

Geography Graduate Student Handbook
The University of Washington

Table of Contents

Graduate Program Overview	7
Admissions Criteria and Application Process	8
Admissions Criteria	8
Graduate Application	9
Procedures and Time to Degree	12
Overview	12
Master’s Degree (MA)	13
Required Courses	13
Additional requirements	13
Suggested M.A. Timetable	14
Forming a Committee	14
MA Thesis Defense	15
Continuation to PhD Program	16
DOCTORAL DEGREE (Ph.D.)	16
Required Courses	16
Additional Requirements	17
Suggested PhD Timetable	18
Forming A Committee	19
The Preliminary Review	19
The Doctoral Supervisory Committee	20
General Examination – Format and Expectations	21
General Examinations — Scheduling	22
Dissertation Proposal	23
Completing the Degree	23
Reading Committee	23
Final Examination	24
Course Substitutions	25
Satisfactory Academic Progress	25
Annual Graduate Student Review	26
Registration and Leave Policies	27
“Full-Time”, “Part-Time” and Residence Credit Requirements	27

Independent Study Registration and Faculty Codes	27
Graduate On-Leave Status.....	27
On-leave Eligibility	28
Procedure for Requesting Leave	28
Domestic Students	29
International Students	29
Leaves of Absence	30
Conducting International Research—Leave Alternative.....	30
Courses/Degrees outside the department.....	30
Grievance Procedures.....	31
Assistantships and Academic Funding.....	31
Teaching Assistantships.....	31
Summer Teaching	32
Research Assistantships.....	33
Staff Associate Positions (Administrative Assistantships).....	34
Assistantships from Other Units (Departments, Centers, etc.).....	34
Interdisciplinary Writing Program (IWP):.....	34
Hourly Appointments	34
Banking Policy of Departmental Funding	35
Graduate Student Funding for travel, research, etc. (NOT Assistantships)	36
Departmental AAG Funding.....	36
Departmental funding for other conferences	36
Departmental Howard Martin Funds	36
The UW Dissertation Writing Award (aka Presidential Dissertation Fellowship)	37
Department of Geography Gerlach Award	37
Graduate School Fund for Excellence and Innovation (GSFEI) Travel Awards	37
UW Graduate and Professional Student Senate Travel Grant.....	38
Miscellaneous Non-Travel Reimbursements	38
Other Funding Sources:	38
Student Fees.....	38
Union Information	39
Health Insurance, Benefits, etc.	40
Recommendation Letters	40

Geography Graduate Student Association (GGSA)	41
Officers and Elections	41
President/Co-Presidents	41
Colloquium Committee Reps	41
GPSS Senators	41
Diversity Committee Representatives	42
Grad Policy Committee Rep	42
Graduate Student Service	42
Diversity Committee	42
Affirmative Action Statement	43
Diversity Resources:	43
D Center	43
Q Center	43
Samuel E. Kelly Ethnic Cultural Center	44
Library Resources	44
Centers and other resources around campus that might be useful to you	44
The Center for Social Science Computation and Research (CSSCR)	45
Center for Studies in Demography and Ecology (CSDE)	45
Simpson Center for the Humanities	45
Graduate and Professional Student Senate (GPSS)	46
GOMAP	46
Graduate Funding Information Service (GFIS)	47
Center for Teaching and Learning (CTL)	47
Career Center	47
Disability Resources	47
Campus Resources for Health and Wellness	48
Health & Wellness	48
The Counselling Center	48
Mindfulness Meditation	49
International Student Resources	49
International Student Services (ISS)	49
Foundation for International Understanding Through Students (FIUTS)	49
Safety on Campus	50

Dial 9-1-1 in an emergency!!	50
NightRide	50
UWPD’s Husky NightWalk	50
SafeCampus	50
Entering the Program and Department	51
Desk Assignments	51
Keys	51
Mailboxes	52
Departmental Picture	52
Website	52
Leaving the Department	52
Keys and Desk Space	52
Mailboxes	52
Departmental Picture	53
Website	53
Technology Policies and Practices	53
Access to Geography Resources	54
Computer Logons	54
Checking out rooms and equipment—department shared calendars	54
Rooms	54
Equipment	54
Google Calendar Reservations and Check-Outs	54
Lab Locations, Hours, and Policies	56
Lab Locations and Hours	56
Lab Policies	57
Printing and Copying	57
Printing for Individual Academic Use	57
Copy and Scan Access for Graduates	57
General Computing Policies and Best Practices	58
Safe computing practices	58
Installation privileges and guidelines	58
Requesting computing assistance and problem-solving	58
New technology	59

Confidentiality of Files	59
Graduate Student Data Update for Annual Review	60
Admission to Post-Master’s Status (Committee).....	62
Admission to Post-Master’s Status (Supervisor)	63
Funding Resources for Graduate Students	64

Graduate Program Overview

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We offer both an MA and PhD in Geography, as well as a [Master of Geographic Information Systems for Sustainability Management Program](#). To apply to this MGIS program, select “Geographic Information Systems” in the online application form—not “Geography MA” or “Geography Ph.D”.

Our MA and PhD programs are fashioned at the intersection of several broad research specialties. Following the work of the faculty, graduate students are encouraged to think outside the box of any particular ‘adjectival’ subfield of human geography. Nevertheless, our programs draw on expertise in the following key areas:

Critical Development and Global Health: Integrated program of study addressing political-economic, social, environmental, and global health dimensions of development in both urban and rural realms. Students may specialize in Latin America, Africa, China, Russia, South Asia, or on the challenges facing poor communities in rich countries. Students study theoretical perspectives and case study materials addressing the ways in which political, economic and social processes relate to the geographical dynamics shaping development and health, including the intersections of these processes with gender, sexuality, ethnic and race relations, and class structures. They also examine the health effects and environmental consequences of development, and the developmental experiences of inequality, dispossession and exploitation that account for poor health outcomes.

Economic Geography: Particular concentrations include: globalization, neoliberalism, regional economic development and underdevelopment, with an emphasis on the United States, Latin America, Western Europe, Canada, East Asia; cross-border regionalism; location theory; labor markets; labor migration (including migrant worker mistreatment and rights); resource distribution; technological change; the relationship between geoeconomics and geopolitics; and the economic lessons of the global justice movement.

Geographic Information Systems: Concepts, techniques and software/hardware tools involved in computer-assisted cartography and geographic information system design, use and social meaning. Particular emphasis is on participatory and critical GIS, analytical methods and their use in practical circumstances, including recent innovations in Web 2.0 and neo-geo mapping online. Research may include analytical cartography, geographic information representation, map error analysis, social construction of GIS technology, spatial database design, data management approaches and systems configurations, urban applications, geographic knowledge structures, transportation, environmental analysis, natural resources, user cognition and user interface design, sustainability science, spatial model coupling to GIS, and collaborative spatial decision making.

Society and Environment: Examination, analysis and interpretation of the complex inter-relationships between social dynamics and environments. The areas of focus include cultural and

political ecology, health and the environment, global environmental modeling and GIS methods and applications. Research themes primarily involve questions of scale in analyzing social and environmental change at the local, regional, and global levels, and on analyzing, understanding and explaining the interactions among ecological processes, environmental transformation, and social processes and transformations in affluent and impoverished societies. Related aspects of medical geography include such topics as the ties between global environmental change and the (re)emergence and spread of contagious disease, as well as how political, social, environmental, and biological factors come together to both create and structure health vulnerability and risk management.

Urban, Social and Political Geography: Emphasis is on both the theory and empirical investigation of the geography of power, the biopolitics and governance of population and movement, both in terms of global relations and local patterns of policing and social activism. Particular emphasis is given to the relation of social, political and economic structure to spatial organization and social justice, and on issues of race, gender, sexuality, ethnicity, inequality, health and disease, policing, power and social justice as they have been theorized in critical social theories. Attention is also paid to how political-economic geographies combine in relations of dominance, governance and resistance at a range of scales, from the urban to the regional to the transnational.

Admissions Criteria and Application Process

Admissions Criteria

Our graduate students form a supportive and intellectually vibrant community. Each year we seek to add 5-10 new members to that community. We use a collective and committee-based admissions process to select a group of students who will succeed here, and who will find this a hospitable place to pursue their goals. We assess several aspects of each applicant's background to inform our admissions decisions. We look for evidence that each applicant can:

- Exercise independent and creative thought;
- Conceive and execute an original research project;
- Communicate clearly, both orally and in writing;
- Manage the demands of a rigorous academic environment;
- Work well with others; and
- Contribute constructively to our intellectual community.

Success in the department requires that each student work closely with multiple faculty mentors. To ensure that each student will be effectively supervised, admission to the program requires the support of multiple faculty members. For this reason too, interested students are ***strongly encouraged*** to read the published work of relevant faculty members prior to submitting an application for admission. Students should then be able to use their application letter to explain how their plans for graduate study fit with current work across the department.

We seek to admit and recruit graduate program applicants from all backgrounds and nations, and we are committed to increasing the representation of underrepresented minorities. We coordinate closely with the Graduate School's recruitment and retention programs. These include:

[GOMAP](#) (Graduate Opportunities & Minority Achievement Program)

Students who seek admission into the post-Master's program should have either completed an M.A. in geography or done analogous post-baccalaureate work. Students who lack a geography M.A. and wish to enter the post-Master's program should indicate that they wish to enter the PhD (that is, post-MA) program. Such applicants should upload or all most of their MA thesis in the online application, supplemental forms section.

Graduate Application

(Note: The PMP-GIS program is administered through UW Educational Outreach, and has a [separate, stand-alone admissions cycle and process.](#)

The online admissions site for the residential MA & PhD programs application opens annually on **August 1** and closes on **December 15** for both U.S. and international applicants.

All application materials must be received by December 15 to be considered for Autumn Quarter admission for the following year.

It is important to read all directions carefully before proceeding. You may wish to print out these instructions and keep them for reference. If you have questions after reading the instructions, contact jbag@uw.edu, or by phone at 206-543-3246.

For an overview of UW Graduate Admissions policies and procedures, please see:

<http://www.grad.washington.edu/admissions/index.htm>

Students should ensure that the following items are submitted **by December 15**. All application components must be posted online. These include:

1. Graduate School Application:

<https://www.grad.washington.edu/applForAdmiss/>

2. Personal Statement of Academic Direction and Research Interests. Please submit online an essay (three pages maximum) describing your intended academic direction and research interests. Also, please explain how you envision pursuing those interests in the Geography Department, with reference to at least two faculty members you'd like to work with.

3. Curriculum Vitae or resume. (optional, but highly recommended) A Curriculum Vitae (C.V.) is similar to a resume but emphasizes your academic accomplishments—degrees, publications, professional experience, honors and awards, work experience.

4. Personal History (optional). (*Note:* Only US citizens who qualify for diversity fellowships should submit this personal history. This is an optional item. We routinely nominate meritorious applicants for various diversity fellowships and scholarships, but cannot do so unless this statement is submitted online).

We actively seek diversity of backgrounds, perspectives, and cultural experiences in our graduate program. To help us achieve this diversity, it would help us if, on this form as well as in your personal history, you could identify any factors in your life which you feel will help broaden our graduate program. These may include: economic and educational disadvantages, cultural awareness, overcoming personal adversity, and leadership awards and potential.

5. Three letters of recommendation, preferably from academic referees. You will be asked to enter the names and contact information (affiliation, email, phone) on the online Graduate School recommendation form, and thus activate a request for a letter of recommendation, to be posted online by your referees. These letters should assess your probable success in our graduate program, based as much as possible on your prior academic achievement, and discuss your ability to contribute to an intellectual community.

6. Graduate Record Examination scores. Direct ETS to send the scores to **institution code 4854, and Geography Dept. code 2203.** You may also post unofficial score reports, but if you are admitted to our graduate program you will need to have ETS send the Graduate School an official score report before you can register. For students without MA degrees, we accept scores for GREs taken within the past five years (that is, for tests taken no earlier than five years before our December 15 deadline. Thus, for autumn, 2014 admissions for example, with its December 15, 2013 deadline, we accept scores for exams taken on or after December 15, 2008. Post-Master's applicants who have earned an MA within the past three years may submit the GRE scores used for admission to the graduate program which granted them their MA, provided the GRE was taken within the past ten years.

7. Transcripts from all institutions from which degrees were earned. *Updated* unofficial versions of all transcripts from prior college work should be uploaded to the Graduate School website as part of the application (obtain a PDF file of the transcript from the university, or scan the transcript and then submit it via the electronic application as a PDF). International applicants must post transcripts *translated* into English. *All transcripts submitted should include a grading legend.*

No official (sealed) transcripts should be submitted in hard copy until you are admitted into our graduate program

If you are offered admission, please return to the application at the link below to indicate your intention to attend and read important information on next steps in order to enroll in

classes, establish your UW NetID, requirements for English proficiency and instructions to request visa application.

[University of Washington Graduate School Admissions](http://uwgrad@u.washington.edu)
uwgrad@u.washington.edu

Applicants with degrees from the University of Washington may upload a pdf copy of their UW transcript as part of their application. PDF copies of their transcripts are available from MyUW. For UW graduates, no official paper copies are needed.

8. Writing Sample. Master's applicants (that is, students without an MA degree either already earned or in-progress), are encouraged, but not required, to submit an example of their academic writing. Post-masters applicants (that is, applicants who either already have an MA or will have one before they join our doctoral program) must post a paper from a graduate seminar or a published paper. Please post this work online in the Writing Sample section of the application.

9. English Language Proficiency. Prospective graduate students from foreign countries are expected to meet the same academic and residence requirements as the U.S. students, including regular attendance in required courses and seminars. All students are expected to have an adequate command of written and spoken English. If your English language competency is not sufficient, you will not be able to participate fully in class meetings and discussions, take notes, or read with sufficient proficiency. Therefore, every applicant *whose native language is not English* must demonstrate English language proficiency. Proficiency can be demonstrated in one of the following four ways:

A bachelor's, master's or doctoral degree from a regionally accredited institution in the United States or from an institution in Australia, the Bahamas, Canada, Ireland, New Zealand, Singapore, Trinidad and Tobago, or the United Kingdom.

Documentation verifying that the applicant's undergraduate degree is from an institution (in a country other than those listed in #1 above) where **all** instruction is in English.

A minimum English language proficiency test score of:

7.0 on the IELTS

92 on the TOEFLiBT

237 on the TOEFLC

580 on the TOEFL

90 on the MLT

If an applicant is admitted with an English proficiency test score lower than the minimum scores (listed in #3 above) and in the range of scores listed below, the student will be required upon

matriculation to take designated [Academic English Program \(AEP\)](#) courses through UW English Language Programs.

6.0-6.9 IELTS

61-91 TOEFLiBT

173-236 TOEFLC

500-579 TOEFL

80-89 MLT

50-64 PTE.

10. Application fee. An application fee, payable online, is required to complete your application.

For international applicants,

11. Notification of Admission. We will endeavor to announce admissions decisions by late February via an e-mail from the department. Once admitted, you will be directed to your online “application status page” to let us know if you intend to enter our program. The sooner you let us know your intent, the better. This is a non-binding statement of intent—later in the Spring you will have to pay an enrollment deposit to confirm that you are actually attending. If you do accept another offer, please either e-mail us with your decision or record your decision in the online “application status page”. That way, we can send you an online survey to help us understand what factors figure into students’ decisions about which graduate program to attend.

12. Funding announcements. All applicants will be automatically considered for departmental funding; no additional funding application forms are required. Funding offers will go out some weeks after the admissions decisions are announced—sometimes not until around April 15, depending on many variables, so be patient and don’t give up on us. If you haven’t heard about funding from us by April 15, please check with us before accepting another offer.

Procedures and Time to Degree

Overview

Before reviewing the procedures and outline of your respective degree (MA or Ph.D.), it is important to note that these are only general guidelines of the process that your program of study will follow. The specific trajectory of a graduate student’s exams, milestones, etc. can vary depending on your adviser. For instance, in some cases a proposal defense will occur in conjunction with the general examination, while for others the proposal defense might be

separate from the general examination. The format of the preliminary review is also at your adviser's discretion. Therefore, regardless of whether you are pursuing an MA or a Ph.D., **it is extremely important that you have a conversation with your selected adviser about what will be expected of you at various stages of your program.** You can then plan accordingly as to the scheduling various committee meetings and examinations. Especially for Ph.D. students, the large number of steps along the way can be confusing, so it is beneficial to iron out all of the details with your adviser long in advance so that you can avoid any problems or surprises down the road.

Master's Degree (MA)

The two-year Master's Degree Program enables students to gain greater familiarity with the richness and rigor of advanced study in the discipline of Geography. Students construct coursework to develop familiarity with the discipline and their chosen subfield(s), and use an original research project to develop skills in data gathering and analysis. Students may write either a thesis or two high-quality papers as part of their degree requirements. These original works are expected to meet high standards for research design and data analysis, and must be clearly written.

Required Courses

1. Geography 500, Contemporary Geographic Thought
2. Geography 511, Contemporary Research Design In Geography, or another approved social science research design course from another department--for more information, consult the Graduate Program Director
3. One additional methods course, from the following: Geography 525 (Advanced Qualitative Methods in Geography), Geography 526 (Advanced Quantitative Methods in Geography), Geography 560 (GIS Analysis), Geography 561 (Urban GIS), Geography 562 (Coastal GIS), and Geography 564 (GIS and Decision Support).
4. Satisfactory completion of at least three quarters of Geography 598, Geography Colloquium.
5. Two departmental research seminars. These should be designated as "seminars" or "research seminars". Geog 500, 511, 502 and 513 and any of the "methods" course listed above do not count toward this requirement. In some cases, a "directed readings" course (Geog 600) may count in lieu of this requirement. To petition for this substitution, the Geog 600 faculty member should write an appeal to the Graduate Program Director. *Please direct any questions about whether a specific 500-level Geog courses counts toward this requirement to James Baginski.*

For information about course substitutions and exemptions from requirements, please see the *Course Substitution* section below.

Additional requirements

1. The completion of at least 36 credits of graduate work, including 18 graded credits. If a thesis is written, students must complete at least 9 credits of Geography 700 (Thesis Preparation).
2. A minimum of three full-time (at least 9 credits) quarters of residence credits. Part-time

quarters may be accumulated to meet one quarter's worth of this requirement.

3. A grade of at least 3.0 in all departmental courses, and a grade of 2.7 in all related courses used to satisfy degree requirements. An overall grade point average of 3.0 must be maintained to remain in the program.

4. A Final Examination constituting a defense of the thesis or papers.

5. All work for the degree must be completed within 6 years.

Suggested M.A. Timetable

Year 1

Fall

1. Meet with Interim Adviser at start of quarter to decide appropriate class(es) to take in addition to Geog 500 and 598.

2. Consult with relevant faculty about possible research interests.

Winter

1. Determine faculty adviser, and confirm this with Graduate Program Director.

2. Begin discussions about possible thesis topics with adviser and relevant other faculty.

3. Discuss future coursework with adviser, including appropriate methods course.

Spring

1. Determine composition of master's committee, which generally consists of two Geography faculty members including the chair/adviser.

2. Prepare thesis proposal for consideration of adviser and other member(s) of the committee.

Summer

1. Conduct research, as possible, for thesis.

Year 2

Fall

1. Complete additional coursework, as necessary.

2. Continue to research thesis.

3. If possible, begin writing thesis.

Winter and Spring

1. Register for thesis credits.

2. Write and revise thesis.

3. Defend thesis as early as practicable, but no later than the end of May.

Forming a Committee

Incoming students will be assigned an interim adviser. Students should work with this interim adviser to determine the faculty member most appropriate to serve as the Chair of the student's

committee. Ideally, this decision will be made by the end of the first quarter, but certainly no later than the middle of the second quarter. One to three additional members may serve on the student's committee. Both the Chair and one other committee member must be on the Geography graduate faculty.

The student's committee is responsible for ensuring that the student meets all the requirements for the degree. More importantly, the committee provides the student guidance in developing and executing an original research project. Ordinarily, the student works most closely with the committee Chair, who oversees the initial drafts of the thesis. The committee is also responsible for conducting the student's final examination.

MA Thesis Defense

To schedule a thesis defense, the student must first determine availability from Supervisory Committee members to arrive at a mutually agreed upon date and time. The student then reserves an appropriate room, either Smith 409 or the Starlight Room on the online calendar. Finally, the student requests a final MA Exam online, through MyGradProgram.

Students must defend by the last day of the quarter (i.e., last day of the [Final Examination Week](#)) and be enrolled in at least two credits (e.g., Geog 700). The student is responsible for giving the complete, near-to-final draft of the thesis to Committee members far enough in advance to ensure adequate time for review.

The Geography Graduate Program Adviser (GPA) will give the student's Warrant to the Supervisory Committee Chair. The Supervisory Committee signs the Warrant at the conclusion of the Final Examination. Results of the Final Examination must be reported to the UW Graduate School (by the last day of finals week) by returning the signed Warrant to the student's permanent file and reporting the exam results to the Geography GPA. A minimum of two Committee members, including the chair, must be present for the final exam to take place; any absent members of the Supervisory Committee must certify the results (i.e., send an email to the Graduate Adviser with her/his recommendation). If the exam is not satisfactory, the Committee may recommend to the Dean of the UW Graduate School that the student be allowed to take another examination after an interval of study.

In addition to the signed warrant (to be kept in the student's permanent departmental file), the student must also get signatures on the [Master's Supervisory Committee Approval Form](#). This form must be signed after all committee members have seen the final version of the MA thesis, and submitted to the Graduate School by the end of the quarter the student wishes to graduate, simultaneously with the electronic submission of the MA thesis. Information about the thesis-filing process can be found at:

<http://www.grad.washington.edu/students/etd/info.shtml>

As noted, enrollment for at least two credits (e.g., Geog 700) is required during the quarter in which a student takes the Final Examination (i.e., defends), submits the Master's Supervisory Committee Approval Form, submits the thesis to the Graduate School, and graduates. The only

exception is when a student needs a limited amount of additional time after the last day of the quarter to submit the thesis to the UW Graduate School. Students who submit their theses within fourteen (14) days after the last day of the quarter in which they defended do not have to enroll in two credits if they meet the [Graduate Registration Waiver Fee](#) eligibility requirements and submit the thesis and waiver fee by the applicable deadline.

Continuation to PhD Program

Students completing their MA degrees in the Department of Geography at the University of Washington who wish to enroll in the Ph.D. program must notify the Department Chair, the Graduate Program Chair, and the Director of Academic Services **no later than January 15th** if they wish to enroll in the doctoral program in the next academic year beginning in fall quarter. This notification ensures prospective doctoral students that they **will be considered for two years of post-MA funding contingent upon the completion of their MA degree in two years.** This notification signifies intent and is not a definitive commitment to continue to the doctorate as students may change their plans after the completion of their Mas. In no case will formal admission to the Ph.D. program occur before completion of the MA. The signed approval forms (available online) submitted and signed by the student's MA committee must be in the student's file. Two-year contract offer letters will be sent out upon timely completion of Mas. Barring exceptional circumstances, students completing their MAs in their third year will find their post-MA funding reduced. For example, if students take an extra quarter to complete the MA, the post-MA offer will be reduced by one quarter.

Students who fail to complete the MA degree by the end of the quarter of their expected entrance to the Ph.D. program will be asked to repeat the notification procedure outlined above.

DOCTORAL DEGREE (Ph.D.)

The Doctoral Degree Program enables students to complete a research project of notable scope and originality that will make a significant contribution to the discipline of Geography and related fields. Advanced coursework provides an opportunity to gain familiarity with current knowledge in the student's areas of specialization. Student expertise in their chosen subfields is ensured through the Preliminary Review and General Examination. Students may choose to write either a Dissertation or three scholarly papers of publishable quality in peer-reviewed journals. All such research efforts are expected to meet high standards of research design and data analysis, and to be written clearly.

Required Courses

1. Geography 500, Contemporary Geographic Thought

2. Geography 511, Contemporary Research Design in Geography or another approved social science research design course from another department--for more information, please consult the Graduate Program Coordinator.

3. One methods course, from among the following: Geography 471 (Methods of Resource Analysis), Geography 525 (Advanced Qualitative Methods in Geography), Geography 526 (Advanced Quantitative Methods in Geography), Geography 560 (GIS Analysis), Geography 561 (Urban GIS), Geography 562 (Coastal GIS), and Geography 564 (GIS Decision Support).

4. Satisfactory completion of at least three quarters of Geography 598.

For information about course substitutions and exemptions from requirements, please see the *Course Substitution* section below.

Additional Requirements

The completion of at least two department research seminars numbered 500 or above, but not including Geography 502 or Geography 513.

Submission of a scholarly article to a professionally-reviewed academic journal or application for research support from an external agency, such as the National Science Foundation. The publication may be jointly-authored with a faculty member or other graduate student.

Evidence of reading competence in a foreign language or a sound level of competence in a cognate field of concentration as determined by the student's Supervisory Committee.

Completion of 90 credits, at least 60 at the University of Washington. (including 27 Geog 800 credits). With the approval of the degree-granting unit, an appropriate master's degree from an accredited institution may substitute for 30 credits of enrollment.

Numerical grades must be received in at least 18 quarter credits of course work taken at the UW prior to scheduling the General Examination. The Graduate School accepts numerical grades in approved 400-level courses accepted as part of the major, and in all 500-level courses. A minimum cumulative GPA of 3.00 is required for a graduate degree at the University.

Successful completion of a Preliminary Review, usually undertaken during the first year.

Creditable passage of the General Examination. Registration as a graduate student is required the quarter the exam is taken and candidacy is conferred.

Preparation of and acceptance by the Dean of the Graduate School of a dissertation (or three high-quality research papers) that is a significant contribution to knowledge and clearly indicates training in research. Credit for the dissertation ordinarily should be at least one-third of the total credit. The Candidate must register for a minimum of 27 credits of dissertation over a period of at least three quarters. At least one quarter must come after the student passes the General

Examination. With the exception of summer quarter, students are limited to a maximum of 10 credits per quarter of dissertation (800).

Passage of a Final Examination is usually devoted to the defense of the dissertation and the field with which it is concerned. The General and Final Examinations cannot be scheduled during the same quarter. Registration as a graduate student, registered for at least two credits, is required the quarter the exam is taken and the degree is conferred.

Completion of all work for the doctoral degree within ten years. This includes quarters spent On-Leave or out of status as well as applicable work from the master's degree from the UW or a master's degree from another institution, if applied toward one year of resident study.

Registration maintained as a full- or part-time graduate student at the University for the quarter in which the degree is conferred (see detailed information under Final Quarter Registration).

A student must satisfy the requirements that are in force at the time the degree is to be awarded.

A grade of at least 3.0 in all departmental courses, and a grade of 2.7 in all related courses used to satisfy degree requirements. An overall grade point average of 3.0 must be maintained to remain in the program.

* Students who earned an M.A. at the University of Washington will necessarily have already met several of these requirements.

Suggested PhD Timetable

Year 1

Fall

1. Meet with Interim Adviser at start of quarter to decide appropriate class(es) to take in addition to Geog 500 and 598.
2. Consult with relevant faculty about possible research interests.

Winter

1. Determine faculty adviser, and confirm this with Graduate Program Coordinator.
2. Begin discussions about areas of subdisciplinary interest, possible dissertation topics, and format of Preliminary Review with adviser and relevant other faculty.
3. Discuss future coursework with adviser, including appropriate methods courses.

Spring

1. Continue coursework in consultation with adviser.
2. Schedule and complete Preliminary Review.
3. Research possible opportunities for acquiring funding for dissertation research.

Year 2

Fall

1. Continue coursework in consultation with adviser.
2. Formalize composition of Graduate Committee.
3. Begin planning and preparation for General Examination.
4. Consider applying for funding for dissertation research.

Winter and Spring

1. Continue coursework, as necessary. Enroll in dissertation credits if advisable.
2. Schedule and complete General Examination.
3. Begin preparation for dissertation proposal defense.
4. If practicable, schedule and complete dissertation proposal defense.

Years 3 and 4

1. Schedule and complete dissertation proposal defense. [This should occur as early in Year 3 as possible.]
2. Enroll in dissertation credits, as necessary.
3. As possible, submit paper(s) to academic journals for publication.
4. Research, write and defend dissertation.

Forming A Committee

Incoming students will be assigned an interim adviser. Students should work with this interim adviser to determine the faculty member most appropriate to serve as the Chair of the student's preliminary committee. Ideally, this decision will be made by the end of the first quarter, but certainly no later than the middle of the second quarter. At least two additional members must serve on the student's committee. Both the Chair and two other committee members must be on the Geography graduate faculty.

The preliminary committee is responsible for helping student identify necessary and beneficial courses, and helping to isolate a possible topic for dissertation research. The committee also oversees the preliminary review.

The Preliminary Review

Important foreword: The exact nature of the preliminary exam is at your committee chair's discretion. Therefore, make sure that you talk to your committee chair in advance to iron out the details!!

The Preliminary Review is intended for assessment and advising purposes. It gives both the student and faculty an opportunity to assess the student's academic preparation in advance of the General Examination. It includes a review of the student's familiarity with the literatures central to the fields in which they wish to demonstrate competence on the General Examination. It also helps the preliminary committee to articulate the most effective curriculum to help the student prepare for the General Examination and to acquire the necessary methodological skills for

successful dissertation research and writing. It further enables the committee an opportunity to determine the appropriate cognate field or foreign language preparation.

Although the exact nature of the Preliminary Review is left to the committee's discretion, it will include a written component and an oral component. The written component might consist of questions administered in a fashion analogous to the General Examination. It might consist of an extended outline of the student's educational goals, description of progress to date, and an overview of the areas of sub-disciplinary expertise that the student wishes to attain, complete with relevant bibliographies. The oral component, which commonly lasts 1-2 hours, offers the preliminary committee an opportunity to assess the student's familiarity with relevant literatures, to discuss a course of action leading to the General Examination, and to determine the appropriate cognate field.

At the conclusion of a successful Preliminary Review, students will commonly be advised to formally constitute a Supervisory Committee and to set a tentative date for the General Examination. If the committee possesses concerns about the student's level of preparation, it may request a second Preliminary Review. If this occurs, the student will be provided a written explanation of the committee's concerns and a set of expected actions to undertake prior to a second Review.

The Doctoral Supervisory Committee

The Doctoral Supervisory Committee is recognized by the Graduate School, and must be constituted prior to the General Examination. Rules regarding the makeup of this committee are specified in [Graduate School Memorandum 13](#). The doctoral supervisory committee consists of a minimum of four members, at least three of whom, including the Chair and the Graduate School Representative (GSR), must be members of the Graduate Faculty with an endorsement to chair doctoral committees. Three members of the committee must be members of the Geography faculty. A majority of the members must be members of the Graduate Faculty. The remaining members must be identified by the student's appointing department or program as productive scholars in the student's major field and/or subfields. The Chair(s) of a committee must be able and willing to assume primary responsibility for advising the student. In addition, the Chair(s) should have adequate time available for this work and should be accessible to the student. Emeritus and affiliate faculty may serve as a Chair if the above conditions are met. Co-Chairs may be appointed when both serve with equal importance on a student's supervisory committee and equally share the responsibility for the student's progress.

The GSR must be a productive scholar in his or her own research area that may differ from that of the student's dissertation project. The GSR represents the broad concerns of The Graduate School with respect to high standards of scholarly performance, ensuring that the student's mastery of the subject matter is broad and comprehensive. The GSR is a voting member of the committee and must attest to the validity of examinations, indicate approval of the process by which examinations are conducted, ensure that the student is treated in an unbiased manner, and represent The Graduate School in ensuring university-wide standards of scholarly performance. The GSR must sign the warrant and submit a standardized report on the examination process to

the Dean of The Graduate School. As a full voting member of the dissertation supervisory committee, the GSR provides an important service function to The Graduate School and the University.

It is vital that the appearance of conflict of interest in the selection of the GSR be avoided. Budgetary relationships, personal relationships, or research and/or publication relationships between the GSR and either the student or the committee chair are examples of possible conflicts of interest. The GSR is responsible for ensuring that no such conflicts of interest, or appearance of conflicts of interest, exist, and must attest to this upon request. For GSR eligibility, roles, and responsibilities, see:

<http://www.grad.washington.edu/policies/doctoral/gsr-eligibility.shtm>

When the Supervisory Committee members have been agreed upon, the student should provide the list of names to the Director of Academic Services, who will then submit the committee to the Graduation School. Upon approval of the committee, the student's classification is changed to "pre-candidate."

General Examination – Format and Expectations

The General Examination is intended to measure the breadth and the depth of the student's theoretical understanding of the main fields of geography and of a particular set of fields. It ensures that students possess adequate familiarity with their areas of subdisciplinary focus prior to the dissertation research.

Prior to the oral portion of the General Examination, the student takes a written examination in fields designated by the Supervisory Committee. The length, specificity and type of written examination are generally left to the discretion of the Committee, though all Committees aim to write questions probing for both breadth and depth. Commonly, students will take a written exam consisting of three questions, each of which is focused on a particular subdisciplinary area. The answers to these questions are circulated to the Supervisory Committee prior to the oral portion of the exam.

The oral portion of the General Examination may require the student to amplify upon, clarify or defend answers given on the written portion, and may also include more general questions about the student's field of study.

If the student passes the General Examination, the signed warrant should be placed in the student's permanent file, and the faculty adviser should report the exam outcome to the Geography Director of Academic Services, who must convey it to the Graduate School by the last day of Final Examinations for that quarter in order for the student to receive candidacy for that quarter. (Otherwise, candidacy is awarded the following quarter, requiring student registration.) The GSR must also provide a report to The Graduate School immediately following the examination (after the exam is scheduled, this report is available in [MyGrad – Faculty View](#)).

If the student does not pass the General Examination, the Supervisory Committee may allow the student to be re-examined after a further period of study. In this case, the Supervisory Committee determines the nature of the period of further study, and is responsible for scheduling another examination, using the procedures described below. If the Committee is unwilling to allow a re-examination, the student's continuation in the program is contingent upon the constitution of a new committee. Given the difficulty of accomplishing this, the student will likely be advised to withdraw from the program.

General Examinations — Scheduling

A General Examination may be scheduled if:

(a) the student has completed 60 credits (some of these credits may be taken the same quarter of the exam); At least 30 of those credits must be from the UW and must meet the following requirements:

Minimum 18 credits of coursework at the 500 level

Minimum 18 numerically graded UW credits of approved 400 and 500 level course work. Credits may be counted from the same quarter of the exam, even though they are not completed. (The 18 credits at the 500 level may overlap with the 18 numerically graded credits.)

With department approval, 30 credits from an appropriate master's degree from an accredited institution may be applied toward the 60 credits needed for the General Exam. If the master's degree is from the Geography department, more than 30 course work credits may be allowed. Credits from the master's degree count toward the total credit count and do not count toward the requirements listed above.

(b) the Preliminary Review has been completed;

(c) all members of the supervisory committee agree that the student's background of study and preparation is sufficient and have approved the student to schedule a General Examination; and

(d) the student is enrolled for at least 2 quarters of credit during the quarter the exam is scheduled.

To schedule a General Examination, the student must first establish the Supervisory Committee. The student must then arrange day, time, and location of exam in consultation with members of the committee. At least four members must be in attendance at the exam, including the Chair and GSR and at least one member of the graduate faculty. The online General Exam request can be made at:

<http://www.grad.washington.edu/mygrad/student.htm>

The student's transcript will be evaluated by the Graduate School to insure that requirements have been met. If there is a problem or question with an evaluation, the department will be

notified. The Director of Academic Services will print the General Examination Warrant and pass it on to your Committee Chair prior to the examination.

For a quorum to exist at the exam, the Supervisory Committee Chair, the GSR and two other committee members must be present. For more information, see Graduate School Memorandum #13:

<http://www.grad.washington.edu/acad/gsmemos/gsmemo13.htm>

The student will be sent a Candidate Certificate from the UW Office of Graduate and Academic Records at the end of the following quarter (approximately three months after Candidacy is conferred.)

The student becomes a doctoral candidate (Ph.C.) after successful completion of the General Examination.

Dissertation Proposal

Students who pass the General Examination must prepare a dissertation proposal for review by the Supervisory Committee. The proposal must: outline a clear research question; situate that question within relevant literature; outline a methodological strategy for collecting the necessary data; describe a process for analyzing that data; and include a timeline for completion of the work. The proposal is reviewed during a meeting, commonly termed the proposal defense, with the student and his/her Supervisory Committee. The GSR is not required to attend the proposal defense.

Failure of the student to obtain approval for the Ph.D. dissertation proposal within two years of advancement to candidacy will normally result in a recommendation to the Dean of the Graduate School that the student be terminated from the Ph.D. program in Geography.

Completing the Degree

Reading Committee

As students near completion of their dissertations, and before scheduling the Final Examination, a Reading Committee is selected to read and report on the dissertation. After consultation, either the Chair or the student should inform the Director of Academic Services of the three to four members from the Supervisory Committee to serve as the Reading Committee. At least one of the members of the Reading Committee must hold an endorsement to chair doctoral committees. The Advising Office will transmit the information to the Graduate School. The Reading Committee is appointed to read and approve the dissertation. (Generally, the GSR is not a member of the Reading Committee.) The Reading Committee is appointed to read and approve the dissertation. It is the responsibility of a Reading Committee to (a) ensure that the dissertation is a significant contribution to knowledge and is an acceptable piece of scholarly writing; (b) determine the appropriateness of a candidate's dissertation as a basis for issuing a warrant for a

Final Examination; (c) approve a candidate's dissertation and; (d) sign two original Signature Pages that are placed within a dissertation after all revisions are completed.

Final Examination

Ph.D. students are required to undertake a final examination at the conclusion of the graduate program. This examination includes a 30-minute public presentation of a summary of the dissertation, followed by a closed session with the student's committee that focuses intensively on the quality of the dissertation. There should be only minor changes in the dissertation at this time.

A Final Examination may be scheduled if: (a) a student passed a General Examination in a **previous** quarter; (b) a reading committee is officially established with the Graduate School and; (c) a reading committee has read an entire draft of a dissertation and voting members of a supervisory committee agree that a candidate is prepared to take a Final Examination, and (d) the student is registered for at least two credits of Geog 800 in the quarter of the Final Examination.

The student should consult with all committee members to find a mutually-agreed-upon time, date and location for the Final Examination. Students should check for the availability of Smith 409 with the main Geography Dept. Office, Smith 408. Once these details are agreed upon, students should submit the Online Request for Final Examination at:

<http://www.grad.washington.edu/mygrad/student.htm>

The Geography Graduate Program Coordinator will then be asked to approve the scheduling of the Final Exam online, and official notice of the exam will be e-mailed to all committee members by the UW Graduate School.

The Final Examination Warrant will be printed by the Advising Office and made available to the Committee Chair prior to the examination. At least four members of a supervisory committee (including the Chair, Graduate School Representative, and one additional Graduate Faculty member) must be present at an examination. After the Final Examination, the signed Warrant needs to be placed in the permanent student file and the Chair must notify the Geography GPA of the exam results by 4:00 the last day of the quarter (finals week). The GSR must also provide a report to The Graduate School immediately following the examination (after the exam is scheduled, this report is available in [MyGrad – Faculty View](#)). All committee members must also sign a Reading Committee Approval form, to be submitted to the Graduate School. This form may be printed out via the student's [MyGrad-Student View](#) page.

Any members of a supervisory committee who participate at an examination but do not agree with the majority opinion are encouraged to submit a minority report to the Dean of the Graduate School. If an examination is unsatisfactory, a supervisory committee may recommend that the Dean of the Graduate School permit a second examination after a period of additional study. After the Final Examination, the candidate has 60 days in which to submit a dissertation to the Graduate School. Click [here](#) for dissertation submission & publication guidelines.

In addition to the signed warrant (to be kept in the student's permanent departmental file), the student must also get signatures on the [Doctoral Dissertation Reading Committee Approval Form](#). This form must be signed after all committee members have seen the final version of the dissertation, and submitted to the Graduate School by the end of the quarter the student wishes to graduate, simultaneously with the electronic submission of the dissertation. Information about the dissertation-filing process can be found at:

<http://www.grad.washington.edu/students/etd/info.shtml>

Registration as a graduate student is required the quarter that a Final Examination is taken **AND** the quarter the dissertation is submitted and the degree is conferred ***even if the 60 day time period has not yet expired***. If the 60 day time period expires, another Final Examination may be required. It may be possible to pay the \$250 Graduate Registration Waiver Fee if you were not able to submit your dissertation by the end of the quarter. Consult the Graduate School website for eligibility requirements: <http://www.grad.washington.edu/area/regwaiver.htm>

Course Substitutions

If you have already taken or plan to take courses outside of the normal departmental offerings that you would like to substitute for the departmental methods and/or research design requirements, it is important that the Department has an official record of this. It is best that the changes be made as soon as possible so that there are no surprises down the road. For example, if you are an incoming Ph.D. student and have taken one or more graduate-level methods or research design courses during your Master's work that you feel should fulfill our methods requirement, please do the following:

- 1) Discuss this with your adviser as soon as you can and get approval that a course can count as a substitute to a particular requirement. Provide a syllabus or other documentation of course content if requested by your adviser.
- 2) If necessary, discuss with the Graduate Program Coordinator.
- 3) On the Graduate Student Data Update form used for the annual review, please use the Course Substitutions section of the form to list the course(s) you are substituting and the requirements that they are fulfilling. Do this in the current year so that we have an updated record.

Satisfactory Academic Progress

Students may assume they are making satisfactory progress if they are meeting departmental requirements, taking research seminars and progressing on their theses or dissertations.

Failure to maintain satisfactory performance and progress may lead to probation or loss of standing in the program, and will jeopardize renewal of graduate student service appointments

(including Teaching Assistantships). Students not performing or progressing satisfactorily will be so informed by the Graduate Program Coordinator or their faculty adviser or Supervisory Committee Chair, with whom they must meet to discuss their plans of study. (See Graduate School Memorandum 16, Continuation or Termination of Students in the Graduate School, for a full explanation of policies, guidelines and procedures for “low scholarship” and “unsatisfactory progress” cases.)

Performance and progress are to be evaluated by criteria set down by faculty members teaching particular courses, or, in the case of the student’s adviser (or Supervisory Committee Chair), or the Department Chair, by generally accepted criteria appropriate for that student’s chosen field of specialization as well as expectations obtaining for professional geographers in general.

The faculty conducts an annual review of continuing graduate students during the spring quarter to assess satisfactory academic progress for each enrolled graduate student. For more details, see the Annual Review section below.

Annual Graduate Student Review

Each spring quarter, departmental faculty convene to review the progress of all current graduate students. This process should not be a source of anxiety for you; if you are making good progress and communicating regularly with your adviser, no surprises are likely to result from the review process. This is simply a way to ensure that you are making satisfactory progress and to determine your future needs in the program, including future departmental funding (especially for those students without an ongoing contract for the next academic year), teaching preferences, and your needs for desk space in the department next year. The department chair will send out a call to graduate students in early March to provide the following information to the Director of Academic Services:

A brief (250 word maximum) narrative statement of your academic purpose, accomplishments, milestones, research directions, and additional, remaining steps in the program

The Graduate Student Data Update form (available in the appendix)

Your previous teaching assignments, including the name of supervising faculty

Your course teaching/TAing preferences for the next academic year

Desk space needs for the following year

Following the meeting, each graduate student will be contacted by the department chair with an update of the meeting results. In instances where graduate student progress is deemed to be less-than-satisfactory, those students should immediately contact their adviser to discuss the situation.

Registration and Leave Policies

“Full-Time”, “Part-Time” and Residence Credit Requirements

Full-time registration is required for all TA, RA and Graduate Staff appointments. Students must be registered for a minimum of 10 credits to be considered full-time (except 2 credits in the summer). Any students holding teaching or research assistantships who register full-time and subsequently drop a course may be considered to be making unsatisfactory academic progress.

[300](#)-level courses outside the field of geography may count toward satisfying credit requirements, only if the student petitions the Graduate Program Coordinator. Petitions will only be granted if the student can demonstrate that the courses count as graduate minor or as supporting courses. No [100](#)– or [200](#)– level courses may be counted for graduate credit.

Independent Study Registration and Faculty Codes

In addition to your coursework, graduate students will also enroll for independent study credits. These can include independent studies for directed readings or research (Geog 600), thesis (Geog 700), and dissertation research (Geog 800). In all cases, enrolling in independent studies require a faculty overseer. When you use the university’s registration system, you will be required to enter faculty codes. Here are the faculty codes you will need for registration:

Faculty Member	5-Digit Code	Faculty Member	5-Digit Code
Bergmann, Luke	31234	Jarosz, Lucy	37933
Biermann, Christine	55555	Lawson, Vicky	35196
Brown, Michael	63878	Mayer, Jonathan	37110
Chan, Kam Wing	36994	Mitchell, Katharyne	31494
Ellis, Mark	17909	Nyerges, Timothy	35296
Elwood, Sarah	65238	Sparke, Matthew	35194
England, Kim	52509	Withers, Suzanne	69064
Herbert, Steve	52621	Ybarra, Megan	77777

Graduate On-Leave Status

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

must apply for on-leave status for each quarter they do not register. For complete details regarding the on-leave policy, refer to [Graduate School Memorandum 9](#).

[Request for On Leave Status](#)

On-leave Eligibility

Must be a graduate student in good standing.

Must have been registered or on-leave the previous quarter.

Must satisfy any graduate program policies pertaining to going/remaining on-leave.

US citizen and permanent residents must have registered for at least one quarter of graduate study at UW and have approval from their graduate program.

International students must have registered full time (10 or more credits) for three consecutive quarters and have approval from both their graduate program and the International Student Services office.

Pre-registered students must officially withdraw via MyUW or the Registration office prior to the first day of the quarter. Registered students are not eligible for on-leave status.

Students on-leave are entitled to:

- return as a graduate student to the graduate program
- use University libraries
- maintain access to the UW email account
- use Hall Health Primary Care Center on a pay-for-service basis
- use the IMA with additional fee (UW Seattle campus students only)
- Students on-leave are not entitled to:
 - faculty and staff counsel/resources (very limited counsel/resources are permitted)
 - examinations of any type (except for language competency)
 - thesis/dissertation filing
 - University housing
 - student insurance
 - financial assistance

Procedure for Requesting Leave

Students requesting on-leave status must submit an online Request for On-Leave Status via MyGrad Program.

<http://www.grad.washington.edu/mygrad/student.htm>

For a given quarter, students can submit the request as early as two weeks prior to the first day of instruction and must submit payment of the non-refundable fee no later than 11:59:59 p.m. PST on the last day of instruction. Leave is granted on a quarterly basis, though the following students may request up to four consecutive quarters of leave at one time: PCMI students, military personnel with deployment orders, and some UW Fulbright grantees (with the exception of military personnel with deployment orders, these students will be required to pay the fee for each quarter of leave requested).

Domestic Students

Complete and submit the online [Request for On-Leave Status](#) via MyGrad Program. Student will receive a confirmation email that the request has been submitted.

Request will be reviewed and approved by the Graduate Program Coordinator. Upon approval, students will receive a confirmation email that the department has approved the request.

Return to MyGrad Program to pay the non-refundable On-Leave fee via MasterCard or Visa credit card. Students will receive a confirmation email that their quarterly leave has been processed and their registration status for that quarter is “On-Leave.”

Print confirmation of on-leave verification to be presented for access to the UW libraries and IMA.

International Students

Contact the International Student Services (ISS) office to obtain pre-approval to request on-leave status.

Complete and submit the online [Request for On-Leave Status](#) via MyGrad Program.

Request will be reviewed and approved by the Graduate Program Coordinator and the student’s faculty adviser. Upon approval, students will receive a confirmation email that the department has approved the request.

Request will then be reviewed and approved by the ISS office. Upon approval, students will receive a confirmation email that the ISS office has approved the request.

Return to MyGrad Program to pay the non-refundable On-Leave fee via MasterCard or Visa credit card. Students will receive a confirmation email that their quarterly leave has been processed and their registration status for that quarter is “On-Leave.”

Print confirmation of on-leave verification to be presented for access to the UW libraries and IMA.

Leaves of Absence

In several instances, including but not limited to personal illness and/or disability, child birth and family care, and bereavement, Academic Student Employees (ASEs) are covered and protected by the specifications outlined in Article 16—Leaves of Absence in the [UAW TA Union Contract](#). The Department of Geography operates in accordance with the specifications of this document.

Conducting International Research—Leave Alternative

If you are planning to travel abroad as part of your graduate program (for international research or sponsored study), there is a great alternative to going on leave administered through UW's Office of Global Affairs. You can register for a minimum of ten Study Abroad 300 credits per quarter, which will then transfer back to UW as graduate-level Geography credits (usually Geog 700 or 800). You do not have to pay tuition and you still retain the privileges of being an enrolled student. The cost is only about \$300/quarter, plus purchasing insurance for \$2.00/day. The most important thing to note about this excellent opportunity is that you must plan far in advance and complete a few required training sessions and fill out forms. If you are interested in participating in this program, it is strongly recommended that you set up an appointment with the following people as soon as you know that you will be traveling abroad as part of your graduate studies:

Michelle Drapek, Graduate School Fellowships and Awards, mdrapek@uw.edu

Cameron Frisch, Global Affairs, cfrisch@uw.edu

Courses/Degrees outside the department

The primary reason that you are here at UW is to complete the necessary requirements for your graduate degree in the Department of Geography. In certain circumstances, however, graduate students may benefit by pursuing additional coursework or even another degree outside the department during her/his time as a graduate student in Geography. For instance, a [Concentration in Social Statistics](#) from the Center for Statistics and the Social Sciences or an [Environmental Management Certificate](#) from the College of the Environment might serve as a supplement to your work here in the department.

As long as a student is meeting the requirements for her/his graduate degree in Geography and has adviser approval, students are encouraged to seek additional academic opportunities elsewhere on campus, though this additional responsibility must not conflict with departmental obligations (courses, TA/RA assignments, etc.).

If you plan to pursue an additional degree-granting program outside of this department, you should inform your adviser and provide a written statement to the Graduate Program Director as soon as possible. This statement should outline how you plan to fulfill the requirements for both programs. In addition to required coursework, students must attend orientation, colloquium and other key events with the rest of the department community. Students should also include this information, and their progress to date, in their annual graduate student review narrative.

Grievance Procedures

(For a full description of Graduate School grievance policies and procedures, consult Graduate School [Memorandum No. 33](#))

Graduate students who encounter academic problems related to their academic abilities, but not including evaluation thereof, may seek resolution of their complaints through informal conciliation or formal complaint. These policies apply to such issues as faculty, departmental, college or Graduate School policies affecting individual student prerogatives; deviations from stated grading practices (but not individual grade challenges), unfair treatment, and related issues.

Students who believe they have been discriminated against on the basis of race, religion, color, sex, national origin, age, handicap, or status as a disabled veteran or Vietnam-era veteran should refer to the Human Rights Grievance Procedure contained in the University of Washington Operations Manual, D 45.5

Appeals may be made directly to the department Chair. Appeals beyond this point should follow the process outlined in Graduate School Memorandum No. 33, Academic Grievance Procedure, available in the Geography Department Office or from the Graduate School.

Assistantships and Academic Funding

The following section provides detailed information about the different types of academic funding available to you: teaching assistantships, research assistantships, staff associate positions, assistantships from other departments, and hourly appointments. This does not include information about grants, external funding, etc. Please consult the next section for such information, as well as the Funding Resources Appendix.

Teaching Assistantships

Assistantships for both teaching and research appointments are generally given as part of a two-year contract. For MA students, your contract covers the two years during which you will be expected to complete your MA degree. For Ph.D. students, this two-year contract covers the first two years of your doctoral program. For students who complete the MA and are approved to continue on to the Ph.D. program in Geography, this transition is typically accompanied by a new two year contract.

For advanced Ph.D. students (i.e., Ph.C. status), appointments are made at the level of Predoctoral Instructor (job code 0804). In general, the duties for Predoctoral Instructor involve teaching a class. Tasks will probably include preparing a syllabus, lecturing, preparing student exercise and assignments, and supervising teaching assistants to assist in classroom activities and grading. These appointments require letters of recommendation and approval from the Graduate School and are made at the discretion of the Chair, the Director of Advising Services and the Executive Committee in accordance with curricular needs during the academic year.

Offer letters stipulating the contract terms for RAs, TAs and Instructors (both PhCs and PhDs) are sent out in advance of the employment start dates and require that you accept by signing and returning the contract to the Geography Administrator. Both you and the University of Washington are bound to the terms of this contract, so it is important for you to familiarize yourself with its provisions prior to accepting the appointment. You will be offered an opportunity to join UAW Local 4121 and, as a member, you will pay dues each pay period. If you should choose not to become a member, the contract requires that you pay a monthly service fee. For more information regarding the UAW Local 4121 please visit their website at <http://www.uaw4121.org/index.php>

Teaching and research appointments are based on 20 hours of work per week, and it is expected that you will work a maximum of 220 hours per quarter. In addition, your appointment is dependent upon satisfactory progress in your degree programs, including a cumulative grade point average of at least 3.0, and satisfactory performance of your assigned duties. In order to maintain eligibility for your appointment and its benefits, you will need to enroll full-time (at least 10 credits) for each quarter in which you hold the appointment. It is also expected that you attend any orientations and/or training sessions required for your position offered either by your department or other units. Time spent in such required orientations or training sessions will count toward your maximum of 220 hours except as described in Article 33 Section 4 of the collective bargaining agreement that is referenced below.

Your appointment classifies you as an Academic Student Employee (ASE) and is governed by a collective bargaining agreement between the University of Washington and UAW Local 4121, which is found at the following website:

<http://www.washington.edu/admin/hr/laborrel/contracts/uaw/addons/index.html>

Your duties and responsibilities are generally described in your contract letter. You are encouraged to contact the faculty member responsible for teaching the class for more details about your duties and responsibilities.

Summer Teaching

Standard teaching assistantships are nine-month appointments and do not cover the summer quarter. Each summer, additional instructional opportunities may arise for the summer quarter (A Term, B Term, or A-B Term). These positions usually carry with them full teaching responsibilities (Predoctoral Instructor), and are limited to graduate students with Ph.C. status.

The Department's limited summer offerings are based on projections of which courses are likely to achieve higher enrollment levels. Due to there being so few summer teaching opportunities, this is not a funding opportunity that should be expected or relied upon.

During the spring, the Director of Academic Services will send out a call to graduate students to gauge interest and availability for summer Predoctoral Instructor positions. Decisions about course offerings will then be made based on anticipated enrollments and instructor availability for respective courses.

Summer teaching appointments are different than the standard nine month appointment. The following are some of the key differences and features of a summer TAship:

- 1) Summer Term appointments for A or B term are 100%, as opposed to 50% appointments during autumn, winter, and spring
- 2) Salaries are paid for the month you are teaching: A Term for the month of July, B Term for the month of August.
- 3) Salaries are composed of the normal rate for 100%, *plus* an additional 20% summer supplement.
- 4) The appointment carries with it a waiver of the quarterly operating fee and technology fee. You are still responsible for all other fees. These fees were \$515 per quarter for the most recent academic year.
 - a. You will be reimbursed for the U-PASS fee if you are an "eligible non-user," as defined under an agreement negotiated by UW and UAW Local 4121, which can be found here; <http://www.uaw4121.org/fee-reimbursements>
- 5) In order to be employed as a Predoctoral Instructor for summer A or B Term, you must register for a minimum of 2 credits; otherwise the department cannot pay you.

Regardless of whether you are teaching A or B Term, you need to register at the beginning of A Term!

Research Assistantships

Research assistantship appointments are usually the result of a faculty member(s) having external funding that can be used to fund a graduate student as part of her/his/their research project. These appointments are made at the discretion of specific faculty members, and the duration is variable, ranging from a single quarter to an entire academic year (or more). The duties for an RA generally involve working with one or more faculty on a research project. Tasks may include reading and annotating articles, conducting interviews and participant observation, filling out surveys and other forms, working on IRB paperwork, and meeting and corresponding with research contacts. No later than three weeks prior to the beginning of your duties you will be provided with a document that describes the specific tasks, times, and locations related to your appointment, the supervisor to whom you report, required training programs, procedures used for evaluation, and any additional details related to the duties required for the appointment.

Staff Associate Positions (Administrative Assistantships)

At times, the department is able to fund graduate students through staff associate positions. These appointments are at the discretion of the chair, and usually arise from specific departmental needs. These needs include work such as: conducting research related to teaching and learning with undergraduate students, working on the departmental newsletter, and organizing conferences and workshops hosted by the department.

Assistantships from Other Units (Departments, Centers, etc.)

Geography graduate students routinely receive funding appointments from other department in the forms of both teaching and research assistantships. Especially for Ph.D. students who are beyond their two-year contracts, seeking funded positions from other units around campus is both encouraged and appreciated by our department. Other units that our graduate students routinely work with include the Jackson School of International Studies, the Law, Societies, & Justice Program, and the Comparative History of Ideas. None of these units have specific obligations to our department (i.e., reserved, guaranteed spots for geography graduate students), but these opportunities do come about fairly regularly.

The departmental expectation is that assistantships from other units around campus will not take precedence over pre-existing departmental appointments. In other words, if you have already signed a contract to serve as a teaching assistant in Geography for a specified course and number, the department expects you to honor such a contract and not rescind your departmental teaching duties.

Interdisciplinary Writing Program (IWP):

The Interdisciplinary Writing Program, administered through the Department of English, offers expository writing courses linked with lecture courses in various disciplines, including geography. These courses are designed to help students improve their writing skills while further exploring ideas and materials assigned in the lecture courses. Each year, the department nominates/appoints a graduate student to serve as an instructor for a geography course that is linked to a writing course. This is usually a two quarter commitment (Autumn and Winter), and requires that you attend training sessions beforehand. The department's slot is usually assigned to an advanced Ph.D. student. For more information, please visit:

<https://depts.washington.edu/engl/iwp/>

Hourly Appointments

Hourly appointments do not come with tuition waivers and benefits, but are duties that are paid based on a specified hourly wage. These usually take two forms:

Reader/Grader: Sometimes the instructor of a course might not have a teaching assistant, but will be given the opportunity to employ a reader/grader. The professor or instructor of such a course selects a graduate student to employ as a grader for the quarter. Typically, the initial allotment of time allotted for this purpose is 12 hours per quarter, but may be adjusted. The pay for this position is a uniform wage (currently \$32.43/hour).

Hourly Research Position: This is different from a research assistantship, as it does not come with a stipend, tuition waiver, etc. Rather, hourly research positions come with an hourly wage rate, and these appointments are made at the discretion of individual faculty members who have research money to support this sort of appointment.

Banking Policy of Departmental Funding

Our graduate students are awarded national, regional and UW fellowships, scholarships, awards, research assistantships, and teaching opportunities. These awards recognize the outstanding scholarly and teaching capabilities of our graduate community, and provide needed financial support for research and writing in addition to the support provided by the Department. The Department of Geography allows students who receive multi-year offers of Department funding support to postpone the issuance of some part of that award under certain circumstances. The policy to determine when such a postponement, or “banking”, can occur is as follows:

Only students who earn fellowships, research grants or other merit-based funding will be eligible to bank, or defer department funding. This includes opportunities such as those provided by NSF, SSRC, CSDE, and FLAS, as well as similar grants that support graduate or faculty research as a research assistant. It does not include long-term paid employment in other units on campus or in the private sector.

Students can defer a maximum of two years of funding from Geography.

Students may postpone acceptance of some port of an offer of funding from Geography contingent upon the Chair’s approval. Students must ask for and obtain the Chair’s email approval no later than one month after award notification for eligible, non-departmental award funding. Further, they must be continuously engaged in their research work, absent a medical emergency or change in their life circumstances, for up to six years for entering Mas and up to four years for entering post-Masters students.

In all instances, every effort will be made to honor deferred funding from Geography during the time period requested by the student, but the Chair may not be able, due to other commitments, to honor the request at the precise time the student desires.

Graduate Student Funding for travel, research, etc. (NOT Assistantships)

If you apply for or expect to receive any sort of financial support for travel from the university, it is important that you communicate **in advance** with the Departmental Fiscal Specialist. This is vital to ensuring that you receive your financial support in a timely, problem-free manner. Be sure to check in with the Departmental Fiscal Specialist to review travel plans before you incur any expenses like airfare. When in doubt, be safe and check in and make sure that everything is in order.

Departmental AAG Funding

The Annual Meeting of the Association of American Geographers is the largest gathering in the discipline, and is, therefore, an important component of graduate students' professional development. The Department provides support for current Ph.D. students to attend the annual meeting *twice* during the course of their program. The amount of support varies by year. The department chair announces the amount of support and the deadline to apply in early fall quarter of each academic year.

The general timeline and process to apply for departmental funding for the AAG meeting is as follows:

- 1) Pay registration fee and membership dues, and submit abstract through AAG website.
- 2) Submit abstract with AAG acceptance notice to the department chair along with your plans to attend the conference. Chair will notify you and fiscal specialist of the decision.
- 3) Once approved, you will receive departmental support as a lump sum stipend via payroll direct deposit (usually in November). This amount will cover your registration fee, membership dues, and some travel expenses. You purchase your own airfare and make all travel arrangements yourself.

Departmental funding for other conferences

In some instances, the Department may be able to provide assistance for graduate student attendance and travel to other local conferences (e.g., the Pacific Northwest Critical Geography Conference). Announcements will be made about such opportunities on a case-by-case basis. Also, feel free to consult with the Department's Fiscal Specialist.

Departmental Howard Martin Funds

The Department of Geography distributes modest research support for graduate students twice each year from funds dedicated to the memory of Howard Martin, who was a long-time Professor and founding Chair (1935-50) in this Department. Because of Prof. Martin's tremendous dedication to graduate education and mentoring, these funds are used to support field

research and travel by Geography graduate students that can be meaningfully advanced with fairly small amounts (\$100 – \$1500) of assistance.

Applications are accepted twice a year in autumn and spring quarters. Enrolled students can expect a call for proposals in the early part of fall and spring quarters from the Graduate Program Coordinator.

The UW Dissertation Writing Award (aka Presidential Dissertation Fellowship)

This is a one-quarter award from the Graduate School that carries with it a stipend at the level of Predoc TA II. Applying for this award requires a letter from your dissertation adviser. Each department is limited to submitting two nominees each year. Therefore, the submission process occurs as follows: 1) all applications from Geography grads are reviewed and ranked by the Graduate Studies Committee; 2) the first and second ranking applications are forwarded to the Graduate School for the full review. If one of these two applications is successful but the other is not, the unsuccessful applicant for the UW Dissertation Writing Award then receives the departmental Gerlach Fellowship. If neither application receives the award, the application ranked number one then receives the Gerlach Fellowship. If both applications sent to review receive the university-wide award, the third-ranked application receives the Gerlach Fellowship. For more information, please visit:

<http://www.grad.washington.edu/students/fa/dissertation/index.shtml> or contact Marilyn Gray in the Graduate School at mgray@uw.edu or (206) 685-4248.

Department of Geography Gerlach Award

The Gerlach Award provides one quarter of financial support for advanced Ph.D. students in the writing stage of their graduate program. Please see the description of the UW Dissertation Writing Award (directly above) for information about how this award is granted each year.

Graduate School Fund for Excellence and Innovation (GSFEI) Travel Awards

Any graduate student may apply for this travel award fund that is used specifically to pay your transportation costs (airfare and ground transportation only). The Director of Academic Services must approve and submit your application; you cannot do it on your own. You must apply in advance of your intended travel based on the following schedule; funding will **not** be awarded retroactively. When you receive this award, schedule a meeting with the Department Fiscal Specialist. The Department will purchase your airfare (or fare for other mode of transport). Do **not** purchase this on your own.

Deadlines:

June 1 for travel between July 1 and August 31
July 1 for travel between August 1 and September 30
Aug. 1 for travel between Sept. 1 and Oct. 31
Sept. 1 for travel between Oct. 1 and Nov. 30
Oct. 1 for travel between Nov. 1 and Dec. 31

Nov. 1 for travel between Dec. 1 and Jan. 31
Dec. 1 for travel between Jan. 1 and Feb. 28/29
Jan. 1 for travel between Feb. 1 and March 31
Feb. 1 for travel between March 1 and April 30
March 1 for travel between April 1 and May 31
April 1 for travel between May 1 and June 30
May 1 for travel between June 1 and July 31

For more information, visit: <http://www.grad.washington.edu/students/fa/gsfei/travel.shtml>

UW Graduate and Professional Student Senate Travel Grant

This award is open to all UW graduate students and funds conference travel (except meal per diem) (\$300 domestic, \$500 international). The deadline to submit an application is midnight on the Friday of the fourth week of the quarter. Consult the Departmental Fiscal Specialist for the relevant budget number to include on your application, and also provide the Fiscal Specialist with a copy of your application. Once you receive the award, schedule a meeting with the Fiscal Specialist to purchase your airfare.

For more information, see: <http://depts.washington.edu/gpss/services/funding/travel-grants>

Miscellaneous Non-Travel Reimbursements

If, under some circumstance (e.g. financial support through some external fund or fellowship), a graduate student pays for something out-of-pocket that s/he expects to be reimbursed for, it is of utmost importance that you first consult with the Department Fiscal Specialist to verify that it is an approved expense for reimbursement.

Other Funding Sources:

Please consult “Geography: Funding Resources for Graduate Students” in the appendices for a large list of external funding sources relevant to Geography graduate students.

Student Fees

Graduate student assistantships include a waiver of quarterly operating and student technology fees. There are several remaining fees that must be paid by graduate students. These fees and their most recent dollar amounts are:

Building Fee: \$121.00
Services and Activities Fee: \$118.00
IMA Bond Fee: \$35.00
FR Fee: \$6.00
Mandatory U-PASS Fee: \$76.00

Because these fees do change (often each year), the numbers listed above should be viewed as a rough estimate. You can find the specific amounts here:

<http://opb.washington.edu/content/quarterly-tuition-and-fees>

If you elect not to become a member of the union, the contract between the union and UW requires that you pay a monthly service fee (see Teaching Assistantship section for more information).

Note: You will be reimbursed for the U-PASS fee if you are an “eligible non-user,” as defined under an agreement negotiated by UW and UAW Local 4121, which can be found at

<http://www.uaw4121.org/fee-reimbursements>

Union Information

Academic Student Employees (ASEs) at UW are represented by UAW Local 4121. Joining the union is *voluntary*.

This includes TAs, RAs, and GSAs. You can find more information on our union at: <http://www.uaw4121.org/index.php>. In addition, here are a few websites with union-related information:

- for an overview of workers and unions at UW (with info on TA strike & unionization) go to: <http://depts.washington.edu/labhist/uwunions/gseac.htm>
- for info about the unionization of TAs at UW: <http://www.grad.washington.edu/taunion.htm>
- UW's Labor Relations office (it's part of HR) has a website with contract information as well:

The current **Union Steward** covering our area is **Devon McCurdy** (a grad student in History, which is on the 3rd floor of Smith Hall) = devonmccurdy@gmail.com.

More Links:

<http://www.washington.edu/admin/hr/laborrel/contracts/uaw/addons/index.html>

UAW Local 4121 (our union for TA/RA/GSAs): <http://www.uaw4121.org/index.php>

Overview of workers and unions at UW (with info on TA strike & unionization):

<http://depts.washington.edu/labhist/uwunions/gseac.htm>

More info about the unionization of TAs at UW: <http://www.grad.washington.edu/taunion.htm>

UW's Labor Relations office (it's part of HR) has a website with contract information as well:

<http://www.washington.edu/admin/hr/laborrel/contracts/uaw/addons/index.html>

Health Insurance, Benefits, etc.

Though it is possible that departmental staff members might have answers to some of your questions regarding benefits, health insurance, etc., these questions and issues are best addressed by the Benefits & Work/Life office. They can be reached at (206) 543-2800 or by email at benefits@uw.edu, and can provide more detailed information regarding all of your insurance and benefits questions. For more information, please visit:

Graduate Appointee Insurance Program (GAIP):

<http://www.washington.edu/admin/hr/benefits/insure/gaip/index.html>

Benefits & Work/Life: <http://www.washington.edu/admin/hr/benefits/>

Recommendation Letters

One of your adviser's and committee members' most time-consuming duties is to write letters of recommendation for you. It is likely that they will do so multiple times during your tenure in the Department (to support grant proposals, fellowships, job applications and so on), and they will continue to do so for some years after you have graduated (in support of job applications or applications for advanced academic programs).

Faculty members understand that letter-writing is an important part of their job, as these letters play an extremely important role in your career. Nevertheless, there are times of the year when faculty can be swamped with letter-writing requests. Your responsibility, therefore, is to ensure that you make the process as straightforward and pleasant as possible for your adviser and committee. After all, a faculty member irritated by a letter request is less likely to write a compelling letter. This means observing the following:

Give your letter-writers as much warning as possible regarding the due date; ask if they anticipate being away or otherwise unavailable prior to the due date.

When appropriate, furnish **within the body of your email** (not through a link) the complete details of the job or competition to which you are applying, and the complete name and details of the person or committee to whom the letter be addressed. If you cannot find this information, contact the source to get it. Do not send out your letter request until you have all this information in hand.

Where appropriate, offer the letter-writer a copy of the statement or proposal that you have written for the application.

Provide letter-writers with an up-to-date copy of your C.V. to ensure that the details of their letter match your record.

Geography Graduate Student Association (GGSA)

The Geography Graduate Student Association (GGSA) provides a space of community for geography grads to support each other in their academic and social lives, and to work collectively within the department to encourage open communication between students and faculty. The group meets monthly to communicate pressing departmental or university issues of concern, and to establish a collective voice (when possible) on the matter at hand. The concerns of the grad students are then voiced by group leaders to the department or other university bodies. The GGSA typically meets at least twice per quarter, and the department funds lunch for each meeting.

Officers and Elections

Each year the GGSA holds elections for the following positions. Elections are held in the spring of each year or as needed, and appointees begin their tenure the following academic year. Terms are one year unless otherwise specified.

President/Co-Presidents

Act as liaison between Department Chair and graduate students. Duties include: attend Faculty meetings, communicate graduate concerns to faculty/chair, and facilitate monthly graduate student meetings and other social/academic events.

Colloquium Committee Reps

The departmental Colloquium Committee plans our annual colloquium series, which hosts scholars from on and off campus who present their research in Geography and intersecting disciplines. The Colloquium Committee includes both faculty and graduate student members. Grad students on the committee assist in choosing and inviting guest speakers, as well as take the lead in organizing the details of speakers' visits, including administrative tasks (paper work, coordinating airport pick-ups, posting lecture titles and abstracts, etc.) and coordinating a brown bag lunch the day of colloquium (for out of town quests) during which graduate students have a more informal discussion with the guest scholar over lunch in Smith 409/411.

After each colloquium, the department hosts a reception in Smith 411, which is planned and hosted by the Colloquium Reception Committee (see Graduate Student Service). Light refreshments are served and the speaker mingles with faculty, graduate students, and departmental guests. The Colloquium Committee's budget includes an allotment for reception beverages and snacks.

GPSS Senators

Two senators are elected per department and the senators are to attend bi-weekly meetings during the school year, generally Wednesdays at 5:30pm in the HUB. Senators then report back to geography grad students via geogg as well as at the geography grad student meeting. Senators are expected to meet with incoming cohorts during Orientation introduce students to GPSS and

its functions and duties. This will include an introduction to the website, rights and responsibilities of students, and rights and responsibilities of Senators.

Diversity Committee Representatives

The diversity committee representatives are graduate students who join the faculty diversity committee, which aims to better the department's culture and address diversity issues. The Diversity and Inclusivity Committee, consisting of faculty and graduate student members coordinates the department's work toward these goals. They regularly organize and facilitate events for around strengthening departmental diversity and inclusivity. The number of representatives and meeting frequency depends on that year's committee.

Grad Policy Committee Rep

Meets once or twice a quarter with Graduate Policy Coordinator (currently Michael Brown) and two other faculty (rotates every year). Main task of the committee is to regularly reassess graduate academic policy, gather ideas/ suggestions from graduate students and faculty on possible revisions, and makes final recommendations to faculty or Chair for review and consideration. Some of the recent changes include adding courses (i.e. grad level methods courses), consolidating previous graduate course requirements (512 and 515 are now one course instead of two), clarifying language in policy regarding graduate admission policy, spring graduate student review feedback and graduation requirements.

Graduate Student Service

The department offers several service positions beyond those listed above that allow graduate students to get directly involved in department events and to assist in bettering the department's culture. While service positions can fluctuate by year, we usually have several open opportunities at the beginning of the year and then as needs come up. These positions include Colloquium Reception committee, coffee hour committee, and TA committee. However sometimes we have service positions that come up for special reasons such as a lounge redecorating committee. Colloquium Reception committee takes care of the reception that follows each colloquium speaker this includes buying refreshments and setting up the reception. The coffee hour committee hosts a coffee hour usually once a month, which offers some casual time for grad students, undergraduates, staff and faculty to talk over coffee. The TA committee consists of multiple graduate students who typically plan workshops to develop our TA skills.

Diversity Committee

The Diversity and Inclusivity Committee, consisting of faculty and graduate student members, coordinates our department's work toward these goals. We regularly organize and facilitate events for around strengthening departmental diversity and inclusivity. We welcome involvement and input from the entire departmental community. Please inquire with the current GGSA leadership with questions about the committee and its work.

Diversity and Inclusivity Statement: “We seek to foster an inclusive and reflexive community by actively working against intentional and unintentional exclusionary practices. Our work on diversity and community encompasses intersecting dimensions of difference (gender, class, race, disability, religion, sexual orientation) and values how we do our work as much as what work we do.”

Affirmative Action Statement

The University of Washington reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran. This policy applies to all programs and facilities, including, but not limited to, admissions, educational programs, employment, and patient and hospital services. Any Discrimination is prohibited by Presidential Executive Order 11246 as amended, Washington State Gubernatorial Executive Orders 89-01 and 93-07, Titles VI and VII of the Civil Rights Act of 1964, Washington State Law Against Discrimination RCW 49.60, Title IX of the Education Amendments of 1972, State of Washington Gender Equity in Higher Education Act of 1989, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Age Discrimination in Employment Act of 1967 as amended, Age Discrimination Act of 1975, Vietnam Era Veterans’ Readjustment Assistance Act of 1972 as amended, other federal and state statutes, regulations, and University policy. Coordination of the compliance efforts of the University of Washington with respect to all of these laws and regulations is under the direction of the Assistant Provost for Equal Opportunity, Dr. Helen Remick, Equal Opportunity Office, Box 354560, 4045 Brooklyn Ave., N.E., University of Washington, Seattle, Washington, 98105-6261, telephone (206) 685-3263/V or 543-6452/TTY.”

Diversity Resources:

D Center

The D Center supports, empowers, and mentors disabled, Deaf, chronically ill, and neuro diverse students and enhances the visibility and engagement of disability experiences on the UW-Seattle campus. The D Center strives to create an inclusive, accessible space affirming of all bodies, minds, and identities by fostering a sense of community and a culture of social justice and pride. For more information, please visit: <https://depts.washington.edu/dcenter/wordpress/>

Q Center

The University of Washington Q Center is a fierce primarily student-run resource center dedicated to serving anyone with or without a gender or sexuality: UW students, staff, faculty, alum, and community members. We host and support student groups, put on regular programming events, house a lending library, and amplify student voices on our Student Blog. Explore our website for more about us or stop by the Husky Union Building, Room 315

Monday-Friday between 10am-6pm. For more information, please visit:
<http://depts.washington.edu/qcenter/wordpress/>

Samuel E. Kelly Ethnic Cultural Center

The mission of the Kelly Ethnic Cultural Center is to provide an inclusive space that supports students and fosters academic success. Our purpose is to engage diverse populations by providing co-curricular and holistic development. Our aim is to engage with a pluralistic community to ensure student development, equity and intercultural skills for life beyond UW. For more information, please visit: <http://depts.washington.edu/ecc/> .

Library Resources

Current Geography Librarian: Amanda Hornby (hornbya@uw.edu)

Our department has a discipline-specific librarian who handles things like journal subscriptions, geography textbooks, and other resources. The geography librarian is housed in the Odegaard Undergraduate Library. Likely reasons you will work with her:

- 1) Journal subscriptions or discipline-related books. If UW does not subscribe to a particular journal or have a Geography-related book, you can request that the UW Libraries obtain such materials. Do so by emailing Amanda Hornby directly.
- 2) Research assistance for yourself. The Geography Librarian is connected to a large network of research librarians.
- 3) Research assistance for your students. If you are an instructor or teaching assistant and require your students to conduct research, consider consulting with the Geography Librarian to discuss the ways in which the resources at Odegaard Undergraduate Library might benefit you and your students.

Video Conferencing. The newly updated videoconference room in Odegaard is available by reservation, and could be useful for teleconferencing with a speaker for a course, quiz section, etc.

Centers and other resources around campus that might be useful to you

The following is a list of external centers around campus around campus that tend to be particularly useful to Geography graduate students. This is by no means an exhaustive list of such resources on our campus. You are encouraged to look outside of the department to other centers, labs, etc. that might be of benefit to you and your research.

The Center for Social Science Computation and Research (CSSCR)

CSSCR is a computer resource center providing facilities and support for social science departments at UW. These facilities are restricted to use by UW students, faculty, and staff. This resource is useful for statistical analysis, data management, etc. You can set up consulting appointments to meet with someone at the Center. For more information, visit:

<http://julius.csscr.washington.edu/>

Center for Studies in Demography and Ecology (CSDE)

The Center for Studies in Demography and Ecology (CSDE) supports population research and training at the University of Washington. It also functions as a regional center that gives population scientists at affiliated institutions in the Pacific Northwest access to cutting-edge demographic infrastructure and services. The core of CSDE consists of a large group of productive population scholars, with disciplinary homes in the departments [Sociology](#), [Anthropology](#), [Economics](#), [Geography](#), [History](#), [Epidemiology](#), [Statistics](#), and [Psychology](#), as well as the UW schools of [International Studies](#), [Public Affairs](#), [Social Work](#), [Nursing](#) and [Public Health](#). Our faculty affiliates are highly visible members of the population research community. We have drawn faculty into a cohesive research community anchored by a weekly seminar series, collaborative projects, and shared use of state-of-the-art technical, administrative, and consulting services.

The Center maintains active linkages with other research centers on campus in order to promote and foster research collaborations and to expand the scope of research support services. Our most notable linkages are with the [Center for Statistics and the Social Sciences](#), the [Northwest Census Research Data Center](#), the [Center for Social Science Computation and Research](#), and the [West Coast Poverty Center](#).

Research at CSDE continues to advance knowledge on the fundamental issues of demography—fertility and family change, migration, health and mortality—with new data, new conceptual approaches, and new techniques, as well as to ask new questions about demographic behaviors and population outcomes.

The Center provides research support services and educational opportunities to its members through its graduate student, postdoctoral and mid-career professional training; administrative support for grants; computing services; methods, data and GIS consulting; information services; support in use of biomarkers in research; and the weekly research seminar.

For more information, visit: <https://csde.washington.edu/>

Simpson Center for the Humanities

One of the largest and most comprehensive humanities centers in the United States, the Simpson Center for the Humanities is known internationally for its initiatives in public scholarship and the

digital humanities. It serves a broad-based academic research mission, and its purpose is four-fold:

- to support crossdisciplinary research and inquiry among UW faculty and graduate students
- to underwrite initiatives in the humanities at the leading edge of change
- to advance innovative and crossdisciplinary study at the graduate level, and
- to foster public scholarship at the university, in the greater Seattle area, and nationally

For more information, visit: <https://simpsoncenter.org/>

Graduate and Professional Student Senate (GPSS)

The Graduate and Professional Student Senate (GPSS) is the official student government for graduate and professional students at the University of Washington. GPSS is made up of two senators from each degree-granting department, four officers and several staff members. GPSS provides students with representation both on campus and in the legislature. The GPSS Senate is officially responsible for identifying and discussing issues affecting the graduate and professional student body at the University of Washington. The Senate elects the four officers and all internal GPSS committees, approves the annual budget, votes on important resolutions and gives general guidance to the officers and Executive committee on various issues. Each degree-granting department has two Senate seats. The Senate generally meets once per month during the school year, on a Wednesday at 4:30pm in Gowen Hall.

For more information, visit: <http://depts.washington.edu/gpss/home>

GOMAP

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

Visit GO-MAP's website at:

<http://grad.washington.edu/gomap/about.shtml>

Graduate Funding Information Service (GFIS)

GFIS works with current and admitted UW graduate students, helping them identify and locate funding opportunities for graduate school-related expenses including tuition, research, conference and research travel. Students can visit GFIS during drop-in advising hours, schedule individual appointments, or request information by email. Students can also visit the GFIS Funding Resources Guide and blog to learn about campus funding resources, databases, search strategies, and events. GFIS hosts workshops in the Research Commons, and works with UW departments to design discipline-specific workshops and resources for their graduate students.

For more information, please visit: <http://commons.lib.washington.edu/services/gfis>

(note: the final appendix in this document is a recent list of funding opportunities created by GFIS)

Center for Teaching and Learning (CTL)

The Center for Teaching and Learning promotes student learning by supporting and strengthening the UW teaching community. CTL staff members are available to consult with graduate student instructors and teaching assistants on teaching, learning, and mentoring. CTL also has a number of very useful online resources that can assist you in improving your teaching skills. Additionally, CTL offers a number of 1-3 credit graduate courses such as Interactive Theater as Pedagogy (GRDSCH 525), TA and RA Preparation (GRDSCH 615 A), Teaching and Learning in Higher Education: Frameworks and Practices (GRDSCH 630). For more information, please visit: <http://www.washington.edu/teaching/> .

Career Center

The Career Center of the University of Washington provides career and job search services to UW students and alumni. 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 offers a number of services, activities and workshops just for graduate students, including a Career Symposium, Non-Academic Career Workshops, Career Exploration Workshops, and Academic Career Panels & Job Search Workshops. For more information, please visit: <http://careers.washington.edu/> .

Disability Resources

Disability Resources for Students (DRS) is a unit within the Division of Student Life. DRS is dedicated to ensuring access and inclusion for all students with disabilities on the Seattle campus

enrolled in our undergraduate, graduate, professional, Evening Degree and Access programs for over 35 years. DRS serves approximately 1,600 students with either temporary or permanent physical, health, learning, sensory or psychological disabilities. Students partner with our office to establish services for their access and inclusion on campus. For more information, please visit: <http://depts.washington.edu/uwdrs/> .

Campus Resources for Health and Wellness

Your emotional health is as important as your academic success. Graduate school is a stressful time, and maintaining a positive emotional state can be challenging at times. If you are struggling in any way, we encourage you to take advantage of the great resources available to you through UW.

Health & Wellness

Health & Wellness is a department in Student Life. We work with students to support their academic careers by building relationships and plans for success. Health & Wellness also works with faculty and staff as well as families to explore strategies for responding to and supporting students who may be struggling for a variety of reasons. Their programs include: The Suicide Intervention Program, Sexual Assault, Relationship Violence, Stalking, and Harassment Advocacy & Education, and Alcohol and other Drugs Education, Training & Education. Health & Wellness is a free service and works with all UW students. We are located in Elm Hall on West Campus. We are open five days a week during normal business hours. For more information, please visit: <http://depts.washington.edu/livewell/> .

The Counselling Center

The UW Counseling Center provides a safe environment to help students explore the challenges of life and learning through counseling, outreach, preventive programming, advocacy, and consultation. The Counseling Center strives to create a diverse, inclusive, and multicultural learning community. As both a service and training site, the staff is committed to excellence within the college mental health profession.

We provide personal counseling, career counseling, and other services to currently-enrolled UW students. The Counseling Center also provides consultation to faculty, staff, and parents who have concerns about a student.

Mindfulness Meditation

Current graduate students have participated in this program and benefited greatly from these sessions.

Mindfulness meditation is a practice that involves cultivating attention to the present moment in a nonjudgmental manner. The benefits of mindfulness meditation have been widely studied and include alleviating symptoms of depression and anxiety, increasing capacity for attention and concentration, improving self-esteem, and enhancing resilience to stress. This group offered at Hall Health will introduce key concepts and provide instruction in the practice of mindfulness meditation. No prior knowledge or experience is required. Participants will be provided with materials, instruction and support for building and sustaining a meditation practice.

These sessions are offered once/week each quarter. For more information, please visit: <http://depts.washington.edu/hhpccweb/mindfulness-meditation-group/> .

International Student Resources

The following are some on-campus resources that exist specifically to assist international students at the University of Washington.

International Student Services (ISS)

The goal of the International Student Services office is to provide support for UW international students so that they may reach their educational goals. ISS is a great resource available to assist you in figuring out the complicated visa system and related requirements. They are available year-round (including quarter breaks) by phone, in person, email, and live chat. For more information, please visit: <https://iss.washington.edu/> .

Foundation for International Understanding Through Students (FIUTS)

The Foundation for International Understanding Through Students (FIUTS) connects students to local and global communities through programs that build international awareness, cross-cultural communication, and informed leadership. Based on campus at the University of Washington, FIUTS programs create a community of international and American students, members of the local community, and alumni around the world.

As a center of international culture that links campus with community, FIUTS delivers programs to a diverse range of constituents that promote cross-cultural understanding, global culture, and respect for diversity.

FIUTS programs strive to:

- * Promote citizen diplomacy as a way of improving international perceptions of the US and building bonds between people from diverse backgrounds.
- * Provide unique experiences to students and community members that expand cultural horizons and challenge people to learn about each other.
- * Foster youth leadership and civic engagement through global education and shared experiences.
- * Inspire lifelong passion for international affairs and cross-cultural understanding in our community and across the globe.

For more information, please visit www.fiuts.org

Safety on Campus

Dial 9-1-1 in an emergency!!

First, and most importantly, if a possible emergency arises, immediately dial 9-1-1. If you are unsure of whether the situation requires emergency personnel, call 9-1-1 in case!! Calling when it might not have been necessary is a better outcome than not calling and wishing you had!

The UW has several services available that can help increase your safety on campus.

NightRide

This is a shuttle service that runs between 8:00 pm and 1:39 am, Mondays through Fridays. It picks riders up at seven stops around campus, and will drop you off anywhere within the east and west zones. For more information, visit the NightRide's FAQs page:

<http://www.washington.edu/facilities/transportation/uwshuttles/nr/faqs>

UWPD's Husky NightWalk

[Husky NightWalk](#) provides uniformed safety guards to walk with you to increase your personal safety on and around campus. The service is available to the University community 6:30 p.m. – 2 a.m. seven days a week (7:30 p.m. to 3 a.m. during the summer), excluding official University Holidays. Please contact the UW Police Department's Husky NightWalk Service at 206-685-9255 for more information, or to schedule an escort.

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.

SafeCampus telephone numbers are answered by staff specially trained to receive reports of potentially violent situations and provide resources and referrals to UW services. The SafeCampus numbers—Seattle: 206-685-SAFE (7233); Bothell: 425-352-SAFE (7233); Tacoma: 253-692-SAFE (7233)—are available 24 hours/day, 7 days/week.

When a situation of concern is reported, the Violence Prevention and Response Team collaborates with affected UW partner departments to develop a coordinated response that mitigates the occurrence of UW campus violence.

For more information, visit: <http://www.washington.edu/safecampus/> .

Entering the Program and Department

Desk Assignments

Each summer, the current GGSA leadership does an inventory of graduate student desk space, and uses the desk space requests submitted through that year's spring review to assign desks to graduate students based on need for the following academic year. All incoming graduate students should have access to an office and desk space upon arrival. If you go on leave at any point during your graduate career, your desk will likely be reassigned to another student. When you come back from leave, you will be reassigned to a desk.

Keys

Entering into the program, incoming graduate students will be assigned keys to the building, departmental facilities, and their assigned offices. The key assignment process is conducted during the departmental orientation. If have any problems with your keys or did not receive them, please see the Departmental Fiscal Specialist.

Mailboxes

Mailboxes are provided for all enrolled graduate students in Smith 415. If you are going on leave and need to have access to a mailbox in the Department, please inform the Department Fiscal Specialist and Fiscal Specialist that you would like to continue to have a mailbox in the Department for the duration of your leave. You can also specify your need for a mailbox while on leave in the narrative statement you submit each year for the Annual Review. You are responsible for having your mail picked up and forwarded while away from the department.

Departmental Picture

When you enter the program, you will either have a picture taken by a member of the departmental staff or provide a picture of your own. These will be displayed on the “Current Graduate Students” bulletin board on the 4th floor of Smith Hall.

Website

As a current graduate student, you will be listed under ‘graduate students’ on the departmental website. Your name, interests, previous degrees, and contact information will be included. You also have the option to include a link to your personal website. Please provide this information to the Director of Academic Services so that your profile can be created. Feel free to update it at any time by sending an email to the Director of Academic Services.

Leaving the Department

After you graduate (and assuming that you are not transitioning from the MA to Ph.D. program), here are a few relevant points:

Keys and Desk Space

Graduating students will be contacted by the departmental fiscal officer around the time of their graduation about returning keys. This is not done because the department is eager to kick you out. Rather, unreturned keys are a serious issue, as it often results in the costly process of rekeying locks, issuing new keys, etc. If you graduate at the end of the spring semester but wish to retain your desk space throughout the summer, you should communicate your request to the Department Chair and Departmental Fiscal Officer in advance. These requests are handled on a case-by-case basis, and are contingent on departmental space availability. Regardless of when you plan to depart, please be sure to return your keys!

Mailboxes

Following graduation, the undergraduate staff assistant will update the graduate student mailbox listings. What this usually entails is the removal of all students who have graduated. Again, this

is not because we are eager to kick you out, but rather it is to make space for incoming graduate students. If you wish to retain your mailbox for some amount of time after you graduate (such as through the summer after a spring graduation), please inform the Fiscal Specialist of your request in advance of your graduation. These requests will be handled on a case-by-case basis, depending on space availability.

Departmental Picture

When you graduate, your departmental picture in the “Current Graduate Students” display on the 4th floor hallway will be removed. For spring graduates, your pictures will likely be removed at the end of summer when the photos of the incoming cohort are put up. Your picture will be transferred to the “Dearly Departed” photo collection in the Student Lounge.

Website

Your graduate student profile will be removed from the departmental website. So that you are able to retain an academic Web presence—especially if you are shifting from one academic institution to another—your profile will not immediately disappear. If you graduate at the end of spring quarter, for instance, your profile and contact information will not be removed until incoming graduate students are added to the website at the start of the autumn term.

Technology Policies and Practices

This document outlines user policies and practices for Geography Undergraduate and Graduate Students, specifics for Research and Teaching Assistants, as well as overall policy applying to any students enrolled in classes that use Geography labs. The university’s central computing policy (<http://www.washington.edu/itconnect/policy>) remains the comprehensive document guiding the use of all IT resources on campus. This document outlines important department-level practices that maintain the integrity of our networks, labs, and data; manage our use of consumable resources such as paper and toner; and help us plan ahead for space, funding, and personnel needs. These policies provide structure and guidance for our use of shared resources without squelching creativity.

Please review the following policies and regulations related to computing and technology. Do not hesitate to contact the Geography Help Desk with any questions or concerns by e-mailing geoghelp@uw.edu or calling 206-616-8668. Evening and weekend support is provided by student lab monitors. If you have a specific computing need that requires an exception to some of the practices outlined here, contact the IT Services Supervisor or attend a quarterly Departmental Technology Planning meeting.

Access to Geography Resources

Computer Logons

All computer labs in Geography are accessed using your UW NetID. If you forget your password, please contact UW-IT's help desk for assistance. All other issues should be address to department IT.

Checking out rooms and equipment—department shared calendars

Rooms

The following rooms (Smith Hall, 4th Floor) can be scheduled for meetings/seminars/gatherings:

- ✚ Sherman Lab, Room 401
- ✚ Collaboratory, Room 415C
- ✚ Starlight Room, Room 408B
- ✚ Seminar Room, Room 409

The Director of Academic Services works with scheduling to assign rooms and labs for UW classes. The shared calendar will be updated each quarter with the course schedules, and classes take precedence when scheduling these room resources.

Equipment

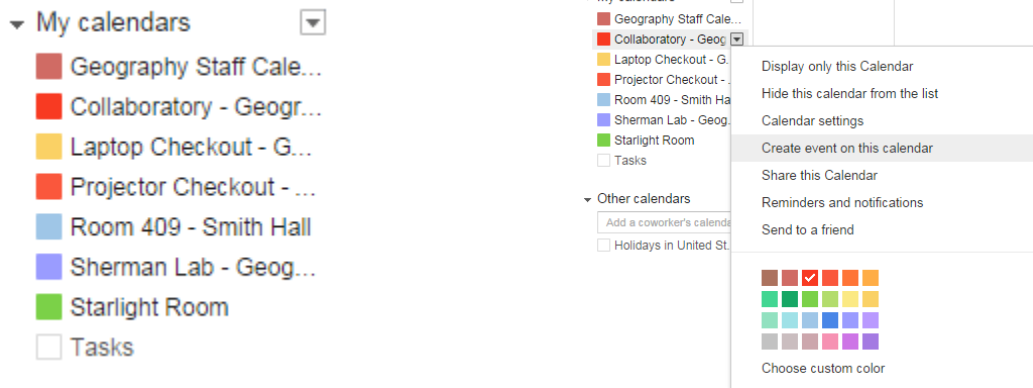
The following equipment can be checked out for meetings or classes:

- ✚ PC Laptop (LAPTOP-PC)
- ✚ Mac Laptop (LAPTOP-MAC)
- ✚ Epson Projector (PROJECTOR-EPSON)
- ✚ Dell Projector (PROJECTOR-DELL)

Google Calendar Reservations and Check-Outs

Each room or item available for checkout has a Google Shared Calendar associated with it. Faculty, staff, and graduate students should have view access to all the shared calendars via your UW Gmail account. If you are unable to schedule a resource, please e-mail geoghelp@uw.edu for assistance.

To access the shared calendars and book a room or equipment item, point your browser to <http://www.google.com/calendar> and login with your UW NETID (include @uw.edu) and password. Once logged in, you should see the available shared calendars under My Calendars (additional instructions here: <http://depts.washington.edu/geog/calendar/>). To check out a room or equipment item, click the menu to the right of the desired calendar name (hover over the calendar name and an arrow will appear to the right) and select 'Create event on this calendar':



Once you have selected an available date/time, please fill in the following information:

Title/Event Name: <Your Name> – <Equipment Code (see above)>

Date/Time: Include necessary buffer time in your reservation to help plan for and prevent issues with overlap. Equipment may only be picked up and returned during office hours (lab monitors do not have the key for the equipment cabinet). If you need the equipment earlier than 8:15am and/or later than 5pm, you will need to plan to have the equipment overnight. You are responsible for the safe transport and storage of the equipment while it is in your possession – this includes the equipment, plus any included cables/peripherals and the carry case. You will lose privileges to the equipment if it is returned with any items missing. You may be required to pay replacement costs if you damage or lose the equipment.

Lab Locations, Hours, and Policies

Lab Locations and Hours

Sherman Lab, Room 401; Collaboratory, Room 415 and 415C

Fall, Winter, Spring Quarters

Monday – Thursday: 8:15am – 9pm

Friday: 8:15am – 5pm

Saturday: Closed

Sunday: Noon – 5pm

Summer Quarter:

Monday – Friday: 8:30am – 4:30pm

Saturday, Sunday: Closed

Student lounge, Room 411

Fall, Winter, Spring Quarters

Monday – Friday: 8am – 5pm

Saturday, Sunday: Closed

Summer Quarter

Monday – Friday: 8:30am – 4:30pm

Saturday, Sunday: Closed

Copy Room

Monday – Friday: 8:15am – 5pm

Saturday/Sunday: Closed

Graduate students with keys may access the labs, student lounge, and copy room off-hours, however please turn out the lights and lock the doors when finished.

Lab Policies

Eating and drinking IS NOT ALLOWED in the labs! NO EXCEPTIONS!

No software is to be downloaded and/or installed onto any of the lab machines without the explicit consent of the IT Services Supervisor. This includes, but is not limited to, applications, web browser plug-ins and related software, games, fonts, and/or utilities.

Users do NOT have administrative access and will not be granted admin credentials to lab machines. All software installations should be submitted before the start of quarter if needed for teaching or required coursework.

Users should avoid saving anything to the local hard drives of computers in Geography labs. Students should store files to their own external USB drive, cloud services, or use the UW's central file storage services: <http://www.washington.edu/itconnect/wares/online-storage/>.

In some courses, students will be using very large files that cannot be handled over the network. Students should copy data to C:\Temp while working on these files, and then copy the file back to their allotted network space when finished, to ease network congestion. These files will automatically be removed from the computer when it reboots.

When a class or lab section is being taught in the Sherman Lab, other students' access to empty computers is at the discretion of the instructor and depends on available space and the needs of the class or lab section currently in session. Instructors may opt to close the lab completely, however if other students are given access they can and will be asked to leave if they are disruptive or violate any lab rules.

Printing and Copying

Printing for Individual Academic Use

The Geography department provides printers in all computer labs. Printing **MUST** be related to Geography coursework, research, or departmental business. Violation of this policy may incur a ban on printing in the department for offending users. Unnecessary printing should be minimized to reduce cost to the department and resource waste. Assignments should be submitted/accepted electronically in all cases where possible.

Copy and Scan Access for Graduates

TAs and RAs should *not* pay for copying or printing that has been required by the instructor or supervisor for teaching purposes. If you require the ability to make copies but do not yet have an

assigned copy code, please contact the IT Services Supervisor. All graduates are entitled to a code to access the Scan function on the copier and will be given copy/print rights as needed. Please limit copying/printing to departmental business (teaching, research, etc).

General Computing Policies and Best Practices

Safe computing practices

Scan all external media (USB drives, etc.) for viruses when connecting them to any department computer. Windows users: If the computer does not automatically initiate a scan when you plug in the device, right click on the device and choose ‘*Scan with Sophos*’. Report any viruses that are flagged by your virus protection software immediately to geoghelp@uw.edu.

Installation privileges and guidelines

- ✚ Graduate student requests for additional software on shared computers in student offices will be reviewed on a case-by-case basis. Please contact the IT Services Supervisor with information about the specific software needed. All software must be legally licensed for its intended use.
- ✚ No user may install anything on a computer in a lab unless they have requested and been given explicit permission by the IT Services Supervisor.
- ✚ All users: Do not download games or any other recreational software to department computers.
- ✚ All users: Do not download or install any applications that are unfamiliar or unknown to you.

Requesting computing assistance and problem-solving

Requests for computing assistance should be made to geoghelp@uw.edu, with the exceptions noted previously in this document. Please include the following information:

- ❖ Your name
- ❖ UW NETID
- ❖ Computer name (usually located on the monitor or on the top/front of the computer) or printer name
- ❖ Location

- ❖ As much info about the problem as you can give (what software, what you were doing when the problem happened, exact text of any error messages that were generated, etc.)

If you have forgotten your UW NETID password or are having issues with the UW U-drive, please contact the UW IT Helpdesk by e-mailing help@uw.edu or calling 206-221-5000.

Take responsibility for reporting problems or broken equipment in the labs; please do not assume that someone else already reported it!

New technology

If you have ideas for new technology within the department, please consider attending a quarterly Department Technology Meeting or consult with the IT Services Supervisor about submitting a Student Technology Fund (STF) proposal.

If you have specific technology needs directly related to teaching or graduate work, please write up your needs and submit them to the IT Services Supervisor, as well as the head of your committee and the department chair, for review.

Confidentiality of Files

To insure confidentiality and FERPA-compliance, all student academic files are closed to any persons other than the student, departmental faculty, designated departmental staff, and those specifically authorized by the student in writing. Students may inspect all material in their files (except letters written confidentially) in the office of the Director of Academic Services. All student data must be stored in accordance with university policy and state/federal law.

Graduate Student Data Update for Annual Review

Name:

Year:

Your Committee:

1. supervisor:
2.
3.
4.
5.

Your Current Academic Status (mark an 'X' in one category):

___ MA

___ Post-MA

___ Ph.C. (passed General Examination)

Your plans for next steps (i.e., generals, proposal, etc.):

Your prospective funding source for next academic year:

___ TA/RA (already under contract)

___ TA/RA or instructor (requested)

___ FLAS

___ NSF

___ CSDE

___ CSSCR

___ GOMAP

___ Other (please specify):

Course Substitutions (please see 'Course Substitutions' section for more info):

Course:

Departmental Req. Filled:

Admission to Post-Master's Status (Committee)

Date: _____

We, the Supervisory Committee for



Recommend to the Geography faculty

Continuation in the Geography graduate program as a post-Master's student

Termination of matriculation in Geography graduate program.

_____ (Chair)

_____ (member)

_____ (member)

_____ (member)

NOTES AND DISSENTS:

Department of Geography

Admission to Post-Master's Status (Supervisor)

Date: _____

I agree to supervise the post-Master's committee for

(student name)

(faculty signature)

Funding Resources for Graduate Students

Funding sources for doctoral work can include the UW, non-profits, corporations, professional and academic associations, employers, and government agencies. Here are some funding opportunities for students in Geography to consider. See <http://guides.lib.washington.edu/gfis> for links to additional funding resources and databases.

UW Resources to Help You Find Funding

Department of Geography

<http://depts.washington.edu/geog/funding/>

Explanation of funding resources. See in particular the department's Howard Martin Medal: Modest research support for graduate students distributed twice each year. These funds are used to support research by Geography graduate students that can be meaningfully advanced with fairly small amounts (\$100-\$1500).

Graduate Funding Information Service (GFIS)

Blog <https://grantsandfundinginformationblog.wordpress.com/>

For assistantships, scholarships, and fellowships.

Guide <http://guides.lib.washington.edu/gfis>

For links to funding resources and databases, including Grant Forward and SciVal Funding.

The Graduate School Fellowships, Assistantships, and Awards <http://www.grad.washington.edu/students/fa/calendar.shtml>
Funding calendar of major internal and external funding opportunities.

Graduate Opportunity and Minority Achievement Program (GO-MAP) <http://www.grad.washington.edu/gomap/>

Funding opportunities for underrepresented students whose individual experiences and/or academic interests will bring diversity to scholarly perspectives and endeavors, and to the academic community.

UW Departments, Colleges, Schools, and Research Centers

For scholarships, fellowships, and assistantships.

Departments <http://www.washington.edu/about/academics/departments/> Colleges and Schools
<http://www.washington.edu/about/academics/>

Research Centers <http://www.washington.edu/research/centers/>

UW Hires

<https://uw hires.admin.washington.edu/eng/candidates/default.cfm?szLocationID=88>

Select "Academic Student Employee" under "Category" for assistantships.

HuskyJobs

<http://careers.washington.edu/HuskyJobs/Students>

For hourly positions on campus.

Office of Student Financial Aid

<http://www.washington.edu/students/osfa/graduate/>

Information about student loans for graduate students.

Selected UW Fellowships & Grants

Bullitt Environmental Leadership Fellowship <http://www.bullitt.org/programs/environmental-fellowship/>

Two-year \$50,000/year fellowship for graduate students interested in pursuing leadership positions within the environmental field.

Fritz/Boeing International Research and Study Fellowships <http://www.grad.washington.edu/students/fa/fritz/index.shtml>

Quarter-long grants to support UW graduate students conducting international research or study.

Graduate School Presidential Dissertation Fellowship

<http://www.grad.washington.edu/students/fa/dissertation/index.shtml>

Quarter-long fellowship (tuition, stipend, insurance) for dissertation writing. By departmental nomination.

Jacobs Research Fund (Whatcom Museum Society) <http://depts.washington.edu/jacobsf/application.html>

Funds projects involving fieldwork with living peoples of North, Central and South America which result in publication or other dissemination of information about the fieldwork. Priority is given to research on endangered cultures and languages, and to research on the Pacific Northwest.

Latino Scholars Graduate School Fellowship <http://www.grad.washington.edu/students/fa/latino/index.shtml>

\$1,000 award for masters or doctoral students whose research, work, and/or service demonstrate a commitment to Latino communities.

Project for Interdisciplinary Pedagogy Fellowship (PIP) <http://www.uwb.edu/ias/about/pip>

Funded opportunity for a small cohort of doctoral students to develop their teaching skills in an integrative interdisciplinary program spanning the arts and sciences.

UW Retirement Association Fellowship in Aging www.grad.washington.edu/students/fa/uwra/index.shtml

Fellowship for graduate students not in their final year of study who have a demonstrated academic and personal interest in aging-related issues or concerns.

West Coast Poverty Center Research Grants <http://depts.washington.edu/wcpc/node/137>

Micro- (up to \$400) and mini-grants (\$5,000-10,000) to help support collaborations with community practitioners or agencies on topics related to poverty, social policy, and individual or family financial well-being.

Conference Travel

There are two major sources for conference travel available from UW. If you are presenting at a national (\$300) or international (\$500) conference, these opportunities will help fund your travel. Be mindful of deadlines – there are particular application windows for particular conference dates.

Graduate School Fund for Excellence and Innovation (GSFEI)

<http://www.grad.washington.edu/students/fa/gsfei/travel.shtml>

Graduate and Professional Student Senate Travel Grants (GPSS) <http://depts.washington.edu/gpss/services/funding/travel-grants>

Also keep an eye out for departmental funding, scholarships from the conference itself, and travel grants from scholarly/academic/professional organizations in your field.

Selected Dissertation-Related Fellowships & Grants

American Association of University Women (AAUW) American Fellowships <http://www.aauw.org/what-we-do/educational-funding-and-awards/american-fellowships/>

Major fellowship to support women scholars who are completing dissertations, planning research leave from accredited institutions, or preparing research for publication. AAUW also offers an international fellowship for those who are not U.S. citizens or permanent residents.

American Educational Research Association (AERA) Dissertation Grants and Fellowships

<http://www.aera.net/ProfessionalOpportunitiesFunding/AERAFundingOpportunities/tabid/10241/Default.aspx>

Research and Dissertation Grants Program provides small grants for conducting studies of education policy and practice using federally-funded, large-scale data sets. Minority Dissertation Fellowship Program in Education Research offers doctoral fellowships to enhance the competitiveness of outstanding minority scholars for academic appointments at major research universities.

American Philosophical Society (APS) Lewis and Clark Fund for Exploration and Field Research

<http://www.amphilsoc.org/grants/lewisandclark>

Awards of up to \$5,000 to fund doctoral students' exploration and field research in a variety of disciplines.

CAORC Multi-Country Research Fellowship <http://www.caorc.org/fellowships/multi>

The Council of American Overseas Research Centers supports advanced regional or trans-regional research in the humanities, social sciences, or allied natural sciences for U.S. doctoral candidates and scholars who have already earned their Ph.D. Awards of up to \$10,500. CAORC also offers other graduate fellowships.

Charlotte W. Newcombe Doctoral Dissertation Fellowship <http://woodrow.org/fellowships/newcombe/>

Major dissertation fellowship to encourage original and significant study of ethical or religious values in all fields of the humanities and social sciences.

Chiang Ching-kuo Foundation Grants, Conference Grants, and Doctoral Fellowships <http://www.cckf.org/e-donation.htm>

Grants, conference grants, publication support, and doctoral fellowships in the area of Chinese studies in the humanities and social sciences.

Dan David Prize

<http://www.dandavidprize.org/scholarship-applications/>

Scholarships to registered doctoral and post-doctoral researchers studying at recognized universities throughout the world and doing research in one of the selected fields for the year in which the application is made.

Ford Foundation Fellowship Program <http://sites.nationalacademies.org/PGA/FordFellowships/index.htm>

Predocutorial, dissertation, and postdoctoral fellowships for individuals committed to a career in teaching and research at the college or university level.

Fulbright-Hays Doctoral Dissertation Fellowships <http://www2.ed.gov/programs/iegpsddrap/index.html>

Grants for dissertation research abroad for non-Western European Area Studies. Geographic areas include: Africa; East, Southeast, and South Asia, Pacific Islands; Near East; East Central Europe and Eurasia; and the Western Hemisphere (excluding US and territories). UW has an internal deadline (contact gradappt@uw.edu).

Fulbright U.S. Student Study/Research Abroad Fellowships

<http://www.grad.washington.edu/students/fa/fulbright/index.shtml>

The Fulbright U.S. Student Program is the largest U.S. exchange program offering opportunities for students and young professionals to undertake international graduate study, advanced research, university teaching, and primary and secondary school teaching worldwide. The program currently awards approximately 1,800 grants annually in all fields of study, and operates in more than 155 countries worldwide. UW has an internal deadline (contact gradappt@uw.edu).

Guggenheim Foundation Dissertation Fellowships <http://www.hfg.org/df/guidelines.htm>

Fellowships of \$20,000 each are designed to contribute to the support of the doctoral candidate and are only appropriate for students approaching the final year of their PhD work. Not for research. Questions that interest the foundation concern violence and aggression in relation to social change, intergroup conflict, war, terrorism, crime, and family relationships, among other subjects.

Horowitz Foundation for Social Policy Grants <http://www.horowitz-foundation.org/grant-info/>

\$7,500 grants to PhD candidates in all major areas of the social sciences, including anthropology, area studies, economics, political science, psychology, sociology, and urban studies, as well as newer areas such as evaluation research. Special awards are also available (for example, the Eli Ginzberg Award for a project involving major health and welfare problems in urban settings).

Josephine de Kármán Fellowships <http://www.dekarman.org/>

\$22,000 fellowships for doctoral students in the final year. Study must be carried out only in the United States and all funds must be expended only within this country.

Kappa Omicron Nu Marjorie M. Brown Fellowship Program <http://www.kon.org/awards/grants.html>

Supports doctoral research to continue Brown's philosophical work using critical social theory in the human sciences. PhD or DEd students are eligible to apply. Individual membership affiliation with Kappa Omicron Nu is available to those who

meet the criteria for membership.

Mellon/ACLS Dissertation Completion Fellowships <http://www.acls.org/programs/acf/>
Year-long award of up to \$38,000 to PhD candidates in the humanities or social sciences.

National Academy of Education Spencer Dissertation Fellowship Program http://naeducation.org/NAED_080200.htm
\$25,000 award to support candidates whose dissertations show potential for bringing fresh and constructive perspectives to the history, theory, or practice of formal or informal education anywhere in the world.

NSF Geography and Spatial Sciences Program - Doctoral Dissertation Research Improvement Awards (GSS-DDRI) http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=503621&org=NSF

The Geography and Spatial Sciences Program sponsors research on the geographic distributions and interactions of human, physical, and biotic systems on Earth. Investigators are encouraged to propose plans for research about the nature, causes, and consequences of human activity and natural environmental processes across a range of scales. Projects on a variety of topics qualify for support if they offer promise of contributing to scholarship by enhancing geographical knowledge, concepts, theories, methods, and their application to societal problems and concerns. Application deadlines are the second Thursday in August and the second Thursday in February each year.

Philanthropic Educational Organization (PEO) Scholar Awards <http://www.peointernational.org/about-peo-scholar-awards-psa>

Awards of up to \$15,000 for women who are pursuing a doctoral degree at an accredited college or university. In addition to recognizing and encouraging excellence in higher education, these awards provide partial support for study/research for women who will make significant contributions in their varied fields.

Reed Foundation Ruth Landes Memorial Research Fund <http://thereedfoundation.org/landes/grants.html>

Awards range from \$10,000 to \$60,000 per year, and may be used for research, including field studies and related expenses doctoral or postdoctoral scholars. Areas of supported research include, but are not limited to, aging, gender and sexuality, race and ethnicity, immigrant and minority populations, culture and education, language and identity, and religion.

Social Science Research Council (SSRC) Dissertation Proposal Development Fellowship (DPDF) & International Dissertation Research Fellowship (IDRF)

<http://www.ssrc.org/fellowships/dpdf-fellowship/>

The DPDF helps early-stage doctoral students in the humanities and social sciences formulate innovative dissertation research proposals through workshops, exploratory summer research, and writing guided by peer review and faculty mentorship.

<http://www.ssrc.org/fellowships/idrf-fellowship/>

The IDRF provides 9-12 months of support for post-candidacy doctoral students in the humanities and humanistic social sciences conducting dissertation research on non-U.S. topics. Average fellowship amount is \$20,000.

See <http://www.ssrc.org/fellowships/all/> for all SSRC funding opportunities.

Wenner-Gren Foundation Dissertation Fieldwork Grants <http://www.wennergren.org/grantprograms/2>

Maximum of \$20,000 awarded to aid doctoral research of qualified doctoral students without regard to nationality or institutional or departmental affiliation. The Foundation supports research that demonstrates a clear link to anthropological theory and debates, and promises to make a solid contribution to advancing these ideas. There is no preference for any methodology, research location, or subfield. Application deadlines are May 1 and November 1 annually.

Woodrow Wilson Found. Charlotte W. Newcombe Doctoral Dissertation Fellowship

<http://woodrow.org/fellowships/newcombe/>

Designed to encourage original and significant study of ethical or religious values in all fields of the humanities and social sciences. \$25,000 will be awarded for 12 months of full-time dissertation writing; in addition, Fellows' graduate schools will be asked to waive tuition and/or remit some portion of their fees.

Woodrow Wilson Dissertation Fellowship in Women's Studies <http://woodrow.org/fellowships/womens-studies/>

Supports the final dissertation writing year for PhD candidates in the humanities and social sciences whose work

addresses topics of women and gender in interdisciplinary and original ways. The foundation encourages original and significant research about women that crosses disciplinary, regional, or cultural boundaries.

Additional Funding Opportunities

American Association of Geographers (AAG) Grants and Awards <http://www.aag.org/cs/grantsawards>

AAG International Geographic Information Fund <http://www.aag.org/cs/grants/igif>

Three types of awards: Student Travel Grants, Graduate Research Awards, and Student Paper Awards. These awards are intended to support full-time students who are working in any area of spatial analysis or geographic information science or systems (SA/GISS).

AAG Specialty and Affinity Group Awards http://www.aag.org/cs/grants/aag_groups

Many AAG Specialty and Affinity Groups confer travel grants, hold paper competitions, and bestow honors and awards at the AAG Annual Meeting. Notices for these competitions may appear on the relevant specialty group's website or listserv, or on the AAG News site (<http://news.aag.org/>).

American Indian Graduate Center Graduate Fellowships <http://www.aigcs.org/scholarships/graduate-fellowships/>
Scholarships to American Indian and Alaska Native students to defray the cost of attendance in higher education, including graduate and professional schools.

Antipode Foundation International Workshop Award <http://antipodefoundation.org/international-workshop-awards/>
Supports radical geographers holding events (including conferences, workshops, seminar series, summer schools and action research meetings) that further radical analyses of geographical issues and engender the development of a new and better society.

Antipode Foundation Scholar-Activist Projects Awards <http://antipodefoundation.org/scholar-activist-project-awards/>
Project funding work that can include (but is not limited to): collaborative research with artistic, community, cultural, grassroots, or social movement groups; the production of educational materials and other innovative pedagogical initiatives; and the promotion of links between universities and institutions/organisations outside the academy.

Bill Raskob Foundation Interest-Free Loan Program <http://www.billraskob.org/index.html>

The Foundation aids students through educational loans at no interest. The Foundation does not award scholarships, grants or gifts.

Davis-Putter Scholarship Fund

<http://www.davisputter.org/>

Grants to students actively working for peace and justice. These need-based scholarships are awarded to those able to do academic work at the university level and who are part of the progressive movement on the campus and in the community.

Dolores Zohrab Leibmann Fellowship <http://www.grad.washington.edu/students/fa/liebmann/index.shtml>

Supports graduate students who show outstanding character and ability who hold promise for achievement and distinction in their chosen fields of study. The University of Washington is one of the institutions selected to submit three nominees for this national fellowship.

Emerging Leaders in Science and Society <http://www.aaas.org/page/eliss-overview>

An extracurricular, volunteer experience for graduate and professional students. Fellows collaborate with a multi-campus team to help local and national stakeholders better understand and address a complex issue.

Greater Seattle Business Association (GSBA) Scholarship Program <http://thegsbascholarship.org/facts.php>

The GSBA Scholarship Fund awards educational scholarships to undergraduate LGBTQ and Allied students who exhibit leadership potential, demonstrate strong academic abilities, and who are actively involved in school and community organizations.

Hispanic Scholarship Fund

<https://hsf.net/en/scholarships/>

Merit-based scholarships available for Hispanic/Latin@ graduate students.

Human Geography Small Grants Program <http://www.hugeog.com/index.php/grant-program>

Funds up to \$5,000 from the Institute for Human Geography that can be used to support radical activism, research, and writing.

National Women's Studies Association (NWSA) Graduate Scholarships & Awards

<http://www.nwsa.org/content.asp?contentid=16>

A variety of funding opportunities for research in the interdisciplinary field of women's studies.

National Science Foundation (NSF) Graduate Research Fellowship Program (GRFP)

http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=6201&org=NSF

The GRFP provides three years of support for the graduate education of individuals who have demonstrated their potential for significant achievements in science and engineering. At the time of application, the student must not have completed post-baccalaureate study in excess of 36 quarter hours in any of the fields listed in the program description. Students can apply before beginning graduate study.

Paul & Daisy Soros Fellowship for New Americans <http://www.pdsoros.org/>

Up to two years of support for New Americans, immigrants, or the children of immigrants, who are pursuing graduate studies in the United States.

Pride Foundation Scholarships

<http://www.pridefoundation.org/what-we-do/scholarships/>

Scholarships available to support graduate study. Preference is given to students who are self-identified LGBTQ, members of LGBTQ families, or straight allies who have been strongly supportive of the LGBTQ community. All scholarships emphasize demonstrated commitment to equality and civil rights for all people.

Seattle Foundation Walter H. Meyer/Garry L. White Memorial Scholarship

<http://www.seattlefoundation.org/scholarships/Pages/ScholarshipListing.aspx>

\$5,000 scholarships directed specifically to returning adult students who are either attending or prepared to attend a 2- or 4-year public or private university, at the graduate or undergraduate level. If attending at the graduate level, the applicant must be over the age of 30.

Language Study

Blakemore Freeman Fellowships <http://www.blakemorefoundation.org/>

Grants that fund an academic year of advanced language study abroad of Chinese, Japanese, Korean and selected Southeast Asian languages. An applicant must have (at minimum) a bachelor's degree and have completed at least three years of study of the language at the college level by the start of the grant.

Boren Fellowships

http://www.borenawards.org/boren_fellowship/basics.html

Boren Fellowships, an initiative of the National Security Education Program, provide unique funding opportunities for U.S. graduate students to study less commonly taught languages in world regions critical to U.S. interests, and underrepresented in study abroad, including Africa, Asia, Central and Eastern Europe, Eurasia, Latin America, and the Middle East. The countries of Western Europe, Canada, Australia, and New Zealand are excluded. Boren Fellowships provide up to \$24,000 for overseas study. In addition, Boren Fellowships can provide limited funding for domestic language study that will supplement the overseas component. The maximum award for a combined overseas and domestic program is \$30,000. Awards for a minimum of 12 weeks and maximum of 24 months.

Critical Language Scholarship

<http://www.clscholarship.org/>

Fully-funded overseas language and cultural immersion program for American undergraduate and graduate students in the following languages: Arabic, Azerbaijani, Bangla, Chinese, Hindi, Indonesian, Japanese, Korean, Persian, Punjabi, Russian, Turkish, and Urdu.

Foreign Language and Area Studies (FLAS) Fellowship <http://jsis.washington.edu/advise/flas/>

Fellowships for advanced training in Canadian, East-, Central-, South-, and Southeast Asian, Middle Eastern, Russian and Eastern European and Western European Area Studies. For graduate and professional students who are U.S. citizens or permanent residents. Academic year awards are for language and area studies. Summer fellowships are solely to support intensive language study.

Selected Visiting/Residential Fellowships

American Philosophical Society Library Research Fellowships <http://www.amphilsoc.org/grants/resident>

Bolin Fellowships at Williams College

<http://faculty.williams.edu/graduate-fellowships-2/graduate-fellowships/> Brocher Foundation Residencies

<http://www.brocher.ch/calls/>

Center for US-Mexican Studies Scholars Program <http://usmex.ucsd.edu/scholars/application-process.html>

Dartmouth College Chavez/Eastman/Marshall Dissertation Fellowship

<http://graduate.dartmouth.edu/funding/fellowships/cem.html>

Five College Fellowship Program <https://www.fivecolleges.edu/faculty/fellowships>

Frederick Douglass Institute Pre- or Post-doctoral Fellowship Program

http://www.rochester.edu/college/aas/grad_programs/fellowships.html

Harvard Academy Scholars Program Pre and Postdoctoral Fellowships

http://academy.wcfia.harvard.edu/academy_scholars_program.html

Newberry Library Short-Term Resident Fellowship for Individual Research

<http://www.newberry.org/research/felshp/short-term.html>

School of Advanced Research, Santa Fe http://sarweb.org/index.php?resident_scholars

Trinity College Ann Plato Pre- or Post-doctoral Fellowship

<http://www.trincoll.edu/Academics/dean/positions/pages/Ann.aspx>

Wesleyan Animal Studies Human-Animal Studies Fellowship <http://www.animalsandsociety.org/pages/human-animal-studies-fellowship>

Selected Post-Graduate Opportunities

Many of the Visiting/Residential Fellowships listed above also offer post-doctoral opportunities.

See the following resource from the UW Career Center for useful information, search tools, and links for finding and funding a post-doc: [http://www.careers.uw.edu/sites/default/files/all/editors/docs/gradstudents/StrategiesforSuccess - FindingFundingPostdocPosition-10-08.pdf](http://www.careers.uw.edu/sites/default/files/all/editors/docs/gradstudents/StrategiesforSuccess-FindingFundingPostdocPosition-10-08.pdf)

Here are a few more postgraduate opportunities:

Bonderman Graduate Travel Fellowships <http://bonderman.uw.edu/>

Dan David Prize <http://www.dandavidprize.org/scholarship-applications/>

Ford Foundation Fellowship Program <http://sites.nationalacademies.org/PGA/FordFellowships/index.htm>

Luce Scholars Program <http://www.grad.washington.edu/students/fa/luce/index.shtml>

Reed Foundation Research Grants <http://thereedfoundation.org/landes/grants.html>

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