

# The University of Washington

## PROGRAM OF STUDIES IN MARINE & ENVIRONMENTAL AFFAIRS FOR STUDENTS ENTERING AUTUMN 2022

*The School of Marine & Environmental Affairs fosters comprehensive, long term and proactive approaches to marine and environmental policy and management.*

### I. Introduction

The Master of Marine Affairs (M.M.A.) degree is granted by the School of Marine & Environmental Affairs (SMEA), an academic and research unit of the College of the Environment. The M.M.A. degree program is a two-year graduate course of studies requiring the completion of 59 credits. The M.M.A. is designed to familiarize students with a diversity of conceptual and methodological approaches and fields of inquiry in Marine and Environmental Affairs.

The SMEA offers two tracks—a professional track and a thesis track—for completing the Master of Marine Affairs degree, depending on the student's interests and career plans. Both tracks require completion of the core curriculum and a minimum of 59 credits. Students select their track by **December 15<sup>th</sup> of their first year.**

#### *Professional Track*

Students in the professional track have two options: they can meet the requirements with course work only or complete a team capstone project in addition to course work.

- Students with specific career needs and goals, such as those already established in careers or those intending to change careers, are among those likely to benefit from the **courses-only track**. Under this option, all 59 credits are accrued through coursework. Students wanting to pursue the courses-only track should work with their faculty advisor to develop a detailed plan of coursework to submit on or before **April 7<sup>th</sup> of the first year.**
- Students interested in working in a team to address a specific, client-oriented policy or management problem may choose to engage in a **capstone project**. The capstone project and presentation account for nine of the 59 credits required for graduation. Project titles and abstracts are provided to students in early autumn quarter of the first year, with detailed capstone project descriptions presented later in fall quarter during which students can interact with clients/partners and faculty sponsors. Students will have the opportunity to submit their ranked choices of capstone projects by November 23<sup>rd</sup>, and then formally commit to selected capstones on or before December 15<sup>th</sup>. Students pursuing a concurrent degree in another UW graduate school/program that prolongs their time-to-graduation and prevents them from engaging in a capstone project in their second year should indicate in writing to the Graduate Program Advisor by December 15th that they would like to delay their track selection decision until their second year. Capstone students will submit a capstone management plan on or before April 7<sup>th</sup> of their first year.

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### ***Thesis Track***

Students in the thesis track are expected to prepare and submit a master's thesis that meets the academic and professional standards of SMEA. A manuscript suitable for submission to a peer-reviewed journal or an equivalent product meets these standards. Fifteen credits of the 59 required for graduation are devoted to thesis research and presentation. The thesis track requires submission of a brief description of the thesis project and the name of the thesis chair by **December 15<sup>th</sup>** of the first year. Thesis-track students are required to submit a thesis prospectus by **April 7<sup>th</sup>** and nominate their thesis committee (thesis advisor and committee member) by the last day of spring quarter in their first year. Submission of the complete prospectus will allow the student to enroll in SMEA 700 credits. Students are welcome to submit their prospectus in fall 2022 or winter 2023 to allow for enrollment in SMEA 700 credits in their first year.

### ***Required Credits***

The required credits are distributed among the following topics:

- A. The Core Curriculum** typically consists of 26 credits for the professional track and 29 credits for the thesis track:

<b>Core Requirement</b>	<b>Credits</b>
Introduction to The Human Dimensions of Global Change: SMEA 500	3
Environmental Equity & Justice	3
Marine Law	3
Policy Analysis	3
Economics	3-4
Policy Process	3
Marine Science	3
Research Methods	3 for professional track; 6 for thesis track)
First Year Advising	2

- B. Electives** Students must take *at least* the number of electives required to bring the total number of credits to 59. Typically, this means about 33 credits for the courses-only track, 24 credits for the capstone track, and 15 credits for the thesis-track students, but credits may vary from student to student. A minimum of 9 elective credits must be taken within SMEA and must be listed with an **SMEA** prefix in the time schedule. SMEA 600B (Advising) does not satisfy this elective requirement.

**C. Capstone/Thesis**

**Capstone Project and Presentation** The capstone project and presentation account for 9 credits and are required for students in the professional track who choose the capstone option.

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**Thesis and Thesis Presentation** The thesis and presentation account for 15 credits and are required for thesis track students.

Note: If more than the required number of courses is taken from the Core Curriculum, the surplus credits may count towards elective credits, reducing the number of elective credits required. In any case, the total credits to graduate must be at least 59.

Details of course requirements are discussed in Section III.

## II. Progress towards the M.M.A. Degree

The first year of study is devoted to developing a comprehensive understanding of marine and environmental affairs, as well as strengthening analytical skills, demonstrated by making substantial progress toward the completion of the core course requirements and electives.

During the second year of study, students are expected to develop competence in a particular aspect of marine and environmental affairs through additional course work, preparation of the thesis, or completion of the capstone project.

### *Advising and expected timeline for completion of requirements*

SMEA students receive advising from different sources throughout their time in the program based on the type of guidance needed.

The **Graduate Program Advisor** (GPA) is an SMEA staff member who collects track selection and completion documents, committee nomination forms, exceptions, waivers, and graduation forms to be added to the student file. They also provide add codes, instructor codes, notification of upcoming deadlines, program requirements, and graduation logistics.

The **Graduate Program Coordinator** (GPC) is an SMEA faculty member who serves to 1) review student's requests for waivers, change of track and/or change of advisor, 2) review degree progress reports and transcripts for graduation, and 3) notify students of unsatisfactory progress (if necessary).

**SMEA Faculty Advisors** help guide students throughout their time in the program to build a rigorous course of study and to ensure progress towards completion of the degree.

In Autumn quarter of the first year of study, students will be advised collectively by the SMEA faculty. Advising will be offered on a drop-in basis, with at least one session available in nearly every week of the quarter. The purpose of advising meetings in Autumn quarter is to prepare students to advance in the program by providing information about course selection, degree planning, track selection, and other curricular issues.

In Winter quarter of the first year, students will work with individual faculty advisors who will supervise their thesis, capstone, or courses-only plan. Students are expected to meet with their faculty advisors on a regular basis, typically on a weekly or bi-weekly basis. ***It is the shared responsibility of students and advisors to ensure that regular meetings are held and that the advising needs of the students are met.***

## 2022 MMA DEGREE REQUIREMENTS CONTINUED

Policies to guide advising and course selection:

- 1) At the start of Winter quarter, student and advisor develop a course plan for the remainder of year. This plan is recorded on the Degree Progress Report form and approved by the faculty advisor (with the understanding that course availability and academic priorities can change as a student's focus and priorities change). The course plan reflects SMEA course requirements, academic needs, professional development, course availability, and student interest.
- 2) Student and advisor review (and if necessary, revise) the above plan every quarter, accounting for academic needs and/or changes in course offerings.

Students are required to register for one credit of advising (SMEA 600B) during each of autumn and winter quarters of their first academic year. One independent study credit is consistent with an expectation that students will engage in three hours per week of work in relation to this requirement, which can include time spent planning coursework and research, reading relevant literature, and meeting with faculty during each quarter for which they are so registered. Students should communicate their informational and academic needs to their advisor, including adjustments that could enhance student academic success.

The primary purpose of autumn quarter advising is to help students determine the most appropriate track and option for advancement in the program. By December 15<sup>th</sup>, students will select a specific track and option and identify a likely faculty advisor. See Section D of this Program of Studies for requirements for the professional track and Section E of this Program of Studies for requirements for the thesis track.

The primary purpose of winter quarter advising is detailed specification for completion of the degree requirements in the selected track and option. (Once again, see Section D of this Program of Studies for requirements for the professional track and Section E of this Program of Studies for the requirement for the thesis track). At this time, students **must** select a faculty advisor who guides their academic development and progress. Students selecting the courses-only option will choose an advisor with appropriate disciplinary expertise. Students selecting the capstone track will be advised by the faculty capstone advisor after opting into a specific capstone. The thesis committee chair serves as the faculty advisor for thesis-track students.

It is expected that in most cases, students will register for SMEA 600B with their selected courses-only faculty advisor, thesis committee chair, or faculty capstone advisor in winter quarter 2023. Students, especially thesis-track students, are encouraged to engage early with faculty whose research interests them to identify their faculty advisor/thesis committee chair. Once an agreement has been reached between the advisor and the student, the advisor will assume the role of faculty advisor and assist the student in further planning her/his academic program, developing a thesis research strategy, and selecting additional thesis committee member(s). This will culminate in the submission of a thesis prospectus to be submitted to the Graduate Program Advisor on April 7<sup>th</sup> of the first year, followed by the thesis committee nomination form on the Friday of finals week in spring quarter of the first year.

If a student has not selected a degree track and faculty advisor by December 15<sup>th</sup> of the first year, the student will be placed in the courses-only option in the professional track and will be required to submit the detailed plan of courses within one week.

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### Satisfactory Progress

"Satisfactory progress" refers to a student's ability to meet the academic standards set by the University of Washington Graduate School and the School of Marine and Environmental Affairs. In particular, students are required to maintain consistent progress towards completing core, elective, and track-specific requirements, as well as a quarterly and cumulative grade point average of at least 3.0 (B). Students falling below this minimum will be notified by the Graduate Program Coordinator, and, if necessary, a meeting will be scheduled to discuss corrective action. Depending on the situation, students on probation may not be accepted into thesis track or capstone option. Course grades below 2.7 will not count toward graduation.

- Full-time status. Some graduate funding sources, for example RA- and TA-ships, require full-time status, which typically is defined as 10 credits during the academic year and 2 credits during summer quarter.
- Length of Studies. M.M.A. requirements normally are completed in five to seven academic quarters. (Summer quarter attendance is optional, and generally accelerates progress towards the degree). The Graduate School requires completion of the degree within 6 years from the time the student began the program.
- On-Leave Status. To maintain graduate student status, all students must register for credits each quarter (except summer) or officially go on leave. Students must apply for 'On Leave Status', have it approved by the Graduate Program Coordinator, and pay the required fee. This must be renewed each quarter for which leave status is desired. If a student fails to either sign up for credits or go on leave, the student will have to apply to the Graduate School for reinstatement and pay an additional reinstatement fee.
- Incomplete Grades. Students must have completed the required 59 credits at graduation. If any of the required courses have an "Incomplete" grade, a contingency will be placed on granting the degree. Any exceptions to this rule must be approved in writing by the faculty advisor and the Graduate Program Coordinator.

### General SMEA Policy on C/NC

The SMEA policy regarding the C/NC option specifies that all core and elective courses be taken for a grade. Exceptions to this policy exist if the course is offered **only** on a C/NC basis. All other requests for an exception must be approved by the Graduate Program Coordinator. Approval to substitute the C/NC option for a grade must be obtained in writing from the GPC at the **beginning** of the quarter in which the course is offered. Approval will not be granted after the course is completed.

SMEA 550 (Special Topics) may be offered as C/NC at the discretion of the instructor. SMEA 600B, SMEA 650 and SMEA 700 are exceptions to this requirement and may be taken for C/NC. For courses outside SMEA, students must obtain permission from the Graduate Program Coordinator to take a CR/NC **before the start of the quarter** in order to count these credits toward graduation. This document must appear in the student's file.

## 2022 MMA DEGREE REQUIREMENTS CONTINUED

### Procedures for Academic Dispute Resolution

The following options are available to students in the event of academic disputes:

Academic unit's internal process; initiated by the student:

- Talk with the professor involved (this is the first and most appropriate step);
  - Talk with the appropriate faculty advisor;
  - Consult with the GPC;
  - Meet with the SMEA Ombudsman;
  - Communicate the issue to the SMEA Director.
- In cases where the student feels it is necessary to go beyond SMEA, they can:
    - Contact the University Ombudsman.
    - Reach out to the College's Student Academic Grievances Committee, to request a hearing;
    - Students contesting their individual grades or evaluation: cases initiated by the student are covered by the **University Handbook, Vol. Four, Part III, Chapter 11, Section 2**;
    - Students addressing discrimination on the basis of race, religion, color, creed, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran: cases initiated by the student are referred to the **Resolution of Complaints Against University Employees** Procedure contained in University of Washington Administrative Policy Statement 46.3.

In a case where a faculty member needs to refer a student for disciplinary proceedings:

- Faculty initiated complaint against a student for misconduct, including plagiarism and cheating fall under the provisions of the Student Conduct Code contained in the **University Handbook, Vol. Three, Part III, Chapter 1** and *Chapter 478-120 WAC*.

### III. Master of Marine Affairs Degree Requirements

Conferral of the M.M.A. degree depends upon meeting the standards of academic performance established by the University of Washington Graduate School and upon satisfactory completion of the Master of Marine Affairs Degree Requirements. Course descriptions and required prerequisites for the courses may be found in the University of Washington General Catalog (<http://www.washington.edu/students/crscat/smea.html>).

Note: Students are responsible for assuring that courses offered outside SMEA meet the intent of the SMEA requirement. Course instructors and content often change, frequently at the last minute, but course numbers and course titles remain the same. Consult the GPC to determine whether a course meets the goals of the SMEA requirement.

#### A. The Core Curriculum

The SMEA core requirements include classes from each of the following core areas of knowledge and skills:

## 2022 MMA DEGREE REQUIREMENTS CONTINUED

### **1. *Introduction to The Human Dimensions of Global Change, SMEA 500 (3 credits)***

Marine and environmental affairs (MEA) draws together perspectives and approaches across the natural and social sciences, humanities, policy, law, and environmental justice to address complex issues in marine and coastal systems. This course will introduce students to the practice of MEA by exploring interdisciplinary and transdisciplinary perspectives and multiple ways of knowing in MEA; approaches to collaborative problem-solving and decision-making; and ethical engagement with communities in environmental management contexts. Students will gain practice in reading, writing, communication, and teamwork to provide a foundation for working in diverse teams in policy, research, and community-engagement settings.

Please note that the course title is in the process of being updated to reflect this focus on introducing students to the practice of marine and environmental affairs, with an emphasis on human dimensions.

### **2. *Environmental Equity and Justice (3 credits)***

Environmental equity and justice manifest themselves differently in local, national, and international realms. This requirement offers students a choice of examining environmental equity and justice concerns in various arenas, each with distinct intellectual lineages and histories, overlapping concerns, and recent fruitful cross-pollination by scholars working across two or more fields.

Currently, there are three permanent courses: SMEA 572, SMEA 473/573, SMEA 474/574) and one SMEA 550 topics course to satisfy this requirement in SMEA, however others may be added:

- SMEA 572 Environmental Justice and Political Ecology Field Course: Indigenous Perspectives, Coalitions and Activism (5 credits) *Offered Fall 2022*
- SMEA 473/573: Practicum in Community-Engaged Ecocultural Research
- SMEA 474/574: Environmental Justice in a Changing World

#### SMEA 550 Topics Courses:

SMEA 550: Indigenous Sovereignty and Environmental Justice

Many undergraduate and graduate courses in the departments of Geography, Anthropology, Comparative History of Ideas, American Indian Studies, the Jackson School for International Studies, and American Ethnic Studies potentially satisfy this requirement, if they substantively engage with issues of race, Indigeneity, or other

## 2022 MMA DEGREE REQUIREMENTS CONTINUED

dimensions of equity and justice. To determine whether a course will satisfy the requirement, obtain a copy of the syllabus from the instructor and send it to Prof. Beaudreau with a 1-paragraph description of why you think this course satisfies the requirement.

*Note: The SMEA EEJ Speaker Series course **does not** satisfy the EEJ core requirement.*

### 3. *Marine Law (3 credits)*

The law requirement is designed to give students exposure to a body of legal principles developed through treaties, statutes, and/or judicial and administrative decisions affecting a specific marine affairs topic. U. S. Ocean and Coastal Law, constrained to a significant extent by the International Law of the Sea, provides the basis for most of the policies that are applied within the U.S. Exclusive Economic Zone and the coastal zone.

- The course that meets the Law requirement is:

SMEA 515 U.S. Coastal and Ocean Law (3 Credits)

### 4. *Policy Analysis (3 credits)*

The purpose of this requirement is for students to be exposed to the various theories and tools of policy analysis (e.g., cost/benefit analysis, feasibility study, forecasting) and how those tools are applied by practitioners.

The course that meets this requirement is:

SMEA 519. Marine Policy Analysis (3 Credits)

### 5. *Economics (3 credits)*

The SMEA economics requirement assures that SMEA students understand the basics of microeconomics in application to marine policy. SMEA students may satisfy their economics requirement in two ways.

SMEA 536. Applied Microeconomics for Marine Affairs (3 credits)

FISH 561. Resource Economics for Management & Policy (4 credits)

Note: This course is typically offered in autumn quarter of every year.

### 6. *Policy Process (3 credits)*

The Policy Processes requirement provides students with an understanding of the dynamics that drive policy formulation, adoption, and implementation at various levels. An explicit analytical approach is used to study the how, why,



## 2022 MMA DEGREE REQUIREMENTS CONTINUED

and what of policy processes at the state, national, or international level. The following course fulfills this requirement:

SMEA 521. Climate Change Governance (3 credits)

### **7. Marine Science Requirement (3 credits)**

The objectives of the science requirement are to familiarize SMEA students with the physics, chemistry, and biology of the ocean; with hypothesis-testing approaches as they are used in marine research; and with methods of data collection and analysis for marine research purposes.

The basic science course for SMEA students who do not have a strong undergraduate background in oceanography and marine science is:

SMEA 591. Marine Science in the Coastal Zone (3 Credits)

Students who have completed more than one upper-division marine science course at the undergraduate level may qualify for a waiver from SMEA 591. Contact Prof. Klinger directly for consultation. Students who are waived from SMEA 591 are required to take at least one 400 or 500-level science course. Multiple advanced science courses offered within the College can be used to meet the science requirement for those waived from SMEA 591. Within SMEA, the following course meets this requirement for students waived from SMEA 591:

SMEA 510. Topics in Marine Ecology (3 credits)

*Offered in Spring 2023*

### **8. Research Methods (3 credits for professional track; 6 credits for thesis track)**

The research methods requirement ensures that SMEA graduates are able to apply intermediate level statistics. In addition, students are encouraged to take courses in advanced statistics, qualitative research methods, research design, or professional skills.

All students are expected to demonstrate a minimum level of competency with respect to quantitative (statistical) analysis. This level of competency can be met with an upper-division undergraduate course in statistics. The required skill level is equivalent to intermediate statistics, including an understanding of point estimates, confidence intervals and regression equations. Students not meeting this requirement through undergraduate courses prior to admission to SMEA will be required to take one appropriate course in their first or second quarter at SMEA. Students who have completed such a course prior to enrollment in

## 2022 MMA DEGREE REQUIREMENTS CONTINUED

SMEA are encouraged to take more advanced courses in quantitative or qualitative research methods and design.

SMEA 584. Statistics for Policy Analysis (3 Credits) - REQUIRED  
*Offered in Autumn 2022.*

Alternate recommended courses include:

Q SCI 482. Statistical Inference in Applied Research I: Hypothesis Testing and Estimation for Ecologists and Resource Managers (5 Credits).

Students may also select an appropriate course from the Center for Statistics and the Social Sciences (CS&SS), with approval.

Thesis-track students have higher requirements for research methods given the research focus of the thesis project. Depending on faculty availability in any given year, SMEA offers a variety of such courses. They include Interviewing Skills (SMEA 512), Case Study Methods (SMEA 581), Research Design (SMEA 583), Coding in R (SMEA 580), Spatial Data Manipulation and Visualization (SMEA 586), and others offered in departments across campus.

**Students are advised to discuss the above options with their faculty advisors and select their research methods courses in consultation with the thesis committee chair.**

Many other skills are of value to policy professionals, such as planning, budgeting, mediation, and negotiation. SMEA students are encouraged to pursue such professional skills through the electives they take elsewhere on campus.

### 9. *Marine Affairs Advising (2 credits)*

SMEA 600 B. First year advising (1 each, autumn and winter quarters for first-year students)

### Waivers and Substitutions for Core Courses

No substitutions are permitted for the Introductory Course (SMEA 500). Permission to defer this course until the second year of study *must* be approved by the GPC.

In each of the core areas of knowledge, each student must satisfy the graduation requirement by taking one or more courses covering the subject while enrolled in SMEA. Students with little or no background in a subject area will satisfy the specified requirements with a basic course covering the fundamentals of the subject. Students with a stronger academic background in the subject (e.g., majoring in the subject as an undergraduate) can fulfill the subject area requirements by taking a more advanced course. For example, a student with little or no marine science background will take the

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introductory course SMEA 591, while a student with a stronger marine science background will choose from a number of more advanced marine science courses.

Waivers for core requirements are provided only if a student can demonstrate substantial prior coursework in a topic area *and* that additional coursework would be redundant. In special cases, a student with a strong background in a subject area may seek a waiver of that graduation requirement. For example, a student holding a law degree could seek waiver from the law requirement. We distinguish between waiving requirements for specific courses (e.g., SMEA 519 or 591) and waiving the obligation to take courses in a specified category (e.g., Policy Analysis, or Economics).

In no case can waivers be used to reduce the total number of credits required for graduation. Requests for waivers are to be submitted to the faculty listed below and decisions are to be made by them. Any changes must be recorded in writing by and placed in the students' files, along with the necessary transcripts.

**Marine Law:** *Ryan Kelly*

**Policy Analysis:** *Erendira Aceves Bueno*

**Policy Process:** *Nives Dolšak*

**Marine Science:** *Terrie Klinger*

**Economics and Intermediate Statistics:** *Ryan Kelly*

**Environmental Equity and Justice:** *Anne Beaudreau*

### **B. Electives (24-33 credits for professional track, 15 for thesis track, or the number required to bring total credits to 59)**

Elective courses are intended to enhance the student's knowledge of Marine Affairs in areas pertinent to the student's research and career goals. Electives provide the needed depth of understanding in substantive fields of inquiry and in methods of research and analysis. At least 9 credits from 3 courses must be taken from the SMEA curriculum. For the list of SMEA courses, see

<http://www.washington.edu/students/crscat/smea.html> (some courses may not be offered regularly so check with the GPA or GPC). While the same course may not be used to satisfy both elective and core requirements, any SMEA course not used to satisfy a core requirement will qualify for elective credit.

**Independent Study (up to 8 credits of SMEA 600) may be used to satisfy elective credit requirements, but NOT the 9 credits of SMEA electives.**

Elective credits must qualify as graduate credit (typically 400 or 500-level courses) offered in any UW department or school. **Students should consult with their faculty advisors or thesis committee chairs in choosing elective courses.** Other 400 or higher level courses offered at the University of Washington will qualify for graduation credit so long as the course is pertinent to the student's area of study. As a general rule, students should discuss the choice of elective courses with their faculty

## 2022 MMA DEGREE REQUIREMENTS CONTINUED

advisor and the Graduate Program Coordinator. Additional advice on elective course offerings can be sought from other faculty, thesis committee chairs, and the Graduate Program Coordinator.

### C. Independent Study Courses (SMEA 600A)

Students may use independent study (SMEA 600A) to explore topics that have relevance to their course of study **but for which no organized course exists**. SMEA 600A credits **may not** be used for preliminary thesis research or preparation of the prospectus. To enroll in SMEA 600A students must have faculty approval to register, using the **SMEA Independent Study Agreement form**. Receipt of credit is contingent on completion of work products agreed to in advance. No more than 8 Independent Study credits (600A) can be counted towards the M.M.A. degree.

Note that while graduate-level independent study is a flexible category at the University of Washington, expectations and products or deliverables must be clear between faculty supervisors and students before the Independent Study Agreement is signed. Students may receive “I” (incomplete) grades if expectations are not met by the end of quarters during which Independent Study is elected and ultimately loss of the credits if the expected work is not completed by the end of the following quarter. The University’s general rule is that 1 independent study credit equals 3 hours per week of work.

SMEA 600B credits are limited to a total of 2, one in each of autumn and winter quarter of the first year and are devoted to advising.

### D. Professional Track

Students in the professional track take one of two paths to the degree: a course of study that includes additional course work (9 credits) or completion of a capstone project (9 credits). Students interested in a team capstone project should indicate their interest to the faculty coordinating the capstones, then capstone assignments and reconciliation will occur by **December 15<sup>th</sup>**. Each student on a capstone should submit a project management plan to the Graduate Program Advisor (GPA) by **April 7<sup>th</sup>** in spring quarter of their first year. If this deadline is missed the student will be re-assigned to the courses-only track. Capstone students will typically register for 9 credits of SMEA 650 in their second year but are eligible to enroll in spring or summer of the first year if the project requires it. If students wish to extend their capstone experience beyond the 9 credits required, students may (with the approval of the capstone faculty advisor) enroll in SMEA 600A credits for this purpose. Students are required to give a formal presentation of their capstone research to the SMEA community in addition to any presentation that the capstone client may require. Approval from the faculty capstone advisor is necessary before the SMEA presentation can be scheduled. Capstones in Arctic or Canadian Studies topics may be eligible for the FLAS Fellowship. If interested, contact the Capstone Coordinator in autumn quarter to inquire if any such capstones are being considered. Students may also initiate their own capstone with the agreement of a faculty member willing to serve as the capstone advisor and by obtaining the minimum number of participating students. This process must happen prior to the capstone presentations.

Students who wish to complete the degree by taking additional course work must submit a brief justification explaining how the courses-only approach will help them meet their career goals. This must be submitted to the GPA by **December 15<sup>th</sup>** of the first year, followed by a detailed plan,

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approved by the faculty advisor, of additional course work no later than **April 7<sup>th</sup>** in spring quarter of their first year. The plan for additional coursework must specify:

- 1) The content/topics the student wishes to learn; how those topics contribute to the student's career goals; a list of courses and departments that offer them.
- 2) The analytical skills the student plans to acquire; how those skills contribute to the student's career goals; a list of courses and departments that offer them.
- 3) The professional skills the student plans to acquire; how those skills contribute to the student's career goals; a list of courses and departments that offer them.

A word of explanation is necessary relative to the requirement for 9 additional credits of study in lieu of a capstone project or thesis. The Graduate School requires that different paths to the same degree be distinct from each other and that there be equity in the requirements of each relative to the other. Equity in the additional course work option vis-à-vis the capstone and thesis requirement lies in the additional advanced courses pertinent to each student's professional objectives. These courses amount to nine credits.

Both of the above options within the professional track require that students complete a total of 59 credits and be enrolled in a minimum of 2 credits in the quarter in which they graduate.

### **E. The Thesis and Thesis Presentation** (15 credits – for thesis track students)

Conferral of the M.M.A. Degree for students in the thesis track depends upon satisfactory completion of a research project presented in thesis format and prepared under the supervision of a thesis committee.

While doing thesis research the student is required to take 15 credits of SMEA 700.

#### **SMEA 700. Master's Thesis Research (15 Credits)**

*Prerequisite: A thesis prospectus must be approved by the student's thesis committee chair prior to enrollment in SMEA 700. Only 15 SMEA 700 credits will count towards the M.M.A. degree, independent of the number of credits of SMEA 700 actually taken.*

Students are required to give a formal presentation of their research to the SMEA community. Approval from the chair of the student's supervisory committee is necessary before the presentation can be scheduled.

**Thesis Process** The SMEA thesis is a significant paper communicating the results of research and analysis of a problem or opportunity. Some theses attempt to explain and/or predict phenomena important to marine or environmental affairs (*the scientific thesis*). Others seek to identify policy issues, adopt an approach to policy development or evaluation, and make recommendations (*the policy analysis thesis*). Still others provide a detailed description and explanation of a marine or environmental affairs issue, problem, or case study, but do not attempt either to predict or evaluate (*the descriptive thesis*). Appropriate models for such a paper appear in peer-reviewed professional journals, and students are encouraged to consult such journals, their Thesis Chair, and committee to determine scope, length, and style appropriate to the discipline. In some cases, students may choose to produce a thesis that does not conform to the constraints of a journal publication. Such a thesis must meet the

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same standards of academic excellence as the traditional thesis, and it must involve sufficient documentation to satisfy Graduate School requirements. An acceptable thesis

- \* demonstrates independent thought and research,
- \* contributes to understanding or potential resolution of a problem in marine or environmental affairs, and
- \* communicates effectively to a relevant audience.

### Thesis Prospectus

Students pursuing the thesis track will 1) choose a thesis committee chair from among the eligible SMEA faculty; 2) work with the chair to identify a research topic; 3) choose one or more thesis committee member(s); and 4) formulate a written prospectus that specifies the hypothesis or research question to be addressed, the research methods to be used, and the anticipated time-line for completion of the research. The student's Thesis Committee Chair must approve the thesis prospectus by April 7<sup>th</sup> in students' first year. If that deadline is missed the student will be re-assigned to the courses-only track. Once the prospectus is approved, students are eligible to enroll in SMEA 700. Registration must be authorized by the Chair, using SMEA's Thesis Credit Approval Form every quarter a student enrolls in SMEA 700. A minimum of 15 credits of SMEA 700 is required and can be distributed over several quarters.

Approval or exemption by the Institutional Review Board (IRB) or the Human Subjects Division (HSD) may be required for students to carry out their research. Projects involving collection or observation of non-human vertebrates require IACUC approval. Students should discuss this possibility with their thesis advisor and consult the following website: <http://www.washington.edu/research/hsd/> to determine if an additional approval or waiver is necessary. If documentation is required students are to complete all of the requisite paperwork and provide a copy of the prospectus and approval to the Graduate Program Advisor upon receipt.

### Thesis Supervision

Supervision of the student's thesis preparation is the primary responsibility of a committee composed of a Chair (or Thesis Advisor) and at least one committee member. The Chair and at least one-half of the total membership must be members of the UW Graduate Faculty. UW graduate faculty can be located on the UW Graduate Faculty Locator site: <https://grad.uw.edu/for-faculty-and-staff/graduate-faculty-locator/>. At least one of these committee members must be formally associated with SMEA as a regular, affiliate, adjunct, or research faculty. The Chair will assist students in recruiting members to the committee whose expertise will contribute to the design and execution of the thesis research. All committee members are required to hold an accredited Ph.D. or J.D. to serve on the thesis committee. In rare cases where a potential member does not hold one of these degrees but has what the thesis chair deems to be equivalent expertise and experience in a particular subject matter pertaining to the thesis topic, a petition may be submitted to the GPC for review. The GPC will then determine if the potential member is qualified to serve as either a second or third member of the committee, or not at all. If the petition results in third member approval, another member of the UW Graduate Faculty will need to be added to the committee as a second member in order for the approved third member to serve.

Once the committee members have been established, a committee nomination form must be signed by all members and submitted to the Graduate Program Advisor. The GPA will then submit the names of

## 2022 MMA DEGREE REQUIREMENTS CONTINUED

the student's committee members to the UW Graduate School. Any changes made after the initial nomination will require immediate notification to the GPA. The committee will continue to meet with the student as needed until completion of the thesis.

### Thesis Presentation

A student will present his/her thesis results to the SMEA community during the fall, winter, or spring quarter presentation dates. The presentation dates will be determined at the beginning of the year and announced as early as possible so that every effort can be made by the student's thesis committee to attend the presentation. If physical attendance is not possible we strongly encourage attendance using a live stream or virtual meeting program.

### Thesis Submission

At the time of degree completion, the student must be enrolled in a minimum of two credits or make use of the registration waiver which grants the student an additional two weeks past the quarter end date to make final edits and submit the thesis. The UW Graduate School requires electronic submission of theses via the UW Electronic Thesis/Dissertation (ETD) Administrator Site <http://www.grad.washington.edu/students/etd/>. The final approved thesis must be submitted no later than 11:59 pm PST on the last day of the quarter or on the 14<sup>th</sup> day following the end of the quarter with use of the registration waiver. Guidelines for writing and the submission of the thesis can be found at the following website <http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/>. As a part of the thesis submission process, the signed Supervisory Committee Approval Form should be uploaded to the UW ETD Administrator site when submitting your thesis, and the Committee Signature Form and a copy of the thesis turned into the GPA.

## F. Changing Tracks and Advisors

### *Changing Tracks*

In the event students need to change the track/option subsequent to the **December 15<sup>th</sup>** deadline, they can request a track/option change at least 3 quarters prior to graduation. For example, students wanting to graduate in spring quarter of their second year will need to submit a track/option change request to the SMEA Graduate Program Coordinator at the latest, by the end of week 1 of the autumn quarter in their second year (students planning a winter graduation must submit their petition by the end of week 1 of the summer term). The petition must first be approved by the advisor in the proposed new track. To submit a track/option change request, students submit the request and a justification signed by both the student and new track faculty advisor (with the advisor cc'ed) to the SMEA Graduate Program Coordinator and Graduate Program Advisor.

If a student has completed capstone or thesis credits in their previous track they **cannot be applied** to the new track as elective or core requirement credits and will be **forfeited** upon track change approval.

Continuing students, students on leave, or students who have withdrawn from the program are expected to return to the program in the same track from which they departed. That is, students in the thesis track return in the thesis track, and students in the professional track return in that track. A

## 2022 MMA DEGREE REQUIREMENTS CONTINUED

student in the thesis track **may not** use the professional track option to avoid completion of the thesis requirement.

### ***Changing Advisors***

Should a student need to switch to another advisor while changing tracks, or independent of a track change, after the December 15<sup>th</sup> deadline of year one, they should consult with other faculty members to inquire about a potential match in interest, necessary areas of expertise, as well as availability. To make a request to switch advisors, the original faculty advisor should be notified and the new faculty advisor should be cc'ed on an email request to the Graduate Program Coordinator and Graduate Program Advisor. The proposed faculty advisor should follow-up with their approval to advise the student should the request be approved. This process can be congruent with, or separate from, a track change.

## **IV. Options**

### **A. Certificate Programs & Concurrent Programs**

Several graduate certificate programs and concurrent graduate degree programs are available to SMEA students. Graduate certificate programs generally require 17-22 credits. Students should review Graduate School's Memo 43 to ensure all requirements are met. Certificates that may be of interest to SMEA students include the following:

American Indian Studies

- Graduate Certificate in American Indian and Indigenous Studies

Evans School of Public Policy and Governance:

- International Development Policy and Management Certificate
- Nonprofit Management Certificate

Program on Climate Change:

- Graduate Certificate in Climate Science

Department of Philosophy

- Graduate Certificate Program in Ethics

Center for Humanities:

- Certificate in Public Scholarship

Interdisciplinary Science, Technology and Society Studies:

- Certificate in Science, Technology and Society Studies

Students pursuing a concurrent graduate degree in another UW school or department must meet graduation requirements in BOTH schools as outlined in the UW Graduate School policy for Informal Concurrent Degree Programs: *"To earn two master's degrees, a student must fulfill Graduate School*



## 2022 MMA DEGREE REQUIREMENTS CONTINUED

*degree requirements for EACH degree for a minimum of 72 credits. If one or both of the individual programs require more than the minimum of 36 credits, those additional credits may be 'shared' and applied to both degrees. However, the total number of credits must be at least 72 and BOTH programs must approve the shared credits counting toward both degrees. Theses and thesis credits may not be shared.” ([Graduate](#) School Memo 35)*

Students must receive SMEA approval for the “shared credits”. To initiate approval of the “shared credits” in SMEA, students follow the procedure outlined in the Program of Studies for non-SMEA electives and/or for obtaining waiver of a course requirement in the “Core Areas of Knowledge and Skills”.

See the Graduate School’s Memo 35 online for all concurrent degree program requirements.

Past SMEA students have completed informal concurrent degrees of an M.M.A. and one of the following:

- Master of Mechanical Engineering
- Master of Public Administration
- Master of Urban Planning
- M.Sc. in School of Aquatic and Fishery Sciences
- M.Sc. in Oceanography
- Juris Doctor of Law

SMEA has a formal concurrent degree with the Jackson International School. For details and JSIS concurrent degree requirements please see the Graduate Program Advisor.

### **Graduating with a Certificate or Concurrent Degree**

It is the responsibility of the student to submit a written list of courses that apply toward each respective degree or certificate at the time he or she files an application for the Master’s degree. This list must be approved by both programs.

There is more information on the graduate certificate programs and concurrent graduate degree programs on the SMEA website.

### **B. Foreign Languages**

There is no foreign language requirement for the M.M.A. degree. In cases where the special interests of students concern specific areas of the world (e.g., the Far East, South America), competence in a foreign language may be essential. The need for a foreign language will be determined by the student's supervisory committee.

Competency in spoken and written English is essential to successful completion of the Program of Studies.

### **C. Internships**

Practical experience can be advantageous to professional development. With permission, independent study credit hours may be earned during an internship assignment by arranging an SMEA 600

## 2022 MMA DEGREE REQUIREMENTS CONTINUED

independent study project under the supervision of an appropriate faculty member and with written approval of the Graduate Program Coordinator. Additional work and deliverables beyond the internship itself are required to obtain course credit, and internships should be carefully selected to contribute to the student's research and professional career goals. Students interested in internships are encouraged to seek paid internships.

### V. Summary of Critical Dates and Deadlines in the First Year

**September 21<sup>st</sup>** – Capstone projects announced at orientation

**Mid-October (TBD)** – Track selection overview session

**November 10<sup>th</sup>** – Capstone faculty & client capstone presentations for First Years

**November 23<sup>rd</sup>** – Students Submit their First and Second Choices for Capstone Projects

**December 1<sup>st</sup>** – First year prospective capstone students receive notification of their capstone matches

**December 15<sup>th</sup>** – First year students submit one of the following: capstone selection, thesis rationale, courses-only rationale

**April 7<sup>th</sup>** – Deadline for first years students to submit one of the following: capstone management plan, thesis prospectus, courses-only course plan

**June 9<sup>th</sup>** – Deadline for first year students to submit thesis committee nomination forms

## Track Selection Timeline

Applicable to students entering SMEA in fall 2022  
(all dates pertain to the first year in graduate program)

- (1) **Orientation** - Capstone projects will be announced to students;  
The capstone description will include:
  - i. justification for the study;
  - ii. question(s) to be answered;
  - iii. analytical methods;
  - iv. data sources;
  - v. deliverables;
  - vi. projected cost of data collection/analysis.
- (2) **November 10<sup>th</sup>**, The selected capstone projects will be presented to students by the faculty advisor &/or clients; In consultation with the first year advisor, students select the track/option most appropriate for their career goals;
- (3) **November 23<sup>rd</sup>**, students submit their preliminary capstone selections.
- (4) **December 1<sup>st</sup>**, students notified of capstone matches.
- (5) **December 15<sup>th</sup>, deadline to confirm/submit one of the following for their track choice via email to Grad Program Advisor:**
  - a. Professional track
    - i. Submit one page explanation of how the course-only approach meets the student's career goals. Include name of faculty advisor who will oversee course selections and cc them ; OR
    - ii. Confirm participation on specific capstone project (include project title and capstone advisor). CC the Capstone Coordinator (Cleo) and Capstone Advisor (faculty assigned to capstone).
  - b. Thesis track
    - i. Submit a one page rationale for the thesis project and the name of the thesis chair (thesis track)
- (6) **April 8<sup>th</sup>**, students submit one of the following documents
  - a. Professional track
    - i. Students completing a capstone project will submit a capstone project management plan. Each student should submit the capstone project management cover page and supporting documents.
    - ii. Students completing the course-only option will submit a detailed plan of courses including the following elements as specified below (note that not every student will have courses in every category).
      1. A list of content/topics the student wants to learn; how they contribute to the student's career goals; a list of courses and departments that offer them;
      2. A list of analytical skills the student plans to acquire; how they contribute to the student's career goals; a list of courses and departments that offer them;
      3. Professional skills the student plans to acquire; how they contribute to the student's career goals; a list of courses and departments that offer them;
  - b. Thesis track
    - i. Students completing a thesis project will submit a thesis prospectus.
- (7) If a student in the capstone option of the professional track or in the thesis track misses the April 8<sup>th</sup> deadline, the student transfers to the course-only option in the professional track. **In this case, the student submits the detailed plan of courses (as defined above) within one week.**
- (8) **June 10<sup>th</sup>**, Deadline for thesis committee to be nominated.

## MEMORANDUM

To: All SMEA Students  
From: Nives Dolšak, SMEA Director  
Date: September 21, 2022  
Subject: Student Conduct Code, Academic Honesty, and Student Academic Grievances Procedure

The School of Marine and Environmental Affairs, College of the Environment, and the University of Washington are committed to providing excellence in teaching. We developed several procedures to support students and faculty.

We scrupulously adhere to the highest standards of academic conduct. As students in this program, we expect you to meet these standards. It is your responsibility to understand and comply with university standards regarding academic honesty and plagiarism. Violation of student conduct codes carries substantial consequences and can result in early termination of your graduate program. Simply put, plagiarism and other violations of the code of academic conduct will not be tolerated.

I ask you to read three items in reference to this memo. The first is the University of Washington Student Conduct Code that outlines overall standard of behavior. WAC 478-120-020 (2) (a) calls for high standards of academic and professional honesty and integrity and can be found online: <https://www.washington.edu/cssc/for-students/student-code-of-conduct/>

The second is the attached document "Student Academic Responsibility". It presents a clear statement defining plagiarism and provides examples of the common forms of plagiarism. It is a helpful document: for example, it provides illustrations of the wording that would be an acceptable paraphrase of a point made in literature, and that only needs citation, not quotation.

Additionally, the second document discusses honesty in "collaboration". At SMEA you will often be asked to work with fellow students in small groups. This is an important part of the educational experience we offer. It is important that all students conduct themselves responsibly when working in a group. The discussion in the paper is helpful. Please read it.

SMEA faculty, staff, and the director welcome student feedback, including criticism and grievances. All grievances are respected and treated seriously. We are committed to addressing academic problems or grievances in an equitable, respectful, and timely manner. Academic advisors, graduate program coordinator, SMEA ombud, and the director are available to provide advice and direct students to other resources on all aspects of academics. I encourage you to read about the college academic grievance procedures here: <https://environment.uw.edu/intranet/academics/academic-policies/student-academic-grievance-procedures/>

If you have any questions or concerns regarding these matters, please feel free to raise them with your instructor, faculty advisor, or with me.

## Student Academic Responsibility

*The following statement was prepared by the Committee on Academic Conduct in the College of Arts and Sciences. It amplifies the Student Conduct Code (WAC 478-120).*

Students at the University of Washington are expected to maintain the highest standards of academic conduct. Most UW students conduct themselves with integrity and are disturbed when they observe others cheating. The information on these three pages should help you avoid unintentional misconduct and clarify the consequences of cheating.

Cheating harms the University community in many ways. Honest students are frustrated by the unfairness of cheating that goes undetected and therefore unpunished. Students who cheat skew the grading curve in a class, resulting in lower grades for students who worked hard and did their own work.

Cheaters also cheat themselves of a real education. They rob themselves not only of general knowledge, but also of the experience of learning how to learn, the very experience that makes a university degree so valuable to employers. The reputation of the University and the worth of a UW degree suffer if employers find graduates lacking the abilities their degrees should guarantee.

Finally, most professions have codes of ethics, standards to which you will be expected to adhere when you are working. At the University you practice the integrity you must demonstrate later. For all of these reasons, academic misconduct is considered a serious offense at the UW.

### WHAT IS ACADEMIC MISCONDUCT?

You are guilty of cheating whenever you present as your own work something that you did not do. You are also guilty of cheating if you help someone else to cheat.

#### Plagiarism

One of the most common forms of cheating is *plagiarism*, using another's words or ideas without proper citation. When students plagiarize, they usually do so in one of the following six ways:

- *Using another writer's words without proper citation.* If you use another writer's words, you must place quotation marks around the quoted material and include a footnote or other indication of the source of the quotation.
- *Using another writer's ideas without proper citation.* When you use another author's ideas, you must indicate with footnotes or other means where this information can be found. Your instructors want to know which ideas and judgments are yours and which you arrived at by consulting other sources. Even if you arrived at the same judgment on your own, you need to acknowledge that the writer you consulted also came up with the idea.
- *Citing your source but reproducing the exact words of a printed source without quotation marks.* This makes it appear that you have paraphrased rather than borrowed the author's exact words.

- *Borrowing the structure of another author's phrases or sentences without crediting the author from whom it came.* This kind of plagiarism usually occurs out of laziness: it is easier to replicate another writer's style than to think about what you have read and then put it in your own words. The following example is from *A Writer's Reference* by Diana Hacker (New York, 1989, p. 171).
  - Original: *If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviorists.*
  - Unacceptable borrowing of words: *An ape who knew sign language unsettled linguists and startled animal behaviorists.*
  - Unacceptable borrowing of sentence structure: *If the presence of a sign-language-using chimp was disturbing for scientists studying language, it was also surprising to scientists studying animal behavior.*
  - Acceptable paraphrase: *When they learned of an ape's ability to use sign language, both linguists and animal behaviorists were taken by surprise.*
- *Borrowing all or part of another student's paper or using someone else's outline to write your own paper.*
- *Using a paper writing "service" or having a friend write the paper for you.* Regardless of whether you pay a stranger or have a friend do it, it is a breach of academic honesty to hand in work that is not your own or to use parts of another student's paper.
- *In computer programming classes, borrowing computer code from another student and presenting it as your own.* When original computer code is a requirement for a class, it is a violation of the University's policy if students submit work they themselves did not create.

**Note.** *The guidelines that define plagiarism also apply to information secured on internet websites. Internet references must specify precisely where the information was obtained and where it can be found.*

You may think that citing another author's work will lower your grade. In some unusual cases this may be true, if your instructor has indicated that you must write your paper without reading additional material. But in fact, as you progress in your studies, you will be expected to show that you are familiar with important work in your field and can use this work to further your own thinking. Your professors write this kind of paper all the time. The key to avoiding plagiarism is that you show clearly where your own thinking ends and someone else's begins.

## **Multiple submissions**

Multiple submission is the practice of submitting a single paper for credit in two different classes (in the same quarter or in different quarters). The UW does not have a general policy prohibiting this practice. However, because an individual professor may not permit the practice in their class, a student wishing to make a multiple submission must clear it with both professors involved. Non-compliance will result in a violation of the University's standard of conduct.

## Exams

Another common form of cheating involves exams. Copying from someone else's paper, using notes (unless expressly allowed by the teacher), altering an exam for re-grading, getting an advance copy of the examination, or hiring a surrogate test-taker are all flagrant violations of University policy.

## Collaboration

Educators recognize the value of collaborative learning; students are often encouraged to form study groups and assigned group projects. Group study often results in accelerated learning, but only when each student takes responsibility for mastering all the material before the group. For example, suppose a calculus study group is working on a set of homework problems. Little would be learned if each student worked only one or two problems and merely copied answers for the rest. A more beneficial approach would be for each member to work all problems and be assigned the task of explaining a few problems to the group.

Illegal collaboration often occurs on homework in computer programming courses. A common case is when two students outline a program in detail together, and then type it into the computer separately, perhaps making minor modifications or corrections as they type. To a grader's trained eye, the structure of the programs is identical and the students are guilty of cheating because they haven't turned in separate, original work.

Illegal collaboration also occurs on writing assignments in liberal arts courses. Typically, students will create a detailed outline together, then write separate papers from the outline. The final papers may have different wording but share structure and important ideas. This is cheating because the students have failed to hand in something that is substantially their own work, and because they haven't cited the ideas that they've borrowed from each other.

Group projects require careful division of responsibility and careful coordination to control the quality of the final product. Collective work quickly degenerates when some students see it as a way to get through an assignment with the least amount of effort. Group work calls for a different kind of effort, not less of it. When group projects are assigned, the instructor is usually interested in your mastery of group process as well as the subject. Ask the instructor to clarify individual responsibilities and suggest a method of proceeding.

In summary, when a professor says, "Go ahead and work together," don't assume that anything goes. Professors often don't state the limits of collaboration explicitly. It is your responsibility to avoid crossing the line that turns collaboration into cheating. If you're not sure, ask.

## WHAT HAPPENS IN A CASE OF SUSPECTED MISCONDUCT?

Instructors who believe they have discovered cheating will submit a grade of X (the equivalent of an unreported grade) for the course until the academic misconduct charge is resolved. A hold is placed on the student's registration if he or she fails to respond in a timely manner (within two weeks) to the written request that the student meet with the Dean's Representative for Academic Conduct. Students have the right to appear before the Committee to offer testimony. If found guilty, the student will receive one of the following sanctions, listed in order of increasing severity. All actions are reported to the Office of the Vice President and Vice Provost for Student Life. A student may, by written request to the Vice President and Vice Provost for

Student Life (usually at the time of graduation), request that the confidential disciplinary record be expunged.

- *Disciplinary Warning*: verbal or written notification that the student has not met the University's standards of conduct, and that a repeated offense will result in more serious disciplinary action. It is not the case that first offenses automatically receive a warning; most first offenses receive a stricter response, with warnings reserved for cases with unusual mitigating circumstances.
- *Reprimand*: a written statement censuring a student for violating University regulations, and stating that another offense will result in more serious action. This is normally considered a lenient response, even for first offenses.
- *Restitution*: requirement that the student compensate the University or other persons for damages, injuries, or losses. Failure to comply results in canceled registration and a hold on future registration.
- *Disciplinary Probation*: an action that places conditions on the student's continued attendance at the University, including the statement that further violation of University policies will likely result in dismissal. The Committee fixes the term and conditions of academic probation. First offenses often result in probation.
- *Suspension*: a written statement notifying a student that his or her enrollment has been suspended for a specific period of time for violating University policy. The statement includes the terms and length of the suspension, as well as the conditions for re-admittance.
- *Dismissal*: a written statement notifying a student that his or her attendance at the University has been terminated for violating University policy. Unlike suspension, dismissal is considered to be a permanent action. However, the institution may also provide conditions for re-admittance.

**Note.** *It is a student's right to appear before the Committee on Academic Conduct. If you believe you have been wrongly accused, and your instructor has handled the situation without reference to the Committee or the appeal process, you may request that the case be referred or refer the matter directly yourself by calling 206-543-9233 (e-mail [kcarter4@u.washington.edu](mailto:kcarter4@u.washington.edu)).*

Although the prospect of dismissal may seem the most serious consequence of dishonesty, there are others. If you apply to a medical, law, or other professional school, you may be required to provide a statement from the Vice President and Vice Provost for Student Life attesting to your good conduct. (Please note, however, that the existence of the file and/or its contents -- cannot be disclosed without the written permission of the student.) An additional consequence of being charged with an academic violation is the act of having one's character and integrity questioned. This may be a deeply embarrassing and troubling experience for a student, one that leaves a painful memory.

## Suggestions

The temptation to cheat can be eliminated by developing effective time and stress management skills and practicing sound study habits, by making good use of the academic support resources at the University, and by engaging in educational planning with the help of academic counselors.



Certain common patterns in student behavior increase the temptation to cheat: falling behind in coursework or leaving large projects until the last minute; working too many hours to keep up with courses; taking too many difficult courses at once; encountering emotional or health problems that distract from studies and interfere with concentration. Here are some tips for preventing or dealing with these situations.

- *Get in the habit of planning your education.* Academic counselors can help you determine your educational goals, plan your classes, keep your quarterly load manageable, and find a reasonable balance between work and school. Advising sessions are confidential and the privacy of your student record is guaranteed by federal law.
- *Don't work too many hours while in school.* Unfortunately, you are either a student first or an employee first; you must choose between the two. In general, a student carrying a full-time load (15 credits) should limit work hours to 10-15 hours a week. A student working 25 hours a week should carry 10 credits, 30 hours a week 5-10 credits, and 40 hours a week no more than 5 credits. To try to do more than this is to put yourself in a no-win situation by asking more of yourself than you can reasonably achieve. The brochure, "Putting College First," available at the Undergraduate Advising Center, suggests ways to balance school and work.
- *Adjust your study habits to the demands of college.* First, this means studying more. While many students report that they had no homework in high school, most college professors expect you to study two hours for each hour you spend in their class. In other words, it's a full-time job. Second, the pace of college coursework demands that you don't fall behind in your classes. Learn to schedule your weekly assignments, and learn to break large projects down into manageable pieces and schedule intermediate deadlines for yourself. Third, learn a good array of study techniques and practice them. Many good study skills books are available at the University Book Store. The Student Counseling Center offers short study-skills workshops. Contact an adviser for more information.
- *Learn to manage your time.* There is enough time to study hard, work, and play hard too, if you handle your day in the right way. A handout on time management is available at the Undergraduate Advising Center, 9 Communications.
- *Deal with personal and health problems.* One of the worst mistakes students make is to deny that they're overloaded or unable to cope. You may need to lighten your load by dropping a class, you may decide to leave school for a quarter-or you may just need to re-negotiate a deadline with your instructor. If a personal problem is keeping you from concentrating on your studies, discuss the situation with an adviser or University counselor and work out a solution.

## **In conclusion**

You will be expected to live up to the University's standards of academic honesty no matter what temptations you face. The good news is that this standard is not hard to maintain. It only requires that you clarify assignments and procedures with your instructors, that you study diligently, and that you seek help when you need it.

## **School of Marine & Environmental Affairs**

### **GUIDELINES FOR SATISFACTORY AND UNSATISFACTORY ACADEMIC PERFORMANCE**

These SMEA Guidelines lay out the conditions for satisfactory and unsatisfactory performance in the School of Marine & Environmental Affairs. The purpose of the Guidelines is to clearly specify the rules in order to avoid confusion and misunderstanding. The Graduate Program Coordinator, Graduate Program Advisor, and the Faculty are available to assist all students in maintaining satisfactory academic performance in the school.

Students who fail to meet the requirements for satisfactory academic performance will be notified of their unsatisfactory performance by the Graduate Program Advisor. (Official notice of unsatisfactory performance will come from the Graduate School upon the recommendation of the Graduate Program Advisor.)

These guidelines apply to all students admitted to the School of Marine & Environmental Affairs, and to all students readmitted to the School thereafter.

#### **SATISFACTORY PERFORMANCE:**

- 1) A CUMULATIVE GRADE POINT AVERAGE (GPA) OF 3.0 OR HIGHER
- 2) A GRADE OF 2.7 OR HIGHER IN EACH CORE COURSE:  
(SMEA 500, 501 & 502; and courses satisfying the GOVERNMENT AND POLITICS, MARINE SCIENCE, LAW, ECONOMICS, AND POLICY ANALYSIS TECHNIQUES course requirements).

#### **UNSATISFACTORY PERFORMANCE:**

- 1) LOW SCHOLARSHIP: A CUMULATIVE GRADE POINT AVERAGE (GPA) BELOW 3.0

**WARN:** Recommended for beginning students whose quarterly GPA and cumulative GPA are below 3.0 but whose grades in all core courses are at least 2.7; full-time students must be in their first quarter in the School, and part-time students must have accumulated fewer than 12 total credits.

**PROBATION:** Recommended for students whose quarterly GPA and cumulative GPA are below 3.0 (except as noted above for full-time students who are in their first quarter in the School or part-time students who have accumulated fewer than 12 total credits).

**FINAL PROBATION:** Recommended for students whose quarterly GPA is below 3.0 and whose cumulative GPA has been below 3.0 for two successive quarters (excluding the first quarter in the School, or the first two or three quarters for part-time students whose total credits are fewer than 12).

FINAL PROBATION is used to warn students that they will be DROPPED at the end of the next quarter unless they improve their performance.

**DROP:** Recommended for students whose quarterly GPA is below 3.0 and whose cumulative GPA has been below 3.0 for three successive quarters (excluding the first quarter in the School for full-time students, or the first two or three quarters for part-time students whose total credits are fewer than 12).

See Sections on NOTIFICATION and APPEAL which follow.

**2) UNSATISFACTORY PROGRESS:** A GRADE BELOW 2.7 IN ANY CORE COURSE (SMEA 500, 502; and courses satisfying the POLICY PROCESS, ENVIRONMENTAL EQUITY & JUSTICE, MARINE SCIENCE, LAW, ECONOMICS, AND POLICY ANALYSIS TECHNIQUES course requirements).

**PROBATION:** Recommended for students with a grade below 2.7 in any core course.

**DROP:** Recommended for students with a grade below 2.7 if the exam has been retaken once (in the same course or a substitute course approved by the Graduate Program Coordinator) before the end of the following quarter.

**NOTIFICATION:** According to University procedures, students must receive written notification from the Graduate Program Coordinator of unsatisfactory performance. (PROBATION, FINAL PROBATION) prior to being DROPPED by the School. The notification must include the steps required in order for the students to return to satisfactory performance.

**APPEAL:** DROP actions can be appealed to the Academic Affairs Committee. After hearing the appeal, the Academic Affairs Committee will make a recommendation to the Director of the School of Marine Affairs and the Dean of the Graduate School.

## **CONVERTING A GRADE OF INCOMPLETE ("I")**

**I Incomplete.** An Incomplete may be given only when the student has been in attendance and has done satisfactory work to within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control.

To obtain credit for the course, a student must successfully complete the work and the instructor must submit a grade. An incomplete received by the graduate student does not automatically convert to a grade of 0.0 but the "I" will remain as a permanent part of the student's record.

**In order to obtain credit for the course, a student must convert an Incomplete into a passing grade by the last day of the next quarter in residence.** This rule may be waived by the dean of the college in which the course is offered. In no case may an Incomplete be converted into a passing grade after a lapse of two years without the approval of the Graduate School

## **School of Marine & Environmental Affairs Student Ombudsman, 2022-23**

Occasionally a student needs someone to talk to and isn't quite sure where to turn. All members of the SMEA faculty and staff play the role of "listening ear" from time to time, and the Graduate Program Coordinator (Prof. Terrie Klinger in winter and spring, Prof. Patrick Christie in winter), myself (in my role as the Director), and your designated faculty advisor all play such a role as part of our official duties.

For concerns that fall outside the scope of regular programmatic, curriculum, capstone, and thesis issues, SMEA has an appointed ombudsman for students. Prof. Ryan Kelly fills this role. The role of ombudsman is a passive one, but know that Prof. Kelly is available to talk with you should the need arise. He can give advice on how best to address a specific concern and, if needed, act as an intermediary to help seek resolution of an issue. If you have a problem that needs the attention of someone with authority, but it is unclear to you to whom you should go, consider asking Prof. Kelly for advice about whom to turn to. Should the situation be such that you are uncomfortable speaking with Prof. Kelly, you are welcome to bring the problem directly to me.

Consultations with the ombudsman are confidential. They are not reported to the director, others at SMEA, or others in the University without your expressed consent, and they do not become a part of your official file.

Nives Dolšak  
Director  
September 21, 2022