

TABLE OF CONTENTS

I. General Information – program overview

- A. Eligibility
- B. Admission Procedures and Deadlines
- C. Departmental Funding Policy

II. Welcome & Handbook

III. Administrative Structure and Advising

- A. Ph.D. Program Committee
- B. Ph.D. Program Director
- C. Graduate Program Adviser (GPA)
- D. Faculty Advisers (FA)

IV. Curriculum

- A. Academic Requirements Overview
- B. Required Courses and Electives
 - 1. JSIS 594
 - 2. Research Tutorial (JSIS 595)
 - 3. Field Seminars
 - a. JSIS 596: Field Seminar in Religions, Cultures, and Civilizations (RCC)
 - b. JSIS 597: Field Seminar in States, Markets, and Societies (SMS)
 - c. JSIS 598: Field Seminar in Peace, Violence, and Security (PVS)
 - d. JSIS 599: Field Seminar in Law, Rights, and Governance (LRG)
 - 4. Research Design and Methods
 - a. Qualitative Methods
 - b. Quantitative Methods
 - 5. Area Specialization or Independent Study Courses
 - 6. JSIS 800: Dissertation Credits
 - 7. Transfer Credits
- C. Required Enrichment Activities
 - 1. Bridge Lab
 - 2. Capstone Workshop
- D. Sample Course Schedule for Year 1 and Year 2
- E. Dissertation

V. Doctoral Committees

- A. Doctoral Supervisory Committee
- B. Doctoral Reading Committee
- C. Appointing your Doctoral Committee

VI. Doctoral Examinations

- A. Preliminary Exams
 - 1. Scheduling
 - 2. Two written exams
 - 3. Oral defense
 - 4. Policies for failing the preliminary exam
 - 5. Preliminary exam schedule
- B. General Exams
 - 1. Committee members at General Exam
 - 2. Scheduling process

3. The exam
 4. Policies for failing the General Exam
 5. Conferral of candidacy
 6. General Exam Schedule
- C. Final Examinations
1. Committee members at the Final Exam
 2. Scheduling process
 3. The exam
 4. Revisions, reexamination, and dismissal from the program
 5. Submitting dissertation on ETD

VII. Student Status and Standing

- A. Annual Progress Reports (APRs)
- B. Academic Progress
 1. Satisfactory Progress
 2. Unsatisfactory Progress
- C. Academic Probation
- D. Withdrawal
- E. On-Leave status
- F. Reinstatement

VIII. Policies

- A. Enrollment Requirement
- B. Repeating a Course
- C. Grading System for Graduate Students
- D. Final Quarter Registration

IX. Appendices

- A. Checklist for Faculty Advisers and Chairs in the JSIS Ph.D. Program
- B. JSIS Faculty by Foundational Fields List Eligible to Supervise Ph.D. Students
 1. Religions, Cultures, and Civilizations (RCC)
 2. States, Markets, and Societies (SMS)
 3. Peace, Violence, and Security (PVS)
 4. Law, Rights, and Governance (LRG)
- C. All Ph.D. Forms
 1. Appoint Supervisory Committee Form (must create)
 2. Preliminary Exam Form (must create)
 3. Doctoral Thesis Supervisory Committee Form (have)
 4. Annual Progress Report Form (have)

I. General Information

The Jackson School Ph.D. Program seeks to integrate the renowned area-based capabilities of its existing graduate programs, with next-generation scholarship and practice in the field of international studies. Its objective is to create scholars combining a deep knowledge of areas and regions in the context of contemporary global themes, policy challenges, and real-world problems.

The Jackson School Ph.D. in International Studies prepares students for academic work in university and research institute settings, particularly departments, programs, and institutes in international studies, international affairs, and area-studies. It also prepares professional country and region specialists for positions in government agencies, the media, the non-profit sector, and the private sector in the United States and abroad.

An accelerated program, the Jackson School Ph.D. is designed to be completed in three to five years.

A. Eligibility

Admittance into the Ph.D. Program requires a Master's degree (or an equivalent professional degree) from an accredited institution in the United States or abroad.

Applicants without a Master's degree (or an equivalent professional degree) who are interested in the Ph.D. Program in particular may apply to one of the MAIS or MAAIS programs in JSIS. In the terminal year of that degree, such a student would apply for admission to the Ph.D. Program.

B. Admission Procedures and Deadlines

Admission information on the Ph.D. Program is available at the [official website](#). The application materials include the statement of purpose, writing sample, curriculum vitae, letters of recommendation, all undergraduate and graduate transcripts, and GRE and TOEFL test scores sent directly by the Educational Testing Service. The deadline for receipt of all application materials is January 15 for the year in which admission is sought.

Potential applicants with specific queries can also contact the Ph.D. Program at jsisphd@uw.edu. Applicants must apply through the [UW Graduate School's MyGrad Portal](#).

C. Departmental Funding Policy

The Jackson School Ph.D. Program is designed as an accelerated program that can be completed in a three to four-year timeline. It is the Jackson School's goal that all of its Ph.D. students are funded to the fullest possible extent during the first three years of the program. However, all departmental funding is dependent on funding allocation by the UW, which changes on a yearly basis. In some years we are able to fund fourth- and fifth-year students, and other years we can only fund up to the third year.

Jackson School funding includes fellowships, teaching assistantships, and research assistantships. Teaching and research assistantships provide tuition, living stipend, and health benefits during the nine-month academic year. Some JSIS fellowships provide support for tuition, stipend, and health benefits and others support research travel.

All students are also expected to apply for external funding, such as scholarships and fellowships, from other UW and external agencies. Awards of external funds can provide support for tuition, stipends, health benefits, and research travel, allowing the awardee to concentrate on their dissertation research without having to spend time on teaching or working on other projects. Such external funding is particularly important for those in their third, fourth, or later years in the program, who often travel to other countries for their research. JSIS faculty advisors can provide support for external funding applications and our Ph.D. students have been extremely successful in achieving external funding.

II. Welcome & Handbook

Welcome to the Ph.D. Program at the Jackson School of International Studies (JSIS), University of Washington.

This Student Handbook describes the structure and requirements of the JSIS Ph.D. Program. It is intended to be a general source of information for doctoral students progressing through the program and clarify the requirements that need to be met in order to be awarded a JSIS Ph.D. It is also intended to serve as a guide to potential applicants to the program. The Handbook can be accessed at the JSIS website (insert link). Students are responsible for knowing and adhering to the latest updated version of the Handbook.

In navigating their way through the program, Ph.D. students should always turn to their appointed Faculty Advisers (FA) for guidance on intellectual matters. They can then also seek the guidance of the Graduate Program Administrator (GPA), who can help orient and guide them generally through administrative matters, program requirements, curriculum, university policies, etc. The roles of the faculty and staff who work with Ph.D. students are explained in the administrative structure section of this Handbook.

III. Administrative Structure and Advising

A. Ph.D. Program Committee

The Ph.D. Program Committee (Ph.D. Committee) is responsible for oversight and design of the Ph.D. Program. In collaboration with the GPA and the Office of Academic Services, the Ph.D. Committee handles all administrative and procedural issues related to each student from admittance to graduation. The Ph.D. Committee coordinates the program's activities with other graduate programs and administrative bodies in JSIS and the UW. The Ph.D. Committee also undertakes active assessment of the Ph.D. program and its students and can make adjustments to procedures, curriculum, and requirements to improve the quality of the program. The Ph.D. Committee will regularly consult with the JSIS faculty and the Director of the Jackson School.

The Ph.D. Committee aims to be representative of a range of disciplines, regional areas of expertise, faculty rank, and gender. The voting members of the Ph.D. committee include a Chair (who is the Director of the Ph.D. Program) and typically five other members of the JSIS faculty. The 2019-2020 Ph.D. Committee is comprised of Drs. Nathalie Williams (Director), Noam Pianko, Sara Curran, Tony Lucero, and Clair Yang. The Director of the Jackson School (Dr. Resat Kasaba), the Director of the Office of Academic Services (Dr. Katherine Kim), and the GPA (Rebecca Alhadeff) also sit on the Ph.D. Committee, but without a voting role.

B. Ph.D. Program Director

The 2019-2020 Director is Dr. Nathalie Williams. The Ph.D. Program Director is responsible for serving as the Chair of the PhD Committee and for the overall direction of the Ph.D. Program, including management of routine program activities and assessment and adjustment to the program, in collaboration with the Ph.D. Committee. The Director also works to ensure effective communication with the students and faculty. The Director can make decisions regarding individual student requests for deviations from the typical schedule or requirements of the program, on a case-by-case basis. In collaboration with the GPA, the Director is also responsible for monitoring student progress and reporting unsatisfactory progress or other student problems to the Graduate School.

C. Graduate Program Adviser (GPA)

The Graduate Program Adviser is currently Rebecca Alhadeff. She is responsible for advising and assisting students on administrative matters related to the Ph.D. program, specifically degree requirements, policies and procedures, and graduation requirements. As the first point of contact for Ph.D. students, the GPA directs students to the appropriate resources or advisers for matters that require additional decision-making on non-administrative matters.

D. Faculty Advisers (FA)

All first-year doctoral students are assigned a Jackson School Faculty Adviser (FA), who is appointed in line with the students' expressed research interests. FAs serve as a main point of faculty contact during the first year and are valuable resources for students on specific intellectual trajectories, graduate classes, grant and fellowship applications, doctoral dissertations, etc.

From the beginning of the first year, students should begin formulating a dissertation prospectus under the guidance of their FAs. To that end, FAs play a central role in guiding students toward other faculty who can support the student to make concrete progress on their dissertation prospectus in the first year and who can serve on their formal Doctoral Supervisory Committee ("Supervisory Committee"). In consultation with students, FAs may or may not go on to serve as Chairs or Members of the Supervisory Committee. All FAs and/or Supervisory Committee Chairs are advised to acquaint themselves with their obligations and deadlines in the Ph.D. Program as they supervise the work of students. For that purpose, a streamlined checklist is provided by the program ([link to checklist](#)). See the section on the Doctoral Committees for further information.

IV. Curriculum

The Jackson School Ph.D. program's curriculum is organized around four foundational fields into which it integrates a solid grounding in research methodologies and area studies specialization. The four foundational fields are Religions Cultures, and Civilizations (RCC), States, Markets, and Societies (SMS), Peace, Violence, and Security (PVS), and Law, Rights, and Governance (LRG).

A. Academic Requirements Overview

To qualify for the doctoral degree, students must meet the requirements of both the Jackson School Ph.D. Program and the Graduate School. The Graduate School doctoral degree requirements can be found [online](#).

The program requires students complete a minimum of 100 credits to earn their degree. These credits are comprised of up to 30 credits transferred from prior work in a Master's program, 45 credits of required and elective Ph.D. courses, and 27 dissertation credits.

The Ph.D. Program recognizes that incoming doctoral students might have previously taken courses that align closely with the JSIS Ph.D. In this case, the student can petition the Ph.D. Committee to request a waiver for specific requirements. Such a petition should be undertaken in consultation with the student's FA and the GPA. All final determinations and approval of individual student petitions regarding appropriate program coursework and/or course credits rests with the Graduate School.

Table 1. Overview of required courses and credit for the JSIS Ph.D Program

Course Number	Course Title	Total Credits
JSIS 594	Introduction to International and Area Studies	2
JSIS 595	Research Tutorial: Research Design	5
JSIS 595	Research Tutorial: Introduction to Qualitative Methods	5
JSIS 595	Research Tutorial: Introduction to Quantitative Methods	5
JSIS 596-599	TWO Foundational Field Seminars of Choice JSIS 596 Seminar for Religions, Cultures, and Civilizations (RCC) JSIS 597 Seminar for States, Markets, and Societies (SMS) JSIS 598 Seminar for Peace, Violence, and Security (PVS) JSIS 599 Seminar for Law, Rights, and Governance (LRG)	10
As relevant	THREE Specialization Courses OR Independent Study Courses of Choice (as guided by FA/Chair; minimum required to reinforce either disciplinary or area-based competence related to dissertation)	14+
As relevant	TWO Courses in Research Design and Methods of at least three credits each	6-10
JSIS 800	Dissertation Credits (required minimum spread over 3 quarters by The Graduate School)	27+
As relevant (Credits waivers)	Area-based/Specialization Courses from MA Degrees in JSIS China Studies; Comparative Religion; Japan Studies; Korean Studies; Middle East Studies; Russian, East European, and Central Asian Studies (REECAS); South Asian Studies; Southeast Asian Studies; and Others (Americas, Africa etc.); AND/OR Approved courses from other UW Graduate Degrees; AND/OR Approved courses from non-UW Graduate Degrees	28-30
Total Minimum Credits		100+

B. Required Courses and Electives

1. JSIS 594

This course serves as a gateway to international and area studies at the graduate level in the Jackson School. It is taken in autumn quarter of Year 1 and is a required course.

JSIS 594 uses the concept of the “state and beyond” to showcase linkages between the four international studies themes of the Ph.D. Program and area-based studies. Students are invited to grapple with the historical evolution of “the state,” and to understand the strengths and limits of this concept over time as it travels across countries, regions, issues, topics, and emerging agendas in the world order.

Doctoral students are strongly advised to use the exposure to the faculty and readings in this course in the service of their own dissertation ideas.

2. Research Tutorial (JSIS 595)

The Research Tutorial is a sequence of three courses taken during the first year of the PhD Program. It provides intensive doctoral-level training on the approaches, issues, techniques, and concepts in social science research methods to help practically advance each student's specific research agenda. The focus is not just on learning the range of methodologies in the social sciences, but on actively reading, discussing, and parsing those that are more specifically of interest to the student in advancing their own research agenda. The three courses in the sequence cover research design (autumn quarter), introduction to qualitative methods (winter quarter), and introduction to quantitative methods (spring quarter).

3. Field Seminars

Doctoral students are required to take two of the four foundational field courses. The objective of these courses is to advance a student's foundational knowledge in a specific field within the broader area of international studies. Students will learn about key analytical questions, competing theories, methodological approaches, and challenges within the field with a view to identifying the lacunae that they can use to situate and advance their own research agendas.

Only one field seminar course is taught per quarter and they are taught on a rotating basis during autumn, winter, and spring quarters. Please plan your schedule accordingly.

a. JSIS 596: Field Seminar in Religions, Cultures, and Civilizations (RCC)

The RCC field engages the diversity of cultural and religious life throughout the world, anchored by concrete studies of world areas, histories, cultural and political movements, and religious institutions and practices. Employing historical, ethnographic, sociological, hermeneutic and other social scientific methods, the RCC field explores the intersections, connections, and tensions between the sacred and the secular from the ancient to the modern period. RCC provides students with an understanding of religious cultures and the interplay between the cultural and the political in social formations such as race, class, gender, capitalism, and democracy. The RCC field covers topics such as religious cultures (e.g., Jewish Studies, Islam, Christianity, Hinduism, Sikhism, and Buddhism); cultural identities; social movements and political violence; civilizational, political and historical changes, and much more.

b. JSIS 597: Field Seminar in States, Markets, and Societies (SMS)

The interaction of state organizations, economic forces, and social dynamics is at the heart of the SMS field. Using a variety of qualitative and quantitative approaches, students focus on understanding change and lack of change in political, economic, and social institutions spread globally and across areas and regions of the world. Outcomes are analyzed as processes involving the interplay of a variety of social agents at the country, regional, transnational, international, and global levels. The approach in the Jackson School steps beyond structural approaches, such as those favoring classes, to social struggles among a wide range of public and private actors attempting to shape outcomes within and across countries. The SMS field subsumes a variety of comparative topics spread across all areas and regions of the world, including political economy, revolutions, ethnicity, gender, nationalism, democracy, political parties, electoral systems, civil societies, NGOs, social movements, and development (e.g., poverty, health, education). It also ties these issues into international and transnational phenomena, such as trade, investment, finance, multinational corporations, and economic policymaking.

c. JSIS 598: Field Seminar in Peace, Violence, and Security (PVS)

The central preoccupations of the PVS field are issues of war and peace, violence and brutality, national and international security, as well as internal and transnational conflict management. Using a variety of theoretical and methodological approaches from across the social sciences, the field focuses on critical problems in world

politics and across areas at a practical foreign policy level. Casting a wide net over both conventional and rising human security concerns, it illuminates the international interactions of countries at both the regional and global levels as they struggle to shape outcomes. It also focuses on the domestic underpinnings and implications of the foreign security relations of specific countries or sets of countries that bear upon contemporary patterns of transnational order and stability. The PVS field covers topics such as proliferation / non-proliferation, WMD, disarmament, arms control, nationalism, ethnic conflict, genocide, offense-defense balance, weaponry, intelligence, invasions, interventions, peacekeeping, arms control, national security, etc.

d. JSIS 599: Field Seminar in Law, Rights, and Governance (LRG)

The multidisciplinary field of LRG focuses on unveiling the interactions among law, institutions, and policy in international, transnational, and regional contexts. Using multiple methodologies, disciplinary theories, and legal tools, it spans cutting edge scholarship in international and comparative law, international relations, and area studies. The LRG field explores how state-society relations affect legal and institutional governance in the face of multi-faceted changes across borders. It also examines how public and private actors grapple with the challenges of instituting and maintaining governance worldwide and across various regions. Problem-driven analyses across the world are based on a careful understanding of the interplay of law and institutions with societies, histories, cultures, structures, religions, economic realities, political regimes, and international interactions. The LRG field covers topics such as human rights, international economics, human security, environment, crime, energy, multilateral global and regional institutions, international tribunals, courts, justice, rule of law, etc.

4. Research Design and Methods

In addition to the directed Research Tutorial, all Ph.D. students are required to take two additional research design and methods courses; each course must be 3-5 credits. The emphasis is on solidifying students' understanding of the research-related skills that they can use to advance their individual dissertation research. These skills may include interviewing, case studies, content analysis, archival work, ethnographic studies, observation and fieldwork, data analysis, experiments, and statistics. In planning their methodological training, Students can choose from a list of courses that are preapproved to meet the methods requirements, available [here](#). If a student wishes to take a methods class that is not on the preapproval list, they can request approval from the Ph.D. Program Director. A request should include the rationale for taking a different course, the course syllabus, and approval from their FA/Committee Chair to the Director. Ph.D. Program approval of courses to meet the methods requirement is on a case-by-case basis. Approval for one student to use the course for the methods requirement does not imply approval for other students to do so.

In any case, students are strongly advised to consult with their FA and Supervisory Committee for advice on the best methods courses to meet their individual research goals.

In addition to the two methods courses required for the JSIS Ph.D., students can choose to complete an optional certification track: the QUAL Concentration offered by the [Qualitative Multi-Method Research Initiative](#) or the Statistics Concentration offered by the [Center for Statistics and Social Sciences](#). Both tracks, are open to all doctoral in the Jackson School but are not required for the Ph.D. degree. Again, students should enlist the advice of their FAs/Committee Chairs as they design their methods-related training.

5. Electives

The requirement for specialization courses can be met with existing graduate-level courses (course numbers of 500 or above) at JSIS or in other related departments at UW or with Independent Study courses at the 600 level. These courses should help doctoral students deepen the foundational knowledge gained from the field seminars, and to also present an opportunity for them to situate it in specific areas of the world. As with the

field seminars, Ph.D. students are advised to approach each course with a view to narrowing down and/or pinpointing their research interests for dissertation purposes, in consultation with their FAs. Language courses that are below the 500-level cannot be counted toward Ph.D. credits.

6. JSIS 800: Dissertation Credits

The Graduate School requires that students complete a minimum of 27 dissertation credits (800 level), spread across a period of at least three quarters. At least one of those quarters must come after the student passes the General Exam. Students are limited to a maximum of 10 dissertation credits per quarter, with the exception of the summer quarter. Students are eligible to register for JSIS 800 credits after they successfully complete their Preliminary Exam in winter quarter of their second year.

7. Transfer Credits

Subject to approval by the Ph.D. Committee, all incoming students are eligible to transfer up to 30 credits for previously earned graduate work, generally in a Master's program. The process for waiving these credits is as follows: The GPA downloads the student's M.A. transcript from their application file and distributes it to the Ph.D. Committee. The Ph.D. Committee then determines which courses are eligible for transfer. The GPA petitions the Graduate School to waive the credits, as determined by the Ph.D. Committee, and the Graduate School either approves or denies this petition. The GPA then notifies the student how many credits were waived.

C. Required Enrichment Activities

The Ph.D. Program aims to train the next generation of scholars who are comfortable presenting and communicating their ideas both within the scholarly community and in professional settings outside of the academy. Through the Bridge Lab and Capstone Workshop, doctoral students are professionalized early on to present and communicate their dissertation-related works at all stages and in a diversity of forums both in and out of the Jackson School.

Beyond these two enrichment requirements, students are also encouraged to present and communicate their works well beyond the Jackson School, to academic and policy audiences. For students seeking to present their dissertation-related works (e.g. articles, chapters, etc.) in professional associations, conferences, or meetings, the Ph.D. Program can provide funds to defray some of the costs, during the 2019-2020 year. These travel funds can be requested by filling out this form and sending to the GPA for approval. Conference travel funds can be made available in future years, depending on funding availability.

1. Bridge Lab

The Jackson School actively recognizes the importance of communicating the understandings from academia with the public in service of our local, regional, and global community. Accordingly, the Bridge Lab is designed to train students to communicate information from their area of research expertise to non-academic audiences. First-year students are required to attend and participate in the conversation of the [Bridge Lab](#). Second-year students are required to present and discuss at least one problem-focused piece of around 750 words drawn from their area of expertise and interest. Students should craft this piece in the style of an Op/Ed article, so that it generally communicates the importance of their ideas to external audiences. After the presentation and discussion with the Bridge Lab audience, students are encouraged to submit their piece to a news service (online or print) that reaches a general public and/or policymaking audience. One set of general guidelines on the submission and publication process is provided by [The Op-Ed Project](#).

2. Capstone Workshop

The Capstone Workshop is designed to provide students with an introduction to presenting and discussing their work with academic audiences. It also offers students important constructive critiques to advance their research plans. Over the course of the first year, students work closely with their FAs and other members of

their team to craft a draft dissertation prospectus. At the end of the first year, students are required to circulate the final version of the draft dissertation prospectus and to present it in The Jackson School Ph.D. Capstone Workshop, which is usually held on the Monday of finals week of spring quarter.

First year students must submit their draft dissertation prospectus to the GPA and Ph.D. Program Director by May 1. The Director selects a faculty member (not the previously assigned FA) who has the appropriate academic background to comment on the student's draft. At the Ph.D. Capstone Workshop, the student will present their draft prospectus for 10 minutes. They can choose any kind of presentation style that they are comfortable with. The faculty discussant will offer commentary and questions to the student for five minutes. This is followed by 10 minutes for the student to respond to the discussant and take additional questions from the audience.

All JSIS faculty are invited to attend the Ph.D. capstone and students are welcome to invite faculty and students from other departments to attend the event. All Ph.D. students are strongly encouraged to attend this event to support their colleagues.

D. Sample Course Schedule for Year 1 and Year 2

Year 1			Year 2		
Qtr	Course	Cr.	Qtr	Course	Cr.
Autumn	JSIS 594: Intro to Int'l & Area Studies	2	Autumn	Field Seminar OR Area Studies OR Methods Course	3-5
	JSIS 595: Research Tutorial	5		Field Seminar OR Area Studies OR Methods Course	3-5
	Field Seminar OR Area Studies OR Methods Course	3-5		Field Seminar OR Area Studies OR Methods Course	3-5
				Program Requirement: Bridge Lab Presentation if scheduled; Doctoral Supervisory Committee Confirmed	
Winter	JSIS 595: Research Tutorial	5	Winter	Field Seminar OR Area Studies OR Methods Course	3-5
	Field Seminar OR Area Studies OR Methods Course	3-5		Field Seminar OR Area Studies OR Methods Course	3-5
	Field Seminar OR Area Studies OR Methods Course	3-5		Field Seminar OR Area Studies OR Methods Course	3-5
	Program Requirement: Annual Progress Review			Program Requirement: Preliminary Exams; Bridge Lab Presentation if scheduled; Annual Progress Review	
Spring	JSIS 595: Research Tutorial	5	Spring	Dissertation Credits	5+
	Field Seminar OR Area Studies OR Methods Course	3-5		Field Seminar OR Area Studies OR Methods Course	3-5
	Field Seminar OR Area Studies OR Methods Course	3-5		Field Seminar OR Area Studies OR Methods Course	3-5
	Program Requirement: Ph.D. Capstone Workshop; Grant Applications			Program Requirement: General Exams; Bridge Lab Presentation if scheduled; Doctoral Reading Committee; Grant Applications	
Total Credits Year 1		30+	Total Credits Year 2		30+

E. Dissertation

All Ph.D. students are required to write a dissertation and have it approved by their Supervisory Committee before they are eligible for graduation. All dissertations are different and students should discuss specific expectations and with their Supervisory Committees, especially their Chairs. In order to ensure there are no surprises at the end of the program, students are advised to consult with their Chairs and Committees early and often.

V. Doctoral Committees

Doctoral Committees are tasked with guiding Ph.D. students in conducting their dissertation research and writing. Starting in the second year, the Doctoral Supervisory Committee (Supervisory Committee) is primarily responsible for guiding students toward their preliminary exams, general exams, and the final exam and dissertation, with the greatest burden placed on the Supervisory Committee Chair. A subset of the Supervisory Committee, called the Doctoral Reading Committee (Reading Committee), approves the dissertation itself.

A. Doctoral Supervisory Committee

The Supervisory Committee is comprised of a Chair, a Graduate School Representative (GSR), and at least two additional faculty members. All appointed Supervisory Committee members are voting members of the committee. With the exception of the GSR, committee members are scholars with expertise in the student's regional, theoretical, or methodological areas of interest. These members are responsible for:

- approving a course of study which will fulfill the general course requirements of the student's major and supporting fields;
- conducting the student's Preliminary Exam;
- conducting the student's General Exam;
- approving the Candidate's dissertation proposal;
- conducting the Candidate's Final Exam

Chair: The Chair of the Supervisory Committee assumes principal responsibility for advising the student, attends the preliminary, general, and final exams and any additional committee meetings, and signs the dissertation signature page acknowledging approval of the dissertation and completion of the degree.

GSR: The GSR is a voting member of the Supervisory Committee who does not have a primary, joint, or affiliate appointment at the Jackson School. The GSR must attest to having no conflict of interest, defined by the Graduate School as having no budgetary, personal, research and/or publication-related relationships. The GSR's responsibilities are to represent the broad concerns of the University with respect to high standards of scholarly performance; provide, for the Graduate School, a non-specialist's view of the quality of the student's work, ensuring that the student's mastery of the subject matter is broad and comprehensive; assure that all procedures are carried out fairly and according to the guidelines of the Graduate School; participate in conducting both the General and Final examinations; assure that the required 4 members are present for the exams – Chair, GSR, and at least two other members.

B. Doctoral Reading Committee

The Reading Committee is comprised of at least three faculty members on the Supervisory Committee that are 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 and; (c) approve a candidate's dissertation.

C. Appointing your Doctoral Committee

The Supervisory Committee, consisting of a minimum of three members of the Graduate Faculty (link) at the UW, is appointed by the Graduate School no later than four months prior to the General Exam. The Chair and at least one other member of the Supervisory Committee must be voting members of the Jackson School Faculty (link to list). The GSR must also be a member of the Graduate Faculty (link) and must be endorsed to chair a doctoral committee. Students are welcome to find additional members outside of the Jackson School.

With the help of their FA, students are expected to seek out potential Supervisory Committee members during their first year in the program. By autumn quarter of their second year, students should have selected the remaining two or three members of their committee (including the GSR). If you are having trouble determining your GSR, please ask your Chair for advice.

To formally appoint the Supervisory Committee, students should fill out this form (insert link) and return to the GPA. On the form, please select whether the committee member has agreed to be a part of your Reading Committee in addition to your Supervisory Committee. Some GSRs elect to be a part of the Reading Committee, while others elect not to. All other committee members have the implied responsibility of being on your Reading Committee, but out of courtesy, please ask them to both be a part of the Supervisory Committee and the Reading Committee. You must submit the form to the GPA no later than 5:00 p.m. on Friday of the 10th week of autumn quarter in your second year.

VI. Doctoral Examinations

The Doctoral Examinations are comprised of three separate examinations. They are designed to test and reinforce the competency, specialization, and preparation of students for carrying out dissertation research and writing and to test the student's final dissertation. The requirements of the Doctoral Examinations include a Preliminary Exam with written and oral components, a General Exam on the student's final prospectus, and a Final Exam focused on the dissertation defense.

Each set of the doctoral exams operates on a specific timeline. Deviations from this timeline for the preliminary and general exams are not permitted without the express authorization of the Ph.D. Committee. Deviations from and extensions of the timeline for the Final Exam require the support of the Supervisory Committee Chair.

A. Preliminary Exams

The intention of the preliminary exams is to test a student's breadth of knowledge of the literature pertaining to their substantive area of interest and their regional focus. The Preliminary Exam is comprised of a written exam on the student's substantive focus, a written exam on the student's regional focus, and an oral defense covering both subjects, taking place, respectively, at the end of the 7th, 8th, and 10th weeks of winter quarter in year 2. The Supervisory Committee, *excluding your GSR*, is responsible for administering the Preliminary Exam.

1. Two written exams

The written exams are based on two individualized reading lists, one each for the student's substantive and regional foci. Students are responsible for having knowledge of and being able to discuss, synthesize, and critique the items on their reading lists. They are not responsible for items that are not on the reading lists. The reading list is created through consultation with the student and their Supervisory Committee and the final version must be approved by all Committee members. All reading lists depend on the student's interests and are therefore different in length and character. However, students can access the reading lists of many previous students for review.

The exams each consist of three questions written by the Supervisory Committee. The student chooses one question to answer for each exam. The written responses to each exam should be between 3,000-5,000 words. The Supervisory Committee consults to design the six questions (three for each exam), then sends the questions to the GPA no later than the 6th week of winter quarter. The GPA distributes the exam questions to

each student via email at the start of the exam and then student submits their written response via email to the GPA within 24 hours.

Students are encouraged to meet with their Supervisory Committee about the nature of the exam questions and strategies for studying and writing responses. However, the Supervisory Committee cannot tell the student the exact questions that will be on the exam.

2. Oral exam

The oral defense, takes two hours and takes place within two weeks after the written portion is completed. It covers the same material as the written exams and Supervisory Committees can ask new questions or questions to clarify and build upon the student's written exam responses.

The entire preliminary exam (including both written exams and the oral defense) will be graded as a whole on a pass/failure/high pass basis. The Chair of the Supervisory Committee is responsible for moderating the Committee discussion of the grading, communicating the final grade to the students, and sending the final grade to the GPA via email.

3. Policies for failing the preliminary exam

In the occasion that a student fails any part of the preliminary exam, in consultation with their Supervisory Committee and the Ph.D. Committee, they will be required to retake the preliminary exam again in spring quarter of that year. The Supervisory Committee can decide whether the student must retake both the substantive and regional exams or only one. In either case, a written exam and oral defense are required. Only once the student has passed the preliminary exam may they schedule the general exam.

Any student who fails their preliminary exams is considered to be on academic probation and forfeits any possibility of Jackson School funding for the entire subsequent year.

4. Scheduling the Preliminary Exam

The written exams are scheduled by the JSIS PhD program. The first exam, on the student's substantive focus, takes place during the 24-hour period from 10:00 am on Friday of the 7th week of the quarter. The second exam, on the student's regional focus, takes place during the 24-hour period from 10:00 am on Friday of the 8th week of the quarter. Students who are non-native English speakers can request extra time on their exams from the PhD Committee. Such requests must be submitted to the Director of the PhD Program no later than December 1 of the student's second year.

The oral defense is scheduled by the student in consultation with their Supervisory Committee. As scheduling can be complicated, students should schedule their oral defense of the Preliminary Exam no later than 5:00 p.m. on the Friday of the 6th week of winter quarter. To schedule the oral defense, fill out this form (link to form) and submit it to the GPA via email or in person.

Preliminary Exam	
Task	Deadline
Schedule Oral Defense	5:00 p.m. Friday of the 6 th week of winter quarter
Send Bibliographies to Committee and GPA	5:00 p.m. Friday of the 6 th week of winter quarter
Complete First Written Exam (Field Focus)	10:00 a.m. Friday of the 7 th week of winter quarter
Complete Second Written Exam (Regional Focus)	10:00 a.m. Friday of the 8 th week of winter quarter
Complete Oral Defense	5:00 p.m. Friday of the 10 th week of winter quarter

B. General Exams

The General Exam is the dissertation prospectus defense and tests the substantive knowledge and methodology related to the proposed dissertation research. The intention of the oral defense of the dissertation prospectus is to assess a student's preparation to commence the data collection and writing of their dissertation. The Supervisory Committee will pose specific questions on the student's chosen methodology and their substantive knowledge of their dissertation research topic on the basis of their final prospectus draft, which will be submitted at least three weeks prior to the defense. The general defense will be graded on a Pass/Failure/High Pass basis.

Please note: your entire Supervisory Committee is responsible for administering your General Exam.

General Exams can take place at any time during spring quarter of year 2. However, students must submit their prospectuses to their committees, and cc the GPA, no later than Friday of the 7th week of the quarter. They must complete their oral exam no later than Friday of the 10th week of the quarter.

1. Committee members at General Exam

At least four members of the committee, including the Chair and GSR, must be present at the General Exam. Students are advised that it is their responsibility to ensure that the designated members of their committees, particularly the Chair and GSR, are available physically for the general exam. If they cannot be present, students should substitute or rotate in other members well in advance, including the Chair and GSR. The GSR must be physically present for the exam, while other members are allowed to video conference in. For complete rules about video conferencing, please see The Graduate School's policies ([link](#)). You should inform the GPA if anyone needs to video conference so they can arrange any necessary logistics.

2. The exam

The student should prepare and deliver a 20-30-minute presentation of their prospectus at the start of the exam. The committee will then question the student on the research question and methods proposed in the prospectus. The committee will also provide advice on the execution of the dissertation research and development of the dissertation itself.

The Chair will bring the warrant to the exam and, providing the committee approves the prospectus, will ask all committee members to sign the warrant. The Chair will then return the warrant to the GPA so they can record the results in MyGrad.

3. Policies for failing the General Exam

If the student fails the General Exam, they have up to two more chances to pass the exam, but the Jackson School will consider them to be in unsatisfactory progress status. JSIS will recommend to the Graduate School that the student be put on probation and the student will not receive funding from JSIS during the subsequent year. If the student does not pass the General Exam on their third try, taken no later than winter quarter of the third year, they will be dropped from the program.

Alternatively, if only some aspects of the prospectus are concerning to the Supervisory Committee, they can decide to pass the student, but require revisions. In this case, the revisions will be clearly specified and a deadline for submission of revisions to the Chair will be given.

4. Conferral of candidacy

Once the student fulfills all curricular requirements as described in the scheduling process and successfully passes the General Exam and the GPA receives the signed warrant from the committee, the student is eligible for doctoral candidacy status (Ph.C.). Three days after the last day of the quarter in which the General Exam was passed, the GPA will recommend the student receive candidacy status using the MyGrad portal. When the

Graduate School approves candidacy, the student is identified and designated as a Candidate and is awarded a candidate certificate, arriving approximately four months after the end of the quarter.

5. Scheduling the General Exam

Jackson School doctoral students are advised that the General Exam can only be scheduled if the student has (a) completed 60 credits, (b) received numerical grades in at least 18 credits of course work at the UW; (c) successfully passed all JSIS program requirements as designated on the Schedule; and (d) received the approval of the Supervisory Committee Chair as fully prepared to proceed to the General Exam stage.

To ensure the student has completed these requirements, they are required to meet with the GPA at the start of spring quarter of their second year. Once the student has confirmed they have successfully completed all requirements, they can start the process of scheduling their exam.

Ph.D. students are responsible for scheduling their General Exam in consultation with their committee and the GPA. Once Ph.D. students and their committee agree on a date and time, the student should request the GPA arrange a room for the exam. The student must then request a General Exam using their MyGrad Program portal. General Exams should be requested at least three weeks before the exam is scheduled. The GPA will ensure that the warrant is in the Chair's box before the exam.

General Exam	
Task	Deadline
Submit Prospectus to Committee and GPA	5:00 p.m. on Friday of the 7 th week of spring quarter
Schedule General Exam in MyGrad Program	5:00 p.m. on Friday of the 7 th week of spring quarter
Complete General Exam	5:00 p.m. on Friday of the 10 th week of spring quarter
GPA Recommends Candidacy to Graduate School	5:00 p.m. on Wednesday after last week of spring quarter

C. Final Examinations

The Final Examination (Final Exam) consists of the defense of the written and completed dissertation. The Reading Committee is responsible for reading and evaluating the dissertation prior to the Final Exam. The Final Exam is an oral exam conducted by the complete Supervisory Committee. All students must be enrolled for a minimum of two credits during the quarter they take their Final Exam and during the quarter they intend to graduate (if these quarters differ).

1. Committee members at the Final Exam

At least four members of the committee, including the Chair and GSR, must be present at the General Exam. Students are advised that it is their responsibility to ensure that the designated members of their committees, particularly the Chair and GSR, are available physically for the general exam. If they cannot be present, students should substitute or rotate in other members well in advance, including the Chair and GSR. The GSR must be physically present for the exam, while other members are allowed to video conference in. For complete rules about video conferencing, please see The Graduate School's policies (link). You should inform the GPA if anyone needs to video conference so they can arrange any necessary logistics.

2. Scheduling process

Your Final Exam must be completed no later than the Friday of the 10th week of the quarter in which the student intends to graduate. During the quarters before and the quarter of the student's intended graduation, they should be in regular contact with their committee and provide them with drafts of the dissertation. The Supervisory Committee is responsible for determining the student's readiness to take the Final Exam.

Once the student and the committee agree to schedule the exam, the student must agree upon a date and time with the committee. The student should email that information to the GPA and cc the Committee Chair. The GPA will arrange a room for the exam and convey that information to the student. The student should then go to the MyGrad Portal Student View ([link](#)) to request a doctoral exam, at least two weeks before your Final Exam. The student must also email their final dissertation to their committee (and cc the GPA) at least three weeks before the Final Exam. The GPA will ensure that the warrant is in the Chair's box before the exam.

3. The exam

The conduct of the final exam meeting differs and will be determined by the Committee Chair and communicated clearly to the student. In most cases, the student will be asked to leave the room while the committee confers as to whether the student is ready to defend the dissertation and the defense can proceed. If the committee decides to proceed, the student delivers a short presentation of their dissertation. The committee will then question the student on their research and findings. The student will be asked to leave the room a second time while the committee confers, and will then be brought back into the room to hear the committee's determination.

The Chair will bring the warrant to the exam and, providing the committee approves the dissertation, will ask all committee members to sign the warrant. The Chair will then return the warrant to the GPA so they can record the results in MyGrad. The Chair will also bring the Doctoral Thesis Supervisory Form for the committee to sign and return the signed copy to the GPA for processing before they send a digital copy to the student.

For the purposes of the Ph.D. Program only, the Reading Committee should assign its evaluation of the grade for the dissertation as Distinction, Pass, or Fail. The Reading Committee should also indicate whether the work should be nominated for the Graduate School Distinguished Dissertation Award. Reading Committee members should make these notes directly on the warrant before returning it to the GPA.

4. Revisions, reexamination, and dismissal from the program

A Supervisory Committee may formally pass a student but require revisions to the dissertation before it is deposited. In this case, the student and the Supervisory Committee should create a schedule for the student to submit revisions to the committee and the committee to approve the student's dissertation for official deposit. It is possible for a student to pass a Final Exam in one quarter and complete their revisions and submit their thesis during the following quarter. No more than one quarter should pass between the Final Exam and depositing the dissertation. If students need to submit revisions during the following quarter, they are responsible for registering and paying for at least two dissertation credits during that quarter.

A Supervisory Committee may require a student to complete further study and be reexamined at a later date. In this case, the student should discuss next research steps with their committee and work out a feasible timeline for reexamination. The student must formally reschedule their Final Exam as described under Scheduling Process.

A Supervisory Committee may also determine that a candidate is not recommended for further work towards the doctoral degree. The effect of this recommendation is the termination of the student's enrollment in the doctoral program. This is extremely rare and the student can mitigate this with regular communication and direction from the Supervisory Committee Chair.

5. Submitting dissertation on ETD

Once the student has passed the Final Exam, they must upload their dissertation into the ProQuest ETD Administrator website. Before uploading your document, students must make sure it is formatted to the Graduate School's specifications ([link](#)). For complete information on this process, students can download this cheat sheet ([link](#)). The dissertation must be uploaded no later than 11:59 p.m. on the last Friday of your graduating quarter.

6. Graduation Process

Once the Supervisory Committee approves a student's dissertation and informs the GPA that the student has passed their Final Exam, assuming all other requirements have been met, the GPA will recommend the student for graduation. Students are not responsible for applying for graduation. If you have any questions about this process, please email the GPA.

VII. Student Status and Standing

A. QPRs & APRs

The Ph.D. Program requires that all doctoral students file progress reviews on their academic performance on an annual basis. Progress reviews allow FAs/Chairs and the Ph.D. Committee to monitor student progress, learn about problems in a timely manner, and provide support as needed. It is also on the Annual Progress Report where students can request JSIS funding for the upcoming academic year, making it imperative for the student to submit the Report by the required deadline.

The GPA will email the APR forms to students and faculty. All students are advised that the Ph.D. Program requires typed and dated electronic copies of all APRs, which should be emailed to jsisphd@uw.edu. The specific timelines for the QPRs and APRs is as follows:

Review Type	Students Required to File	Date Student Receives Forms	Deadline to File
APR	Second-year Students & Above	March 2	1 st Day of spring quarter

The evaluation of the APRs is conducted by the Ph.D. Committee at its first meeting during the spring quarter. The Ph.D. Committee will then notify students whether their performance has been satisfactory or unsatisfactory. All communications to the student are copied to the FA/Chair. Students with questions about their evaluations are directed to approach their FA/Chair and then the Ph.D. Program Director.

B. Academic Progress

Doctoral students are expected to complete the required curriculum listed under Required Courses and Electives (link) within two years of entrance into the program. Students are required to pass the Preliminary and General Exams in the second year in order to be eligible to continue in the JSIS Ph.D. Program.

1. Satisfactory Progress

The Ph.D. Program defines satisfactory progress as follows:

- a cumulative annual grade point average (GPA) of 3.0 or higher
- a cumulative GPA of 3.0 or higher across the three quarters of the Research Tutorial
- a grade of 3.0 or higher in each of the two required foundational field seminars
- a grade of 3.0 or higher in at least one of the two required specialization courses and/or the independent study courses directed by the FA
- supporting evaluations by the FA and/or Chair of the Doctoral Supervisory Committee and subsequently the Doctoral Reading Committee

2. Unsatisfactory Progress

If a doctoral student fails to meet the JSIS Ph.D. Program's satisfactory progress expectations, as well as the requirements for satisfactory performance set out below, this fact will be noted at the end of their APR. Evaluations of unsatisfactory performance require the extensive involvement of the FA/Chair. The purpose of the evaluations is to ensure that the student can return to satisfactory performance.

In line with Graduate School rules, students will receive written notification of unsatisfactory performance, which can result in probation or final probation and the steps necessary to return to satisfactory performance by the Ph.D. Committee. Such notification always precedes the more drastic recommendation for dropping a student from the Ph.D. Program.

As required, the Director of the Ph.D. Program will transmit that information – that is, name of the student, recommendation for action (i.e. probation, final probation, or drop) – directly to the Graduate School.

Doctoral students may appeal the evaluation of the Ph.D. Program by filing a formal appeal with the Director of the Jackson School. After consideration, the Director of the Jackson School will make a recommendation to the Ph.D. Committee, which is forwarded to the Dean of the Graduate School.

C. Withdrawal

Students are directly responsible for withdrawing either in person or in writing if they are unable to attend any quarter in the academic year. Depending on when students withdraw, their courses may or may not be recorded on their UW transcript. Also depending on when they withdraw, students may or may not be eligible for a refund of all or a portion of their tuition and fees for a given quarter. Withdrawal from any quarter prior to the first day of the quarter for a newly admitted student invalidates the status as a continuing student. Students who withdraw during the first week of two consecutive quarters will not be eligible to register as a continuing student for the third quarter. Students are advised to see the complete details and full set of requirements at the URL indicated above and to also take account specifically of the time-bound procedures in the [student guide](#).

D. On-Leave status

Students must be accounted for (i.e., either registered or officially on-leave) during every term except summer quarter until they complete their degree. Any student who does not apply for on-leave status before going on leave for one or more quarters during the academic year will be dropped from the UW Graduate School and will need to request reinstatement to the UW before returning.

Filing for on leave status: If you must take a leave of absence for personal or professional reasons, please notify the GPA via email or in person first. Then [submit an online request](#) to go on leave using your MyGrad Program portal. You must submit an on-leave request each quarter you are absent from the university. Students must have completed at least one quarter of study prior to filing an on-leave petition. International students must have completed at least 3 quarters of full-time work before they submit an on leave petition.

Once your request has been submitted, the GPA will approve or deny your request and you will then be prompted to pay a \$25 non-refundable fee. On-leave requests can be submitted as early as two weeks prior to the start of the quarter, but they must be submitted, approved, and paid for no later than 11:59pm PST on the last day of instruction (or the 10th week of the quarter). The Graduate School has additional information about this process on [this website](#).

Returning from on leave status: In order to return from on leave status, simply register for the quarter you wish to return. Please also notify the GPA so they can make any other necessary arrangements.

E. Reinstatement

If you failed to maintain your graduate student status (in other words, if you did not apply for on leave status and simply stopped registering for classes), and you wish to resume your studies, you must first contact the GPA and the GPC to request permission. Once you have received permission from the GPC, [you may request reinstatement to the Graduate School](#).

Requests will be approved or denied by the GPA according to previous communication. If your request is approved, you must pay a non-refundable fee of \$250 before you are eligible to register for the reinstatement quarter.

VIII. Policies

The Ph.D. Program is bound by the UW Graduate School policies. Please familiarize yourself with all pertinent [Graduate School Memoranda](#) and all [Graduate School Doctoral Policies](#).

A. Enrollment Requirements

Graduate courses are normally restricted to those designated at the 500 to 800 levels. However, some courses at the 300 and 400 levels may be part of the graduate program when acceptable to the Doctoral Supervisory Committee and The Graduate School. Approved courses at the 300 level are accepted only in the minor/supporting field in the graduate program, are not included in the calculation of the GPA, and do not apply toward the minimum Graduate School requirement of 18 graded credits for the doctoral degree.

Approved courses at the 400 level may be accepted as part of the major, minor, or supporting field in the graduate program. With the exception of summer, students are limited to a maximum of 10 credits per quarter of any combination of courses at the 600, 700, or 800 level.

Full-time quarterly enrollment for graduate students is 10 credits.

B. Repeating a Course

Students may repeat any course multiple times but can apply the credits earned only once toward the degree requirement. The first and second grades will be included in the cumulative GPA, whereas all subsequent grades will only appear on the permanent record.

C. Grading System for Graduate Students

Student grades are entered as numbers with the highest grade at 4.0 (corresponding to an A), followed by 3.0 (corresponding to a B), and 2.0 (corresponding to a C). Grades below 1.7 are recorded as 0.0 and do not qualify for course credits. A minimum of 2.7 is required in each course that is counted toward a graduate degree. A minimum GPA of 3.0 is required for graduation. Students are advised to see the complete details and full set of requirements on grades (Numeric, Incomplete, No grade, Satisfactory/Not-Satisfactory, Credit/No Credit, Withdrawal, Hardship Withdrawal), including Graduate School Memo 19: [Grading System for Graduate Students](#).

D. Final Quarter Registration

Students are required to maintain registration as a full- or part-time doctoral student at the UW in the quarter the doctoral degree is conferred. Students who do not complete all degree requirements by the last day of the quarter must be registered for the following quarter. Students are advised to see the complete details and full set of requirements [online](#).