply with the University of Washington Student Conduct Code. Please familiarize yourself with the Conduct Code, available at <http://www.washington.edu/students/handbook/conduct.html>.

UW STUDENT GUIDE

Looking for more information? The UW Student Guide is a comprehensive reference for all UW students: <http://www.washington.edu/students/>.