

## JACKSON SCHOOL – Ph.D. HANDBOOK

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## I. General Information

The Jackson School of International Studies (JSIS) Ph.D. in International Studies provides a unique opportunity for candidates who seek a highly individualized graduate program grounded in applied area and global studies. The program reflects the Jackson's School's scholarly commitment to the centrality of history, culture, and politics in advancing the understanding of and engagement in world issues.

The program is designed to provide students with the flexibility to apply, and build on, their existing field connections, area knowledge, research questions, and language skills. Working with faculty with expertise in international and area studies, students design their studies in ways that will best support their career plans. Toward this end, students will have the opportunity to select a broad set of possible final products, from dissertation to policy papers, that best allows them to engage and share their research questions and conclusions.

### 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 EMIS programs in JSIS. In the terminal year of that degree, such a student would apply for admission to the Ph.D. Program.

The JSIS Ph.D. program is particularly well suited for candidates with:

- professional experience in think tanks, NGOs, government organizations, and advocacy organizations whose work engages with international issues and/or foreign regions looking to gain academic expertise to further their professional career objectives in similar types of organizations
- significant academic training in international or area studies interested in returning to their home countries to advance academic careers
- interests in global issues (such as religion, technology, security, diplomacy, health, human rights, disability studies) and/or gaining deep regional expertise in areas including Africa, Americas, Arctic, Asia, Europe, Latin America, Eastern Europe, and the Middle East

The JSIS Ph.D. can be an accelerated one (with completion of the degree in three years), especially for students who are supported by their government or other sources that provide three years of full funding. Otherwise, students typically require four to six years to balance teaching assistant responsibilities, grant applications, and research trips complete with coursework.

### 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, personal history statement, writing sample, curriculum vitae, letters of recommendation, and all undergraduate and graduate transcripts. We also strongly recommend submitting GRE test scores sent directly by the Educational

Testing Service; in addition, most international students have to submit TOEFL or IELTS scores to fulfill the [Graduate School's English language proficiency](#). The deadline for receipt of all application materials is December 31 of the year.

The JSIS PhD program views connection with JSIS faculty members who can serve as an academic mentor, especially during the first year of the program, as a tremendous benefit for students. In order to ensure that students can start their Ph.D. program with mentors/advisors in place, we expect candidates to contact JSIS faculty members and consult them as part of the application process. (If you need help identifying faculty members, please reach out to our Graduate Programs Adviser, Jesús Hidalgo; [jhidalgo@uw.edu](mailto:jhidalgo@uw.edu)). In addition, the admission's committee strongly suggests that applicants have already asked a JSIS faculty member about potentially chairing their doctoral supervisory committee. Please list below any faculty member who you have consulted with during the application process and whether you have discussed the possibility that they might serve as the chair of your doctoral supervisory committee.

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

### C. Departmental Funding Policy

JSIS supports students in the program by prioritizing a limited number of TA positions for our Ph.D. students. Our goal is to guarantee all accepted Ph.D. students up to a total of twelve TAs per quarter during the first five years of the Ph.D. Program. UW TAs require about 220 hours of assigned work per quarter. Ph.D. students are encouraged to seek additional funding opportunities through JSIS Centers and programs.

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. Applicants are encouraged to explore these options:

- UW Graduate School Fellowships
- UW College of Arts and Sciences Scholarships
- GSEE Graduate Diversity Fellowships & GSEE Top-Off Awards
- Foreign Language and Area Studies Fellowship (FLAS)

## 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 Ph.D. Program's website](#). 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.

Broader questions or issues can also be brought to the Associate Director for Graduate Studies in the JSIS school who serves as the Director of the PhD program. 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 Director

JSIS Associate Director of Graduate Studies, Professor Noam Pianko, serves as the Ph.D. Program Director. The PhD Program director oversees all aspects for the program, makes decisions regarding individual student requests for deviations from the typical schedule or requirements of the program, on a case-by-case basis in consultation with the faculty advisor. 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.

### B. Graduate Program Adviser (GPA)

The Graduate Program Adviser is Dr. Jesús Hidalgo. He 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.

### C. Faculty Advisors

All Ph.D. students will have an official Faculty Advisory throughout their studies. Please work with the GPA to fill out a faculty advisory form before starting your first quarter. In general, faculty advisors will be the JSIS faculty member you identified during your application process

as your primary faculty mentor. You may change your official faculty advisory at any point during your studies by updating your faculty advisor form with the GPA. FAs may or may not go on to serve as Chairs or Members of the Supervisory Committee.

Faculty advisors serve the following roles during your study:

- Orient students to JSIS during their first year of studies
- Serve as faculty contact for questions about your coursework and academic trajectory
- Help identify resources on specific intellectual trajectories, graduate classes, grant and fellowship applications, doctoral dissertations, etc.
- Guide 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”).
- Complete yearly APR by 1st Day of Spring quarter

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. Both a FA and a student will sign an agreement confirming these expectations and making this faculty assignment official at the beginning of the academic year (see Appendix A).

We understand that this commitment is up to revision as faculty members’ schedule and students’ potential research interests could vary over the course of the program. Changes to faculty advisors are acceptable/encouraged if FA and/or student think this modification is in the best interest of the student’s progress but must be communicated to GPA and Ph.D. Program Director in advance for approval.

Students are welcome to reach out to other faculty to serve as informal/formal advisors throughout your time at the school. If you have any questions or concerns around advising, please reach out to GPA or Ph.D. Program Director.

## IV. Curriculum

### 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.

## B. Required Courses and Electives

### 1. JSIS 501 – Comparative International Studies (5 cr., Autumn)

The primary goal of this seminar is to provide an understanding of the historical origins of the international system, its inherent contradictions, and future directions. Through readings, discussions, and written assignments, students will learn how to use the global context to ask comparative questions across historical periods, geographical areas, cultures, and institutions.

Most of the readings that are assigned in this seminar take a global perspective. They discuss specific time periods and discuss how the ideas, relations, structures, and institutions that define our world developed in these junctures. The course will also consider how these changes affected different parts of the world, what kind of contradictions and conflicts they led to, and how these conflicts were (or were not) resolved.

### 2. JSIS 511 – Research Methods-Research Design (5 cr., Winter)

In this course, students will learn concepts of research design. Similar to other graduate classes, especially methods-oriented training classes, the purpose of this class is not only to help students learn about concepts, but to help students learn to use these concepts in their own research. As the foundation of any project, research design is arguably the most important part of the research project. Analogous to the foundation of a house, a strong design is necessary for the success of a project. Without sound research questions and design, the methods, evidence, and conclusions of a project might be inaccurate or misleading, and will definitely not be convincing or publishable.

In an academic setting, the primary documents in which research design is displayed are prospectuses (a plan for the dissertation) and grant proposals. As such, these two types of documents contain the same conceptual information: what the researcher plans to study and how they will study it. The only difference between these two types of documents is the style of writing and any particular guideline elements of specific grants.

### 3. JSIS 595 – Research Methods-Statistics Literacy for International Studies (5 cr., Spring)

Statistical literacy is a crucial skill for researchers in a wide range of topics and disciplines. Even if your own work does not integrate statistical methods, your field or professional area will likely include key literature built on statistical models and data. This course is meant to give students, especially those not planning to specialize in quantitative methods, the basic tools to understand and integrate quantitative analysis into their research. These tools will open the door to a broader range of conversation partners and academic studies. The course will try to feature studies and methods from many disciplines, depending on student interests.

4. Any approved course from the list of [QUAL Methods Courses](#) (which includes JSIS 595 C) OR a Qualitative Methodology from any campus unit (must be approved by the PhD Program Director) (3-5 cr.)

In addition to JSIS 595, all Ph.D. students are required to take one (1) additional research design and methods course, which could 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.

In addition to this methods course 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. 2 required JSIS Area Studies Courses (10 cr.)

These courses have a "JSIS A" code on Time Schedule and UW MyPlan; look for 400- or 500-level courses only.

6. 1 required JSIS Thematic Course (5 cr.)

These courses have a "JSIS B" code on Time Schedule and UW MyPlan; look for 400- or 500-level courses only.

7. 40 elective credits

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 thematic course requirement, and to also present an opportunity for them to situate it in specific areas of the world. 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.

In addition, and 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. Director, in consultation with faculty, then determines which courses are eligible for transfer. The GPA petitions the Graduate School to waive the credits, as determined by the Ph.D. Director, and the Graduate School either approves or denies this petition. The GPA then notifies the student how many credits were waived.



8. **JSIS 800: min. 27 dissertation-writing 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.

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

<b>Course Number</b>	<b>Course Title</b>	<b>Total Credits</b>
<b>JSIS 501</b>	Comparative International Studies	<b>5</b>
<b>JSIS 511</b>	Research Design and Methods for International Studies	<b>5</b>
<b>JSIS 595</b>	Research Methods-Statistics Literacy for International Studies	<b>5</b>
	Qualitative Methodology -- any approved course from the list of QUAL Methods Courses OR approved qualitative research course from any campus unit (must be approved by JSIS Program Director) (5 cr.)	<b>3-5</b>
<b>As relevant</b>	2 required JSIS Area Studies courses	<b>10</b>
<b>As relevant</b>	1 required JSIS Thematic Course	<b>5</b>
<b>JSIS 800</b>	Dissertation Credits (Required minimum spread over 3 quarters by The Graduate School)	<b>27+</b>
<b>As relevant</b>	Elective Credits at the Jackson School or other UW departments AND up to 30 approved credits from other UW Graduate Degrees or non-UW Graduate Degrees	<b>40-42</b>
<b>Total Minimum Credits</b>		<b>100+</b>

C. Sample Course Schedule for Year 1 and Year 2

Year 1			Year 2		
Qtr	Course	Cr.	Qtr	Course	Cr.
Autumn	JSIS 501: Comparative International Studies	5	Autumn	Area Studies OR Thematic Course	5
	Area Studies OR Thematic Course	5		Elective	5
	<b>Program Requirement:</b> Doctoral Supervisory Committee Confirmed				
Winter	JSIS 511: Research Design and Methods for International Studies	5	Winter	Area Studies OR Methods Course	3-5
	Area Studies OR Methods Course	3-5		Elective 1 and 2 (if Methods course is 3 credits)	5-10
	Elective (if Methods course is 3 credits)	5			
	<b>Program Requirement:</b> Annual Progress Review				<b>Program Requirement:</b> Preliminary Exams; Annual Progress Review
Spring	JSIS 595: Research Methods-Statistics Literacy for International Studies	5	Spring	Dissertation Credits	5+
	Thematic Course OR Methods Course	3-5		Area Studies OR Thematic Course	5
	Elective (if Methods course is 3 credits)	5			
					<b>Program Requirement:</b> General Exams; Doctoral Reading Committee
<b>Total Credits Year 1</b>		<b>30+</b>	<b>Total Credits Year 2</b>		<b>30+</b>

## D. 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.

When determining your committee chair, please note that your chair must be a member of the Graduate Faculty. Graduate Faculty are members of the University faculty who have been designated by the Dean of the Graduate School as actively participating in graduate education. Please see [the database of all Graduate Faculty](#).

**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 at the UW (as stated [on this webpage](#)), 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](#) (check the "Core Faculty" list). The GSR must also be a member of the Graduate Faculty (i.e. must be listed as Graduate Faculty [on this webpage](#)) 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](#) 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 on 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 Ph.D. Director. 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](#) and submit it to the GPA via email or in person.

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

### B. General Exam

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](#). 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 on 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
<i>Submit Prospectus to Committee and GPA</i>	5:00 p.m. on Friday of the 7th week of spring quarter
<i>Schedule General Exam in MyGrad Program</i>	5:00 p.m. on Friday of the 7th week of spring quarter
<i>Complete General Exam</i>	5:00 p.m. on Friday of the 10th week of spring quarter
<i>GPA Recommends Candidacy to Graduate School</i>	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](#). 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 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](#). 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. 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](mailto:jsisphd@uw.edu). The specific timelines for the APRs is as follows:

Review Type	Students Required to File	Date Student Receives Forms	Deadline to File
APR	All students	March 2	1 <sup>st</sup> Day of Spring quarter

APRs will be reviewed by the GPA and the Ph.D. Director with input from faculty. Students will be then notified if there are any changes in their academic standing. 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 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:

- maintaining a cumulative annual grade point average (GPA) of 3.0 or higher (Note: I grades and X grades are not counted towards student's GPA but they could prevent you from having a satisfactory progress if you received these grades for a core requirement course)
- achieving an average cumulative GPA of 3.0 or higher across the required methods and research courses (JSIS 501, JSIS 511, JSIS 595 & QUAL course)
- obtaining supporting evaluations by the FA and/or Chair of the Doctoral Supervisory Committee and subsequently the Doctoral Reading Committee
- complete the 40-42 credits for electives; 10 for Area Courses, and 5 for Thematic Course (courses with I grades and/or X grades are not counted) and General Exams by the start of student' seventh quarter
- a student has met with GPA at least once per year to review academic progress

### 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. Director. 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. Director, 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 400 level **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 the [UW's Grading Scale](#) and the respective notes about 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](#).

## AGREEMENT BETWEEN JSIS FACULTY ADVISOR (PRIMARY ADVISOR) AND JSIS PH.D. STUDENT

I, Prof. \_\_\_\_\_ agree to serve as primary advisor for  
\_\_\_\_\_ (Student's Name).

By signing this document, we understand that these are our responsibility and duties.

### PROFESSOR:

- Orient students to JSIS during their first year of studies
- Serve as faculty contact for questions about your coursework and academic trajectory
- Help identify resources on specific intellectual trajectories, graduate classes, grant and fellowship applications, doctoral dissertations, etc.
- Guide 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").
- Complete yearly APR by 1st Day of Spring quarter
- Acquaint themselves with their obligations and deadlines in the Ph.D. Program as they supervise the work of students.
- Proactively notify GPA or Ph.D. Director if they have any concerns about their student's academic progress
- Proactively nominate students for awards and support efforts by students when applying for grants and fellowships

### STUDENT:

- Meet regularly with FA to discuss academic progress, funding opportunities and compliance with Ph.D. program requirements
- Proactively raise any issues that could impact academic standing
- Notify GPA or Ph.D. Program Director if you have any questions or concerns with your FA
- Keep track of your academic progress by using the guidelines explained on pp. 20-21 (Handbook)

**We understand that this commitment is up to revision as faculty members' schedule and students' potential research interests could vary over the course of the program. Changes to faculty advisors are acceptable/encouraged if FA and/or student think this modification is in the best interest of the student's progress but must be communicated to GPA and Ph.D. Program Director in advance for approval.**

\_\_\_\_\_  
(Professor's signature)

\_\_\_\_\_  
(Student's signature)

\_\_\_\_\_  
Date