

UNIVERSITY of WASHINGTON
COLLEGE of ENGINEERING

A Community of Innovators

Department of Electrical Engineering
Professional Masters Program

STUDENT HANDBOOK 2009



www.ee.washington.edu/academic/pmp

TABLE OF CONTENTS

CURRICULUM & DEGREE REQUIREMENTS.....	3
ACADEMIC YEAR AND REGISTRATION PROCEDURES.....	4
ACADEMIC POLICIES & PROCEDURES.....	5
OTHER ITEMS OF RELEVANCE TO PMP STUDENTS.....	8
UW STUDENT CONDUCT CODE.....	10

Welcome to the Department of Electrical Engineering at the University of Washington and the Professional Masters Program (PMP).

This PMP Student Handbook is intended to provide you with some of the basic and essential information regarding requirements and options available to you. Please refer to this handbook throughout your graduate studies, but also be aware of updates that may occur due to the dynamic nature of the UW and the PMP.

We encourage you to consult the PMP website at www.ee.washington.edu/academic/pmp for the most up-to-date information. Although we certainly hope that the Student Handbook and website will be helpful, please let us know whenever you have questions, concerns, or suggestions regarding the PMP and your experience with us.

The University of Washington is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodations contact Disability Services Office at least ten days in advance at 206.543.6450/voice, 206.543-6452/TTY, 206-685-7264/fax or dso@u.washington.edu.

CURRICULUM & DEGREE REQUIREMENTS

The PMP is designed to allow students to earn the MSEE on a part-time basis over 9 regular academic quarters (Autumn, Winter, Spring) over three calendar years, excluding Summer enrollment, which is optional.

Typical quarterly enrollment for PMP students (during Autumn, Winter, and Spring quarters) includes one 4-credit class and 1-credit of Seminar (EE 500), for a total of 5 credits during any given quarter. Students may choose courses from any combination of PMP offerings to complete the minimum credits required for the degree. The current list of PMP courses may be viewed at www.ee.washington.edu/academic/pmp/curriculum.html.

Courses in the PMP are scheduled in the evening, and designed so that students generally need come to campus only once per week.

The PMP requires 45 credits for completion of MSEE degree requirements, as follows:

36 credits from completion of nine regular courses (at 4 credits each)

9 credits earned cumulatively (at 1 credit per quarter completed) as part of a quarterly Seminar series, EE 500.

IMPORTANT NOTES:

EE 500 is offered Autumn, Winter, and Spring quarters. It is generally not available during the optional Summer quarter.

*Students may also register for **Master's Independent Study, EE 599**. A maximum of 5 credits of EE 599 may be applied to PMP Seminar requirements (substituting for a portion of the 9cr required of EE 500). Details on EE 599 are available at www.ee.washington.edu/academic/pmp/pmpis.html.*

PETITION OF A DEGREE REQUIREMENT

In general, you should always check first with DJ Miller in the PMP Office regarding a request to petition a PMP degree requirement. If the requirement relates to the Graduate School you will be advised to submit an online *Petition to the Dean*. If the requirement is departmental you may be able to have the request reviewed internally.



ACADEMIC YEAR AND REGISTRATION PROCEDURES

The University of Washington is on a quarter system. The academic year consists of Autumn, Winter, and Spring quarters. Each quarter is approximately 11 weeks long. The optional Summer quarter is approximately 9 weeks.

Academic calendars from 2007-2013, including general dates of instruction, final examination schedules, and other important dates are available at www.washington.edu/students/reg/calendar.html.



Registration services for PMP students are provided in collaboration with UW Educational Outreach (UWEO). Prior to the quarterly registration deadlines you will receive an email from the PMP Office with an attached UWEO registration form that includes course offerings for that quarter, registration deadlines, and other important registration information. Payment is due at the time of registration.

Boeing Employees: For payment, use Boeing's online voucher process. On the UWEO registration form select "third-party payer" and fax in your voucher together with the registration form. Direct any questions to UWEO Registration Services at uweoreg@extrn.washington.edu, 206-543-2310.

The PMP is a self-sustaining fee-based program and participants are not eligible for the Washington State Employee Tuition Exemption Program.

ACADEMIC POLICIES & PROCEDURES

Included in this section are brief descriptions of several academic policies relevant to graduate students as outlined by the UW Graduate School. Questions concerning these policies may be directed to the PMP Office.

NUMERICAL GRADE REQUIREMENTS AND GRADING CRITERIA

Grades for most PMP courses (with the exception of EE 500) are entered as numbers, the possible values being 4.0, 3.9, . . . and decreasing by one-tenth until 1.7 is reached. Grades below 1.7 are recorded as 0.0 by the Registrar and no credit is earned. **A minimum of 2.7 is required in each numerically graded course that is counted toward the MSEE degree.**

Although most courses PMP students complete are graded in the traditional numerical fashion (0.0 to 4.0), other grading options exist for graduate level courses. Alternatives to the numerical grade include S/NS (Satisfactory/Non Satisfactory), CR/NC (Credit/No-Credit), and N (No grade). A brief overview is provided below, and a more detailed explanation of the UW grading system for graduate students may be found at www.grad.washington.edu/stsv/gradpol3.htm#Grading.

CREDIT/NO CREDIT (C/NC)

Certain courses are designated to be graded Credit/No-Credit, CR/NC. This is most relevant to PMP students in relation to the Seminar series, EE 500. Students do not have the option of receiving a numerical grade in courses designated as CR/NC (such as EE 500).

SATISFACTORY/NOT SATISFACTORY (S/NS)

UW students may request (in general) an S/NS grading option rather than a numerical grade during the registration process. However, PMP students are advised not to request the S/NS option for courses because courses taken for the S/NS grade will not count toward graduation requirements.

Note: The CR/NC grade and S/NS grade are not the same. Academic departments (not students) decide whether or not a course will be graded with a numerical grade or as CR/NC. The S/NS grade is an option that is offered to students during registration. Again, PMP students are advised not to select the S/NS grading option because courses taken as S/NS will not count toward the 45 credits required to complete the MSEE.

INCOMPLETE (I) GRADES

An Incomplete may be given only when the student has been in attendance and has done satisfactory work to within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. Students wishing to request an "I" grade in a particular course should discuss this with the instructor before the end of the quarter in which they are taking the course.

To obtain credit for the course, a student must successfully complete the work and the instructor must submit a grade. Students should work with the instructor on a plan for completion of the work and should adhere to the timelines agreed upon by the instructor and student. In no case may an Incomplete be converted into a passing grade after a lapse of two years or more. An Incomplete received by the graduate student does not automatically convert to a grade of 0.0 but will remain a permanent part of the student's record.

TRANSFER CREDITS

The PMP follows the general requirements for graduate-level transfer credit as outlined by the Graduate School at www.grad.washington.edu/stsv/mastersinfo.htm. In general, a maximum of 6-quarter-credits (at the graduate level) may be requested to be transferred from another institution assuming they were not used to satisfy requirements for another degree. The transfer coursework needs to be applicable to the PMP, and you may be asked to provide a syllabus. It is at the discretion of the department to recommend approval of transfer credit requests officially to the Graduate School. Transfer credits for graduate students are not entered on the UW transcript. Contact the PMP Office to discuss your particular situation.

SATISFACTORY PROGRESS – LOW SCHOLARSHIP

The department is eager to help students successfully complete the PMP. Satisfactory progress for PMP students relates primarily to remaining in good academic standing and off of any Low Scholarship status. The Graduate School provides the PMP office with a quarterly Low Scholarship Report which lists the names of students whose GPAs fall below 3.0 either cumulatively or for that quarter.

In accordance with Graduate School Memorandum No. 16 (see www.grad.washington.edu/acad/gsmemos/gsmemo16.htm), students whose cumulative or quarterly GPA falls below a 3.0 will be notified of being put on one of the following Low Scholarship statuses and be provided with an explanation of performance expectations and a timetable for correction of deficiencies:

Warn: A warning letter will be issued to students whose cumulative or quarterly GPA has dropped below 3.0 for one quarter.

Probation: A state of Probation is triggered if a student has a cumulative or quarterly GPA less than 3.0 for two consecutive quarters.

Final Probation: A state of Final Probation is triggered if a student has a cumulative or quarterly GPA less than 3.0 for three consecutive quarters.

Drop: A Drop recommendation is triggered if a student has a cumulative or quarterly GPA less than 3.0 for four consecutive quarters. A Drop recommendation means immediate drop from the University of Washington.

An action of "Warn" will not appear on the student's permanent record/transcript. Only actions of "Probation", "Final Probation", and "Drop" will appear on the student's permanent record/transcript.

In addition, in accordance with Graduate School Memorandum No. 19, a minimum of 2.7 is required in each numerically graded course that is counted toward a graduate degree, and a minimum cumulative GPA of 3.0 is required for graduation.

Questions regarding satisfactory progress should be addressed to the PMP Office.

CONTINUOUS ENROLLMENT AND ON-LEAVE STATUS

To maintain matriculated graduate student status at the University students must be continuously enrolled (taking at least one course per quarter as a graduate student) every quarter (with the exception of Summer quarter, which is optional). You should request On-Leave status if you are not able to be continuously enrolled. **Note that the Graduate School requires that students must have completed at least one quarter of graduate study (in matriculated status) to be eligible for On-Leave status.**

On-Leave status allows PMP students to maintain active matriculated graduate student status even if they are not registered for courses. This status may be granted for a maximum of four consecutive quarters. To request On-Leave status you should:

- Discuss the On-Leave situation with DJ Miller in the PMP Office.
- Complete the On-Leave request form (available from DJ Miller).
- Deliver the form plus the required fee to the UW Registration Office in Schmitz Hall for processing.
- If you have already registered for a quarter and subsequently apply for On-Leave status you must formally drop the courses for which you are registered.
- Completing the On-Leave form does not automatically drop a student from these courses.

Students who fail to enroll without formally requesting On-Leave status may be required to reapply to the University of Washington and to the PMP. Further details are available in Graduate School Memorandum No. 9 at www.grad.washington.edu/Acad/gsmemos/gsmemo09.htm.

TIME-TO-DEGREE

In accordance with Graduate School policy, all PMP degree requirements must be completed within 6 years. The timeframe/clock begins on the first day of the quarter that a course is taken as a student in the PMP. Graduate Nonmatriculated (GNM) credits and/or transfer credits used towards the PMP credit total are counted in the 6 years. Quarters spent On-Leave and out of status are also counted in the 6 years.



OTHER ITEMS OF RELEVANCE TO PMP STUDENTS

ADVISING RESOURCES

Contact the PMP Office (CSE 224) to schedule an appointment with DJ Miller (Manager of Industry Relations and Professional Programs) to discuss your academic program of study. He can be reached at mrmiller@u.washington.edu and 206.616.1351.

EE COMPUTING ACCOUNTS

An EE computing account is required for things like gaining access to the recorded videos associated with the EE 500 Seminar. New PMP students may set up their EE computing account online via https://www.ee.washington.edu/computing/faq/new_account.html.

Your EE username and password stay the same each quarter. It is important that you do not forget your password. If you forget your password, or can't log in for any reason, go to one of the Computing offices (EEB 307E-307H) during their normal hours. Bring your Student ID card with you. Once they verify your identity, they can reset your password. They cannot do this via email for security purposes, and it is not possible for them to access your current password, so you'll have to request a new one in person.

FINANCIAL AID RESOURCES

The PMP is formally approved for financial aid eligibility, although each student's individual situation will determine the extent of aid that may be awarded.

General financial aid questions should be directed to the UW Office of Student Financial Aid, www.washington.edu/students/osfa/graduate/.

The UW Graduate School also houses a Fellowships and Awards Office that provides additional information and resources via their website at www.grad.washington.edu/fellow/fellow_area.htm.

In addition, the Graduate School maintains a webpage with resources for Outside Funding, www.grad.washington.edu/fellow/funding.htm.

The UW Career Center maintains a HuskyJobs website (<http://careers.washington.edu/Students/HuskyJobs>), a free resource for UW students to search and find part- and full-time jobs.

The Graduate Opportunities and Minority Achievement Program (GO-MAP) administers programs providing funding for students whose individual experiences and/or academic interests will bring diversity to scholarly perspectives and endeavors, and to the academic community. Details at www.grad.washington.edu/gomap/financial.htm.

The Grants and Funding Information Service (GFIS), within UW Libraries, offers workshops and individual consultations to help students explore resources for potential funding. GFIS does not provide search services or money directly to students, but they do provide guidance to help students know which resources (print, database, or web-based) might give them the best opportunities and help students gain a better understanding of how to use these resources. Details at www.lib.washington.edu/gfis/.

FinAid (www.finaid.org) provides general financial aid information.

GRADUATION PROCEDURES

Specific procedures need to be followed to officially graduate. These include applying online with the Graduate School, and submitting a Program of Study form to the PMP Office so that your coursework may be audited to verify that all degree requirements have been met. Current graduation procedures for PMP students may be referenced at www.ee.washington.edu/academic/pmp/graduation.html.

PARKING ON CAMPUS

Fees are generally associated with parking in any UW lot. If you intend to park on campus you will need to carefully follow the guidelines on the Parking Services website at www.washington.edu/commuterservices/parking/.

PMP EMAIL LIST

An email distribution list is maintained for PMP students and used as the primary means to disseminate important communications: **pmp@ee.washington.edu**

PMP students are added to this list using their **UW email account**. It is imperative that you check your email regularly and stay updated on information sent to you via the PMP email list. If you do not intend to check your UW email account regularly then it is your responsibility to have it forwarded to another email account that you do check. **As a reminder, it is your UW email account that will be used for the PMP email list and official communications to you.**

If you do not already have a UW email account you will need to create one together with a “UW Net ID”, which is your personal identification for using UW online resources. Go to www.washington.edu/computing/uwnetid/ and follow the directions there.

PRINT-CREDITS FOR EE COMPUTING LABS

There is a charge associated whenever you want to print pages at the EE Computing Labs (refer to www.ee.washington.edu/computing/faq/labs/locations.html for lab locations). To purchase credit for printing go to the EE Stores (details at www.ee.washington.edu/stores/index.html).

STUDENT ID CARDS – “HUSKY CARDS” – ACCESS TO EE BUILDING

Obtain your UW ID card at the Husky Card Account & ID Center on the ground floor of the Odegaard Undergraduate Library, next to the By George cafe. Details on hours, etc, are available at http://hfs.washington.edu/husky_card/default.aspx?id=958. Your card will be coded electronically each quarter (after you have registered) by the EE Facilities Manager to give you swipe-card access into the EE Building after hours.

UW STUDENT CONDUCT CODE

The University is a public institution having special responsibility for providing instruction in higher education, for advancing knowledge through scholarship and research, and for providing related services to the community. As a center of learning, the University also has the obligation to maintain conditions conducive to freedom of inquiry and expression to the maximum degree compatible with the orderly conduct of its functions. For these purposes, the University is governed by the rules, regulations, procedures, policies, and standards of conduct that safeguard its functions and protect the rights and freedoms of all members of the academic community.

Admission to the University carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. That responsibility includes, but is not limited to:

- Practicing high standards of academic and professional honesty and integrity;
- Respecting the rights, privileges, and property of other members of the academic community and visitors to the campus, and refraining from any conduct that would interfere with university functions or endanger the health, welfare, or safety of other persons;
- Complying with the rules, regulations, procedures, policies, standards of conduct, and orders of the university and its schools, colleges, and departments.

Students should be familiar with the complete University Student Conduct Code online at www.washington.edu/students/handbook/conduct.html.

ACADEMIC HONESTY

Students should also review the University's statement on Academic Honesty related to cheating and plagiarism at <http://depts.washington.edu/grading/issue1/honesty.htm>.

