

The Comparative Health Outcomes, Policy & Economics (CHOICE) Institute

Graduate Student Handbook 2025-2026 Academic Year

Graduate Program in Health Economics & Outcomes Research

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About this Handbook

The information contained in the Department of Pharmacy Graduate Student Handbook has been compiled for your reference. Students are responsible for knowing the information contained in this Handbook, as well as the information contained in UW reference sources such as the UW General Catalog and the Quarterly Time Schedule.

All rules, policies and information in this Handbook are subject to change, and the Program will annually issue an updated Handbook to reflect these changes.

To meet requirements for graduation, students will be held to the policies codified in the Handbook in the year they entered the Program.

If you have questions about this Handbook or the information contained therein, please contact the Graduate Program Director or Manager.

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THE COMPARATIVE HEALTH OUTCOMES, POLICY, AND ECONOMICS INSTITUTE

The University of Washington **C**omparative **H**ealth, **O**utcomes, **P**olicy, and **E**conomics Institute (CHOICE) is a global leader in generating knowledge to improve individual and population health through transformative learning, research, and dissemination about the effectiveness, safety, and value of medical products, services, and policies. The CHOICE Institute was established in the summer of 2017. Previously known as the Pharmaceutical Outcomes Research and Policy Program, it is hosted within the Department of Pharmacy at the University.

MISSION, VISION, DIVERSITY STATEMENTS

Mission Statement

Research: Develop innovative methods and generate actionable evidence about the effectiveness, safety, and value of medical products and services that improve decision making in health care and policy.

Training: Provide transformative training in health economics, outcomes research, and policy analysis to meet contemporary health care challenges regionally, nationally, and globally.

Service: Be a leading resource on the effectiveness, safety, and value of medical products and services by providing expertise and facilitating collaborations at the regional, national, and global level.

CHOICE Statement on Diversity, Equity, and Inclusion

CHOICE is committed to creating an inclusive academic community where every individual is treated fairly and with dignity and respect. We strongly believe that diversity enriches learning, broadens the perspectives of all in our program, and improves our sense of community. Diversity requires an atmosphere of inclusion, tolerance, respect, and equity.

Our equality and diversity principles:

- We value the tremendous diversity of the human experience and believe that this diversity strengthens our communities and our program.
- We believe that discrimination or exclusion based on individual characteristics and circumstances, such as age; disability; caring or dependency responsibilities; gender or gender identity; marriage and civil partnership status; political opinion; pregnancy and maternity; race, color, caste, nationality, ethnic or national origin; religion or belief; sexual orientation; socio-economic status; or other distinctions, is unjust and represents a waste of talent and a denial of opportunity for self-fulfillment.
- We recognize that patterns of under-representation and differences in outcomes at CHOICE can be challenged through positive action.
- We respect the rights of individuals, including the right to hold their own opinions and beliefs, but will not allow these opinions to be manifested in a way that is hostile or degrading to others.
- We expect commitment and involvement from all our faculty, staff, and students in working towards the achievement of our vision.

SCHOOL OF PHARMACY

VISION

We will be the global leader in pharmacy education, research and service, committed to providing a transformative learning experience in a collaborative and diverse environment focused on improving the health and well-being of the communities we serve.

MISSION

- **Inspiring Education:** Develop exceptional, innovative and diverse pharmacy leaders and scientists.
- **Discovering Solutions:** Advance the science, development, implementation, and outcomes of safe and appropriate health care.
- **Serving People and Communities:** Promote the health and well-being of the public, locally and globally.

CORE VALUES

Our mission, vision and strategic plan must reflect the values that define the unique identity and character of our School. Respect, integrity, diversity and community are at the heart of our enterprise.

We believe in:

- A passion for discovery and learning excellence in every endeavor
- Integration and synergy of research and education
- The quality and breadth of our academic programs
- An essential partnership of students, faculty and staff
- Cultivating strong, external collaborations
- Embracing diverse perspectives, beliefs and cultures
- Celebrating scholarship, achievements and successes
- Serving for the greater good of society

2022-2025 STRATEGIC PLAN PILLARS & GOALS

Unparalleled Education

Ensure a transformative student experience in a forward-looking and exemplary learning environment.

- Deliver dynamic, synergistic, and forward-looking curricula that emphasize solutions to real-world problems
- Prepare students for an evolving profession and environment while meeting regional and national workforce needs.

- Enhance the breadth of our educational programs to include undergraduate preparation for pharmacy and the pharmaceutical sciences and online learning.

Life-Changing Research

Advance research initiatives that enable innovative solutions to the evolving needs of patients and society.

- Expand strategic priority areas and enhance collaborative and interdisciplinary research programs.
- Seed innovative, translational and emerging high-risk research initiatives and technologies.
- Enhance and advance the integration of diversity, equity and inclusion and community needs into research.
- Translate and disseminate our research for greater impact on science and health.

Preeminent Students, Faculty and Staff

Attract and support a community infused with a culture of excellence, collaboration, respect and diversity.

- Engage diverse, top tier students that seek to develop and excel as leaders, collaborators, scientists and providers of patient-centered care.
- Attract, retain, and promote a talented, diverse and highly effective work force.
- Cultivate an accessible, inclusive and equitable environment that promotes and rewards partnerships and collaborations within the School, across the UW, and with other stakeholders.

Leaders in Health Care and Science

Shape the future of health care delivery, discovery and policy.

- Drive full integration, engagement, and collaboration of pharmacists as key partners and providers in the health care delivery system.
- Catalyze transformation in professional practice.
- Promote an innovative research and policy agenda that informs and advances health and science.
- Influence the national and international health care delivery and research agenda.
- Advance patient-centered health care quality, access and affordability.

Service for the Public Good

Improve population health through targeted and meaningful public service.

- Strengthen systematic, compassionate, and coordinated outreach to improve the health and well-being of people living in regional and global communities.
- Advocate for access, equity and inclusion in health care.
- Increase alumni, stakeholder and public engagement.

Culture and Infrastructure for Success

Provide a world-class environment and space where faculty, staff and students thrive.

- Invest in the ongoing professional development of faculty and staff.
- Support, engage, grow, and retain high quality and diverse training sites.
- Adopt the best technologies and practices to enhance a quality, forward-thinking and cost-efficient educational and research environment.
- Foster an atmosphere that inspires and rewards innovation.

Review the full document [here](#).

THE DOCTOR OF PHILOSOPHY PROGRAM

The Doctor of Philosophy (PhD) degree is the highest degree conferred by the University of Washington. The Department of Pharmacy has the responsibility to assure that students granted the PhD degree have demonstrated excellence in scholarship and independent research, have attained advanced analytical skills, and possess the ability for creative and innovative thinking.

The University, its Graduate School, and Departments have the responsibility to provide the most favorable environment possible in which graduate students can develop their potential. This environment includes the following:

- 1) the graduate faculty;
- 2) the class offerings;
- 3) the research facilities;
- 4) the library resources; and
- 5) a diverse group of capable and collegial graduate student colleagues.

PhD candidates should have the motivation, intellectual ability, and desire to take maximum advantage of this environment to develop their potential as creative scholars and independent research investigators.

PROGRAM OBJECTIVES

This program will train research scholars to analyze the use, outcomes, and cost of healthcare technologies and policies for the promotion of public health and welfare. The program focuses on assessing health outcomes for both patients and society, in terms of effectiveness, safety, morbidity, cost-effectiveness, and efficiency. The focus of this program is on pharmaceuticals, devices and procedures.

The faculty and staff of the program believe in providing an enjoyable, stimulating, and productive experience for our graduate students. As outlined in this handbook, there are a variety of resources for students to draw upon to help ensure this goal is met. We encourage students to communicate with their academic advisor, dissertation chair, graduate program director, CHOICE director, department chair, and dean, sequentially, as needed (suggested sequence).

PROGRAM REQUIREMENTS

[Graduate School Requirements](#)

Participants in the PhD Degree program must satisfy the general requirements of the University of Washington Graduate School, as well as the additional requirements of the department in which they undertake their training. The requirements of the Graduate School are listed in Graduate School Policy

1.1: [Graduate Degree Requirements.](#)

Scholarship

A cumulative GPA of 3.00 or above is required to receive a degree from the Graduate School, calculated entirely based on numeric grades in 400 and 500 level courses. Failure to maintain a 3.00 GPA either cumulative or for a given quarter, constitutes low scholarship and may lead to a “change in- status” - action by the Graduate School.

Allowable Time Period

The Graduate School requires that all work for the doctoral degree is completed within 10 calendar years, including time spent on leave from the University and applicable work done during the master's degree, if applied toward the residency or other requirements of the PhD

Residency Requirement

Doctoral degree students must earn a minimum of 90 credits, 60 of which must be earned at the UW. With approval of the Graduate School, a recent prior master's degree from another institution may be applied toward one year of resident study, provided the master's degree falls within the ten-year time period allowed for completion of all work for the doctoral degree.

Passage of the Dissertation Proposal Defense (General Exam)

See Departmental Program Requirements below.

Dissertation

A dissertation must be prepared and submitted to the Graduate School. This dissertation must be acceptable to the Dean of the Graduate School, represents a significant contribution to knowledge, and clearly indicate training in research. The student must satisfactorily complete a minimum of 27 credits of dissertation (800) over a period of at least three quarters, with at least one quarter occurring after the student passes the Dissertation Proposal Defense. With the exception of summer quarter, students are limited to a maximum of 10 credits per quarter of dissertation (800). The Graduate School requires that dissertations be published digitally using ProQuest. Upon completion, provide each committee member and Marina with a final digital copy of the dissertation, as submitted to ProQuest.

[Departmental Program Requirements](#)

Required Core Courses

To develop mastery of fundamental aspects of theory and methods, the core courses are considered essential for all students in the program. In rare instances core courses can be waived if the student has had recent similar coursework or is focusing in a distinct research area. Approval of the Graduate Program Director and the Chair of the CHOICE Curriculum Committee is required via the [course waiver form](#).

Scholarship

In addition to the Graduate School requirement to maintain a cumulative 3.0 GPA, students must achieve a minimum passing grade of 2.7 in all required core courses.

Credits

A minimum of 77 credits of coursework must be satisfied, exclusive of HEOR 800 (Dissertation) and HEOR 600 (Independent Research). These must include a minimum of 51 credits of core courses, 14 credits of electives (several classes are highly recommended), 10 credits of HEOR 597, and 2 credits of HEOR 598. The minimum number of total credits required for graduation is 118.

Doctoral Preliminary Examination

By the end of their second year in the program, students must satisfactorily complete the Preliminary Examinations demonstrating mastery of core concepts before they will be allowed to proceed in the doctoral program. Two attempts to pass each topic area of this examination are allowed.

Teaching

Students are strongly encouraged to seek at least 1 academic quarter of teaching assistantships during their tenure in the program.

Enrollment Requirements

Per UW guidelines, to maintain graduate status, a student must be enrolled on a full-time, part-time, or On-Leave basis from the time of first enrollment in the Graduate School until completion of all requirements for the graduate degree. In Autumn, Winter, and Spring quarters- full-time registration status is defined as 10 credits. In the summer quarter, registration is optional (if a student does register in summer, 2 credits is full-time). Once students have completed 27 credits of 800-level dissertation work, if they do not need an RA/TA position, they may enroll for 2 credits per quarter (1 credit of HEOR 597 and 1 credit of HEOR 800). See page 19 for information on the CHOICE PhD Program Remote Student Policy.

Petition for Reduced Enrollment with the Graduate School ([link](#))

Graduate students with Academic Student Employee jobs (RA, TA, etc.), fellowships or traineeships must register in 10 credits or more applicable to the degree during fall, winter and spring quarters. In summer quarter the requirement is two credits. The 10-credit minimum applies even if a job is less than five out of the six pay periods in a quarter, and even if the job is less than 20 hours per week (50% FTE). In exceptional cases, students may submit a petition for reduced enrollment to the Graduate School. If approved, the student is eligible to be employed and/or receive the position benefits while registered in less than 10 credits.

This petition process is **ONLY** for eligibility to work as an RA/TA/SA/Predoctoral Instructor or receive a stipend as a fellow or trainee. **This petition process IS NOT for** part-time enrollment approval in other areas, such as

- financial aid eligibility
- loan deferral eligibility

- international student visa eligibility
- certain UW programs eligibility (e.g., Childcare Assistance Program, University housing)

Criteria for petition:

1. Has health problems that warrant a reduced credit load or is a primary caregiver for someone to an extent that warrants a reduced credit load. (*Documentation required*).
2. Will graduate and does not require 10 credits in final quarter. *This condition may only be used once in a student's academic program tenure.*
3. Has an approved accommodation for reduced credits from the Office of Disability Resources (DRS) (*Documentation required*).
4. Has an RA/TA/SA job, fellowship or traineeship that does not directly pay the [tuition resident operating fee](#).
5. Be in a program *specifically designed* to be entirely part-time. (*Documentation required*).
6. Bereavement (death of a loved one). (*Documentation required*).

On-Leave Status

Formal requests for on-leave status must be filed with the University on a quarterly basis. A specific CHOICE requirement is that only two consecutive quarters of leave (non-medical) will be granted during a student's progress toward their degree. Medical leave is not subject to this requirement. While working on their dissertations, students must make satisfactory progress to receive credit for HEOR 800 and have full or part-time status. For additional information, and to access the On-Leave request, please see [Graduate School Policy 3.5: On-Leave Policy to Maintain Graduate Student Status](#).

Biomedical Research Integrity (BRI) Training

All CHOICE graduate students must complete the Biomedical Research Integrity: Responsible Conduct of Research Training. This is an 8-hour in-person course offered annually. CHOICE students should complete this training in Year 1 of the program, no later than during Year 2 of the program. Training website and registration information can be found here: <https://www.washington.edu/research/required-training/biomedical-research-integrity-program-nih-required-responsible-conduct-of-research-rcr-training/> Upon completion of the training, students should email their certificate of completion to the Graduate Program Manager.

Seminars

All PhD students must complete a minimum of ten credits of our graduate program seminar HEOR 597 and will have the opportunity to present their work in seminars. PhD students in their 3rd and 4th year will be required to present at least once in seminars in each year. All students are required to attend seminars, while in residence, until they have graduated from the program. All students are also required to enroll in 2 credits of HEOR 598 Program in Health Economics and Outcomes Research Methodologies Seminar during the course of their studies (suggested to complete this requirement in Year 3). Up to 2 additional credits of HEOR 598 may be applied towards Elective requirement.

Dissertation Proposal Defense (General Exam)

In order to achieve official status as a doctoral candidate, students must complete a Dissertation Proposal Defense defending their choice of dissertation topic and demonstrating an understanding of

the concepts and methods necessary for successful completion of the dissertation. The Dissertation Proposal Defense will be conducted by the students' Supervisory Committee and will consist of a written and an oral exam. Two attempts to pass this dissertation proposal defense are allowed. Registration as a graduate student is required during the quarter of the dissertation proposal defense (including Summer).

Dissertation Defense

A successful final examination, consisting of an oral defense of the dissertation, must be completed. The dissertation proposal defense (General Exam) and dissertation defense cannot occur during the same quarter.

Final quarter registration

Registration as a graduate student for 2-credits is required for the quarter that a Dissertation Defense occurs AND the quarter the dissertation is submitted to the Graduate School. Typically, these two steps occur within the same quarter, but occasionally they differ. The degree is conferred on the quarter in which the student's dissertation is electronically submitted to the Graduate School.

Final Quarter Reduced Course Load for F-1 International Students

During your final quarter, you can request authorization to enroll part-time in the remaining credits needed to complete your program. Only students in their final quarter of coursework may apply for this authorization. <https://iss.washington.edu/academics-f-1/enrollment-exceptions-f-1/reduced-course-load-rcl-during-final-quarter/>

PHD PROGRAM CURRICULUM OVERVIEW

The program of coursework can be divided into four components:

- 1) core courses;
- 2) electives;
- 3) seminars;
- 4) independent research and dissertation.

Core Program

The core program consists of the following classes and is designed to provide the knowledge and skills necessary to achieve mastery of the subject. There is a process for requesting a waiver of core courses, outlined further in this handbook.

| Course | Credits |
|--|-------------|
| EPI 512, 513 Epidemiologic Methods I & II | 8 |
| BIOST 511, 512, 513 (or 517-518) Medical Biometrics I, II & III | 8-12 |
| HEOR 545 Methods in Pharmaceutical Policy Analysis | 4 |
| HEOR 520 Pharmacoepidemiology | 3 |
| HEOR 530 Economic Evaluation in Health and Medicine | 3 |
| HEOR 533 Advanced Methods in Economic and Outcomes Evaluation in Health and Medicine | 3 |
| HEOR 540 Health Economics | 3 |
| HSERV 523 Advanced Health Services Research Methods I: Large Public Databases; Big Data | 4 |
| HEOR 551 Advanced Health Services Research Methods III: Casual Inference Using Observational Data | 4 |
| BIOSTAT 537 Survival Data Analysis in Epidemiology | 4 |
| HEOR 597 Graduate Seminar | 10 |
| HEOR 598 Program in Health Economics and Outcomes Research Methodologies Seminar | 2 |
| HEOR 800 Dissertation | 27 |
| Electives <i>List of Suggested Electives in Appendix E</i> | 14 |
| HEOR 600 Independent Study | 21 |
| TOTAL MINIMUM CREDITS | 118* |

*122 minimum credits if student takes the BIOST 511, 512, & 513 series.

Data Science Degree Option

Currently enrolled HEOR PhD students can pursue a specialization in Data Science ([program page](#)). The degree awarded is Doctor of Philosophy (Health Economics & Outcomes Research: Data Science). Students will explore the fundamentals in computation, machine learning, visual techniques, study designs, and statistics to address quantitative challenges in HEOR. They will develop the latest data analysis skills essential to advance research and improve the efficiency of decision-making processes. The HEOR Degree Option provides targeted specialization in programming, machine learning, data

visualization, study design/biostatistics/data analysis, culminating in an HEOR capstone. Students who declare the Data Science degree option will complete the same core courses as listed above along with the following 14 required credits, which substitute for the elective requirement of the standard HEOR PhD degree.

| Domain | Course #, Name, & Credits | Description |
|--|--|--|
| Programming Skills/ Software Engineering | *CSE 583: Software Development for Data Scientists (4) | Provides a foundational understanding of computation and practical data analysis. I am learning to code in Python to solve real-world scientific problems. |
| Machine Learning | BIOST 546: Machine Learning for Biomedical and Public Health Big Data (3) | Fundamentals of machine learning (supervised and unsupervised); bias/variance trade-off; cross validation; classification techniques; Taught in R. |
| Data Visualization | CSE 512: Data Visualization (4) OR CSE 412: Introduction to Data Visualization (4) | Explores visual techniques for investigating patterns in data, summarizing, and efficiently presenting statistical results. Taught in R. |
| Capstone in HEOR | HEOR 552: Application of Machine Learning HEOR (3) | This course will integrate the above material and apply it to HEOR. |

BIOST = Biostatistics; CSE = Computer Science & Engineering; HEOR = Health Economics and Outcomes Research

*CSE 160: Fundamentals of Programming may be taken prior to CSE 583 but is an undergraduate course and no credit will be awarded.

Suggestions for (Optional) Additional Courses – Data Science Degree Option

| Domain | Course #, Name, & Credits | Description |
|---|--|---|
| Study Design, Biostatistics and Data Analysis | Highly recommended: BIOST 540 Option: BIOST 536, others; HSERV 524; BIOST 544: Intro to Biomedical Data Science (4; <i>optional</i>) | Fundamentals of study designs; fundamentals of epidemiology; fundamentals of probability and statistics; learning in detail about model functional forms and assumptions; designing studies to answer specific scientific questions and selecting functional forms to answer those questions most appropriately. BIOSTAT 544 covers four critical aspects of data science: 1) data acquisition/common data models, 2) data transformation and integration (wrangling), 3) interactive and dynamic exploratory |

| | | |
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| | | data analysis, 4) data visualization analytics. Taught in R. |
| Data Science Seminar | CHEME 599: Topics in Data Science (1-3) | Provides broad overview and discussion of issues across scientific disciplines |
| Research Ethics in the Data Sciences | BIOSTS 532: Research Ethics in the Data Sciences (2) | Explores ethical issues related to the computation, interpretation and communication of statistics, and provides students with knowledge and resources to practice statistics ethically. |
| Database Management | CSE 544: Principles of Database Management (4); CSE 414: Introduction to Database Systems | Fundamentals of relational modeling and query languages (SQL), relational algebra and optimizations, and database architecture. |

BIOST = Biostatistics; CHEME = Chemical Engineering; CSE = Computer Science and Engineering

To declare the Data Science Option, students must meet the following requirements:

- be a full-time HEOR PhD student in good academic standing; and have the approval of their faculty advisor and the CHOICE Graduate Program Director.
- Fulfill all the standard [HEOR PhD degree requirements](#) and [UW graduate school degree requirements](#):
- Elective requirements may be simultaneously fulfilled with DSO requirements.

Process to declare: [complete the following form](#) and submit to the Graduate Program Manager at uwsopchoice@uw.edu. Students must declare this option no later than one quarter prior to their intended quarter of graduation. The full degree requirements for the Data Science Option are outlined in [Appendix B](#).

Electives

Students should determine their choice of electives in consultation with their Academic Advisor (appointed at beginning of training) or their Dissertation Advisor (once identified). Electives are chosen based on research interests and dissertation topic. 14-credits of elective classes **MUST** be taken for a numerical grade. Elective credits earned beyond the 14-credit requirement may be taken as credit/no credit or satisfactory completion. If a course does not provide an option to be numerically graded, it can be used to fulfill the 14-credit elective requirement. In these cases, you should contact the Graduate Program Manager as the course will not automatically be counted in your electronic degree audit (exception is required). See [Appendix E: List of Suggested Electives](#)

HEOR 597 CHOICE Graduate Seminar

HEOR 597 offers students the opportunity to discuss a variety of topics with faculty, fellow students, and guest speakers. It provides students with an opportunity to present their work, as well as give and receive

feedback from peers. It also serves as a weekly community gathering space for the graduate program. Students are required to enroll in HEOR 597 each quarter until they graduate, unless other arrangements are made with the Graduate Program Director (e.g. time schedule conflict).

[HEOR 598 Program in Health Economics and Outcomes Research Methodologies Seminar](#)

All students are also required to enroll in 2 credits of HEOR 598 Program in Health Economics and Outcomes Research Methodologies Seminar during their studies (suggested to complete this requirement in Year 3). Up to 2 additional credits of HEOR 598 may be applied towards Elective requirement.

[Independent Research Credits](#)

Independent research is an essential element of preparation for a Doctoral degree. The course designated for Independent Study is HEOR 600. Students may earn up to 9 *credit hours* per quarter at the discretion of their supervisory committee. A minimum of 18 credits of HEOR 600 are required for graduation.

Students completing 20 hour/week RA positions that include a tuition waiver are required to register for HEOR 600 credits; the number of credits is at the discretion of the faculty member. Students completing non-RA independent studies are required to register for the number of credits deemed appropriate by the faculty, commensurate with project scope. Students with RA positions that do not include a tuition waiver may choose to enroll in HEOR 600 credits, the number of credits to be determined in consultation with their advisor.

[Dissertation Credits](#)

Doctoral Candidates must complete a minimum of 27 credit hours of Dissertation Research, HEOR 800. Students may begin enrolling in HEOR 800 upon approval of the Short Dissertation Proposal.

[Summer Quarter Opportunities](#)

Throughout the course of their doctoral studies, students may utilize the summer quarter to explore research topics and future career interests. Options include, but are not limited to, research assistantships with CHOICE faculty (core, adjunct or affiliate) and summer internships locally, nationally, and internationally. Students should plan for an enriching summer quarter experience that will complement their studies. The graduate program will make its best effort to promote summer opportunities to all students, via our Corporate Advisory Board, Professional, and Alumni networks. Opportunities will be shared via the dopgradspds email list-serv. Students should also be proactive in seeking out opportunities with support from their advisor.

[Minimally Acceptable Progress](#)

To remain in the PhD program a student must continue to make progress toward the degree. The following norms have been established as Minimally Acceptable Progress (MAP) recognizing that most students will satisfy these requirements well before the indicated deadline.

Requirement

Pass Preliminary Examinations
 Pass all course work requirements
 Establish a Supervisory Committee
 Pass Dissertation Proposal Defense
 Dissertation Defense

MAP Deadline

By the end of Autumn quarter year 3
 By end of Spring Quarter of year 3
 By end of Autumn Quarter of year 4
 2 years after passing Preliminary Examinations
 2 years after passing Dissertation Proposal Defense

All students are required to satisfy these conditions for minimally acceptable progress. If one of the requirements for the PhD is not satisfied by the year shown, the student will be issued a formal warning with a stated deadline for completing the requirement. If the requirement is not met by the stated deadline, the student will be placed on academic probation for one quarter. If the requirement is again not satisfied by the end of the quarter, the student will be placed on final probation for one additional quarter. Failure to satisfy the requirement following notice of final probation will result in dismissal from the program.

[Financial Assistance](#)

The CHOICE Institute will make every effort to provide as much financial support as is feasible for doctoral students. However, the student must understand that such support is dependent primarily upon funds received from outside sources. This financial support is available in the form of research assistantships, teaching assistantships, and fellowships. The general CHOICE policy is to provide guaranteed support for students through a combination of these sources for their first two years, after which time they are expected to identify funding sources in collaboration with their advisor and with the support of the CHOICE Graduate Program Manager & Director. Writing their own grant to support their dissertation work is encouraged for students aspiring to an academic career. A collection of funding resources can be found on [page 47](#).

[CHOICE PhD Program Remote Student Policy](#)**Background:**

- CHOICE has not had a formal written policy on students participating in our PhD program remotely
- Students have expressed a desire to be out of state for extended periods due to family needs.
- The CHOICE program developed this policy in October 2024 to be responsive to student needs balanced with the program's concerns regarding student progress, CHOICE culture, and the overall learning environment.

Policy:

- Prior to completing CHOICE program requirements (except HEOR 600 and/or 800) and approval of short proposal:
 - OK if:
 - Meets UW requirements
 - Can maintain progress in program as determined by advisor and graduate program director
 - Approval of instructors for enrolled classes
 - Allowable reasons:
 - Field research related to a student's dissertation/thesis

- Personal medical conditions, including mental or physical health-related conditions
 - Caretaking: Arrival of a new child in the home by birth, adoption, or foster placement
 - Caretaking: Care of a sick family member
 - Medical requests should utilize the Disability Resources for Students (DRS) office to establish accommodations plan
 - Requires:
 - Formal request (in writing, via email) sent to graduate program advisor
 - Approval of advisor and graduate program director
 - Allows for waiver of in-person CHOICE requirements including seminar
 - Limited to 1 quarter
 - Alternative is to take an official leave of absence with the UW Graduate School, which may be an appropriate option
- After completing CHOICE program requirements (except HEOR 600 and/or 800) and approval of short proposal:
 - OK if:
 - Meets UW requirements
 - Can maintain progress in program as determined by advisor and graduate program director, assessed quarterly
 - Allowable reasons:
 - Field research related to a student's dissertation
 - Personal medical conditions, including mental or physical health-related conditions
 - Caretaking: Arrival of a new child in the home by birth, adoption, or foster placement
 - Caretaking: Care of a sick family member
 - Requires:
 - Formal request (in writing, via email) sent to graduate program advisor
 - Approval of advisor and graduate program director
 - Approval should be renewed quarterly with requests made prior to the start of classes.
 - Expectation is a return to in-person if reason for remote exception is no longer present
 - Allows for waiver of in-person CHOICE requirements including seminar
 - Alternative is to take an official leave of absence with the UW Graduate School, or combine with official leave of absence, which may be an appropriate option given allowable reasons.
- International students need to adhere to rules for international students regarding in-person learning
- This policy only covers the graduate program requirements and does not cover UW employment, which have additional rules and requirements
 - <https://hr.uw.edu/hybridwork/telework-policies-and-agreements/remote-work-location-and-out-of-state-work-policy/>
- Policy does not override criteria for selecting RA/TA/GSA positions that may include an in-person requirement

Notes:

- Leave of absence:
 - <https://grad.uw.edu/policies/3-5-on-leave-policy-to-maintain-graduate-student-status/>
- UW Graduate School Policy 3.7 on Academic Performance and Progress:
 - <https://grad.uw.edu/policies/3-7-academic-performance-and-progress/>
- Out of state work:
 - Approval for out-of-state hiring or for current employees to become remote is at the Vice President, Vice Provost or other executive unit head level and must be supported by a compelling policy, critical skill- based, or family health circumstance.
 - <https://hr.uw.edu/hybridwork/telework-policies-and-agreements/remote-work-location-and-out-of-state-work-policy/>
- International students:
 - Should consult ISS
 - Graduate students are required to enroll in 10 credits each quarter (with exceptions for summer). **Only one online class** may count towards the minimum credit amount each quarter.
 - An online class is one that “does not require the student’s physical attendance for classes, examination or other purposes integral to completion of the class. Therefore, any course that has some sort of physical attendance requirement, such as for a lecture, exam, or faculty meeting is not considered fully online for visa status purposes. You cannot take only online coursework during your final quarter. **Hybrid classes** that are mostly online but have a physical presence requirement are not counted toward the 1 class limit for online courses.
 - HEOR 600, 700, 800 do not count as “online classes”

PROGRESSION TO DOCTORAL DEGREE

In general, students complete their degree within 4-5 years. A suggested time frame is outlined below:

First & Second Year: Completion of core courses and preliminary examinations. In the second year, students should consider research involvement with faculty members to begin the process of determining their potential interests in dissertation research.

Summer Quarter after Second Year: Explore potential dissertation topics and data sources available for investigation of these topics.

Third Year: Selection of dissertation topic (with CHOICE faculty approval of short proposal) and establishment of Supervisory Committee. Ideally, a short proposal should be completed and approved by the end of the fall quarter of the third year. Completion of specialization coursework and Dissertation Proposal Defense follow.

Fourth and Fifth Year: Completion of dissertation and Dissertation Defense. Enrollment in Dissertation credits throughout this period.

PROGRESSION TO DOCTORAL DEGREE – TASKS TO COMPLETE:

Completion of Coursework

Students are expected to complete the core curriculum and elective class work within their first three years as a PhD student. A suggested schedule of classes is attached as [Appendix A](#). Students should be aware that many required courses are offered as a series, with individual classes available only one quarter of each year. Alternatively, some courses are offered every other year. Students who do not take the first course in a series or who fail to achieve the required 2.7 passing grade in one course in a series may be unable to move on to the second class in the series until the following year. It is recommended, therefore, that students follow the suggested schedule as closely as possible.

Preliminary Examinations

Preliminary examinations will be given for demonstration of mastery of the core competencies of the PhD Students will take 4 examinations covering core competencies after meeting coursework requirements. The four examinations will be in the following areas:

1. Biostatistics and causal inference
2. Epidemiology and pharmacoepidemiology
3. Health Economics and health policy
4. Cost and outcomes evaluation.

Preliminary exams occur in June of each year. Students are expected to complete all exams by end of year 2. It is recommended that students take the exams in the same year that they complete the corresponding coursework for each exam. The examinations will be in written format, may include take home analytic or modeling work, and will be graded numerically. An average passing grade of 70% in each of the core competencies is required. Students must satisfactorily complete preliminary examinations in all core areas before they are allowed to complete the Dissertation Proposal Defense (General Exam). The use of generative AI tools of any type to draft, review or finalize your responses to preliminary exam questions is not allowed, unless explicitly allowed in the exam instructions.

Two attempts to pass each preliminary examination are allowed. If a student achieves less than a passing grade for any core area, the student is allowed to re-take that section of the examination in Fall Quarter of the same year. The repeat examination will also be written, and the student must receive an average grade of 70%. Should the student fail to pass the examination the second time, the student is no longer eligible to pursue the PhD and the student's advisor will explore the option of completing a master's degree in the program. A remediation program of study may also be required regardless of score (i.e., even students with passing grades may be required to complete a remediation program).

Selection of Dissertation Advisor and Doctoral Supervisory Committee

Selection and Appointment of the Doctoral Supervisory Committee occurs after completing your preliminary exams and as you begin working on your Short Dissertation Proposal. The selection of the Doctoral Supervisory Committee should be given thoughtful consideration. This committee will supervise the student's research closely and serve as their mentor for the duration of the PhD program. The Chair will ultimately determine the acceptability of their work and whether the student's scholarship meets the

scientific rigor and contribution to the field warranting the award of a doctoral degree. Students have a great deal of discretion in the choice of their dissertation topic. Students should take the time to get to know the research specialties of members of the faculty, and to consult with them about their proposed dissertation research, before requesting appointment of the Doctoral Supervisory Committee.

At the request of the student, the Graduate Program Manager submits the names of the committee members via MyGrad. This step is completed generally between acceptance of the short proposal and the general exam scheduling. The committee is composed of a minimum of four members, at least three of whom (including the Chair and GSR) must be members of the Graduate Faculty with an endorsement to chair doctoral committees and two of which must be CHOICE faculty (core, affiliate, or adjunct). The committee must include an expert in the field most relevant to the topic of the students' dissertation to ensure that the student has a broad understanding of the subject area. The chair of the committee is chosen by the student and must be a core faculty member of CHOICE (including joint faculty with other departments) and a member of the Graduate Faculty with the Endorsement to Chair. Faculty members with adjunct or affiliate appointments may chair the dissertation committee only with the approval of the Graduate Program Director. An additional Graduate School Representative (GSR) is identified by the student, explained in more detail below.

The Role of the GSR:

The GSR represents the broad interests of the Graduate School with respect to high standards of scholarly performance. The GSR is a voting member of the dissertation supervisory committee, and as such provides an important service function to the Graduate School and the University. In all cases, the GSR must meet the following Graduate School requirements:

- attest to the validity of examinations and indicate approval of the process by which examinations are conducted;
- ensure that the student is treated in an unbiased manner; and
- represent the Graduate School in ensuring university-wide standards of scholarly performance.

The GSR's signature on the committee signature form affirming the decision of the committee communicates to the Dean of the Graduate School that the Graduate School and program-level responsibilities have been met.

Graduate School Representative (GSR) Eligibility

- As with all doctoral supervisory committee members, the GSR is proposed to the Graduate School by the Graduate Program Coordinator in the student's degree-offering unit and must be a member of the Graduate Faculty with an endorsement to Chair.
- Faculty members with a primary, joint, or affiliate appointment in the student's degree-offering unit or the committee chair's department are not eligible to serve as the GSR.
- It is vital that a conflict of interest in the selection of the GSR be avoided. Budgetary relationships, personal relationships, or research and/or publication relationships between the GSR and either the student or the committee chair are examples of possible conflicts of interest. (See GSR Eligibility for more information.) The GSR is responsible for ensuring that no such conflicts of interest, or appearance of conflicts of interest, exist, and must attest to this upon request.

For help identifying a GSR, see the Graduate Faculty Locator tool: <https://grad.uw.edu/programs/find-graduate-faculty/>. *Be sure to select the box "Only graduate faculty members endorsed to chair doctoral supervisory committees and serve as a GSR".*

Please review [Graduate School Policy 4.2](#) for further information on the role of the doctoral supervisory committee.

Short Proposal

The short dissertation proposal is the first major deliverable in the student's dissertation journey. A short proposal is prepared by the students in consultation with their advisor and committee; it should be submitted for review by the CHOICE graduate faculty **one week prior** to a regularly scheduled quarterly CHOICE Faculty meeting, or via email (by July 15th) during Summer Quarter. The Graduate Program Manager will share the scheduled faculty meeting times for the full academic year in September so that students may plan their short proposal submission timeline accordingly.

The proposed Chair of the student's Doctoral Supervisory Committee presents the proposal to the faculty. The CHOICE graduate faculty will review the short proposal with the goal of providing feedback to the student and Committee Chair. At the discretion of the CHOICE faculty, the student may be required to provide a revised short proposal to the faculty based on feedback (final approval may be contingent on a sufficiently revised short proposal). Once approved by CHOICE faculty vote, the student proceeds to the next stage of preparing the full dissertation proposal. The full proposal (sometimes referred to as the "long proposal" is prepared for consideration by the Doctoral Supervisory Committee (this process is outlined in the next section).

Short Proposal Format

- Arial font size 11, single spaced, ½ inch margins
- **Including all references, document must not exceed 4 pages**
- Contents should include:
 - Title page (1 page)
 - Title and names only (include proposed dissertation committee)
 - Summary Page (1 page)
 - Background (1 paragraph)
 - Rationale (1 paragraph)
 - Overall research objective (1 sent.)
 - Specific aims
 - list each scientific aim (what you hope to understand)
 - the approaches you propose to achieve each aim
 - state hypotheses for each aim
 - Summary implications of proposed work (1-2 sentences)
 - Details Page (1 page)
 - Data sources and Methods for each aim
 - Study limitations
 - Study implications
 - Proposed timeline- including plans for grant applications
 - References (1 page max)

- An optional Addendum of no more than ½ page may be added that contains solely this information:
 - Table of aims with the data sources for each
 - List of manuscripts

Full Dissertation Proposal

The student should prepare a full proposal (or “long proposal”) in close collaboration with their entire committee. Ongoing communication with the Chair and committee is one of the most important elements of a successful dissertation.

Full Proposal Format

- Arial font size 11, single spaced, ½ inch margins
- Excluding title page, references, and appendices, **main body of document must not exceed 13 pages**
- Contents should include:
 - Title page (1 page)
 - Summary page (1 page – see Short Proposal format above)
 - Background/Rationale
 - Research objective
 - Specific aims and approach for achieving each aim
 - Study implications
 - Research Strategy - This section should describe what you plan to do and methodology for each Aim (~8 pages).
 - Significance*
 - Innovation*
 - Approach
 - Each Specific Aim
 - Hypotheses
 - Overall Evaluation Plan
 - Setting
 - Data sources
 - Analysis
 - Limitations
 - Alternative Approaches
 - Detailed timeline (~ ¼ - ½ page)
 - Assessment of human subjects approval requirement (~ ¼ - ½ page)

Appendices should only include lengthy, study related documents such as draft surveys and reference tables greater than 1 page in length.

**Significance and Innovation comprise no more than 3 pages, total.*

Dissertation Proposal Defense (General Exam)

The Dissertation Proposal Defense or General Exam consists of a written and an oral component. The oral exam is both a Graduate School and CHOICE requirement, while the written exam is solely a departmental requirement. The Committee must agree that the student is ready to take the exam based on reading the dissertation proposal and providing approval before the exam can be officially scheduled. In addition, the student must have earned a minimum of 60 credits, including *all* departmental course requirements, a minimum of 6 credits of seminar, maintained full-time enrollment for 3 out of 4 consecutive quarters, and completed a minimum of 6 full-time quarters or the equivalent. The elective requirement does not need to be completed prior to General Exam. Registration as a graduate student is required for the quarter that the Dissertation Proposal Defense is completed. If the Dissertation Proposal Defense is completed during summer quarter, the student must register for at least 2 credits that quarter.

Students should review their degree audit in [MyPlan](#) to ensure they have completed the minimum degree requirements for Candidacy (outlined above) prior to scheduling the Dissertation Proposal Defense. A summary of the requirements can be found here: [Graduate School policy 1.1.4.1- General Examination](#).

The Dissertation Proposal Defense is completed after the dissertation proposal has been completed and approved by the supervisory committee, and before significant data collection or analysis for the dissertation research has begun. The student must identify a date and time for the oral defense where all committee members are available to attend either in person or virtually. There are no restrictions on whether all committee members (including the GSR) are physically present for the defense, as long as they are in attendance for the duration (whether by Zoom or in-person). There is an expectation that the student will present their general exam in-person. The next step is to formally schedule the proposal defense with the UW Graduate School. The request is made in [MyGrad: Request Degree > Doctoral \(General Exam\)](#)

The Dissertation Proposal Defense is administered by the Doctoral Supervisory Committee and is required for advancement to PhD candidacy. The defense is focused primarily on the general topic of the student's dissertation and is designed to:

1. Measure the student's ability to analyze and synthesize information,
2. Determine whether the student has sufficient breadth of knowledge of the topic of their dissertation.
3. Evaluate whether the student has adequate knowledge of recent advances and important problems relevant to the student's area of interest.

The written portion of the Dissertation Proposal Defense generally consists of multiple questions, some with several parts, written by committee members related to the student's individual dissertation topic, and may be focused on clarifying specific areas of the full dissertation proposal. Approximately one week will be allowed for the student to complete the written section. The use of generative AI tools of any type to draft, review or finalize your responses to written exam questions is not allowed, unless explicitly allowed in the exam instructions. The oral portion of the exam includes a defense of the answers to the written questions and the full dissertation proposal before the Doctoral Supervisory Committee and the public. The oral portion is to occur as soon as possible after the successful written exam. A student who

performs poorly on the written portion of the Dissertation Proposal Defense may be reexamined at the discretion of the Committee before the oral -portion is completed. The Committee members may require additional course work to remedy perceived deficiencies in any relevant area. The student may take each section (i.e. written & oral) of the Dissertation Proposal Defense (General Exam) a maximum of two times. However, if a student did not pass their written component, they would not proceed with the oral component until the written component. When the defense date is determined and the student is approved to proceed to oral exam following completion of the written exam portion, the student should notify the Graduate Program Advisor to advertise the oral exam with the department community.

Suggested General Exam Timeline

- **At least 7 weeks pre-oral exam**: student prepares timeline for written + oral exam portions; submit to dissertation chair for review.
- **At least 6 weeks pre-oral exam**: student works on oral exam scheduling logistics
 - Student works with their committee to find a 2-hour time block to schedule oral presentation.
 - Student finds a conference room and reserves it for a 3 hour time block (e.g. if a 9am oral exam, schedule room from 8:30 am – 11:30 am)
 - Student informs Graduate Program Manager (Marina) via email of the oral presentation date/time/location and submits General Exam Request in [MyGrad](#).
 - Student sends a calendar invite to committee members + Marina with the oral exam time. Include a zoom link for hybrid option (student to create), adding Marina as a co-host on the meeting.
- **At least 5 weeks pre-oral exam**: long proposal due to committee
 - Dissertation Chair works with committee members to prepare the written exam.
- **At least 3 weeks pre-oral exam**: committee provides written exam
- **At least 2 weeks pre-oral exam**: response due to committee.
- **At least 1 week pre-oral exam**: committee's pass/fail decision on written portion is due.
 - If passed exam, proceeds to the oral exam portion. Dissertation Chair to inform Marina of the exam outcome so she can advertise the oral exam to the department.
 - If failed exam, the student may take each section (i.e. written & oral) of the exam a maximum of two times. Refer to the section above on the re-exam policy.

Appointment of the Dissertation Reading Committee

At least one quarter after the student has passed the Dissertation Proposal Defense, and several months prior to the desired date of the Final Examination, the student should ask at least three members of the supervisory committee who will serve on the reading committee. At least one of the members of the reading committee must hold an endorsement to chair doctoral committees. The reading committee is appointed to read and approve the dissertation. It is the responsibility of a reading committee to (a) ensure that the dissertation is a significant contribution to knowledge and is an acceptable piece of scholarly writing; (b) determine the appropriateness of a candidate's dissertation as a basis for issuing a warrant for a Final Examination and; (c) approve a candidate's dissertation. Once the chosen faculty agree, the student notifies the Graduate Program Advisor (Marina Gano), who completes the online request through MyGrad Program. See [Policy 4.2: Supervisory Committee for Graduate Students](#).

Completion of Dissertation

The decisions about acceptable dissertation organization and content reside with the student's Doctoral Supervisory Committee and ultimately the Chair of the Doctoral Supervisory Committee. The dissertation project is intended to assure that the student has achieved mastery in the full range of skills needed for advanced research in their field of study. It should also represent a unique and genuine contribution to knowledge in the field. Two substantively unique projects should be completed. Primary data collection is not required.

The dissertation must consist of two or more chapters that are each publishable research manuscripts. The dissertation, as submitted to the Graduate School, must follow the Graduate School guidelines and should include:

1. An abstract that describes the entire body of research
2. An introduction to the dissertation that addresses the overall theme, rationale and specific aims
3. Results of the aims as individual chapters
4. A brief summary chapter that discusses the implications and potential impact of the findings from the research

The first chapter should be submitted to a journal of choice prior to the defense. The second paper should be 'submission ready' at the time of the defense; suggestions made at the defense should be incorporated before submission. Each paper must include an Introduction and Background, Methods, Results, Discussion, and Conclusions or meet the journal-specific requirements for submitted manuscripts. Generally, a doctoral dissertation should include:

1. A formulation of a hypothesis and the specific aims of the project
2. A literature evaluation
3. Collection and analysis of data
4. Interpretation of results.

The written report should include such topics as a statement of the problem approached, background, relevant previous research, methods, potential results, and implications. It should demonstrate not only the ability to locate, and access required data, but also an ability to independently design and execute research projects, and to assess the implications and importance of the results.

To graduate with a doctoral degree, students are required to submit an Electronic Thesis/Dissertation (ETD) and a Committee Approval Form to the Graduate School through the [UW ETD Administrator Site](#). ETDs are distributed by ProQuest/UMI Dissertation Publishing and made available on an open access basis through UW Libraries [ResearchWorks Service](#).

- **[Graduate School Dissertation Info Hub](#)** This page outlines information and policies related to preparing your thesis/dissertation, including formatting, deadlines, copyright and distribution decisions, and, ultimately, graduation.

- [Repository of HEOR Theses and Dissertations in UW ResearchWorks](#) Our ETDs are cataloged under “Pharmaceutical Sciences” as a carry over from our old degree title
- Some CHOICE Theses & Dissertations may be found in the [To Be Assigned](#), if not yet sorted.

More Dissertation Resources

- [UW libraries overview on dissertations](#)
- [UW library guide on publishing your electronic theses and dissertations](#)
- [UW library guide on publishing access decisions for dissertations](#)
- [Using published articles in your dissertation](#)
- [Use of images in dissertations](#)
- [Hacking the Academy: UW Theses & Dissertations](#) This session helps students think through their options for how and when to share their work, including the copyright and publishing considerations they may need to take into account.
- [Electronic Theses & Dissertations with the UW Libraries](#) The University Libraries welcomes you to this self-guided course on electronic theses and dissertations (ETDs) at the UW. In this five-part learning experience, you will learn a lot about the ETD process including how the submission process works, how to give and receive recognition for your work, how to find and interpret publisher policies and how to read and inspect publishing contracts.

Scheduling of the Dissertation Defense (Final Exam)

Sufficient time should be allotted for review of *at least two drafts* of the student’s dissertation by the Reading Committee. The Reading Committee should be provided *two weeks to review each draft* of each dissertation aim. Together, the student and Dissertation Advisor should create a timeline, accordingly. A *suggested* timeline appears here:

- **8 weeks before defense** – first complete draft of dissertations to the reading committee.
- **6 weeks before defense** – reading committee members return all comments to student.
- **4 weeks before defense** – reading committee members read second round of edits.
- **2 weeks before defense** – reading committee members return all comments to student.
- **1 week before defense** – student prepares for defense.

The student must schedule their Dissertation Defense (Final Exam) via [MyGrad](#) no later than three weeks prior to the desired date. The scheduled exam is a 2-hour time block. When completing the request, the student should insert the date, time, and location (if available) of the exam that has been previously agreed upon by all members of the supervisory committee. All committee members will receive an email notice of the date, time, and location of the exam. The student should work with the Graduate Program Manager to identify the conference room location. If the location is not known at the time of scheduling, the student can enter “TBD” in the location field, and it can be updated later. The Committee Signature Form will be printed by the Graduate Program Manager and given to the Chair of the Committee on the day of the defense. The defense consists of an oral defense of the dissertation before the entire Doctoral Supervisory Committee and the public. Generally, the format consists of 45 minutes of presentation and 15 minutes of questions from the public (committee members are to refrain from engaging in this portion of the discussion). At the 1-hour mark, the committee will excuse the audience and the PhD

Candidate. They will then discuss amongst themselves and invite the Candidate back in for questions and discussions.

At least four members of a supervisory committee (including the Chair, Graduate School Representative, and one additional Graduate Faculty member) must be present at an examination (see [Instructions for Virtual Doctoral Examinations](#)). Registration as a graduate student is required the quarter that a Final Examination is taken AND the quarter the dissertation is submitted.

Note: it is recommended to work with the Graduate Program Manager to identify an exam location at the time of exam scheduling, as conference room availability can be competitive. Additionally, the Graduate Program Manager will assist in promoting the exam to the department community.

[Final Submission of the Dissertation and Award of the Doctoral Degree](#)

The Reading Committee will complete the [online approval](#) of the dissertation via MyGrad – Committee View once satisfied with the final manuscript, following the Dissertation Defense. All requirements for the doctoral degree must be satisfied by the last day of the quarter in which the student intends to graduate. The dissertation must be submitted to the Graduate School ETD Administrator site (ProQuest) by the last day of the quarter in which degree requirements are completed at 11:59 PM. The degree is conferred in the quarter in which the student's dissertation is accepted by the Graduate School. Therefore, the student's graduation date will be the last day of the quarter (e.g. if defended in Spring 2025, the official graduation date on the UW transcript will be June 13, 2025).

Graduation Resources:

- **Final Quarter Timeline:** <https://grad.uw.edu/current-students/enrollment-through-graduation/graduation-requirements/#graduation-requirements-1>
- **Graduation Checklists:** <https://grad.uw.edu/current-students/enrollment-through-graduation/graduation-requirements/#graduation-requirements-2>
- **Academic dates & deadlines:** <https://grad.uw.edu/calendars/student-dates-deadlines/>
- **[Overall Graduate School Graduation Requirements](#)**
- **[Appendix G: Graduation Timelines](#)**

If the dissertation *cannot be submitted by the last day of the quarter*, there are two options:

Option 1: Graduate Registration Waiver

This enables students to graduate the following quarter without being required to register by paying the [Graduate Registration Waiver Fee](#). This entails paying a \$250 Registration Waiver fee (RWF), *in lieu of registering and paying tuition for the following quarter*. Utilizing this fee enables the student 2 additional weeks to submit their thesis to the Graduate School, contingent on them having defended prior to the last day of the quarter they intend to graduate and having met all degree requirements by the last day of that same quarter.

Eligibility

The student must have been registered for the previous quarter and meet one of the two following criteria:

- A thesis or dissertation student has completed **all** Graduate School and graduate program degree requirements (courses, examinations, etc.), the thesis or dissertation has been approved for submission by the student's committee, and the student needs additional time for formatting the document.
- A non-thesis master's student has completed all Graduate School and graduate program degree requirements (courses, examinations, etc.), but missed the master's degree request deadline.

Process Requirements

- The thesis or dissertation must be submitted in the UW ETD Administrator Site no later than 14 calendar days following the last day of the quarter in which all degree requirements were met.
- Thesis master's students must submit a new master's degree request within the first week (5 weekdays) of the quarter in which the student will graduate.
- Non-thesis master's students must submit a new master's degree request by the last day of instruction for the quarter in which the student will graduate
- All students must pay the [Graduate Registration Waiver Fee](#) by the last day of instruction for the quarter in which the student will graduate.

Exclusions

The following do not meet eligibility requirements for the Graduate Registration Waiver

- Students with unfinished capstone or culminating project requirements with the exception of the thesis or dissertation formatting
- Students with Incomplete coursework
- Students who were on leave the previous quarter
- Thesis or dissertation students requiring content revisions to the document

Example Scenario: A student defends on June 4, 2024. The last day of the quarter is June 7, 2024. They would like a little extra time to submit their dissertation, especially so they can participate in graduation activities that same week. They decide to utilize the Registration Waiver Fee (RWF) and pay the \$250 to Student Fiscal Services and submit their dissertation within the 2 week window (e.g. no later than June 21, 2024). Their official degree award date will be for Summer quarter, but do not have to register for summer credits. They can still participate in the School of Pharmacy Graduation Ceremony in June 2024.

International Students: F-1 and J-1 students who are planning to remain in the U.S. after completing degree requirements must notify International Student Services (ISS) of the student's new expected degree conferral date and that the student is using the Graduate Registration Waiver. ISS may need to update I-20 or DS-2019 documents to reflect the completion of degree requirements.

Option 2: Registration in the Following Quarter

If the Candidate does not submit their dissertation by the last day of the quarter in which they intend to graduate or by the deadline specified in the Graduate Registration Waiver Fee, the next option will be to register for the following quarter and the candidate's degree will be awarded the following quarter.

Example Scenario: A student defends on June 4, 2024. The last day of the quarter is June 7, 2024. They **do not** utilize the RWF and miss the 2-week extension deadline of June 21, 2024 to submit their dissertation. They have to register for at least 2 credits in Summer quarter and will need to pay for those 2 credits (either out of pocket or negotiate staying on in an ASE position for summer, if applicable). Their official degree award date will be for Summer quarter. They can still participate in the School of Pharmacy Graduation Ceremony in June 2024.

International Students: F-1 and J-1 students who are planning to remain in the U.S. after completing degree requirements must notify International Student Services (ISS) of the student's new expected degree conferral date and that the student will be registering for an additional quarter. ISS may need to update I-20 or DS-2019 documents to reflect the completion of degree requirements.

MASTER OF SCIENCE (HEALTH ECONOMICS & OUTCOMES RESEARCH)

TYPES OF MS PROGRAMS IN CHOICE

CHOICE offers primarily structured MS programs. Those sponsored by the pharmaceutical industry require students to complete the first year in residence at UW and earn their MS degree in either 3 or 4 quarters. These students spend their second year on-site at the sponsoring company. Students funded by the Plein Center for Aging Fellowship may complete their MS in two years (6 quarters).

MASTER OF SCIENCE DEGREE REQUIREMENTS

Coursework

The MS student must earn a minimum of 42 credits, including 29 credits in core courses, 3 credits in seminar, and 9 credits of thesis (HEOR 700). See [Appendix C: Suggested 1 Year Course Plan](#). Interested UW PharmD students may complete some of these courses during their time in the professional degree program.

Core Program

The core program consists of the following classes and is designed to provide the knowledge and skills necessary to achieve mastery of the subject.

Required courses:

1. *Biostatistics:*
 - a. **BIOST 511** Medical Biometry I (4), **BIOST 512** Medical Biometry II (4), **BIOST 513** Medical Biometry III (4); **or**
 - b. **BIOST 517** Applied Biostatistics I (4) & **BIOST 518** Applied Biostatistics II (4)
2. *Epidemiology:*
 - a. **EPI 512** Epidemiologic Methods I (4)*; **or**
 - b. **EPI 511** Introduction to Epidemiology (4)
3. *Economic Evaluations*
 - a. **HEOR 530** Economic Evaluation in Health & Medicine (3)
4. *Health Economics*
 - a. **HEOR 540** Health Economics (3)
5. Advanced Methods in Economic and Outcomes Evaluation
 - a. **HEOR 533** Advanced Methods in Economic and Outcomes Evaluation in Health and Medicine (3)
6. Pharmacoepidemiology & Pharmaceutical Policy Analysis
 - a. Take **1** out of the following 2 HEOR courses:
 - i. **HEOR 520** Pharmacoepidemiology (3) offered Even Years only
 - ii. **HEOR 545** Methods in Pharmaceutical Policy Analysis (4) offered Odd Years only
7. *Seminar*
 - a. CHOICE Graduate Seminar: HEOR 597 Graduate Seminar (3)
8. *Thesis*
 - a. HEOR 700 Master's Thesis (9)

9. *Recommended courses:*

- a. CS&SS 508 Introduction to R for Social Scientists (1)

*EPI 512 is part of a 2-course series. Only the first course (512) is required, but students should discuss the pros and cons of adding the second course (EPI 513) in Winter quarter with their advisor.

Selection of Master's Supervisory Committee

Master's Supervisory Committees are comprised of a minimum of two graduate-level faculty members. Students should identify a chair early in their program; the second member may be added later in the program. (Fall of the first year for one-year MS Fellows), The thesis chair is chosen by the student and must be a regular or research faculty member in the Department of Pharmacy (including faculty with joint appointments in other departments and a member of the Graduate Faculty). Faculty with affiliate or adjunct appointments may chair the thesis committee only with prior approval of the Graduate Program Director. Master's committees consist of at least two members of the Graduate Faculty. The second member need not be from the Department or School of Pharmacy. After selected Committee members have agreed to serve, the student should notify the Graduate Program Advisor, who will submit the names for acceptance to the Dean of the Graduate School. Most often, the fellowship director serves as the chair of the thesis committee.

Completion of Master's Thesis

The Master's thesis project may be based on research involving primary data collection but is often a secondary analysis of data from a completed pharmaceutical study (or other dataset) to investigate a research question not yet considered in that study. The thesis should be formatted as a potentially publishable paper. Decisions regarding acceptable thesis format and content reside with the student's thesis committee.

Suggested CHOICE MS Program Thesis Timeline

See visual timeline in [Appendix D](#).

- **By end of Summer quarter:** identification of industry mentor, selection of therapeutic area, literature review in that area, culminating presentation at UWSOP Corporate Advisory Board meeting
- **By end of Fall quarter:** finalize research question/topic, start building an initial cohort to get an idea of sample size and feasibility
- **First half of Winter quarter:** submit abstract to ISPOR, draft SAP and continue building cohort to be able to include baseline characteristics in final draft of SAP
- **By end of Winter quarter:** finalize SAP, start analysis during/shortly after spring break
- **First half of Spring quarter:** preliminary results, start drafting write-up
- **Before ISPOR:** Send first draft of write-up to advisors prior to ISPOR

- **By end of Spring quarter:** submit thesis to university, manuscripts can follow

You must submit a master's degree request before submitting your thesis. The deadline is the last day of the quarter you intend to graduate. More information about the request including deadlines can be found here: <https://webapps.grad.uw.edu/student/deg/master/review.aspx>

- **For details concerning thesis formatting and submitting your thesis:**
<https://grad.uw.edu/current-students/enrollment-through-graduation/thesis-dissertation/>
- A graduation timeline including final quarter checklists can be found in [Appendix G](#).

Time Period

Students are expected to complete the MS degree, including conduct of the thesis, within 3, 4, or 6 academic quarters. The thesis must be submitted to the Graduate School by the end of the quarter in which degree requirements are completed or by the deadline specified in [Policy 3.6: Graduate Registration Waiver](#).

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GENERAL STUDENT POLICIES & RESOURCES (A-Z)

These policies and resources apply to all graduate students. They are listed alphabetically.

ACADEMIC CALENDAR

<https://www.washington.edu/students/reg/calendar.html>

ACADEMIC GRIEVANCE PROCEDURE

UW School of Pharmacy Graduate Student Academic Grievance Process

The academic grievance procedure for graduate students, intended to ensure uniform and fair application of program, department, unit, or university-level academic policy, adheres to the principles outlined in [Executive Order 58](#) for undergraduate and professional students. This grievance procedure for graduate students is developed in alignment with EO 58 and adapted for implementation within the UW School of Pharmacy.

Graduate students who believe they have been subjected to unfair treatment in the administration of academic policies may seek resolution of their complaints as described below. *Note that the following areas have their own procedures and policies and are excluded from this process:*

- Students contesting individual grades or academic evaluations should refer to the Change of Grade Procedure contained in the [Scholastic Regulations, Chapter 110, Section 2](#).
- Students who believe they have been discriminated against on the basis of race, religion, color, creed, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or veteran should refer to the Resolution of Complaints Against University Employees Procedure contained in [University of Washington Administrative Policy Statement 46.3](#).
- Student disciplinary proceedings for misconduct, including plagiarism and cheating, fall under the provisions of the Student Conduct Code contained in the [Student Policies Chapter 209](#) and [Chapter 478-120 WAC](#).

Stage 1: Informal Conciliation

The student is encouraged first to attempt to resolve a grievance with the faculty or staff member(s) most directly concerned. If discussion with the faculty or staff member(s) concerned does not resolve the grievance, the student should contact the Department Chair or Supervisor respectively within 10 days of the discussion with the faculty or staff member. If this discussion does not result in resolution of the grievance, the student may request the [Associate Dean for Research and Graduate Education](#) or the [UW Ombud](#) to conciliate. This stage may include, but does not require, assistance from the Graduate School when requested by the student. If the grievance is not resolved in the conciliation stage, and once a particular policy (or policies) has been identified as potentially unfairly applied, the grievance procedure may move to the next stage.

Stage 2: Initiation of Formal Complaint

School of Pharmacy Academic Grievance Committee: The Dean shall appoint an administrator or other senior faculty member to serve as Chairperson, as well as four ad hoc members and two students to serve on this Committee. The Dean shall consult with representative members of the student body for nominations of student members. No person who has an obvious conflict of interest shall be appointed. Appointments of student members shall be from graduate program other than that of the complainant other than that of the complainant.

A formal grievance will be referred to the Chairperson of the School of Pharmacy Academic Grievance Committee who shall within five working days (hereafter, time limitations are stated in working days) of its receipt, notify the student and the faculty or staff concerned of the membership of the Committee. The student and the faculty or staff member concerned shall then have the right to exercise one peremptory challenge of Committee membership. If a challenge is made, the Dean shall designate another faculty or student member to replace the member challenged. All members of the Committee shall have the right to vote upon any matter that may come before it. No faculty member of the Committee shall be from the department of any of the parties to the grievance.

Hearing Procedures

When a student has filed a formal complaint, the Chairperson of the Academic Grievance Committee shall distribute a copy of the complaint to each faculty or academic staff person directly involved. The Chairperson shall establish a time and place for a hearing to be held within five days from the date of final determination of the Committee membership, unless for good reason stated in writing to the complainant and other concerned parties, the Chairperson schedules the hearing for a later specified date. The Chairperson shall announce the time and place of the hearing to the student, the member(s) of the faculty and staff involved, the Dean, the chairperson of the department and all other prospective witnesses. A list of the people notified will be given to the student and the other individuals directly involved.

Hearings will be conducted in closed session except when and to the extent mutually agreed upon by the student and faculty or staff involved. All parties may present evidence and testimony necessary either to establish or refute the alleged grievance. Only evidence presented at the hearing will be considered in determining the validity of the complaint. Hearings may be continued from day to day until all evidence has been presented. An adequate summary of the proceedings shall be kept and shall include, as a minimum requirement, a tape recording of the proceedings. The Dean shall retain such summary until the student graduates to ensure adequate review, if requested. Upon graduation the summary shall be destroyed.

Within five days after the hearing adjourns, the panel shall present to the Dean its report, including findings, conclusions, and recommendations for action. The Committee shall reach its findings and recommendations by a majority vote of all the members. Dissenting opinions, if desired, may be presented with the majority report. The Dean, within five days after receipt of the Committee report, shall issue his decision as to the action to be taken on the grievance. The Dean's decision shall include an evaluation of the validity of the grievance and a statement of the action to be taken. Copies of the decision shall be transmitted to the student, the faculty and staff member(s), their chairperson, and the Grievance Committee.

The decision of the Dean shall become final at the close of the seventh day after issuance, unless the student or any other party directly involved files a written request for consideration of the findings by the Dean of the Graduate School.

Stage 3: Appeal to Dean of the Graduate School

Within 15 business days of the conclusion of the school or college-level grievance procedure, a graduate student may file an appeal with the dean of The Graduate School alleging a lack of procedural uniformity in the unit's application of their grievance procedure. The complaint must be initiated by a written statement that indicates the exact nature of the non-uniformity including the date(s) the action(s) occurred; the deviation of the grievance procedure from the unit's documented procedure, [EO 58](#), or from other applications of grievance procedure within the unit; and the relief requested. The statement should also include a description of the results of the unit-level procedure, as well as any background information that the student deems pertinent to the complaint.

Graduate School Associate Deans or Directors will review the appeal, consult with the unit and allow a written response, and recommend to the Graduate School Dean whether further action is warranted. Evaluation criteria will be whether the unit-level grievance procedure is clearly articulated and available to all students, as well as whether it was uniformly applied in the student's case. The Dean of the Graduate School or their designee will notify the student and academic unit leader within 15 business days during an academic quarter of submission of the formal complaint by the student of their determination and any recommended remediation.

Other Resources

The following University resources are also available for student support.

[Bias and Misconduct Resources \(School of Pharmacy\)](#)

[Office of the Ombud](#): (206) 543-6028

[Civil Rights Compliance Office](#) (includes Title IX): (206) 616-2028

ACCESSIBILITY AT THE UW

Accommodations

<https://www.washington.edu/accessibility/accommodations/>

Accommodation resources for students, the workplace, visitors, patients, events, and more.

Americans with Disabilities Act (ADA)

<https://www.washington.edu/civilrights/seeking-support/disability-and-accessibility/> In accordance with the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973, and relevant local, state, and federal laws, the University provides individuals with disabilities equal access to programs, services, and activities.

Digital Accessibility

<https://www.washington.edu/accessibility/digital/> Digital accessibility means that websites, applications, and other digital content are designed, developed, and written to be accessible and usable. Making digital content accessible is essential for people with disabilities, helpful for everyone, and supports UW values by fostering a diverse and inclusive community.

On April 24, 2024, the Department of Justice (DOJ) published a new rule on digital accessibility under Title II of the Americans with Disabilities Act (ADA). This rule requires the University's web content, including academic course content, to be accessible starting on April 24, 2026.

ADA Digital Accessibility Initiative: <https://www.washington.edu/accessibility/digital/initiative/>

Physical Accessibility

<https://facilities.uw.edu/access-guide>

The UW is committed to ensuring access and inclusion for all. The UW Access Guide is an information hub to help community members with disabilities navigate the campus. On this page, you can find:

- a map identifying accessible routes
- parking locations and transportation services
- a way to report physical barriers encountered on campus
- links to campus resources related to disability access

If you or someone you know encounters a physical barrier that is preventing equal access to a University building or area, you should [submit a report](#). Physical barriers are conditions in any structural environment that prevent or impede an individual with a disability from efficiently navigating the setting. Barriers to access can include:

- Non-functioning door openers
- Non-functioning elevators
- Damaged curb cuts
- Issues with accessible restrooms
- Weather related issues such as snow-blocked paths

IT barrier to access

If you experience a barrier that affects your ability to access UW websites, videos, online forms, or other informational technology, email UW-IT help@uw.edu with a detailed explanation of the issue. Once reported, your issue will be assigned to the appropriate team to address it. You will be able to track your issue's progress in the online ticketing system.

ADMISSION, RETENTION, AND GRADUATION STANDARDS

Graduate Study in Health Economics and Outcomes Research is designed to prepare students for advanced research with the aim of promoting safe, effective, and cost-efficient use of pharmaceuticals to provide patients with optimum- health care and quality of life. The educational process requires assimilation of knowledge, acquisition of skills and development of judgment.

The University of Washington Department of Pharmacy endeavors to select applicants with the potential

to become highly engaged and competent researchers. As an accredited pharmacy school, it adheres to the guidelines promulgated by the American Council of Pharmaceutical Education in its "Guidelines for Accreditation Standards." Within these guidelines, the University of Washington Department of Pharmacy has the freedom and ultimate responsibility for the selection of students; the design, implementation, and evaluation of its curriculum; the evaluation of students; and the determination of who should be awarded a degree. Admission and retention decisions are based not only on satisfactory academic achievement, but also on non-academic factors that serve to ensure that the candidate can complete the essential functions of the academic program required for graduation.

The School of Pharmacy, as a part of the University of Washington, is committed to the principle of equal opportunity. The School does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, disabled veteran or Vietnam era veteran status. When requested, the University will provide reasonable accommodation to otherwise qualified students with disabilities.

Technical standards, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum, and the development of professional attributes required by the faculty of all students at graduation. The essential abilities required by the curriculum are in the following areas: motor, sensory, verbal and written communication, intellectual (conceptual, integrative, and quantitative abilities for problem solving and decision making), and the behavioral and social aspects for the performance of pharmaceutical care.

The University of Washington Department of Pharmacy graduate curriculum requires essential abilities in information acquisition. The student must have the ability to master information presented in course work in the form of lectures, discussion groups, case studies, small group projects, practicum experiences, computer technology, written material, and projected images. The student must have the cognitive abilities necessary to master relevant content in biomedical science at a level deemed appropriate by the faculty, and must be able to develop appropriate reasoning and decision-making skills.

ADVISOR AGREEMENTS

These agreements are meant to guide the advisor and advisee in documenting and thinking through mutually agreed upon goals and parameters that will serve as the foundation for the advising relationship. It is expected that all CHOICE students and their academic advisors work through the agreement form together at the beginning of one's doctoral studies in CHOICE. Once a dissertation chair has been identified, if different from the academic advisor, a new agreement should be completed. The agreements are not submitted to the Graduate Program but rather should be maintained and kept on file with the advisor and advisee.

The University of Washington supports a strong mentorship culture. Some useful guidance for mentors and mentees is provided by the [UW Mentoring Page](#) and the [Graduate School Student Affairs](#). Guidance for expectations of dissertation Supervisory Committee members can be found in [Graduate School Policy 4.2: Supervisory Committee for Graduate Students](#). If disputes or grievances should arise and students need support to discuss any concerns throughout the relationship, they can consult with the Graduate

Program Manager or refer to the student handbook to identify the appropriate points of contact within the department or school.

The agreements can be found in [Appendix F](#) and fillable PDF versions are available on SharePoint: [Advisor Agreement Forms](#)

AUDITING CLASSES

Students who audit a class enroll in a course for no credit but typically must still pay for the class. While auditing a course, you will have access to all class materials but will likely not need to complete homework or take any exams. Additionally, the student's advisor and the course instructor's approval are required. Audit credits count in the calculation of fees and are included in the billing on a fee statement. In general, the CHOICE program **discourages** auditing courses and suggests taking courses for grade or pass/fail even if they do not need the course to fulfill degree requirements. Process for auditing classes: <https://www.washington.edu/students/reg/audit.html>

CAREER & INTERNSHIP CENTER

<https://careers.uw.edu/graduate-students/>

CAREGIVING & FAMILY SUPPORT

[Childcare Resources](#)

- UW Childcare Assistance Program <https://www.washington.edu/financialaid/types-of-aid/child-care-assistance/>
- UW HR childcare resources <https://hr.uw.edu/worklife/child-care-and-caregiving/>
- AHRQ/NRSA Pre-doctoral T32 fellows are eligible for childcare support – contact hservphd@uw.edu with questions
- For Academic Student Employees <https://hr.uw.edu/labor/academic-and-student-unions/uaw-ase/ase-contract>, Article 5 – Childcare
- Bright Horizons Backup Care <https://hr.uw.edu/worklife/child-care-and-caregiving/benefits/backup-care/bright-horizons/>
- Backup Care- Free Sitter City Membership <https://hr.uw.edu/worklife/child-care-and-caregiving/benefits/backup-care/sittercity-membership/>

[Family Resources](#)

- The UW Employee Assistance Program <https://hr.uw.edu/worklife/employee-assistance-program/change/>
- WA EAP worklife webpage eap.wa.gov/worklife (Organization code is "UW")
- WA EAP family support <https://hr.uw.edu/worklife/employee-assistance-program/family-support/>

- UW Community Resources for Families <https://hr.uw.edu/worklife/child-care-and-caregiving/uw-community-resources-for-families/>
- UW Family Housing <https://hfs.uw.edu/live-on-campus/family-housing>

Adult & Elder Care Resources

- When supporting an adult relative or loved one you may need consultation, education or help finding care. PEBB-eligible UW employees and students have access to several resources that can help: <https://hr.uw.edu/worklife/caring-for-adults/adult-and-elder-care/>
- Additional Eldercare Resources (outside UW) <https://hr.uw.edu/worklife/caring-for-adults/additional-elder-care-resources/>

CHOICE STUDENT REPRESENTATIVES

This initiative is a joint effort to provide a consistent forum for students to garner feedback on various aspects of their graduate training with a direct and transparent link to program faculty. Recognizing the need to extend student coordination beyond professional society appointments (e.g. the ISPOR student chair), this system of student group representation aims to augment rather than replace any current student planning roles. The shared goals between students and faculty are to improve student sharing at regular check-ins throughout the academic year and to ensure communication of a collective student voice to program faculty for the purpose of enhancing graduate training for both parties.

Student Representative

- Roles and responsibilities: the minimum responsibilities of the student representatives will be 1) schedule and run a quarterly meeting with the full graduate student body, 2) communicate outcomes of student body meeting in both written format (sent via email to students), presentation during the quarterly faculty meeting, and 3) send a written report-out to students following faculty meeting presentation.
- Term: both student representatives will serve a one-year term as a primary student representative followed by six months as a “past representative,” based on a calendar year (e.g. Jan 2019-Dec 2019 as primary, Jan 2020-Jun 2020 as past) to provide overlap and continuity between academic years. After their full year term is served, reps will continue with a “past representative” status for six months to aid incoming representatives, providing overlap and continuity between academic years
- Election process: at the end of each calendar year (~Dec), CHOICE graduate students will nominate students to serve as representatives. Students may self-nominate. If an election is needed, the current student representatives will determine the appropriate process.

Student Meetings

- Cadence: a student meeting will be held once per quarter, preceding the quarterly faculty meeting. Attendance is strongly encouraged for all current graduate students.

- Meeting content: the topics will be determined based on student interest and will generally be an open forum. Possible topics to discuss include: course curriculum (including prelim exams), funding & RA/TA placements, dissertation/thesis, and professional development.
- Meeting date: when possible, we will aim to hold meetings on the same date as program seminars (i.e. Wednesdays)

Connection to faculty

- Faculty meeting presentation: the student representatives will be given a set time slot at each quarterly faculty meeting to report out from the student meeting on key topics for faculty consideration.
- Feedback loop between students and faculty: at the time of the student presentation at faculty meetings, the students and faculty will decide on a course of action to address any outstanding student needs. This follow-up will be communicated to students and incorporated in future meetings as needed.

CHOICE STUDENT FEEDBACK FORM

<https://forms.office.com/r/XHhfACZUai>

Students are invited to use this form as an opportunity to share confidential feedback or concerns with the CHOICE Graduate Program Manager (Marina). This is an open and confidential forum. It will only be shared with CHOICE faculty with the student's explicit permission. You may choose to remain anonymous when completing this form. Although NetID sign on is required to access the form, we have tested and confirmed that the form will not display your name or email in your responses.

Possible topics include:

- Evaluation of the program
- Evaluation of mentor
- Grievances
- Suggestions to improve student experience
- Concerns you would like to discuss or have addressed
- Topic you would like to see discussed at a faculty meeting or by CHOICE leadership

Note: these topics are also included as part of the Individual Development Plan (IDP) though we recognize that in some scenarios you may feel more comfortable sharing concerns with the Graduate Program Manager instead. You do not need to duplicate feedback that has also been entered on the IDP.

CHOICE STUDENT RESOURCES SHAREPOINT SITE

The goal of our [internal SharePoint site](#) is to create a single go-to hub for student resources of all types. It was created for and by CHOICE students. The site is organized into two libraries: "CHOICE Program Resources" and "Research and Learning Resources."

The [CHOICE Program Resources](#) document library contains these subfolders:

- **New Student Orientation:** 1st year student survival guide, orientation resources, department organizational chart, housing and transportation resources, etc.
- **Program Planning and Management:** student handbooks, student competencies, course planning resources (including course syllabi), preliminary exams process, department policies, graduation checklist, etc.
- **Student life:** ISPOR student chapter materials, campus resources, health and wellness, student event materials, etc.
- **Administrative Forms:** dissertation forms and approvals, graduation form, blank Individual Development Plan (IDP) form, cost reimbursement forms, etc.
- **Funding:** list of short-term regularly occurring funding opportunities, longer-term funding that CHOICE students have successfully applied for, budgeting resources, helpful other UW resources
- **International Student Resources:** CHOICE-specific forms, health insurance information, UW offices and advising information
- **Communications:** annual reports and newsletters archive, PowerPoint and branding templates

The [Research and Learning Resources](#) document library contains these subfolders:

- **Research Databases:** guide to CHOICE databases, guide to remote desktop and CSDE server setup, list of other relevant public databases, code repository
- **ISPOR Chapter:** overview, student survival guide, alumni survey, etc.
- **Writing Support:** UW writing resources, research publication guides, reference compilation software, grant-writing resources
- **Dissertation Support:** brainstorming resources, current and past student dissertations and topics
- **Training:** sub-folders for helpful resources in the areas of economics, statistics, programming/coding, professional skills, HEOR methods, equity research
- **Career Development:** list of recent alumni, list of job and internship databases, common conferences and professional societies, career services sites

How do I add more materials or make changes?

All students are able to upload new materials to any folder. Please be mindful of creating consistent file names so that other students can easily find new resources. We also request that every document contains the date the resource was last updated. Contact Marina Gano (mcgano@uw.edu) with any access issues or site questions.

CIVIL RIGHTS COMPLIANCE OFFICE (CRC)

Formed in July 2025, [The Civil Rights Compliance Office \(CRC\)](#) is responsible for compliance with civil rights laws and University policy. The CRC serves as a **central resource for preventing and responding to discrimination and harassment based on protected characteristics as well as [sexual misconduct](#)**. Through the CRC, [civil rights case managers](#) are available to assist students, staff and faculty in understanding their options, accessing resources and navigating University processes. The new Civil Rights Compliance Office will provide care and support for individuals involved in both civil rights and Title IX matters, coordinate the University's response to reports and meet evolving federal

regulatory requirements. This new office brings together the existing work of the Office of the ADA Coordinator, Civil Rights Investigations Office, Hearings Office, and Title IX compliance, case management and training into a single integrated team.

As students, it's important that you be aware of what kinds of prohibited conduct reports the CRC will respond to as identified in [Executive Order No. 81 and related UW policies](#). Prohibited conduct includes, but is not limited to:

- **Discrimination or harassment based on protected characteristics**, including age, citizenship, disability, national origin or shared ancestry, race, religion, sex, sexual orientation, gender identity or expression, pregnancy, veteran status, and more.
- **Sexual misconduct**, including sexual harassment, sexual assault, unwanted sexual contact, sexual exploitation, relationship violence and stalking.
- **Any retaliation** you may have experienced for reporting discrimination, harassment or sexual misconduct; requesting an accommodation; or participating in a process to resolve a report.

The best way to reach a case manager is to make a [Civil Rights & Title IX Report](#) on the CRC website. You can also email civilrights@uw.edu or call 206-221-7932. Anonymous reporting options are available.

Students should be aware that under this executive order and effective July 2025, all UW employees (excluding student employees) who learn of potential prohibited conduct involving a student are required to share the information they have via a report to the CRC. The name of the impacted student may be withheld upon request. See Employee Reporting Obligations for more information:

<https://www.washington.edu/civilrights/making-a-report/employee-reporting-obligations/>

COMMUNITY STANDARDS & STUDENT CONDUCT

The Office of Community Standards & Student Conduct (CSSC) strives to engage UW students in an equitable process centered on the values of honesty, integrity, and respect. Students are encouraged to reflect on their actions to understand their impact on the community, and to develop an understanding of their decisions to work toward success.

CSSC Contact Information: David C. Hall Building Room 303 | 206-685-6194 | cssc@uw.edu

The University's Student Conduct Code is [Washington Administrative Code \(WAC\) 478-121](#). The University has also developed two companion policies, Student Governance Policy, [Chapter 209 Student Conduct Policy for Academic Misconduct and Behavioral Misconduct](#) and [Chapter 210 Student Conduct Policy for Discriminatory and Sexual Harassment, Intimate Partner Violence, Sexual Misconduct, Stalking, and Retaliation](#).

If you believe you have been a victim of an alleged violation of the Student Conduct Code or you are aware of an alleged violation of the Student Conduct Code you have the right to report that to the University.

Making a Report: <https://www.washington.edu/cssc/for-students/making-a-report/>

Student Conduct Process

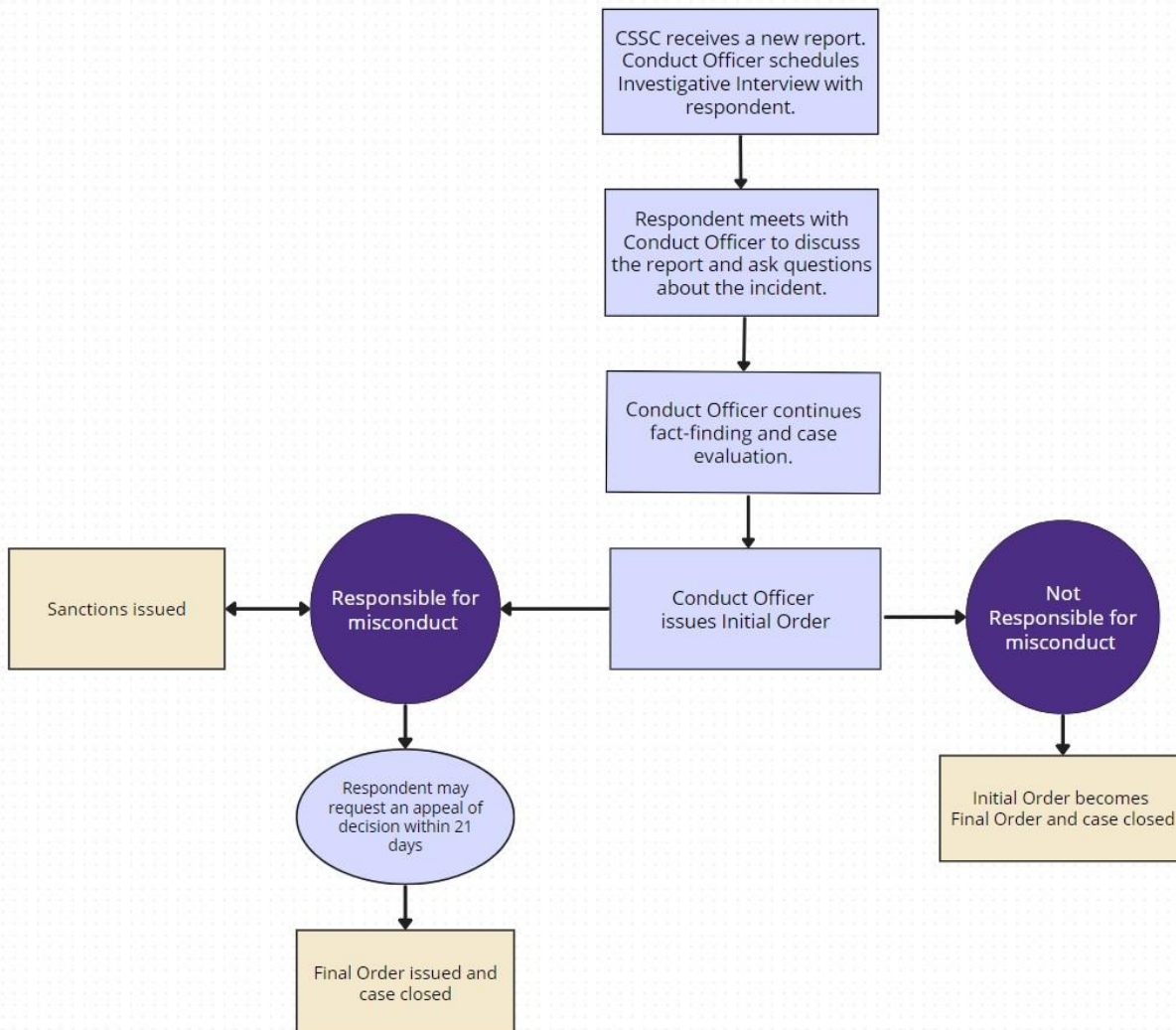
<https://www.washington.edu/cssc/for-students/overview-of-the-student-conduct-process/>

- The Office of Community Standards & Student Conduct receives a **report** alleging a violation of the Student Conduct Code.
- A **conduct proceeding** will be initiated by the Conduct Officer. The fact-finding process will focus on gathering all of the pertinent information necessary to determine whether or not a violation of the Student Conduct Code occurred.
- An **investigative interview** will be scheduled for the respondent to review the alleged violation(s) of the Student Conduct Code and the report with the Conduct Officer.
- During the investigative interview, the student respondent is provided with an overview of the Student Conduct Process and their **rights**.
- The respondent has the opportunity to provide their account of what occurred, present relevant evidence, and provide names of witnesses for further consideration by the Conduct Officer during the fact-finding process.
- At the conclusion of the fact-finding process, the Conduct Officer will make a decision regarding whether there was a violation of the Student Conduct Code based on a “**preponderance of evidence**” standard. The decision will either be that the student is responsible or not responsible for a violation of the Student Conduct Code. If found responsible, the Conduct Officer will also determine what **sanctions** are appropriate for the violation(s). This written decision is called an **Initial Order**.
- The respondent has the option to request an **administrative review** (appeal) of the decision within 21 days of service of the Initial Order. If an administrative review is not requested the Initial Order is considered final.

During the fact-finding process, the Conduct Officer may initiate a **full hearing**. Please click [here](#) for more information about full hearings.

SOP Conduct Officers: In the School of Pharmacy, our Conduct Officers are Professors Lingtak-Neander Chan (DOP) and Kelly Lee (Med Chem).

UW Student Conduct Process



Academic Misconduct:

University of Washington students are expected to practice high standards of academic and professional honesty and integrity. It is important to know and understand the expectations of the University and your instructors regarding academic standards. This is especially relevant to the use of technology and online resources available today.

Artificial Intelligence (AI) content generators, such as ChatGPT, present opportunities that can contribute to your learning and academic work. However, using these technologies may also violate the academic standards of the University. Under the Student Conduct Code, cheating includes the unauthorized use of assistance, including technology, in completing assignments or exams. While some instructors may encourage you to utilize technology to enhance your learning experience, other instructors may prefer that you do your own work without seeking outside help. It is your responsibility to read the syllabus for

each course you take so that you understand the particular expectations of each of your instructors. If you are unsure of expectations, you are encouraged to ask for clarification before you use specific resources in completing assignments.

Cheating may also include the use of tutoring websites such as Chegg and Course Hero. These resources can be helpful in studying and preparing for exams, but copying material from these resources violates the University's academic standards. Posting or submitting course content to these websites may also violate expectations outlined in your course syllabi. It is your responsibility to understand expectations, and again, ask for clarification before you choose to use tutoring resources.

As defined in [Student Governance Policy, Chapter 209 Section 7.C](#), academic misconduct includes:

- Cheating
- Falsification
- Plagiarism
- Unauthorized collaboration
- Engaging in prohibited behavior
- Submitting the same work for separate courses without the permission of the instructor(s)
- Taking deliberate action to destroy or damage another person's academic work
- Recording and/or disseminating instructional content without the permission of the instructor (unless approved as a disability accommodation)

More detailed information and definitions of academic misconduct can be found [here](#).

It is important to know and understand the expectations of the University and your specific instructors regarding academic standards. If an instructor suspects you of academic misconduct, they will submit a report to CSSC. More information about the student conduct process can be found [here](#).

CONFERENCE ROOMS

There are several conference rooms owned by the School of Pharmacy available to students. You can view the calendar schedule and book the room using your Outlook calendar. There is a specific process for how to request these conference rooms outlined on the main Conference Room calendar page, so please read it carefully. List of calendars: <https://uwnetid.sharepoint.com/sites/SOP/SitePages/Room-Calendars.aspx>

The preferred conference room for CHOICE events is the Department of Pharmacy Conference Room, H-371. This space works great for hybrid meetings, too.

The Sub-Crow's Nest, South Campus Center Room SCC 254, is a great space if you'd like something a bit more scenic. It offers great views of Portage Bay. The Dean's Office manages this calendar, [available here](#).

The Dean's Office Conference Room, H-370 is a good space for smaller meetings. [See the calendar](#). There is also a conference room in Pharmaceuticals, Medicinal Chemistry, South Campus Center, and the OPPE office (all linked on the Conference Room Calendar page mentioned above). If you are looking for a

larger event space or the preferred room is not available, you should work with Marina Gano to explore other options – e.g. with Classroom Services.

List of Rooms: <https://hsasf.hsa.washington.edu/instructional-support/crs/matrix/>

COURSE WAIVER POLICY (EXCLUDING SEMINAR)

1. Students may request to waive a required course by demonstrating one of the following to the satisfaction of the student's academic advisor, Graduate Program Director and Curriculum Committee:
 - a. Successful completion of an equivalent course or courses;
 - b. Equivalent work experience in content area; or
 - c. Alternative career objectives (concentration in field of interest produces course conflict).
2. Waived courses must be replaced by elective course work in order to maintain the total number of completed credits for graduation.
3. Process:
 - The student should first discuss their situation with their faculty advisor.
 - The student writes a request for waiver. If the course involved is not a Pharmacy course, a copy of the course outline must be attached to the request.
 - After receiving the written request, the student's academic advisor notes his/her recommendation first, then routes it to the Graduate Program Director and Curriculum Chair for recommendation/vote. The student submits their request no later than Monday of the fifth week of the preceding quarter for which the waiver is requested.
 - If pre-registration is underway, an entry code or request for entry code should be made—in case the waiver is denied.
 - Any questions about the waiver can be raised at a CHOICE faculty meeting, or communicated with the advisor.
 - A waiver request must be approved by the student's academic advisor, the Graduate Program Director, and Curriculum Committee.
 - Once approved or denied, the Graduate Program Director writes a memo to the student regarding the decision. A copy of this memo is placed in the student's file.
4. Faculty advisors do not have the prerogative to approve/deny a request for waiver independently.

COURSE WAIVER POLICY (SEMINAR)

- Students may request to waive the CHOICE seminar if it conflicts with other core or elective courses with approval of the student's academic advisor.
- Process:
 - The student should discuss their situation with their faculty advisor.
 - The student writes a request for waiver and submits it to their academic advisor for signature.
 - Signed waiver is sent to Graduate Program Coordinator
 - Student informs CHOICE seminar instructor of their expected absence

- Students must still complete the required number of seminar credits prior to graduation.

DISABILITY RESOURCES FOR STUDENTS

[Disability Resources for Students \(DRS\)](#) recognizes disability as an aspect of diversity that is integral to society and to our campus community. DRS staff work with admitted University of Washington (UW) students to ensure equal access to UW academic programs and services. Whether transitioning from high school, community college or another university, it's important to be aware of the process to request accommodations and/or auxiliary aids due to a disability or temporary health condition.

All disability accommodations are determined through an interactive process that requires the engagement of both the student and DRS staff. Students need to be aware that it could take between 1-5 weeks, sometimes longer, to receive and implement accommodations with DRS. This is based on a number of potential factors, including but not limited to: the nature of a student's academic accommodation requests, the availability of appropriate supporting documentation, and scheduling appointments during peak periods of a quarter.

UW students already enrolled should engage DRS as soon as possible once they have identified a barrier and/or need. Once accommodations are established, they are applied proactively rather than retroactively, so planning ahead is very important. The steps below provide general information about transitioning to college, and also outline the process for requesting and receiving disability accommodations at the UW. Accommodations apply to non-course requirements as well, such as the Preliminary Exams.

The steps for requesting accommodations through the interactive process are:

1. Student completes an application on [myDRS](#), including any/all available documentation.
2. Student is scheduled for an Access Planning Meeting (APM); student meets with DRS staff member for the APM to discuss how their disability and/or health condition presents in the relevant educational settings. Detailed information can be found on the [Planning for APM](#) page.
3. Reasonable accommodations are determined through information presented by the student, evaluation of access barriers in environments, and DRS staff member's professional knowledge and consultation with academic course/program staff.
4. Notifications of approved accommodations are distributed to student. Student selects to activate accommodations in a timely manner each term. Faculty, or academic staff, are notified via the myDRS system.
5. Students are responsible to engage in ongoing communication and interactions with assigned DRS staff as needed for activated accommodations. DRS staff facilitate necessary assistance when engaged by the student or faculty to ensure effective implementation of accommodations.

DRS Students Have the Right to:

1. An equal opportunity to learn.
2. An equal opportunity to participate in and benefit from the university community.
3. To choose whether or not to disclose the nature of your disability to your professor(s). *The information you provide to DRS is protected by FERPA.* [Learn more](#)

4. To file a grievance if you believe a discrimination has occurred against you. [Learn more](#)

DRS Student Responsibilities

1. Self-Identify to (DRS), in a timely manner, as having a disability and needing accommodation. [Learn more](#)
2. Submit appropriate documentation of a disability from a qualified professional, prior to receiving accommodation, and provide information on how the disability is impacted in the education environment. [Learn more](#)
3. Submit a *DRS Faculty Notification Letter* in a timely manner to each course instructor.
4. Meet with each professor to discuss accommodations in their respective courses.
5. Understand that late notification does not require retroactive academic adjustments.
6. Submit accommodation requests in a timely manner. [Learn more](#)
7. Contact DRS in a timely manner of any issues, concerns or delays in receiving approved accommodations, or if you believe you have been discriminated against.
8. Notify DRS immediately when discontinuing an accommodation (e.g., note taking) or dropping a course for which alternate format materials are required.
9. Meet the same standards—academic, technical, performance and behavioral—expected of all University of Washington students.
10. Check your UW email account regarding important updates from our office.
11. Students employed by the UW need to request *employment* accommodations through the [Disability Services Office \(DSO\)](#).

DRS website: <https://depts.washington.edu/uwdrs/>

FACULTY ADD CODES

A list of faculty add codes for HEOR 600, 700, and 800 is maintained here: [CHOICE Faculty Codes for Registration.docx](#). You should always ensure you have instructor permission to register using this code prior to doing so.

FINAL EXAMINATION POLICY

School of Pharmacy final examinations are administered in accordance with the University of Washington Final Examination Guidelines, and follow the Quarterly Final Exam Schedules posted in the [Academic Calendar](#). Students may be required to take more than one final exam on the same day or the evening before or morning after another exam. Students wishing to change the date and/or time of a final exam must first consult with the lead instructor. Such a change requires agreement by all students in the course, as well as the lead instructor, and must be approved by the Dean. Review the [UW Final Examination Guidelines](#) for further information.

FIRE ALARM PROCEDURES

In the event of a fire alarm sounding, all students should evacuate the building immediately using the nearest exit and avoiding elevators. If located in the H-wing or Grad Room, our evacuation meeting point

is the top level of the S-1 Parking Lot. Students should be aware that it is a finable offense under the Seattle Fire Code to remain in the building during an alarm. Please remember that your safety takes priority above anything else. While it may not always be convenient to stop activities and evacuate during a fire alarm, it is necessary. For up-to-date building evacuation procedures for the H-wing:

<https://hsaf.hsa.washington.edu/building/building-notifications/> or [Magnuson Health Sciences H-wing](#)

FIRST-GENERATION GRADUATE STUDENTS

<https://grad.uw.edu/current-students/student-success/first-generation-graduate-students/>

Following the U.S. Department of Education, the [University of Washington](#) defines a first-generation college student as an individual neither of whose parents earned a Bachelor's degree. This extends to first-generation graduate students. A first-generation graduate student can include individuals who....

- are the first generation of their family to earn a Bachelor's degree
- are the first generation of their family to enter graduate school
- are the first generation of their family to enter graduate school in the United States
- never received access to the knowledge of navigating graduate school, even if they have a family member who earned a graduate degree

In collaboration with university partners and our student advisory board, The Graduate School promotes inter-campus resources and develops programming to achieve the following goals:

- Create visibility. Each campus has posted online profiles and [digital stories](#) of graduate students, faculty, staff, campus leaders, and alumni who identify as first-generation.
- Reduce stigma. We promote and host quarterly academic, professional, and community events that center the strengths and diverse experiences of first-generation graduate students.
- Foster a sense of belonging. We create spaces of connection and community, by convening graduate students who identify as first-gen at our receptions and workshops.
- Develop sustainable and supportive programming. We are eager to grow our programs on all three campuses and look forward to hearing your ideas.

FUNDING RESOURCES FOR GRADUATE STUDENTS

[CHOICE Funding Priority Policy](#)

Occasionally our graduate program is provided with the opportunity to nominate a student for a unit-wide funding award (e.g. Magnuson Scholar or Graduate School Funds). In these cases, the following selection criteria are used (not a ranked list):

- Funding need
- CHOICE funding commitments
- Position Fit (e.g. qualifications, background and experience)
- Career Goals

Types of Funding

- **Assistantships:** Assistantships are a form of paid academic employment in which students receive tuition reimbursement for the tasks they perform for faculty members, departments, or colleges.
- **Fellowships:** Fellowships (also known as grants and scholarships) are competitive awards that generally do not require work in exchange for funds. They are intended to fund academic study and research.
- **Loans/Works-Study:** Student Loans are financial obligations that must be repaid. Participating in the Federal/State Work Study program is a way to help pay for your education while gaining experience by working part-time.

Graduate Student Assistantships

Assistantships are a form of paid academic employment in which students receive tuition reimbursement for the tasks they perform for faculty members, departments, or colleges. At the University of Washington, there are three types of graduate student assistantships:

1. Teaching Assistant: work with students in a classroom, lab, or quiz section setting
2. Research Assistant: work on research projects; does not involve teaching
3. Staff Assistant: other types of duties such as, advising or administration

Academic Student Employees (ASEs), which include the above-mentioned graduate student assistantship positions, are covered by the UAW Academic Student Employees (ASEs) contract. The union contract governs policies and procedures for appointments, salary, job definitions and leave time. You are encouraged to familiarize yourself with this contract: <https://hr.uw.edu/labor/academic-and-student-unions/uaw-ase/ase-contract>

During the academic year (autumn, winter, spring), if an appointment is at least 50% FTE and runs for five of the six quarter pay periods, the student is eligible for benefits (tuition/fee payment and health insurance). During summer quarter, if the appointment is at least 50% FTE and runs for two consecutive pay periods, a student is eligible for benefits. FTE is defined as full-time equivalent, meaning that only funding opportunities listed with 50% of this equivalence are eligible for tuition and healthcare benefits. Funding appointments that total less than 50% FTE only pay a salary and do not include tuition coverage or health insurance. At UW, full-time employment is considered 40-working hours per week, meaning 50% FTE is 20-working hours per week. 25% FTE is 10-working hours per week.

Many of our students combine funding opportunities to maximize possible benefits. For example, it is common for students to undertake two separate 25% FTE positions in order to qualify for tuition benefits. Both roles do not have to be from the same department (e.g. Pharmacy and Global Health could each offer you 25% FTE roles). This is perfectly acceptable. If you are planning on combining roles outside of CHOICE, you will need to consult with that individual hiring Department on any specific rules or regulations.

Insurance is provided through the [Graduate Appointee Insurance Program \(GAIP\)](#). Your offer letter from the hiring department will confirm the length of employment, salary and benefits eligibility.

In order to hold an Assistantship position on campus, students are required to adhere to the enrollment policies outlined in [Executive Order 28](#). Students employed in an assistantship position are required to enroll in a minimum of ten credits in autumn, winter, and spring quarters and in a minimum of two credits during summer quarter. If there are exceptional circumstances that meet the listed criteria, students can file a [Petition for Reduced Enrollment](#). If approved, this provides students the opportunity to maintain employment while enrolled in fewer than the required number of credits.

CHOICE Institute ASE positions are paid at the Regular (Non-Variable) or General/Base Rate. Doctoral students are paid at the Intermediate level when admitted to the program. Once a student passes their General Exam and advances to Candidacy, they will be promoted to the Candidate pay rate. This pay increase will be effective the first payroll date in the quarter following their advancement to candidacy.

The current ASE salary rates are posted to the Graduate School website:

<https://facstaff.grad.uw.edu/advising-resources/funding-management/administering-assistantships/ta-ra-salaries/>

[Research Assistantships](#)

Faculty conducting independent research generally have competitive research assistant positions. Research Assistant (RA) appointments are generally effective fall quarter through spring quarter. The standard appointment is at 50%, which is equivalent to 20 hours of work per week. All other specifications about RA positions are outlined above. Summer appointments are occasionally available. Students may either enroll in credits over the summer in an RA position and remain a salaried employee, or not enroll and work as an hourly RA. Review [Article 25 – Summer Non-registered Graduate Research Student Assistant](#) for more information.

RA opportunities are circulated via the Dopgradspds email list-serv, but we encourage students to be proactive on their funding search. To find an RA position, start by talking with [CHOICE core and adjunct faculty](#) with research interests similar to your own. In addition to core & adjunct faculty, some students have found RA positions with [affiliate](#) faculty. You may consider reviewing the bio information and abstracts of articles on [PubMed](#) written by faculty members who interest you. The [NIH Reporter tool](#) can also be a helpful resource for identifying current research being done by faculty.

Tips for Contacting Faculty & Investigators:

Borrowed, with appreciation, to the UW Epidemiology Department

1. Remain open-minded. All research is relevant, especially in your first year. You may change positions during your second year when you select a thesis or dissertation topic.
2. Think of these contacts primarily as professional networking and developing working relationships rather than simply as a job search. Even if you don't initially find an opportunity with a particular faculty member, creating and continuing a connection with that person can lead to future opportunities.

3. Customize your emails for each individual faculty member rather than mass emailing faculty members. Personalized emails convey your reasons for pursuing an opportunity with that particular person and articulate how they might help you achieve your goals.
4. Attach your resume or CV and include a description of your research interests, experience, and skills.
5. If a faculty member that you contact has no available funding, ask him/her to recommend other investigators.

Teaching Assistantships

The Department of Pharmacy has a limited number of Teaching Assistant (TA) appointments to award each year. The standard appointment is at 50%, which is equivalent to 20 hours of work per week. If a TA is exceeding 20 hours per week, they should notify the supervising faculty member, who should make the appropriate adjustments. If satisfactory resolution is not achieved, the TA should notify the Director of the Graduate Program.

Typical TA duties include assistance with the conceptual design of a course; preparing examinations; playing a major role in coordinating the class; grading of written assignments; holding office hours for students; some formal teaching of class; facilitating a small group session as part of a course.

- FERPA training is required for TA positions: <https://helpcenter.uw.edu/lessons/ferpa-basics-for-staff/>
- We also strongly recommend completion of the Teaching@UW: Strategies for TA's course: <https://teaching.washington.edu/learn/teachinguw-strategies-for-tas/>

Fellowships

Fellowships are competitive awards that generally do not require work in exchange for the funds. They are intended to fund academic study and research. Fellowships may be offered by departments, the University, the federal government or private agencies.

Every fellowship has different provisions, so take note of what is offered. What is the length of the fellowship? What is the funding level? Does it include insurance or a tuition waiver? Does the funding come to you through the University, or are you paid directly by the funder? Are you permitted to accept other sources of funding simultaneously while receiving the fellowship?

Finding Fellowships | Start your search here:

- Your Network and Department: Talk with other students, faculty, and staff about what types of funding current and past students have secured to fund their education. Networking has a two-fold purpose: it may give you some ideas of opportunities and also lets others know you are looking (you never know when something may come up).
- [List of Fellowships](#): The Office of Fellowships and Awards provides an abbreviated list of fellowships; some are offered through the Graduate School and some are from outside

organizations. We are happy to advise and answer any questions you have about the application process for these fellowships.

- [Graduate Funding Information Service \(GFIS\)](#): This service, which is partially funded by the Graduate School, is located in the Research Commons of the Allen Library (South Wing). GFIS helps UW students learn how to search for funding opportunities for the masters and doctoral level.
- The Internet: Use your favorite search engine and start looking. Do not limit yourself to a search under your own discipline—be as broad as possible (research area, geographic location, personal demographics).

Applying for Fellowships:

Any student looking to apply for any external funding, including fellowships, should work with the Department of Pharmacy Grants and Contracts Manager to prepare the application package and obtain UW approval to submit the application. All Proposals to external sponsors for support of research and research facilities, University-administered traineeships and fellowships, institutes and special teaching programs, and other University activities which are to be supported wholly or partially with non-University funds, shall be submitted on a UW internal proposal routing form (eGC1) and be reviewed by the University of Washington Office of Sponsored Programs (OSP). To request the assistance of the Grants and Contracts Manager, email dpgrants@uw.edu with a link to the opportunity to which you wish you apply.

Additional information regarding the University of Washington policy on external funding can be found here: <https://www.washington.edu/research/policies/gim-1/>

The following best practices are compiled by the [Graduate School Fellowships & Awards Office](#).

Preparing Materials: Many fellowship applications require a personal statement, letters of recommendation, a resume/CV and transcripts. Be sure you give yourself enough time to prepare these items and that you know what constitutes a complete application — missing one item will eliminate you from consideration.

Start Early. Give yourself plenty of time to write, re-write and gather supplementary materials for the application. Most fellowship competitions have deadlines six to twelve months prior to when recipients receive the funding, and they usually require personal statements and letters of recommendation that may take several months to compile.

Tips on Writing Personal statements: Address the fellowship selection criteria and follow the application guidelines for the statement. First read the fellowship information carefully to identify the selection criteria. Then consider the experiences you've had that demonstrate that you meet the fellowship criteria. Write about those experiences in your personal statement. Personal statements help review committees learn about you — your goals, your interests, what has brought you to where you are now and why you want the fellowship. The statement should complement, rather than reiterate, the information in your transcript and resume/CV. Find out who makes up the selection committee. Often you may be writing to a broad audience or to a group of faculty who may not be experts in your discipline. Present a statement that is professional and academic, but limit jargon as much as possible. Ask peers and/or your advisor to proofread your statement and provide feedback. A second — or third —

set of eyes to review your statement is useful. Many applicants compose several drafts of a statement before submitting a satisfactory version.

Tips on Letters of recommendation: Who do I ask? First, consider the audience (selection committee) of the application. For example, committees comprised of faculty from around the country often prefer to read at least one faculty recommendation. If you are applying to an award with an internship, include a recommendation from a supervisor with whom you conducted relevant work or volunteer experience. Use recommenders who know you best. While it may be tempting to ask a faculty member whose name “carries weight” in your field, a detailed recommendation that speaks to your strengths is more likely to move you further in a selection process than a brief endorsement from a well-known source. Finally, if your application requires more than one recommendation, consider how each potential recommender would add to your application. Select recommenders who can speak to your personal qualities or aspects of your research. A diverse array of recommendations that support the components of your application package is preferable to a group of recommendations that restate the same points. Most fellowship applications require at least one letter of recommendation. Unless otherwise stated, a letter of recommendation should be submitted directly by the writer and kept confidential from the applicant.

What do I provide to recommenders? If possible, schedule a meeting or phone call with your recommender about the fellowship to which you are applying. Be prepared to provide information about the fellowship — particularly about the qualities and characteristics the selection committee is seeking in an applicant. To help your recommenders provide the strongest endorsement possible, provide them with drafts of your personal statement and other relevant materials, such as your resume/CV and description of the work you did with them. Highlight areas on these materials, or provide a summary of points, which you would like each recommender to focus his or her comments. Providing recommenders with these materials helps them to craft relevant letters. This also can be a time to ask for application feedback, if appropriate. Make resources available to recommenders at the earliest opportunity. It is your responsibility to ensure your recommenders submit materials by the application deadline. Most fellowship funders do not make exceptions for late submissions, so give your recommenders as much notice as possible before the deadline and send occasional reminders.

Resume/CV: Like other aspects of your application, your resume or curriculum vitae should be tailored to the selection committee and the criteria of the fellowship. The CV you submit for one fellowship may be different from the one you submit for another fellowship. Highlight those accomplishments and experiences that demonstrate that you meet the selection criteria. You may benefit from a resume/CV review with your advisor or other faculty members in your department as norms, traditions and expectations can vary by discipline. You may also schedule an appointment with the [Career & Internship Center](#) for feedback on your resume/CV. The Career & Internship Center provides a number of [resources for graduate students](#).

Transcripts: Some fellowships require transcripts from all institutions you have attended. In most cases, an unofficial transcript will be sufficient. Keep on hand an unofficial transcript in PDF or hard copy. Contact your undergraduate institution in advance to order sealed and unsealed copies of your official transcript. Some institutions take up to four weeks to process transcript requests. [How to get your unofficial UW transcript >](#)

UW Funding Opportunities

- School of Public Health Student Funding Opportunities <https://sph.washington.edu/careers/student-opportunities>
- UW Epidemiology Graduate Program Funding Page: <https://epi.washington.edu/admissions/funding-tuition/>
- [UW Jobs](#) – All UW Bothell, Seattle, and Tacoma professional positions (including UW Medical Center, Harborview, and more).
- [Handshake](#) – UW student job board, including internships, local employment options, and more.
- UW Graduate School List of Fellowships: <https://grad.uw.edu/graduate-student-funding/fellowships/list-of-fellowships/>
- School of Nursing Paid Student Positions: <https://students.nursing.uw.edu/financial-support/student-jobs/>
- Department of Global Health Student eHub: <https://sites.uw.edu/dghsas/>
- Department of Biostatistics Employment Site: <https://www.biostat.washington.edu/about/employment>
- [Magnuson Scholar Awards](#)
- [Plein Center for Aging: Plein Scholars \(PharmD required\)](#)
- [Plein Center for Aging: Conference Travel Support](#)
- [Population Health Initiative Pilot Grants](#)
- [UW Corporate & Foundation Funding Opportunities](#)
- [Addictions, Drug & Alcohol Institute \(ADAI\) Small Grants Program](#)
- [The Garvey Institute for Brain Health Solutions Innovation Grants](#)
- [Biobehavioral Cancer Prevention and Control Training Program](#)

Institutional Training Grants:

Training grant positions (“slots”) are usually advertised to current and incoming students. If a particular training grant aligns with your research interests, we encourage you to contact the corresponding director to learn about available slots.

- [Developing Data-Driven Cancer Researchers \(3DCR\) Training Grant](#) (Department of Epidemiology)
- Cancer Prevention Training – Epidemiology, Nutrition, Genetics, and Survivorship (contact [Amanda Phipps](#))
- [Biostatistics, Epidemiologic, and Bioinformatic Training in Environmental Health](#) (Department of Environmental and Occupation Health)
- [Center for AIDS and STD](#)
- [Pediatric Injury Research Training Program](#) (Harborview Injury Prevention & Research Center)
- [NCI Biobehavioral Cancer Prevention and Control Training Program](#)
- [TL1 Translational Research Training Program](#) Institute of Translational Health Sciences (ITHS)
- [UW AHRQ/NRSA Health Services Research Training Program](#)

External Funding

- [American Foundation for Pharmaceutical Education \(AFPE\) Pre-Doctoral Fellowships](#)
- [PHRMA Foundation Predoctoral Fellowships](#)
- NIH Individual Predoctoral Fellowships ([F31](#) and [F31-Diversity](#))

- **Agency for Healthcare Research and Quality** <http://www.ahrq.gov/funding/fund-ops/index.html>
Grant announcements for supporting research to improve the quality, effectiveness, accessibility, and cost effectiveness of health care.
- **Assistance Listings** <https://sam.gov/content/assistance-listings>
Contains detailed program descriptions for 2,201 Federal assistance programs.
- **Department of Defense** <https://cdmrp.health.mil/funding/>
Funding opportunities from the Congressionally Directed Medical Research Programs (CDMRP)
- **Grants.gov** <http://www.grants.gov/web/grants/search-grants.html>
Federal announcement page for grant opportunities.
- **Grants.gov Funding Email Alert Service** <https://www.grants.gov/manage-subscriptions.html>
Offering email alerts of new opportunities.
- **NIH Grants & Funding** http://grants.nih.gov/grants/guide/search_guide.htm
Advanced funding opportunities & notices search page.
- **NSF** <http://nsf.gov/funding>
NSF funding opportunities search page.
- **Patient-Centered Outcomes Research Institute** <http://www.pcori.org/funding-opportunities>
Funding opportunities for patient-centered research in Assessment of Prevention, Diagnosis, and Treatment Options; Improving Healthcare Systems; Communication and Dissemination; Addressing Disparities; and Accelerating Patient-Centered Outcomes Research and Methodological Research.
- **Proposal Central** <https://proposalcentral.altum.com/>
Funding opportunities from professional societies and foundations.
- **United States Department of Agriculture (USDA)** <https://www.nifa.usda.gov/grants>
National Institute of Food and Agriculture grants and fellowships (pre and postdoctoral).
- **U.S. Department of Health and Human Services** <http://www.ahrq.gov/funding/fund-ops/index.html>
- **National Heart, Lung, Lung & Blood Institute** <https://www.nhlbi.nih.gov/grants-and-training/funding-opportunities-and-contacts>
- **National Institute on Aging** <https://www.nia.nih.gov/research/grants-funding>
- **Bill & Melinda Gates Foundation** <https://www.gatesfoundation.org/about/how-we-work/grant-opportunities>
- **Public Health — Seattle & King County** <https://kingcounty.gov/en/dept/dph/about-king-county/about-public-health/working-with-public-health/funding-opportunities>

GRADES AND GRADING POLICY

An explanation of the grading system at the University of Washington may be found here:

<https://policy.uw.edu/directory/sgp/sgp-110-grades-honors-and-scholarship/>

Admission to the Graduate School allows students to continue graduate study and research at the University of Washington only as long as they maintain satisfactory performance and progress toward completion of their graduate degree program. The Graduate School and the Department of Pharmacy requires that you maintain a minimum cumulative GPA of 3.0. The GPA includes all graded courses including those taught by CHOICE faculty and those that are provided by other departments in the University. Peripheral courses may, at the option of the student and instructor, be taken on a satisfactory/not satisfactory basis. The Grade S/NS: A graduate student, with the approval of the graduate

program advisor or supervisory committee chair, may elect to be graded S/NS in any numerically-graded courses for which the student is eligible. If a student does not so elect, then the student will be graded on a numerical basis. If approval is granted, the student must elect the S/NS option when registering or no later than the last day of finals week of the quarter. Numeric grades will not be converted subsequently to S/NS grades (or vice versa). The instructor shall submit a numeric grade to the Registrar, who shall convert grades of 2.7 and above to S and grades lower than 2.7 to NS for graduate students.

A graduate student whose performance and progress toward a degree is deemed unsatisfactory by the departmental faculty (see Minimally Acceptable Progress) will be placed on academic probation. Students on probation will be reviewed quarterly by their Supervisory Committee and provided with an explanation of performance expectations and a timetable for correction of deficiencies. If the student's performance does not make clear progress toward meeting the Department's expectations during the probationary quarter, he/she may be placed on final probation and subsequently dropped from the program. A documented explanation along with the Department's recommendations concerning the student's academic continuation in the graduate program is transmitted to the Dean of the Graduate School who will make a final decision regarding the student's status. The Dean's decision will be transmitted to the student by letter and placed in the student's permanent record. Re-admission to the Department of Pharmacy may be requested by petition to the Director of Graduate Programs.

Appealing Grades

Except in case of error, no instructor may change a grade that they have turned into the Registrar. Grades cannot be changed after a degree has been granted. Students who believe they have been given an erroneous grade should first consult with the course instructor. If not satisfied, additional steps can be taken, including the Department Chair and/or Dean, and must be acted upon within no more than ten days after the initial meeting with the instructor. Please review the [UW Grade Appeal Procedure](#) for details on how to appeal a grade. To protect student privacy and comply with federal regulations, grades are not sent via postal or electronic mail. You may display and print a grade report through [MyUW](#).

GRADUATE SCHOOL CENTRAL OFFICES

Graduate Enrollment Management Services (GEMS)

https://grad.uw.edu/directory_entry/graduate-enrollment-management-services-gems/

GEMS helps with a variety of graduate school-related questions and services:

- Admission: GEMS can help with admission requirements, application processes, and deadlines.
- Students: GEMS can help with degree verification, thesis and dissertation submission, graduation processing, and letters of certification.
- International students: GEMS can help with the initial form I-20 for international students.
- Visiting students: GEMS processes applications for Visiting Graduate Student status.

Fellowships & Awards Office

<https://grad.uw.edu/graduate-student-funding/>

Fellowship and Awards staff administer regional and federal fellowship and scholarship programs which require Graduate School involvement, including the application process for Fulbright and other

international and research abroad programs for students and faculty, and fellowships funded by private gifts to the University. The staff administers discretionary tuition waivers and explains and monitors policy concerning graduate student appointments. The staff also provides application support for select fellowship opportunities.

[Office of Graduate Student Equity & Excellence \(GSEE\)](#)

<https://grad.uw.edu/equity-justice/gsee-graduate-student-equity-excellence/>

GSEE is committed to enhancing equity and social progression to promote the success of graduate students impacted by racism and its intersections*. For more than 50 years, GSEE (formerly GO-MAP) has worked with graduate students, staff, faculty, and campus leadership to develop initiatives that strengthen graduate diversity, enhance academic opportunities, and encourage and support research exploring cultural diversity. GSEE aims to cultivate a culturally and ethnically diverse academic and social environment in which all graduate students can learn and thrive while attending the University of Washington.

GSEE promotes and supports:

- Outreach, Recruitment and Graduate Student Success
- Professional Development and Community Building
- Graduate Funding Opportunities
- Scholarship and Research
- Advocacy, Consulting and Advising

[Graduate Student Affairs](#)

Graduate Student Affairs uses a holistic approach to supporting graduate students through student-centered services & programming, timely resources, and intentional tri-campus partnerships. They strive to promote the well-being of our diverse graduate student body in our tri-campus network by providing [programming](#), offering direct help to [plan for success](#), [helping with mentoring](#), assisting with issues specific to [first-generation grad students](#), and much more, so they can thrive and be successful at the university and beyond. They are located in 305 Loew Hall on the Seattle campus. [Read more about our Graduate Student Success at UW.](#)

[Office of the University Registrar](#)

<https://registrar.washington.edu/>

The mission of the University of Washington is to preserve, develop, and disseminate knowledge. The Office of the University Registrar (OUR), located on the second floor of Schmitz Hall, provides administrative services to students, faculty, and staff in support of this mission.

Role of the University Registrar:

- Maintains students' academic records
- Ensures the impartial application of policies governing grading, registration, residency, and graduation
- Coordinates course registration
- Maintains university curriculum and serves as the central office for the course approval process

- Provides students' academic transcripts
- Maintains the student address and telephone directory
- Monitors students' academic progress
- Coordinates the distribution of undergraduate, graduate, and professional diplomas
- Advises students, faculty, staff, and the public on academic policies and procedures

Student Financial Aid

<https://www.washington.edu/financialaid/>

Their mission is to provide educational access and opportunity for all students. They promote participation in higher education by providing programs of assistance to help bridge the gap between the cost of attending the University and the family's own resources. The Financial Aid Office believes students from all economic backgrounds should have the opportunity to attend the University of Washington. The UW Title IV federal school code is 003798. This code is used for Seattle, Bothell and Tacoma campuses.

Student Fiscal Services

<https://finance.uw.edu/sfs/>

Student Fiscal Services (SFS) at the University of Washington handles a variety of financial services for students, including:

- Tuition and fee payments
- Scholarship processing
- Tax information
- IRS Form 1098-T

Student Legal Services

<https://depts.washington.edu/slsuw/>

Student Legal Services (SLS) is an on-campus law office that provides a safe and confidential space for all UW-Seattle, Tacoma, and Bothell students who have legal questions or concerns. SLS offers free 40-minute consultations on a broad range of issues. Students can also hire SLS for ongoing representation for a low hourly rate. They are located in Husky Union Building (HUB) 306.

UW Information Technology

<https://itconnect.uw.edu/>

UW-IT is the central IT organization for the University of Washington, providing critical technology support to all three campuses, UW medical centers and global research operations. UW-IT collaborates with University partners to advance teaching, learning, innovation and discovery at the UW.

Office of the Ombud

<https://www.washington.edu/ombud/>

The Office of the Ombud serves the UW community by providing high quality, client-focused services for preventing, managing, navigating and resolving conflict at the UW. We act as thought-partners with clients to assist them in navigating any issue to do with their lives at the UW. Through active participation

in the problem-solving process, clients develop the ability to prevent, manage, and resolve future conflicts.

GRADUATE STUDY ROOM

The Department of Pharmacy provides the graduate students with a Graduate Study Room (H365) referred to as *The Grad Room*. The space is equipped with a wireless printer, external monitors with HDMI cables, a large projection screen, basic office supplies, a small refrigerator, microwave, toaster oven, Keurig and K-cups, and espresso machine. There are also 2 small meeting rooms with individual access. This room is always secured, and students are assigned a physical key at the start of their program. The Grad Room is the CHOICE student space and provides a convenient area to study, collect materials, connect with your peers, and relax between classes. Each student will also have a mailbox in which to receive notices and store personal items.

HEALTH SCIENCES BUILDING

- Health Sciences Academic Services & Facilities: <https://hsasf.hsa.washington.edu/>
- All Gender Restrooms: <https://hsasf.hsa.washington.edu/building/all-gender-restrooms/>
- Husky Cards & Access Badges: <https://hss.washington.edu/building-management/access/>
- Lactation & Wellness Rooms: <https://hsasf.hsa.washington.edu/building/lactation-services/>
- Loading Docks: <https://hsasf.hsa.washington.edu/building/loading-docks/>
- Posting Policy: <https://hsasf.hsa.washington.edu/building/id-2/>

HUSKY CAREER CLOSET

Check out the [Husky Career Closet](#) for free, gently-used, workplace attire.

INDIVIDUAL DEVELOPMENT PLANS (IDP)

All CHOICE graduate students will maintain an IDP with their advisor throughout the course of their program. The purpose of an IDP is to prepare you for your future career after you graduate from the CHOICE PhD program. It is important that you think carefully about your individual career goals and the skills you need to be successful in that career. It is quite likely that your career success will require a much wider range of skills than the ability to design and perform research. Your mentor and other resources at UW and affiliated institutions will be helpful, but you must take primary responsibility for your career preparation. The development, implementation, and revision of IDPs require a series of steps to be conducted by graduate students and their mentors. These steps are an interactive effort, and so both the student and the mentor must participate fully in the process.

| | For Graduate Students | For Mentors (Advisor or Chair) |
|--------|--|---------------------------------------|
| Step 1 | Conduct self-assessment, a tool for you and your mentor(s) to identify your career | |

| | | |
|--------|---|-----------------------------------|
| | goals and competencies to reach your goals | |
| Step 2 | Write an IDP, including your PhD Progress Table and PhD Timeline. Share with mentor(s) and revise | Review IDP and help revise |
| Step 3 | Implement the IDP and revise as needed | Establish regular progress review |
| Step 4 | Identify and explore potential career paths with mentor(s). Assess how your knowledge and skills match the competencies required by your chosen career(s), and revise your IDP to prioritize developmental areas that you will need for your career(s). | Discuss opportunities with mentee |

Once you have drafted your IDP, meet with your mentor(s) to discuss the draft, and schedule regular meetings to review and assess your progress. Make use of as many mentors as you find helpful. You will find that most people are very willing to help to guide you in understanding your goals and defining what mentoring you need. Your IDP should be considered a living document that will evolve over time as you move through your training. You will be expected to update it in consultation with your mentor annually, and before it is reviewed annually by the CHOICE Faculty.

[IDP Review Schedule](#)

Fall Faculty Meeting: 3rd year and above

Winter Faculty Meeting: 2nd year

Spring Faculty Meeting: 1st year (includes MS fellows)

Blank IDP Templates are stored on SharePoint: [IDP Templates](#)

INTERNATIONAL STUDENT RESOURCES

Over 8,000 international students call UW Seattle home. More than **100 countries** are represented on the UW Seattle campus. International Student Services (ISS) has a team of advisors who help international students through understanding immigration regulations and university policies.

[International Student Services](#) helps:

- provide guidance on maintaining F-1 or J-1 immigration status while attending the UW
- process F-1 and J-1 immigration benefits
- navigate university policy and understand F-1 and J-1 visa restrictions
- ensure university and student compliance with immigration policies
- provide educational tools, including workshops and tutorials

In-person advising (<https://iss.washington.edu/meet-advisor/>)

- **F-1 Students:** Monday, Tuesday, Wednesday, Thursday
- **J-1 Students :** Wednesday
- **Time:** 1 PM to 3 PM
- **Location:** Schmitz Hall 459
- **See schedule:** <https://iss.washington.edu/calendar/>

Virtual advising

- **F-1 Students:** Monday, Tuesday, Thursday
- **J-1 Students:** Tuesday
- **Time:** 9 AM to 11 AM
- **Location:** Zoom (Check [schedule](#))

MyISS

MyISS (pronounced “my I-triple-S”) is your resource for immigration-related request forms and information. This resource allows students to submit requests to the ISS office, view information related to their F or J status, and receive announcements from our office. **Access your MyISS Profile:** <https://iss.uw.edu/> Submitted requests in MyISS take up to 3 weeks to be reviewed and processed. Additional time may be needed for errors, clarification, or complexities of the request. Their office cannot expedite or “rush” requests. Plan ahead to allow 3 weeks for processing.

Center for International Relations & Cultural Leadership Exchange (CIRCLE)

<https://www.washington.edu/circle/>

No matter where students are from, their exposure to a global society and world class education begins the moment they arrive on campus. CIRCLE is the UW's primary portal to resources, community and activities that help international and domestic students maximize their Husky Experience, together. CIRCLE streamlines critical support for international students and engages both domestic and international students so that they thrive at UW and in the global economy. CIRCLE is a key component to delivering on UW's promise to our community and our world; it is a logical extension of our values, and further reinforces our role as a leading global university. Read about [CIRCLE Programs](#) and [CIRCLE Graduate Students](#).

F-1 Students

It is your responsibility to understand and comply with the terms of your immigration status during your stay in the United States. A violation of the immigration regulations (for example, failure to maintain a full-time credit load or unauthorized employment) could jeopardize your F-1 status and legal stay in the U.S. Review this information carefully and contact ISS if you have questions.

The [ISS website](#) is a thorough and in-depth resource. Below, specific pages are highlighted for easy access.

New Students

- [New Student Resources](#)
- [Pre-Arrival Checklist](#)
- [Post-Arrival Checklist](#)

- Immigration Glossary: <https://iss.washington.edu/glossary/>
- ISS Blog: <https://iss.washington.edu/blog/>

Academic

- [Enrollment Requirements](#)
- [Enrollment Expectations](#)
- [Extending Your I-20](#)
- [Final Quarter & Graduation Planning](#)
- [Vacation Quarter](#)

Employment and Financial

- [On-Campus Employment](#)
- [Off-Campus Employment](#)
- [Post-Graduation Employment \(OPT\)](#)
 - Note: the HEOR PhD program is a STEM-Designated major and is eligible for the STEM OPT Extension
- [Social Security Number \(SSN\)](#)
- [ISS General Tax Information](#)
- [Student Fiscal Services Tax Resources](#)
- [Federal Tax Guide for Non U.S. Residents](#)
- [Glacier Tax Prep](#)
 - GLACIER Tax Prep is a tax preparation software program provided for your use by the Office of International Student Services at the University of Washington. It is your personal responsibility as an international student or scholar to file federal tax forms.
- [Individual Tax Identification Number \(ITIN\)](#)

Travel & Visas

- [Travel Signature Requirement](#)
- [Visas](#)
- [I-94 Arrival/Departure Record](#)
- [Inviting Family Members to Visit the U.S.](#)
- [Travel Considerations](#)

Other Resources

- [Immigration Record Updates](#)
- [Spouses & Children \(Dependents\)](#)
- [Name Changes](#)
- [Change of Address](#)
 - Federal regulations require you to notify Immigration of your address in the United States within ten days of any change.
- [Replacement I-20](#)

INTRAMURAL ACTIVITIES CENTER (IMA)

The [Intramural Activities Center \(IMA\)](#) is free to use if you pay the Services and Activities Fee (all CHOICE students pay this as part of their tuition waivers). Besides the fitness center, the IMA offers a [pool](#), [climbing center](#), [gear garage rental center](#), personal trainers, classes, roller skating, etc. Learn about your membership benefits [here](#). Bring your Husky card for entrance to the IMA Building or for a discount at the [Golf Range](#) and [Waterfront Activities Center](#). You may use all the facilities without making a reservation. The IMA is located at 3924 Montlake Blvd NE, north of Husky Stadium and south of parking lot E1.

Facility Hours: <https://www.washington.edu/ima/facility-hours/>

Register for Current Classes & Programs: <https://reg.recreation.uw.edu/>

IMA Building Info: <https://www.washington.edu/ima/ima-building/>

ISPOR STUDENT CHAPTER

ISPOR (International Society for Pharmacoeconomics and Outcomes Research) is the global professional society for health economics and outcomes research. ISPOR hosts conferences and short courses, and provides lots of resources and networking opportunities. More information about ISPOR as an organization can be found here: <https://www.ispor.org/>

What is an ISPOR student chapter?

ISPOR student chapters are all over the world at various universities to help develop future leaders in the field. The student chapters' mission is to:

- Provide an environment where students can share knowledge in HEOR
- Serve as a bridge to bring together students interested in the field of HEOR with members of the biopharmaceutical industry, health-related organizations, and academia
- Act as a resource for new students interested in the field
- Provide an opportunity for student chapter members to become familiar with and be represented in ISPOR

What does the UW chapter do?

As the UW chapter, we plan educational and networking events, social events, and help connect students with the resources that the ISPOR organization provides. This past year we hosted various social events, collaborative learning events with chapters at other schools, and a seminar series where we invited CHOICE alumni to speak about their experience in academia, industry, and in the publication process. We hope to offer similar events in the coming school year! The UW chapter also maintains the CHOICE student blog, found here: <https://choiceblog.org>

Why should I get involved?

The UW ISPOR chapter is the main student organization that CHOICE students are involved in, and it is a great way to network, build connections, gain leadership experience, and access ISPOR resources!

How do I get involved?

We will have sign-ups to join our chapter at the beginning of Fall quarter, in addition to holding elections for our board positions. Available board positions for the coming school year include Vice President, Treasurer, and Secretary. We will provide more information as Fall quarter approaches. We encourage you to consider running for a board position and we look forward to having you join us!

If you have any questions, please feel free to reach out to Preetika Banerjee (Chapter President for 2025-26) at pbaner@uw.edu or to Assistant Professor Noémi Kreif, Chapter Faculty Advisor (nkreif@uw.edu).

LIBRARIES

The Health Sciences Library: <https://hsl.uw.edu/> T334 Health Sciences Building
Reserve Meeting & Study Space: <https://hsl.uw.edu/spaces/>

- Data Resources in the Health Sciences: <https://guides.lib.uw.edu/hsl/data>
- UW Health Sciences Library Research Guides: <https://guides.lib.uw.edu/hsl>
- HSL Liaison Librarians: <https://guides.lib.uw.edu/hsl/liaisons> *HSL librarians can help UW students, faculty, clinicians, and researchers identify reliable information sources and support evidence-based literature searches*
- Research Toolkits:
 - Guide to Artificial Intelligence (AI) in health sciences research: <https://guides.lib.uw.edu/hsl/ai>
 - Global Health Toolkit: <https://guides.lib.uw.edu/hsl/toolkits/global-health/>
 - Health Systems & Population Health Toolkit: <https://guides.lib.uw.edu/hsl/toolkits/health-services/>
 - Pharmacist Toolkit: <https://guides.lib.uw.edu/hsl/toolkits/pharmacist/>
 - Public Health Toolkit: <https://guides.lib.uw.edu/hsl/toolkits/public-health/>
 - Systematic Reviews and Evidence Synthesis Research Guide: <https://guides.lib.uw.edu/hsl/sr>
- Suzzallo and Allen Libraries: <https://lib.uw.edu/suzzallo/>
- Odegaard Undergraduate Library: <https://lib.uw.edu/ougl/>
- List of All Libraries on Campus: <https://lib.uw.edu/about/hours/>
- UW Libraries – Graduate Student Resources: <https://lib.uw.edu/services/graduate/>

LOST AND FOUND

Health Sciences Academic Services & Facilities maintains a [lost and found](#).

MENTORING

<https://grad.uw.edu/current-students/student-success/mentoring/>

A mentor is more than an adviser. A mentor provides you with wisdom, technical knowledge, assistance, support, empathy and respect throughout, and often beyond, your graduate career. Mentoring helps students understand how their ambitions fit into graduate education, department life and career choices. An effective mentoring relationship develops over time. The student benefits from the mentor's support, skills, wisdom and coaching. Later, both people deepen their working relationship, perhaps collaborating on projects in which the student develops into a junior colleague.

After a while, the mentee may need some separation from the mentor to test his or her own ideas. This distancing is a sign that the mentoring relationship is maturing and providing the mentee with the skills needed to function independently. Finally, both mentee and mentor may redefine their relationship as one of equals, characterized over time by informal contact and mutual assistance, thus becoming true professional colleagues.

Benefits of mentoring

As an undergraduate, your objective was to obtain knowledge; in graduate school your objective is to contribute knowledge to a field of study and begin to function as a member of a profession. Even though you may be passionate about a particular subject, your ultimate goal for pursuing an advanced degree may still be evolving. This is an opportunity for your mentors to assist you with that evolution.

Studies indicate that graduate students who receive effective mentoring demonstrate greater

- productivity in research activity, conference presentations, pre-doctoral publications, instructional development and grant writing
- academic success in persisting in graduate school, achieving shorter time to degree and performing better in academic coursework
- professional success with greater chances of securing a tenure-track position if seeking employment in academe, or greater career advancement potential if seeking leadership positions in administration or sectors outside the University.

Mentoring enables graduate students to

- acquire a body of knowledge and skills
- learn techniques for collaborating and networking
- gain perspective on how a discipline operates academically, socially, and politically
- develop a sense of scholarly citizenship by grasping their role in a larger educational enterprise
- deal more confidently with the challenges of intellectual work.

Mentoring enables faculty members to

- engage the curiosities and energies of fresh minds
- keep abreast of new research questions, knowledge, paradigms, and techniques
- cultivate collaborators for current or future projects
- identify and train graduate assistants whose work is critical to the completion of a research project or successful course offering
- prepare the next generation of intellectual leaders in the disciplines and in society
- enjoy the personal and professional satisfaction inherent in mentoring relationships.

Additional resources:

- [Guidance for Graduate Student Mentees](#), Council of Graduate Schools
- [Guidance for Faculty Mentors](#), Council of Graduate Schools

NAME CHANGES (AND OTHER UPDATES)

Students are responsible for updating their directory information (e.g., official name, preferred name, e-mail address, current address, telephone, emergency contacts, and authorization to release information). Please take the steps below to ensure that instructional records and other documents reflect the most accurate and up-to-date information:

- Update your profile at [Identity.UW](#)
- [Managing Your Personal and Work Information in Workday](#)

ODEGAARD WRITING & RESEARCH CENTER (OWRC)

The [Odegaard Writing & Research Center \(OWRC\)](#) offers several programs, including a writing center and research commons, and offers writing center hours in the Health Sciences Library as well as in the Odegaard Library.

POSTER PRINTING

The on-campus poster printing service is Creative Communications. Orders can be submitted online using their online request for services form: <https://filessubmit.creatcom.washington.edu/>

They support various file formats such as PDF, Adobe Creative Suites applications, MS Publisher and MS PowerPoint. As a general rule of thumb, poster print orders should be submitted 1 week in advance.

Address

UW Creative Communications
3900 7th Ave NE
Box 359000
Seattle, WA 98195

Will Call

Hours: 8:30 AM – 4:30 PM, Monday – Friday

Located up the stairs on the south facing side of the building, near the loading docks.

**2nd Floor Entrance and 3rd Floor Lobby are closed.*

Phone: 206-543-5680

Fax: 206-685-3411

Additional poster printing resources [can be found here](#).

Q-CENTER

<https://sites.uw.edu/qcenter/>

The Q Center facilitates and enhances a brave, affirming and celebratory environment for students, faculty, staff and alumni of all sexual and gender orientation, identities and expressions. The Q Center envisions a Washington community where justice, equality, compassion, and respect for all people prevail.

STUDENT ACTIVITIES: REGISTERED STUDENT ORGANIZATIONS (RSO)

The Student Activities Office (SAO) encourages UW students to participate in student activities and student government as an excellent way to experience personal growth, meet new friends, share common interests with other students, faculty and staff. The goal of SAO is to help students develop skills in leadership, event planning and management, decision-making, communication, goal setting, fiscal management, marketing and promotion, and even more importantly, to make life at UW fun and memorable.

[The RSO Directory](#) is an online tool called Huskylink for all Registered Student Organizations at UW. The Student Activities Office manages the Huskylink RSO Directory. There are over 1,000 RSO's on the UW campus. If you are looking to meet people and get involved outside of the CHOICE community- you'll want to check it out!

STUDENT ADVICE KNOWLEDGE BASE

<https://grad.uw.edu/current-students/student-success/student-advice-knowledge-base/>

Over the years, the Graduate School has created hundreds of articles aimed at helping students and postdocs get the most out of their experience at the UW. They've collected all of these articles into one searchable database, from stories on how to work with your PI or secure funding to insights on how to deal with mental health challenges and impostor syndrome, and much more.

STUDENT DIRECTORY INFORMATION

CHOICE manages a [current student and fellow directory](#) on our website. To update any aspects of your directory entry, email Marina Gano (mcgano@uw.edu). In addition, student email and telephone numbers are available through the [UW Directory](#) provided the student authorizes release of directory information to the public. Please note that at this time, the Faculty and Staff search feature in the directory is open to the public, but the "search students" feature requires UW NetID login to view. Please visit this page for more information: [About the Student Directory](#). Students are responsible for setting their own directory information to either restrict or allow release.

STUDENT TECHNOLOGY LOAN PROGRAM

The Student Technology Fee supports the [Student Technology Loan Program \(STLP\)](#), which allows students to check out a range of electronic equipment (such as PC and MAC laptops, projectors, digital and video cameras, audio equipment, calculators, tablets and more) at no additional cost. The Health Sciences Building (HSB) Office is located in the HSB I-Wing, Room 1-146 (in the Rotunda area). On upper campus, the Kane Hall (KNE) Office is in the basement of Kane Hall, Room 035.

SUSPENDED OPERATION/INCLEMENT WEATHER POLICY

The UW President may declare a temporary suspension of any or all University operations due to an emergency situation that adversely affects University operations, public health, or the well-being and safety of employees and students. Events which might require suspending operations include, but are not limited to:

- Severe weather or natural disaster.
- Spread of a communicable disease.
- Fire or related hazard.
- Immediate threat to the safety of the campus community.
- Damage to or failure of UW infrastructure, equipment or mechanical systems.

When a decision to suspend operations has been made, information will be shared through the [UW Alert System](#) and on the [University of Washington Home Page](#). You can also call the UW Information Lines at 206-UWS-INFO (206-897-4636) or toll-free 1-866-897-4636.

- Inclement Weather: <http://hr.uw.edu/policies/inclement-weather/>
- UW Suspended operations policy: <https://hr.uw.edu/policies/suspended-operations/>

TRANSPORTATION SERVICES

U-PASS

<https://transportation.uw.edu/getting-here/transit/u-pass>

The U-PASS is a bus pass plus more. Loaded right onto the [Husky Card](#), the U-PASS provides members with unlimited rides on regional buses, commuter trains, light rail and water taxis as well as full fare coverage on vanpools. Most students on the Seattle campus are automatically U-PASS members.

What the U-PASS covers

- Unlimited rides on [King County Metro Transit](#), [Community Transit](#), [Pierce Transit](#), [Kitsap Transit](#), [Everett Transit](#) and [Sound Transit](#), which includes regional buses, Link light rail and Sounder trains
- Full fare coverage on [King County Water Taxis](#) and [Kitsap Fast Ferries](#)

- Full fare coverage on [Seattle Streetcar](#) and [Seattle Monorail](#)
- Full fare coverage on regional paratransit services for eligible members
- Full fare coverage on King County Metro's on-demand ride service [Metro Flex](#).
- Full fare coverage on vanpool and vanshare.
- Unlimited rides on [NightRide](#), the UW's evening shuttle service
- [Emergency Ride Home](#)

The U-PASS does not cover travel on Washington State Ferries.

[Parking on Campus](#)

- Self-Serve Parking: <https://transportation.uw.edu/park/visitor/self-serve>
- Student Parking permits & rates: <https://transportation.uw.edu/park/student-employee/student>
- Parking Maps: <https://transportation.uw.edu/park/maps>

The best bet for parking on campus near the Health Sciences Building will be S01, W27, or E20. Additionally, public parking is available on Boat Street by Agua Verde.

[Walking & Biking](#)

<https://transportation.uw.edu/getting-around/walk-bike>

More than 20 miles of roads and pathways wind their way around the 643-acre Seattle campus, used by tens of thousands of people daily. The Burke Gilman Trail runs along the Health Sciences Building and many of our students & faculty walk or bike to work every day!

[Biking resources](#)

- [Bike parking](#): Where to find one of the almost 10,000 bike parking spaces located on campus.
- [Rules & safety](#): Learn about the Bike Walk Zone and other local and UW-specific regulations.
- [Bike share](#): JUMP bikes are available to rent on campus.
- [ASUW Bike Shop](#): Get your bike fixed right in the HUB. They also offer bike maintenance and repair classes.

[Walking resources](#)

- [Husky NightWalk](#): The UW Police Department offers uniformed security guards as walking escorts from 6:30 p.m. to 2 a.m, seven days a week, excluding holidays. Call 206-685-WALK (9255) to schedule an escort.
- [City of Seattle pedestrian program](#): Walking guides, maps and more.

[Shuttles](#)

- **Dial-A-Ride shuttles** provide transportation to most locations around the Seattle campus for UW staff, students and faculty with mobility limitations.
- **Health Sciences Express** provides transportation between UW Medical Center and Harborview Medical Center with stops at Roosevelt Clinic and UW Tower.
- **NightRide** provides a fare-free, safe and easy way for U-PASS members to get home at night with stops at UW Tower, Lander Hall, the IMA, and along Stevens Way.
- **UWMC/Fred Hutch South Lake Union Shuttle** operates a route between UWMC and South Lake Union via Fred Hutch and a separate route between South Lake Union and Harborview with a stop

at Benaroya Research Institute. This service is intended for the use of employees and visitors with business at the UW, Fred Hutch and Harborview.

- **Fred Hutch Cancer Center** provides free shuttle service for patients and families between Fred Hutch Cancer Center – South Lake Union, UW Medical Center and their two housing facilities, Behnke Family House and Pete Gross House.

Shuttle Schedules: <https://transportation.uw.edu/getting-around/shuttles>

TRAVEL POLICIES, RESOURCES, AND BEST PRACTICES

[CHOICE Travel Policy for Graduate Students and Fellows](#)

It is the CHOICE policy to support student travel when a student's research poster or podium presentation has been accepted by a professional organization for presentation within North America. CHOICE faculty strongly believes that dissemination of scholarly products is fundamental to the training of graduate and post-doctoral students. It is expected that students will exhaust all available means of obtaining travel support from other sources prior to seeking CHOICE student travel support including: 1) funds from research programs from which the abstract was generated, graduate school funds, and conference specific funds. Therefore, CHOICE funds should be considered a supplement rather than the sole source of funding. The specific details of the travel policy are listed below:

- Students must request funds well in advance of the intended conference and their request will be reviewed by the travel committee comprised of one faculty member and the Graduate Program Manager.
- Allocation scheme:
 - Priority and additional funds will be allocated to students with abstracts accepted for podium presentations.
 - Remaining funds will be split evenly among students with abstracts accepted for poster presentation.
- Eligible travel expenses:
 - Lowest cost round trip coach class airfare to and from Seattle to the conference city
 - Double occupancy hotel (sharing a room with another student, if possible)
 - AirBnB type of rental accommodation for 3 or more students, if split rental would be less expensive than the conference hotel.
 - Per diem for the [GSA standard per diem](#) for the city to which the student traveled.
 - Transportation to and from the conference hotel and the airport will be covered with receipt.
 - Conference registration at the 'early bird' rate only, excluding social events. Any additional cost incurred after the early bird deadline will not be covered.
 - Fees associated with submissions of abstracts, and/or costs of poster production.
- Regarding shared rooms: the expectation is double occupancy at conference hotel and students may only be reimbursed for the amount of ½ of a double occupancy hotel. If a student wishes to have a room by themselves, they could only be reimbursed for the cost of ½ a room and would be responsible for covering the remaining costs.
- Exceptions are possible with prior approval. Example: medical, practical (e.g. odd number of

students).

- **Students are eligible to receive travel funds from the Higashi Family Endowment every other year.**
- Everyone must apply for available student funding via the target conference.
- Everyone must apply for Grad School funding (The application must be submitted by the Graduate Program Advisor through MyGrad and this funding is also available every other year).
 - Up to \$300 for domestic airfare and \$500 for international airfare, or \$300 for virtual conference registration fee
 - https://grad.uw.edu/funding_posts/graduate-student-conference-presentation-awards/
 - Applications are routed through CHOICE
- Students should notify the Graduate Program Manager upon acceptance of abstracts when interested in traveling to that conference.
- There is an expectation for advance booking of > 6 weeks for lodging and airfare.

A Prior Approval Travel Form is required for out-of-state travel (including for events occurring in Washington, Oregon, and Idaho). The form must be signed by an authorized person and approved in writing before departure. Travel approval **can only be signed/authorized** by department chairs (Ryan Hansen), Director of Finance (Cody Elwell), or the Assistance Dean of Finance and Administration (Jen McEwen). Upon return from travel, the signed prior approval form and a reimbursement request form will be submitted to the SOP Finance Hub for processing (sophub@uw.edu). The most up-to-date Travel Forms and Process Guidance are available on the [SOP Finance Hub SharePoint](#).

Detailed guidance of reimbursable travel expenses [are outlined here](#).

All questions about travel expenses, prior approval, and the reimbursement process can be directed to sophub@uw.edu.

[International Travel Policy](#)

The UW Office of Global Affairs maintains current policies regarding student international travel here: <http://www.washington.edu/globalaffairs/global-travelers/student-international-travel-policy/>

Effective Fall 2025, a [new Administrative Policy Statement](#) now requires [online registration](#) for **official international travel** (defined as anything affiliated, sponsored, or funded by the UW) undertaken by UW faculty, staff, and other academic personnel. This will help ensure the University of Washington is able to account for and support its global travelers and be in compliance with new [federal research security guidelines](#). Personal travel does not need to be registered unless the traveler is a [Covered Individual](#), in which case certain types of [personal travel](#) will need to be registered. Through the registration of official travel, travelers are able to access UW global insurance resources, including an app for emergency assistance and pre-departure country-specific briefing materials. In addition to other kinds of international travel, this policy affects graduate students traveling out of the United States to attend a research conference paid for on a sponsored program. It is designed to protect students in case they have a safety or health issue while they are out of the country.

This policy outlines three important pre-departure requirements for all students traveling abroad for official academic purposes, including attending a research conference:

1. [Register international travel](#) with the Office of Global Affairs (OGA)
2. [Purchase comprehensive medical and evacuation insurance while abroad](#).
3. [Request a waiver](#) for travel to high risk destinations

Note that the cost of this insurance is an allowable charge on the sponsored award that is funding the travel costs, unless otherwise specifically disallowed by the sponsor, by policy or terms of the award. Of course, the sponsored award should not be charged for this insurance if the award is not funding the associated travel.

Review [this FAQ page](#) or contact the UW Global Travel Health and Safety team at travelemergency@uw.edu with any questions.

UNDOCUMENTED STUDENT RESOURCES

<https://www.washington.edu/admissions/undocumented/>

UW ALERT SYSTEM

The University of Washington is committed to keeping the campus community informed during emergencies and situations that might disrupt normal operations. UW Alert is the University of Washington's emergency alert system, used to share information via email, text messages, loudspeakers, [website banners](#) and the [UW Alert Blog](#).

To make it easier for students to receive UW Alert texts, UW adds the phone number from your UW student profile to the UW Alert system. If the number is for a cell phone, UW will send you UW Alerts via text. Students who don't want to receive texts can reply STOP to any UW Alert text message or text STOP to 79516. You can also [add your cell phone number to your UW Alert account yourself](#).

UW EMAIL

Your UW email address is composed of your UW NetID and the domain "@uw.edu." This email address will be used by School of Pharmacy and University officials to provide you with important information. You are expected to check your UW email account *daily* during the academic year. For technical support, visit the UW IT Connect [UW Email](#) page.

UW NETID

Students attending the University of Washington need a UW NetID to access computing resources at the University. These resources include a UW supported email account and access to your personal records. Students may [create a UW NetID online](#), which requires a student's UW student number and Private Access Code (PAC, printed on the Enrollment Confirmation Form). Students will create a password to be used with the NetID, and must not share this password with anyone. The NetID and password allow

access not only to a student's individual information, but allows access to various restricted websites such as individual course pages, School information, Catalyst online surveys, detailed sections of the UW Time Schedule, and more.

The UW NetID allows access to the MyUW portal. For more information and usage guidelines, visit the IT Connect page, [About MyUW](#). Students are encouraged to familiarize themselves with the MyUW portal early in the program, as it is a valuable and convenient resource which includes secure access to personal student information, as well as useful links to UW resources and systems. Students can check their grades, access the registration system, view course schedule and financial information, pay tuition, make address changes, and more. Students returning to the University after an absence may use their former UW NetID to access these services. [Click here to open the MyUW portal](#).

VETERAN RESOURCES

<https://www.washington.edu/veterans/>

The Veterans Education Benefits Office is a place for veterans to connect with other veterans. In addition the center provides access to university resources specifically designed for veterans. It is not just an office, rather a place where veterans can find and build their community within the University.

SCHOOL OF PHARMACY DIRECTORY

A web directory of all School of Pharmacy staff, faculty, and graduate students is maintained here: <https://sop.washington.edu/about/people-directory/>. The most up-to-date personnel information can be found online, but we have highlighted the main administrative offices below and their teams. Additionally, School of Pharmacy Organizational Charts are maintained here: <https://sop.washington.edu/about/contact-info/organizational-charts/>. Additionally, this [visual org chart](#) demonstrates the different staff functions and units within the school on a very high level.

OFFICE OF THE DEAN

The Dean's Office is located in room H-364 of the Health Sciences Building. Students wishing to meet with the Dean should contact Trish Respalie (206) 543-5050 respalie@uw.edu for an appointment.

Leadership

Jay Panyam, Professor & Dean of the School of Pharmacy (jpanyam@uw.edu)
Jennifer McEwen, Assistant Dean, Finance and Administration (mcewenj@uw.edu)
Rheem Totah, Professor & Associate Dean, Research and Graduate Programs (rtotah@uw.edu)
Peggy Odegard, Vice Dean, Professional Pharmacy Education (podegard@uw.edu)
Jeremy Hughes, Associate Dean for Professional Pharmacy Education (jhughes8@uw.edu)

SCHOOL OF PHARMACY: ACADEMIC DEPARTMENTS

Medicinal Chemistry

Abhinav Nath, PhD | Professor & Interim Chair (anath@uw.edu)

The Department of Medicinal Chemistry is part of the highly collaborative, interdisciplinary School of Pharmacy. Medicinal Chemistry is a discipline with a traditional focus on organic synthetic chemistry with the broad goals of drug discovery and optimization. The Department of Medicinal Chemistry has always departed somewhat from this tradition given the focus of many of its faculty on the research areas of mechanistic drug metabolism, toxicology, and bioanalytical chemistry.

Research in medicinal chemistry encompasses a broad spectrum of activities including studies pursuant to investigations of the interaction of both drugs and toxic substances with biological systems, and the relationship of chemical structure and dynamics to biological effect and function. In recent years research activities in the Department have been broadened further by the addition of several faculty members with expertise in the areas of biological mass spectrometry and biophysical virology.

Vision Statement: To provide an outstanding learning and research environment by cultivating a collegial, inclusive, and interdisciplinary community. This community shares an intellectual passion for the fundamental molecular sciences that explain disease and therapeutic mechanisms, drug design and drug

development. The Medicinal Chemistry departmental mission is focused on training leaders in all aspects of pharmaceutical sciences including clinical practice, basic research, and teaching.

Graduate Program

The Department of Medicinal Chemistry offers a program of graduate study leading primarily to the degree of Doctor of Philosophy. Occasionally students complete the M.S. degree. The primary areas of research training of the Department of Medicinal Chemistry are in chemical and molecular aspects of drug action and of drug metabolism including both laboratory experiments and theoretical work. Studies in the field include, for example, the relationship between chemical structure and biologic effect, function and toxicity, delineation of the metabolic spectrum of drugs or foreign substances in man and animals, and the factors (environment, disease, etc.) that affect this spectrum of metabolites; the study of the nature and catalytic properties of the enzymes responsible for metabolic reactions and the molecular mechanisms by which such reactions occur. Theoretical studies on conformational aspects of important enzymes involved in these processes are under study.

Pharmaceutics

Nina Isoherranen, PhD, MS | Professor and Milo Gibaldi Endowed Chair (ni2@uw.edu)

Pharmaceutics refers to the study of the relationship between drug dosage forms and clinical response. Their work focuses on drug metabolism, transport, distribution and absorption to deliver the right medicine to the right patient at the right time. The Department of Pharmaceutics works to promote the efficacy and safety of therapeutics through inclusive teaching and transformative research in the drug delivery and disposition sciences. Through work that span from molecular, cell- and organ-based studies in humans and animals and mathematical modeling and simulation techniques, their research and teaching focuses on understanding the processes that determine the exposure and pharmacological response to drugs. They focus on physiological and disease processes, genetics and environmental impacts that alter metabolism, transport, distribution and absorption of drugs.

Graduate Program

The Department of Pharmaceutics offers programs of graduate study leading to the degrees of Master of Science and Doctor of Philosophy. The program provides research training in the fundamental aspects of drug disposition, drug delivery, and drug action in animals and man. Drug disposition includes the phenomena of absorption, distribution, and elimination. Pharmacokinetics is the study of time course of these processes and the time course of pharmacological effects. Drug delivery includes targeting of drugs to tissues or specific cells to improve therapeutic effect. These areas of research have a wide range of applications, particularly in the pharmacological characterization of new drug molecules in pharmaceutical development. Graduates of this program possess expertise in a variety of analytical techniques and the elaboration of mathematical models to describe drug disposition and pharmacological processes.

Pharmacy

Ryan Hansen, PharmD, PhD | Professor and Chair (rhansen@uw.edu)

The mission of the Department of Pharmacy is to prepare pharmacists to provide optimal pharmaceutical care, and to prepare graduate and postgraduate students to provide leadership in scholarship and practice. The Department generates and disseminates knowledge to assure the safe, effective, and cost effective- use of medications.

Research activities of Department faculty take many forms, ranging from randomized clinical trials of experimental drugs to the evaluation of costs and health benefits of pharmaceuticals and expanded professional services. The Department of Pharmacy faculty conduct research in pharmaceutical outcomes research, pharmacotherapy and clinical pharmacokinetics. Last year faculty received over \$1.7 million in grants from the private sector and governmental agencies. Studies are underway on chronic disease management practices in such areas as pulmonary disease, mental illness, cardiovascular disease, and infectious disease. Faculty also study the safety and cost-effectiveness- of drugs, women's health issues, and the effects and financing of pharmaceutical care.

The Department also accepts responsibility for assisting in improving the present level of pharmacy practice. Activities in this area include participation in continuing education activities, dissemination of information concerning the advances or innovations in pharmacy, and development of public or community education programs to inform the public of services available from pharmacists.

Department faculty offices are located on the third floor of the H-wing in the Health Sciences building. Faculty members also conduct teaching, research, and service programs at affiliated institutions, including University of Washington Medical Center, Harborview Medical Center, Group Health Cooperative of Puget Sound, Veterans Affairs Puget Sound Health Care System, Regence Washington Health, and Children's Hospital and Medical Center. In addition, research and teaching programs are conducted at Rubenstein Memorial Pharmacy, the Hearthstone Retirement Center, and numerous community hospitals and pharmacies. Over 400 clinical and affiliate faculty also hold appointments in the Department.

APPENDIX A: SUGGESTED PROGRAM OF STUDY- PHD IN HEALTH ECONOMICS & OUTCOMES RESEARCH

| AUTUMN | | | WINTER | | | SPRING | | | SUMMER | |
|-------------------------------|--|-----------------|-------------------------------|---|-----------------|---|--|-----------------|---|---------|
| Course # | Course Name | # of Credits | Course # | Course Name | # of Credits | Course # | Course Name | # of Credits | Course # | Credits |
| FIRST YEAR | | | | | | | | | | |
| HEOR 600 | Independent Study | <i>Variable</i> | HEOR 600 | Independent Study | <i>Variable</i> | HEOR 600 | Independent Study | <i>Variable</i> | <i>Research</i> <i>Preliminary Exams</i> <i>Summer Internship</i> | 0 |
| EPI 512 | Epidemiologic Methods I | 4 | EPI 513 | Epidemiologic Methods II | 4 | HEOR 545 | Methods in Pharmaceutical Policy Analysis (odd yrs) | 4 | | |
| BIOST 511 or BIOST 517 | Medical Biometry I or Applied Biostatistics I | 4 | BIOST 512 or BIOST 518 | Medical Biometry II or Applied Biostatistics II | 4 | HEOR 520 | Pharmacoepidemiology (even yrs) | 3 | | |
| HEOR 597* | CHOICE Seminar | 1 | HEOR 533 | Advanced Methods in Economic and Outcomes Evaluation in Health and Medicine | 3 | BIOSTATS 513 <i>Only if completing 3-course BIOST series</i> | Medical Biometry III | 4 | | |
| CS&SS 508 | Introduction to R | 1 | HEOR 597 | CHOICE Seminar | 1 | HEOR 552 | Application of Machine Learning in HEOR | 3 | | |
| HEOR 530 | Economic Evaluation in Health & Medicine | 3 | | Electives | <i>Variable</i> | HEOR 597 | CHOICE Seminar | 1 | | |
| | Total Credits** | 13 | | Total Credits | 12 | | Total Credits | 12 | | |
| SECOND YEAR | | | | | | | | | | |
| HEOR 600 | Independent Study | <i>Variable</i> | HEOR 600 | Independent Study | <i>Variable</i> | HEOR 600 | Independent Study | <i>Variable</i> | <i>Research</i> <i>Preliminary Exams</i> <i>Summer Internship</i> | 0 |
| PPM 506 or PUBPOL 516 | Advanced Microeconomics for Policy Analysis / Economics for Policy Analysis and Management | 4 | HEOR 540 | Health Economics | 3 | HEOR 533 | Advanced Methods in Economics Evaluation | 3 | | |
| HSERV 523 | Advanced Health Services Research Methods I | 4 | BIOST 537 | Survival Data Analysis in Epidemiology | 4 | HEOR 551 | Advanced Health Services Research Methods III - Causal Inference | 4 | | |

CHOICE GRADUATE STUDENT HANDBOOK 2025-2026

| | | | | | | | | | | |
|------------------------------|----------------------|-----------|----------|----------------------|-----------|----------|---|-----------|--|---|
| HEOR 597 | CHOICE Seminar | 1 | HEOR 597 | CHOICE Seminar | 1 | HEOR 520 | Pharmacoepidemiology (even yrs) | 3 | | |
| | Elective | 3 | | Elective | 3 | HEOR 597 | CHOICE Seminar | 1 | | |
| | | | | | | HEOR 545 | Methods in Pharmaceutical Policy Analysis (odd yrs) | 4 | | |
| | Total Credits | 12 | | Total Credits | 11 | | Total Credits | 12 | Total 2nd Year | 34 |
| THIRD YEAR | | | | | | | | | | |
| HEOR 600 | Independent Study | 6 | HEOR 600 | Independent Study | 6 | HEOR 600 | Independent Study | 6 | <i>Dissertation Research</i> <i>General Exam (suggested completion: during Y3 or beginning of Y4)</i> | <i>0 (unless completing general exam during summer qtr)</i> |
| HEOR 597 | CHOICE Seminar | 1 | HEOR 597 | CHOICE Seminar | 1 | HEOR 597 | CHOICE Seminar | 1 | | |
| HEOR 598 | PHEnOM Seminar | 1 | HEOR 598 | PHEnOM Seminar | 1 | | Electives | 3 | | |
| | Electives | 3 | | Electives | 3 | | | | | |
| | Total Credits | 11 | | Total Credits | 11 | | Total Credits | 10 | Total 3rd Year | 30 |
| FOURTH AND FIFTH YEAR | | | | | | | | | | |
| HEOR 800 | Dissertation | 9 | HEOR 800 | Dissertation | 9 | HEOR 800 | Dissertation | 9 | <i>Final Exam</i> | <i>0 (unless completing final exam during summer quarter)</i> |
| HEOR 597 | CHOICE Seminar | 1 | HEOR 597 | CHOICE Seminar | 1 | HEOR 597 | CHOICE Seminar | 1 | | |
| | Total Credits | 10 | | Total Credits | 10 | | Total Credits | 10 | Total 4th – 5th Year | 30 |
| | | | | | | | | | Total Credits | 128 |

*Students must enroll in HEOR 597 each quarter during their program

**Students must maintain 10 credits/quarter minimum to maintain full-time student status to maintain eligibility for TA/Raships and to maintain benefits (excl. Summer quarter)

APPENDIX B: SUGGESTED PROGRAM OF STUDY- PHD IN HEALTH ECONOMICS & OUTCOMES RESEARCH: DATA SCIENCE

| AUTUMN | | | WINTER | | | SPRING | | | SUMMER | |
|-------------------------------|--|-----------------|-------------------------------|---|-----------------|---|---|-----------------|---|-----------|
| Course # | Course Name | # of Credits | Course # | Course Name | # of Credits | Course # | Course Name | # of Credits | Course # | Credits |
| FIRST YEAR | | | | | | | | | | |
| HEOR 600 | Independent Study | <i>Variable</i> | HEOR 600 | Independent Study | <i>Variable</i> | HEOR 600 | Independent Study | <i>Variable</i> | <i>Research</i> <i>Preliminary Exams</i> <i>Summer Internship</i> | 0 |
| EPI 512 | Epidemiologic Methods I | 4 | EPI 513 | Epidemiologic Methods II | 4 | HEOR 545 | Methods in Pharmaceutical Policy Analysis (odd yrs) | 4 | | |
| BIOST 511 or BIOST 517 | Medical Biometry I or Applied Biostatistics I | 4 | BIOST 512 or BIOST 518 | Medical Biometry II or Applied Biostatistics II | 4 | HEOR 520 | Pharmacoepidemiology (even yrs) | 3 | | |
| HEOR 597* | CHOICE Seminar | 1 | HEOR 533 | Advanced Methods in Economic and Outcomes Evaluation in Health and Medicine | 3 | BIOSTATS 513 <i>Only if completing 3-course BIOST series</i> | Medical Biometry III | 4 | | |
| CS&SS 508 | Introduction to R | 1 | HEOR 597 | CHOICE Seminar | 1 | HEOR 552 | Application of Machine Learning in HEOR | 3 | | |
| HEOR 530 | Economic Evaluation in Health & Medicine | 3 | | Electives | <i>Variable</i> | HEOR 597 | CHOICE Seminar | 1 | | |
| | Total Credits** | 13 | | Total Credits | 12 | | Total Credits | 12 | Total 1st Year | 35 |
| SECOND YEAR | | | | | | | | | | |
| HEOR 600 | Independent Study | <i>Variable</i> | HEOR 600 | Independent Study | <i>Variable</i> | HEOR 600 | Independent Study | <i>Variable</i> | <i>Research</i> <i>Preliminary Exams</i> <i>Summer Internship</i> | 0 |
| PPM 506 or PUBPOL 516 | Advanced Microeconomics for Policy Analysis / Economics for Policy Analysis and Management | 4 | HEOR 540 | Health Economics | 3 | HEOR 533 | Advanced Methods in Economics Evaluation | 3 | | |

| | | | | | | | | | | |
|-----------|---|-----------|-----------|--|-----------|----------|--|--------------|----------------------------------|-----------|
| HSERV 523 | Advanced Health Services Research Methods I | 4 | BIOST 537 | Survival Data Analysis in Epidemiology | 4 | HEOR 551 | Advanced Health Services Research Methods III - Causal Inference | 4 | | |
| HEOR 597 | CHOICE Seminar | 1 | HEOR 597 | CHOICE Seminar | 1 | HEOR 520 | Pharmacoepidemiology (even yrs) | 3 | | |
| | | | | | | HEOR 597 | CHOICE Seminar | 1 | | |
| | | | | | | HEOR 545 | Methods in Pharmaceutical Policy Analysis (odd yrs) | 4 | | |
| | | | | | | CSE 512 | Data Visualization | 4 | | |
| | Total Credits | 10 | | Total Credits | 10 | | Total Credits | 12-13 | Total 2nd Year | 34 |

THIRD YEAR

| | | | | | | | | | | |
|----------|--|-----------|-----------|--|-----------|----------|----------------------|-----------|----------------------------------|---|
| HEOR 600 | Independent Study | 6 | HEOR 600 | Independent Study | 6 | HEOR 600 | Independent Study | 8 | <i>Dissertation Research</i> | <i>0 (unless completing general exam during summer qtr)</i> |
| HEOR 597 | CHOICE Seminar | 1 | HEOR 597 | CHOICE Seminar | 1 | HEOR 597 | CHOICE Seminar | 1 | | |
| HEOR 598 | PHEnOM Seminar | 1 | HEOR 598 | PHEnOM Seminar | 1 | HEOR 598 | PHEnOM Seminar | 1 | | |
| CSE 583 | Software Development for Data Scientists | 4 | BIOST 546 | Machine Learning for Biomedical and Public Health Big Data | 3 | | | | | |
| | Total Credits | 12 | | Total Credits | 11 | | Total Credits | 11 | Total 3rd Year | 30 |

FOURTH AND FIFTH YEAR

| | | | | | | | | | | |
|----------|----------------------|-----------|----------|----------------------|-----------|----------|----------------------|-----------|---|---|
| HEOR 800 | Dissertation | 9 | HEOR 800 | Dissertation | 9 | HEOR 800 | Dissertation | 9 | <i>Final Exam</i> | <i>0 (unless completing final exam during summer quarter)</i> |
| HEOR 597 | CHOICE Seminar | 1 | HEOR 597 | CHOICE Seminar | 1 | HEOR 597 | CHOICE Seminar | 1 | | |
| | Total Credits | 10 | | Total Credits | 10 | | Total Credits | 10 | Total 4th – 5th Year | 30 |

Total Credits 128

*Students must enroll in HEOR 597 each quarter during their program

**Students must maintain 10 credits/quarter minimum to maintain full-time student status to maintain eligibility for TA/Raships and to maintain benefits (excl. Summer quarter)

APPENDIX C: SUGGESTED 1 YEAR COURSE PLAN - MASTER OF SCIENCE (HEALTH ECONOMICS AND OUTCOMES RESEARCH)

| COURSE # | Autumn | Credits |
|----------------------------|--|--------------|
| BIOST 511 | Medical Biometry I | 4 |
| EPI 512 | Epidemiologic Methods I * | 4 |
| HEOR 530 | Economic Evaluation in Health & Medicine | 3 |
| HEOR 597 | CHOICE Graduate Seminar | 1 |
| CS&SS | Introduction to R for Social Scientists <i>Recommended, not required</i> | 1 |
| HEOR 700 | Masters Thesis* | 2 |
| | Quarter total: | 15 |
| | Winter | |
| BIOST 512 | Medical Biometry II | 4 |
| HEOR 540 | Health Economics | 3 |
| HEOR 533 | Advanced Methods in Economic & Outcomes Evaluation in Health & Medicine | 3 |
| HEOR 597 | CHOICE Graduate Seminar | 1 |
| HEOR 700 | Masters Thesis | 3 |
| | Quarter total: | 14 |
| | Spring | |
| BIOST 513 | Medical Biometry III | 4 |
| HEOR 545 or HEOR 520 | Methods in Pharmaceutical Policy Analysis (Odd years) Pharmacoepidemiology (Even years) | 3-4 |
| HEOR 597 | CHOICE Graduate Seminar | 1 |
| HEOR 700 | Masters Thesis | 4 |
| | Quarter total: | 12-13 |
| | Total credits: | 41-42 |

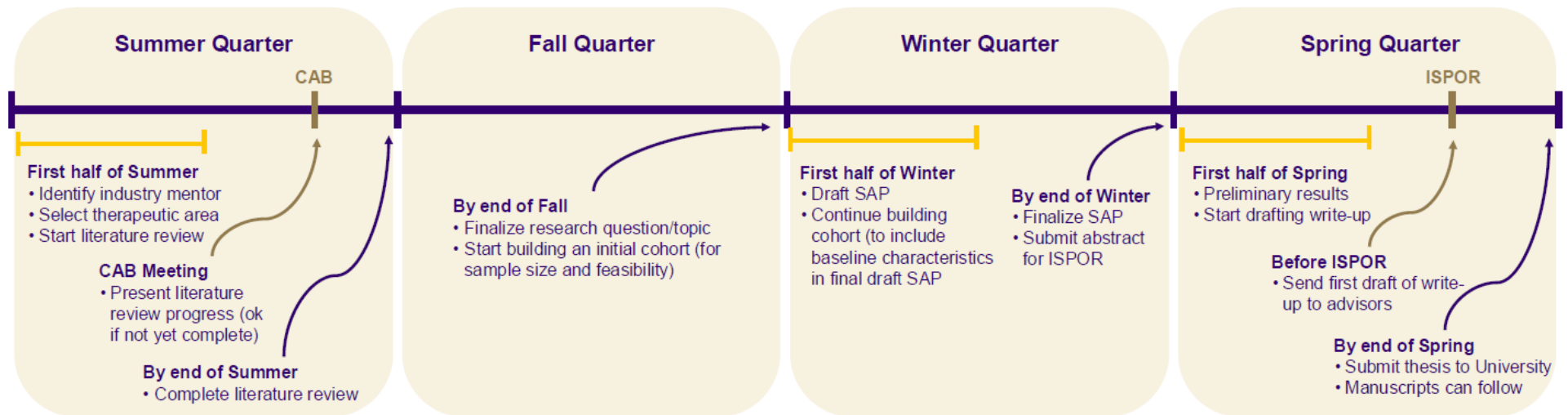
Notes:

*EPI 512 is part of a 2-course series. Only the first course (512) is required, but students should discuss the pros and cons of adding the second course (EPI 513) in Winter quarter with their advisor.

**HEOR 700 Master's Thesis credits are flexible, but 9 total are required to graduate. We recommend spreading the enrollment of these throughout the academic year. You will register using your primary faculty advisor's "faculty add code."

APPENDIX D: SUGGESTED CHOICE MS PROGRAM THESIS TIMELINE

Suggested CHOICE MS Program Thesis Timeline



This is a suggestion/example of what students can expect to stay on track. Students should always check with their advisor(s) to set specific deadlines and goals.

APPENDIX E: LIST OF SUGGESTED ELECTIVES

Below is a selection of available electives appropriate for areas of specialization. This list is not all-inclusive. Students are encouraged to check the websites of classes in these departments and in other listings; and then to work with their mentor to formulate a plan to optimize selections to fit interests.

Bold = highly recommended elective

BIOMEDICAL & HEALTH INFORMATICS

- MEBI 530: Medical Informatics (3)
- MEBI 533: Public Health & Informatics (3)
- MEBI 534: Biology & Informaticists (3)
- MEBI 552: Clinical Decision Support (3)
- BIME 535: Clinical Care Informatics (3)

BIOSTATISTICS/STATISTICS

BIOST 509: Intro to R for Health Sciences (2)

- BIOST 516: Statistical Methods in Genetic Epidemiology (3)
- BIOST 524: Design of Medical Studies (3)
- BIOST 526: Bayesian Biostatistics (3)
- BIOST 527 Nonparametric Regression and Classification (3)
- BIOST 529: Sample Survey Techniques (3)
- BIOSTAT 532: Research Ethics in the Data Sciences (2)

BIOST 536: Categorical Data Analysis (4)

BIOST 540: Longitudinal & Multilevel Data Analysis (3)

- BIOST 544: Introduction to Biomedical Data Science (4)

BIOST 546: Machine Learning and Big Data (3)

CS&SS 508: Introduction to R for Social Scientists (1)

- CS&SS 510: Maximum Likelihood Methods for the Social Sciences (5)
- CS&SS 526: Structural Equation Models for the Social Sciences (3)
- CS&SS 529: Sample Survey Techniques (3)
- CS&SS 536: Analysis of Categorical and Count Data (3)
- CS&SS 560: Hierarchical Modeling for the Social Sciences (4)
- CS&SS 564: Bayesian Statistics for the Social Sciences (4)
- CS&SS 566: Causal Modeling (4)
- CS&SS 567: Statistical Analysis of Social Networks (4)
- CS&SS 569: Visualizing Data (4)
- CS&SS 589: Multivariate Data Analysis for the Social Sciences (3)
- STAT 516, 517, 518: Stochastic Modeling of Scientific Data (3,3,3)
- STAT 519: Time Series Analysis (3)
- STAT 542: Multivariate Analysis (3)

COMPUTER SCIENCE AND ENGINEERING

- CSE 142: Computer Programming I (4)
- CSE 143: Computer Programming II (5)
- CSE 160: Data Programming (4)
- CSE 512: Data Visualization (4)

ECONOMICS, ECONOMETRICS AND COST-EFFECTIVENESS

IND E 250 – Healthcare Modeling and Decision Making
ECON 400: Advanced Microeconomics (5)
ECON 450: Public Finance: Expenditure Policy (5)
ECON 454: Cost-Benefit Analysis (5)
ECON 500: Microeconomic Analysis I (4)
ECON 518: Contract Theory (3)
ECON 534: Empirical Industrial Organization (3)
ECON 580: Econometrics I: Introduction to Mathematical Statistics (4)
ECON 581: Econometrics II (4)
ECON 591: Microeconomics of Development (3)
ECON 592: Development Policy (3)
ECON 594: Economic Growth (3)
ECON 595: Growth and Inequality(3)
PPM 506: Advanced Microeconomics for Policy Analysis (4)
PPM 512: Data Analysis Practicum (4)
HSERV 587: Health Policy Economics (3)

EPIDEMIOLOGY

EPI 510: Epidemiologic Data Analysis (3)
EPI 514: Application of Epidemiologic Methods (5)
EPI 515: Advanced Epidemiological Methods I (3)
EPI 516: Advanced Epidemiologic Methods II (4)
EPI 517/PHG 511: Genetic Epidemiology (3)
EPI 520: Epidemiology of Infectious Diseases (3)
EPI 524: Cancer: Epidemiology and Biology (3)
EPI 529: Emerging Infections of International Public Health Importance (3-)
EPI 530: AIDS: A Multidisciplinary Approach (2)
EPI 542: Clinical Epidemiology (2)
EPI 546: Psychiatric Epidemiology (3)
EPI 548: Research Methods for Social & Contextual Determinants of Health (3)
EPI 570: Occupational & Environmental Epidemiology (2)
EPI 573: Methods in Using Biological Measurements (3)
EPI 582: Design and Analytic Strategies to Enhance the Validity of Epidemiologic Studies (2)
EPI 583: Epidemiology Seminar (1, max. 12)
EPI 588: Preparing, Writing, and Critiquing Scientific Research Proposals (2-3)
EPI 591: Current Literature in Epidemiology (1, max. 15)

EVALUATION SCIENCES

HSERV 527: Survey Research Methods (4)
BIOST 529: Sample Survey Techniques (3)
SOC WL 590: Topics in Advanced Research Methods (3)
EDPSY 588: Survey Research Methodology & Theory (3)
EDPSY 592: Advanced Educational Measurements (3)
EDPSY 595: Item Response Theory Models of Testing (3)
GH 533: Survey Research Methods (4)

GLOBAL HEALTH

GH 531: Research & Evaluation Methods in Global Health (3/4)
GH 533: Survey Research Methods (4)
GH 541: Implementation Science (4)
GH 543: Global Health Pharmacy: Medicines, Practice, & Policy (2)

HEALTH SERVICES

HSERV 509: Public Health & Informatics (3)
HSERV 512: Health Systems & Policy (3)
HSERV 513: Health Policy Research (3)
HSERV 514: Social Determinants of Population Health & Health Disparities (3)
HSERV 518: Social & Ethical Issues (2-4, max. 4)
HSERV 521: Advanced Qualitative Methods in Anthropology & Public Health (5)
HSERV 522: Health Program Evaluation (1-5, max. 5)

HSERV 527: Survey Research Methods (4)

HSERV 528: Critically Appraising & Applying Evidence in Healthcare (3)
HSERV 529: Intro to Systematic Reviews & Meta-Analysis of Evidence (3)
HSERV 544 Maternal and Child Health in Low and Middle Income Countries (3)
HSERV 548 Research Methods for Social and Contextual Determinants of Health (3)
HSERV 551: Public Health Law (2)
HSERV 552: Health Policy Development (3-)
HSERV 555 Health Disparities (2)
HSERV 575: Cancer Prevention & Control (3)
HSERV 578: Grant Writing (3)
HSERV 580 Foundations of Health Behavior and Social Determinants of Health (2)
HSERV 589: Community Based Participatory Research & Health (3)
HSERV 592: Program Seminars (1)

HEALTH MANAGEMENT

HSMGMT 500: Risk & Insurance Seminar (3)
HSMGMT 501: Epidemiology/Critical Evidence Appraisal (2-4, max. 4)

HUMAN CENTERED DESIGN AND ENGINEERING

HCDE 511: Information Visualization (4)

INFORMATION SCHOOL

IMT 543: Relational Database Management Systems (3)

METHODS

BIOST 524: Design of Medical Studies (3)
HSERV 529: Introduction to Systematic Reviews and Meta-analysis of Evidence (3)
HEOR 510: Systematic Reviews and Meta-analysis (2)

PROGRAMMING

BIOSTATS 509: Introduction to R

FISH 552/553: Intro and Advanced R Programming
INFX 501: Concepts in Algorithmic Thinking for Information (1)

INFX 502: Database Concepts for Information Professionals (1)

PUBLIC AFFAIRS; PUBLIC POLICY & MANAGEMENT

PPM 506: Advanced Microeconomics for Policy Analysis (4)

PUBPOL 516 Economics for Policy Analysis and Management I (4)

PUBPOL 518: Applied Cost Benefit Analysis (4)

PUBLIC HEALTH GENETICS

PHG 512: Legal, Ethical, and Social Issues in Public Health Genetics (3)

PHG 580: Interactive Seminar (1, max. 30)

QUALITATIVE METHODS

HSERV 590: Qualitative Research Methods in Public Health (3)

HSERV 521: Advanced Qualitative Methods in Anthropology & Public Health (3)

GEOG 426: Qualitative Methods in Geography (4)

EDPSY 586, 587: Qualitative Methods of Educational Research (5)

APPENDIX F: ADVISOR AGREEMENTS

Fillable PDF versions of these forms [available here](#).

Doctoral Student Advisor Agreement

This agreement is meant to guide the advisor and advisee in documenting and thinking through mutually agreed upon goals and parameters that will serve as the foundation for your advising relationship. It is expected that all CHOICE students and their academic advisors work through this form together at the beginning of one's doctoral studies in CHOICE. Once a dissertation chair has been identified, if different from the academic advisor, a new agreement should be completed. For long-term advisor relationships, it is recommended to re-visit this form annually, or as necessary. Once completed, submit this form to the CHOICE Graduate Program Manager at uwsopchoice@uw.edu so it may be added to your file.

The University of Washington supports a strong mentorship culture. Some useful guidance for mentors and mentees is provided by the [UW Mentoring Page](#) and the [Graduate School Student Affairs](#). Guidance for expectations of dissertation Supervisory Committee members can be found in [Graduate School Memo 13](#). If disputes or grievances should arise and students would like anonymous support to discuss any concerns throughout the relationship, they can refer to the student handbook to identify the appropriate point of contact within the department. We also encourage mentors and mentees to establish ground rules: An example of common ground rules is provided on page 2.

-
1. **Shared Goals.** What you hope to achieve with this relationship? E.g., gain perspective relative to skills necessary for success in academia, explore new career opportunities/alternatives, obtain knowledge of organizational culture, networking, leadership skill development. Feel free to complete one or all of the following categories.
 - a. **Academic** (e.g., gaining technical skills, courses to take and conferences to attend, job market):
 - b. **Career development** (e.g., networking, establishing collaborations, cold-approaching, communication skills):
 - c. **Life as a CHOICE student** (e.g., work-life balance, socializing, avoiding Seattle freeze):
 - d. **General advice:**
 2. **Approaches/Strategies/Steps to achieving listed goals** (What do you both need to do to meet the above goals? Who is responsible for what actions?)
 3. **Roles and Tasks:**
 - a. Advisor's role/tasks:
 - b. Advisee's role/tasks:
 4. **Meeting frequency** (frequency, duration, and location of meetings):
 5. **Confidentiality:** Any sensitive issues that we discuss will be held in the strictest of confidence. Issues that are off limits for discussion include:

6. **Relationship termination clause:** In the event that either party finds the mentoring relationship unproductive and requests that it be terminated, we agree to honor that individual's decision without question or blame.

7. **Duration:** This mentorship relationship will continue as long as both parties feel comfortable with its productivity or until: _____

8. **Future Updates:** We agree to revisit this document at this time next year (or other future milestone) in order to refresh this document and check in on our progress. Date of future check-in: _____.

Advisor Signature _____ Date _____

Advisee Signature _____ Date _____

Common Mentoring Ground Rules

| Issues | Ground Rules |
|-------------------|---|
| Time | <ul style="list-style-type: none"> • Meetings will begin & end on time • We will manage our time well and use agendas to keep on task • We will put interruptions aside |
| Feedback | <ul style="list-style-type: none"> • Regular feedback will be an expectation |
| Role Expectations | <ul style="list-style-type: none"> • Active participation from each of us • We will honor each other's time, expertise and experience |
| Communication | <ul style="list-style-type: none"> • Our communication is open, candid and direct • We will respect our differences and learn from them |
| Stumbling Blocks | <ul style="list-style-type: none"> • If we come upon an obstacle, we will address it immediately |
| Closure | <ul style="list-style-type: none"> • In the event our relationship doesn't work out, we will have a closure conversation and use it as a learning opportunity • We will conclude our mentoring relationship at an agreed upon time and use the time to reflect on our growth and learning |

Master's Student Advisor Agreement

This agreement is meant to guide the advisor and advisee in documenting and thinking through mutually agreed upon goals and parameters that will serve as the foundation for your advising relationship. It is expected that all CHOICE students and their academic advisors work through this form together at the beginning of one's Master's studies at CHOICE. Once completed, submit this form to the CHOICE Graduate Program Manager at uwsopchoice@uw.edu so it may be added to your file.

The University of Washington supports a strong mentorship culture. Some useful guidance for mentors and mentees is provided by the [UW Mentoring Page](#) and the [Graduate School Student Affairs](#). Guidance for expectations of Supervisory Committee members can be found in [Graduate School Policy 4.2](#). If disputes or grievances should arise and students would like anonymous support to discuss any concerns throughout the relationship, they can refer to the student handbook to identify the appropriate point of contact within the department. We also encourage advisors and advisees to establish ground rules: An example of common ground rules is provided on page 2.

1. **Shared Goals.** What you hope to achieve with this relationship? E.g., gain perspective relative to skills necessary for success in academia, explore new career opportunities/alternatives, obtain knowledge of organizational culture, networking, leadership skill development. Feel free to complete one or all of the following categories.
 - a. **Academic** (e.g., gaining technical skills, courses to take and conferences to attend, job market):
 - b. **Career development** (e.g., networking, establishing collaborations, cold-approaching, communication skills):
 - c. **Life as a CHOICE student** (e.g., work-life balance, socializing, avoiding Seattle freeze):
 - d. **General advice:**
2. **Approaches/Strategies/Steps to achieving listed goals** (What do you both need to do to meet the above goals? Who is responsible for what actions?)
3. **Roles and Tasks:**
 - e. Advisor's role/tasks:
 - f. Advisee's role/tasks:
4. **Meeting frequency** (frequency, duration, and location of meetings):
5. **Confidentiality:** Any sensitive issues that we discuss will be held in the strictest of confidence. Issues that are off limits for discussion include:
6. **Duration:** This mentorship relationship will continue as long as both parties feel comfortable with its productivity or until: _____

7. Future Updates: We agree to revisit this document at this time next year (or other future milestone) in order to refresh this document and check in on our progress. Date of future check-in: _____.

Advisor Signature _____ Date _____

Advisee Signature _____ Date _____

Common Mentoring Ground Rules

| Issues | Ground Rules |
|-------------------|---|
| Time | <ul style="list-style-type: none"> • Meetings will begin & end on time • We will manage our time well and use agendas to keep on task • We will put interruptions aside |
| Feedback | <ul style="list-style-type: none"> • Regular feedback will be an expectation |
| Role Expectations | <ul style="list-style-type: none"> • Active participation from each of us • We will honor each other’s time, expertise and experience |
| Communication | <ul style="list-style-type: none"> • Our communication is open, candid and direct • We will respect our differences and learn from them |
| Stumbling Blocks | <ul style="list-style-type: none"> • If we come upon an obstacle, we will address it immediately |
| Closure | <ul style="list-style-type: none"> • In the event our relationship doesn’t work out, we will have a closure conversation and use it as a learning opportunity • We will conclude our mentoring relationship at an agreed upon time and use the time to reflect on our growth and learning |

APPENDIX G: GRADUATION TIMELINES

PHD STUDENT GRADUATION CHECKLISTS

1. Schedule a doctoral final exam via [MyGrad – Student View](#). Your exam must be formally scheduled in advance with the Graduate School to be valid.
 - If you are a concurrent student, follow the instructions of submitting a color-coded transcript to the GEMS office early in the quarter.
2. Verify accuracy of your Supervisory and Reading Committee membership in MyGrad. Contact your graduate program advisor if any corrections are needed.
3. Confirm your name and dissertation details on record with the UW and the Graduate School (as listed in [MyGrad – Student View](#)).
 - If you will publish your thesis using your Preferred Name, you must officially set that name in [Identity.UW](#).
4. Check your unofficial transcript in [MyUW](#) for any missing grades from previous quarters. Contact your professors to submit change of grade requests if you see “X” or “N” grades on your transcript, especially if they are for required courses.
5. Create an account in the [UW ETD Administrator Site](#).
 - We recommend creating your account before you submit your dissertation. The beginning of the quarter you intend to graduate is a great time to complete this step and familiarize yourself with the site.
 - Verify your name and thesis details entered in the UW ETD Administrator Site match your record in MyGrad exactly.
6. Review [ETD Formatting Guidelines](#) and insert the three required sections into the body of your dissertation (they will be the first three pages of the document):
 - [title page](#)
 - [copyright page](#)
 - [abstract](#)
7. Complete the [Survey of Earned Doctorates \(SED\)](#) online. Upon completing the SED, you will receive an email from SEDWEB@norc.uchicago.edu, which includes your SED Certificate of Completion. Save a copy of this certificate.
8. Follow up with any reading committee members as necessary to obtain all required **electronic reading committee approvals** of your dissertation by the deadline (last day of the quarter at 11:59 p.m.). You can check the status of approvals any time by accessing your scheduled [final exam](#).
9. Upload your SED Certificate of Completion to the Administrative Documents section of the [UW ETD Administrator Site](#).
10. Upload your dissertation to the [UW ETD Administrator Site](#).
11. **SUBMIT** your (1) dissertation and (2) SED Certificate of Completion via the UW ETD Administrator Site by the [quarterly deadline](#) (last day of the quarter at 11:59 p.m.).
12. Confirm submission: after a successful submission, the message “Your dissertation/thesis has been submitted” will appear in the UW ETD Administrator site.
 - You will also receive an email from “Administrator of University of Washington” that you have submitted to the University of Washington.

13. Monitor your email after submission for any requests for revisions. Consider setting up [e-mail forwarding](#) if you will no longer be checking your UW e-mail.
 - You will receive an email either notifying you the ETD was accepted or requesting formatting revisions. If you are asked to make revisions, the email will indicate a new deadline. Upload the revisions by the provided deadline.
14. Monitor your UW email after the quarter ends for any time-sensitive requests or questions that might arise as your department and GEMS review your request to graduate.
 - You will receive an email notifying you when your graduation has been recommended by your department and when your degree has been granted by the Graduate School.
 - Your degree will post to your UW transcript two business days after the Graduate School processes your graduation (before ordering official transcripts, confirm that your degree has posted by viewing your MyUW unofficial transcript).
15. Instructions from the [Office of University Registrar](#) (OUR): You may log in and enter your requested diploma name and diploma mailing address by using the online [Diploma Name and Address form](#). If you do not enter anything on the form, OUR will print your diploma using your UW record name, and mail your diploma to the permanent address on your UW record. Diplomas are mailed by OUR three to four months following graduation.
16. Review [Commencement](#) details if you plan to participate in any graduation ceremonies.
17. CHOICE-Specific Admin:
 - Return Grad Room Key to Marina and Empty Grad Room Cube
 - Send Marina a non-UW email address to add to Alumni List-Serv
 - Review [Ending Employment \(campus\) Checklist](#) and complete all applicable steps (many steps will not apply)
 - [Forward your UW Email & Preserve your Work](#) to avoid losing access to documents and data

MASTER'S STUDENT GRADUATION CHECKLIST

1. Submit a master's degree request via [MyGrad – Student View](#) at the beginning of your intended graduation quarter **but no later than the last day of quarter**.
 - Select “Thesis Program” and enter a thesis title.
2. Confirm your name and thesis details on record with the UW and the Graduate School (as listed in [MyGrad – Student View](#)).
 - If you will publish your thesis using your Preferred Name, you must officially set that name in [Identity.UW](#).
3. Check your unofficial transcript in [MyUW](#) for any missing grades from previous quarters. Contact your professors to submit change of grade requests if you see “X” or “N” grades on your transcript, especially if they are for required courses.
4. Create an account in the [UW ETD Administrator Site](#).
 - We recommend creating your account before you submit your thesis. The beginning of the quarter you intend to graduate is a great time to complete this step and familiarize yourself with the site.
 - Verify your name and thesis details entered in the UW ETD Administrator Site match your record in MyGrad exactly.
5. Review [ETD Formatting Guidelines](#) and insert the three required sections into the body of your thesis (the first three pages of the document):
 - [title page](#)

- [copyright page](#)
 - [abstract](#)
6. Obtain the necessary signatures on your [Master's Thesis Approval Form](#).
 7. Upload your Thesis Approval Form to the Administrative documents section of the [UW ETD Administrator Site](#).
 8. Upload your thesis to the [UW ETD Administrator Site](#).
 9. **SUBMIT** your (1) thesis and (2) Committee Approval Form via the UW ETD Administrator Site by the [quarterly deadline](#) (last day of the quarter at 11:59 p.m.).
 10. Confirm submission: after a successful submission, the message "Your dissertation/thesis has been submitted" will appear in the UW ETD Administrator site.
 - You will also receive an email from "Administrator of University of Washington" that you have submitted to the University of Washington.
 11. Monitor your email after submission for any requests for revisions. Consider setting up [e-mail forwarding](#) if you will no longer be checking your UW e-mail.
 - You will receive an email either notifying you the ETD was accepted or requesting formatting revisions. If you are asked to make revisions, the email will indicate a new deadline. Upload the revisions by the provided deadline.
 12. Monitor your UW email after the quarter ends for any time-sensitive requests or questions that might arise as your department and GEMS review your request to graduate.
 - You will receive an email when graduation has been recommended by your department and when your degree has been granted by the Graduate School.
 - Your degree will post to your UW transcript two business days after the Graduate School processes your graduation (before ordering official transcripts, confirm that your degree has posted by viewing your MyUW unofficial transcript).
 13. Instructions from the [Office of University Registrar](#) (OUR): You may log in and enter your requested diploma name and diploma mailing address by using the online [Diploma Name and Address form](#). If you do not enter anything on the form, OUR will print your diploma using your UW record name, and mail your diploma to the permanent address on your UW record. Diplomas are mailed by OUR three to four months following graduation.
 14. Review [Commencement](#) details if you plan to participate in any graduation ceremonies.
 15. CHOICE-Specific Admin
 - Return Grad Room Key to Marina and Empty Grad Room Cube

If you are a Postdoctoral Scholar Fellow, the following steps apply to you when transitioning from Year 1 to Year 2:

- Clearly communicate to Marina the location of your Year 2 site, most importantly what State you will be residing in (for tax purposes).
- Update your mailing address in Workday if relocating to your Year 2 site
- Return signed reappointment letter to Marina no later than June 15
- Inquire with your advisor and/or Marina to initiate any relocation/moving expense payments
- Coordinate with your advisor for Year 2 meeting schedule cadence and talk through what your advisors involvement with your progress will be during Year 2

Steps to complete at the end of your fellowship:

- If ending the fellowship early, you must provide at least 2 weeks' notice to your UW advisor and Marina so we may initiate the employment end steps and fellowship closeout.

- It is recommended that you end your fellowship on a date aligning with payroll dates (e.g. the 15th or 30/31st)
- Send a resignation letter via email to Marina (mcgano@uw.edu) confirming your last day of employment
- Send Marina a non-UW email address to add to Alumni List-Serv
- Review [Ending Employment \(campus\) Checklist](#) and complete all applicable steps (many steps will not apply)
- [Forward your UW Email & Preserve your Work](#) to avoid losing access to documents and data

FINAL QUARTER TIMELINE

The below timeline is a general guideline, based on Graduate School policies and procedures, to help students understand the graduation process.

Eligibility for graduation is determined by satisfactory completion of all Graduate School and program degree requirements by the last day of the quarter a student intends to graduate. Refer to [dates and deadlines](#) for quarterly deadline information and [Policy 1.1](#) to review Graduate School degree requirements.

Beginning of the quarter

- **All students:** Register! Students must maintain registration as a full or part-time graduate student for the quarter the degree is conferred.
- **Doctoral students:** Login to [MyGrad](#) and review your committee information for accuracy. Ensure your reading committee members are properly identified and your final exam is scheduled in MyGrad.
 - Schedule your [final exam](#).
 - Review [final examination: dissertation defense](#) for special instructions.

Last day of quarter

- **Doctoral students:** This is the deadline to submit your dissertation and [survey of earned doctorates](#) (SED) certificate to the [UW ETD Administrator Site](#).
 - **Electronic reading committee approval:** this is the deadline for your committee members to [register electronic approval](#) of your dissertation.
 - **Registration waiver fee:** Students who miss this deadline should refer to [Policy 3.6: Graduate Registration Waiver](#); eligible students submit fee payment per [instructions](#).
 - [Practice doctorate](#) students are excluded from the above requirements.

After the quarter ends

- **Master's (thesis option) and doctoral students:** GEMS advisors review ETDs as they are submitted throughout the quarter, but the highest volume of ETDs are received and reviewed at the end of the quarter.
 - You will be notified if any revisions are needed to your document and will also be notified when your ETD is accepted. All requests for revisions are sent via email to the student directly with a new deadline to re-upload the document with the requested changes.
- **All students:**

- Graduate programs submit degree recommendations to the Graduate School (GEMS) during the week after the quarter ends. GEMS cannot graduate a student until the department has recommended their graduation. Once recommended, GEMS advisors will review individual degree audits for each student and process graduation requests.
- You will receive an email when your graduation has been recommended by your department and when your degree has been granted by the Graduate School.
- Your degree will post to your UW transcript two business days after the Graduate School processes your graduation (before ordering [official transcripts](#), confirm that your degree has posted by viewing your MyUW unofficial transcript).
- If you need proof of degree completion before your degree has posted, please refer to our **request for letter of certification** in the forms section of our [Additional Resources](#) page (once your degree has posted to your UW transcript, we can no longer issue this letter).
- Instructions from the [Office of University Registrar](#) (OUR): You may log in and enter your requested diploma name and diploma mailing address by using the online [diploma name and address form](#). If you do not enter anything on the form, OUR will print your diploma using your UW record name, and mail your diploma to the permanent address on your UW record. Diplomas are mailed by OUR two to three months following graduation.

APPENDIX G: HEALTH, SAFETY, AND WELLBEING RESOURCES

This appendix aims to provide a comprehensive overview of wellbeing services, and resources available to UW students. It is organized alphabetically. If any links are not working, please contact Marina Gano, Graduate Program Manager.

ALL-GENDER RESTROOMS

<https://hss.washington.edu/building-management/all-gender-restrooms/>

All-gender restrooms are available in the following locations within Magnuson Health Sciences Center (MHSC) and the Foege Building.

A comprehensive list of all gender restrooms across campus is also maintained by the Q Center, available here: <https://sites.uw.edu/qcenter/resources/gender-neutral-restroom/>

ANTI-RACISM RESOURCES

Race & Equity Initiative At the UW

<https://www.washington.edu/raceequity/>

Anti-racism and equity must be at the core of everything we do. We reaffirm this commitment: that together we continue to combat the racism and inequities, both individual and institutional, that persist at the University of Washington and throughout our society.

- 2022-2026 Diversity Blueprint: <http://www.washington.edu/diversity/diversity-blueprint/>

Cultivating Community at UW: Anti-Racism and DEI&B in the Workplace Training

<https://www.washington.edu/deib/>

At the University of Washington, we value and honor diverse experiences and perspectives; strive to create welcoming and respectful learning, working, and living environments; and promote access, opportunity, and justice. Cultivating Community at UW: Anti-racism and DEI&B in the workplace is a baseline training, designed to educate on a range of diversity, equity, inclusion, and belonging (DEI&B) topics such as racism, disability and accessibility, and LGBTQ+ identities, and to highlight how these issues affect colleagues and students at the University of Washington.

There are three primary goals for this training:

- Fostering inclusive and respectful work and learning environments
- Helping employees build understanding and capacity in DEIB & Anti-racism practices
- Identifying additional tools and resources for ongoing learning

ARCH: Center for Anti-Racism and Community Health within the UW School of Public Health

<https://sph.washington.edu/arch>

- [ARCH Information Sheet](#)
- [Sign up for the ARCH email list](#)

More Anti-Racism Resources:

- [UW School of Pharmacy Diversity resources](#)
- [10 Things You Can Do to Promote Anti-Racism, Diversity, Equity and Inclusion](#) (from UW School of Nursing)
- [The Washington Post – Racism takes a toll on the brain, research shows](#)
- [Resources for Our UW AAPI Community](#)

- [To My International Student Community](#)
- [Mindfulness and Relaxation](#)

BIAS INCIDENT ADVISORY COMMITTEE & REPORTING TOOL

[https://www.washington.edu/bias/Bias Incident Reporting Tool](https://www.washington.edu/bias/Bias%20Incident%20Reporting%20Tool)

For the purposes of the Bias Incident Advisory Committee, a bias incident is any discrimination or harassment against a member of the university community based on perception of race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability or veteran status. Something does not necessarily need to rise to the level of a hate crime (malicious harassment as defined in RCW 9A.36.080) to constitute a bias incident. The Bias Incident Advisory Committee has the following responsibilities:

- Refer those who report incidents to appropriate campus offices and programs that can effectively respond in accordance with applicable University policies and principles of expression.
- Catalog all reported incidents and track for trends.
- Assess avenues for minimizing or eliminating future incidents of bias.
- Consult with the vice presidents for the Office of Minority Affairs and Diversity and the Division of Student Life regarding possible institutional responses.
- Work with campus offices and departments to develop strategies for addressing bias trends and patterns at UW.

Submission of a Bias Incident Report does not constitute a formal complaint and will not automatically initiate an investigation. UW offices responsible for responding to, investigating, and resolving complaints include the Civil Rights Investigation Office, Human Resources, Community Standards and Student Conduct, University Ombud and Deans' Offices for Academic Schools and Colleges.

CONFIDENTIAL ADVOCATES

[Livewell Confidential Advocates](#)

<https://wellbeing.uw.edu/confidential-advocacy/>

The [Livewell Confidential Advocates](#) provide a **safe and confidential** space to help individuals identify what they want or need after an incident of sexual assault, relationship violence, or stalking has occurred. We help students, staff, and faculty understand what their rights and options are including what options they have for reporting both on campus and in the larger community, always with the understanding that it is up to the individual to decide if they would like to report or not. Speaking with an advocate does not trigger a report to the University or police. Advocates are confidential and your information will not be shared.

Why Make an Appointment of Referral?

- Discuss how the incident may be impacting your academic experience and how we can help by working with your professors
- To better understand how experiences of sexual assault, relationship violence, stalking, sexual harassment may impact your health and wellbeing

- Learn about your rights and [reporting options](#)
- Discuss what happens when you make a [report to the University](#) through Title IX
- Discuss how to make a [report to the police](#)
- Make a [safety plan](#)
- Learn about [protection orders](#)
- Get connected to specialized trauma-informed therapy

Make an appointment [HERE](#). Email lwadvoc@uw.edu with any questions or issues scheduling.

COUNSELING SERVICES IN SCHOOL OF PHARMACY

[Emma Buchanan, MSW LICSW \(she/her\) | emmahope@uw.edu](#)

Emma is a Licensed Clinical Social Worker from the Counseling Center serving the School of Pharmacy and Foster School of Business. She has experience providing counseling in community mental health and inpatient care. At the core of Emma's therapeutic work is a belief that all people deserve to be seen, heard and respected. Through a collaborative person-centered approach students can find healing, growth and joy as well as practical skills to thrive in the systems in which they live.

Depending on your specific needs, Emma can work with you to build on your strengths and accomplish your goals. This may include:

- Finding ways to manage academic, career, and/or relationship stressors
- Understanding your values
- Increasing and developing skills around emotion regulation, distress tolerance, mindfulness, interpersonal effectiveness, and/or processing difficult experiences
- Building practices of awareness and advocacy

Emma's services are free and completely confidential. You can connect with her at a Let's Talk virtual event if you would like to learn more about counseling, want to get connected to services, or if you have any other questions.

Accessing Counseling Services

The best way to connect to Emma and her services is through her drop-in hours for Let's Talk. Emma holds Let's Talk for the School of Pharmacy and the Foster School of Business. Let's Talk is a program that connects UW students with support from experienced counselors from the Counseling Center without an appointment. Counselors hold drop-in hours via videoconference to provide insight, solutions and information about other resources. Let's Talk drop-in visits are free, confidential and there is no appointment necessary. Let's Talk offers informal consultation – it is not a substitute for regular therapy, counseling or psychiatric care. If you are a student associated with one of these schools, feel free to register below:

School of Pharmacy | Tuesday Let's Talk 5:00-6:00pm

https://washington.zoom.us/meeting/register/tjYldeiorT4iGtAmcKaCSN0ps5LOxt_kcQUB

School of Pharmacy | Friday Let's Talk 12:30pm-2:30pm

<https://washington.zoom.us/meeting/register/tjcscoGorDkjHdXXGxcZK9j5HnoHEIZcElpY>

How to Participate in Virtual Individual Let's Talk

Here are the steps you need to take to participate in Virtual Let's Talk. Please review them carefully:

1. Register for a Virtual Individual Let's Talk Session. Let's Talk is not a 24/7 service and is only available during scheduled times. If you need support urgently and can't wait until the next Let's Talk session, contact [UW's student mental health services](#).
2. After registering, you will receive a confirmation email containing information about how to join the Let's Talk meeting.
3. Make sure you have the technology needed – a functioning computer or smartphone, ideally with a webcam.
4. Find a private, quiet place where you can talk with the counselor and then click the Zoom link when it is the Let's Talk hours. Wait for your turn to INDIVIDUALLY talk with a counselor.

Let's Talk is first come, first served, and the counselor will start your visit once they are done meeting with the student(s) ahead of you in line. If you are not ready when the counselor starts your visit, they will put you back in the waiting room. If there are many students waiting ahead of you, it is possible that the counselor might not be able to see you today. If you need support urgently and can't wait until the next Let's Talk session, contact [UW's student mental health services](#).

FOOD SECURITY – ANY HUNGRY HUSKY & UW FOOD PANTRY

[Any Hungry Husky](#) provides food assistance to members of the UW community who may be experiencing short-term food insecurity. Primary services include:

- Emergency Food Assistance: <https://www.washington.edu/financialaid/emergency-food-assistance/>
- UW Food Pantry: <https://www.washington.edu/anyhungryhusky/the-uw-food-pantry/>
Visitors are welcome to shop in person once per week and receive 2-3 days' worth of food. The Food Pantry provides shelf stable products, UW Farm organic produce, ready-to-eat items from campus dining locations, and hygiene products at no cost to visitors. Their offerings vary based on donations and the time of year. A husky card is required and you should bring your own bag.

HEALTH & WELLBEING RESOURCE LIBRARY

<https://wellbeing.uw.edu/resources/>

HUSKY HEALTH CENTER (HHC)

<https://wellbeing.uw.edu/unit/husky-health/> | 4060 E. Stevens Way Northeast

HHC provides exceptional medical care to the UW's diverse student body. Through all of their services, they work to promote lifelong well-being, achievement, and resilience. Husky Health offers a [wide range of medical services in person, by phone, and via telemedicine](#). HHC is a member of the UW Division of Student Life and are closely associated with UW Medicine. Their board-certified providers medical providers hold UW clinical faculty appointments. Husky Health Center achieves the highest standards of

outpatient medical care, as recognized by full accreditation from the [Accreditation Association for Ambulatory Health Care](#). [Learn how to get started at Husky Health Center](#).

To schedule an appointment as a new patient (UW students only), call 206-685-1011. Established patients may schedule appointments, access billing information, and correspond with their providers through [MyChart](#).

IMMEDIATE HELP FOR A HEALTH CRISIS

Source: <https://wellbeing.uw.edu/mental-health/urgent-help/>

If you have a medical emergency, call 911.

Mental Health Crisis Services

For virtual crisis services, students can use [Husky HelpLine](#). UW partners with **Telus** to give students access to real-time, confidential mental health and crisis intervention support, 24/7 and in multiple languages. There are several ways to connect:

- **Phone:** Call (206) 616-7777
- **Online chat:** Chat with a Telus counselor on [Telus website](#) or on the Telus app ([Apple App Store](#) | [Google Play](#))
- Download the Telus app ([Apple App Store](#) | [Google Play](#))

24-hour support for students, staff and the UW community

If you or someone you know is experiencing a crisis and our offices are closed, these resources can also offer assistance.

- [Crisis Connections](#)
Free 24-hour crisis support via phone.
Call [866.427.4747](tel:866.427.4747)
- [Crisis Text Line](#)
Free 24-hour crisis support via text message.
Text **HEAL** to **741741** to get started
- [24/7 Crisis & Suicide Prevention Lines:](#)
Call or text text 988 | Chat on [988Lifeline.org](https://988lifeline.org)
How to help someone elser: <https://988lifeline.org/help-someone-else/>

Medical Crisis Services

- [Husky Health](#) operates a same-day clinic for UW Seattle students with urgent needs. If you need to be seen urgently during Hall Health's business hours for a medical issue, call [206.685.1011](tel:206.685.1011) to schedule an appointment. Due to coronavirus, we are not currently seeing patients on a drop-in basis.
- **Nurse advice for students:** [Husky Health](#) offers no-cost nurse advice for current UW Seattle students. [Read more about medical advice from Husky Health](#).
- **After-hours medical advice for students:** For urgent medical advice after hours, call the 24-hour Community Care Line at [206.520.7511](tel:206.520.7511).

- **After-hours medical care near UW:** Urgent care facilities are open evenings and weekends and are perfect for situations when you can't wait until the next business day. [UW Neighborhood Ravenna Clinic](#) is open evenings and weekends. [ZoomCare](#) is also a convenient urgent care option.

LIVEWELL

<https://livewell.uw.edu/>

LiveWell empowers individuals with the skills and knowledge to make informed decisions about their health and well-being while at UW and beyond. LiveWell uses both the expertise of professional staff and passion of Peer Health Educators to provide evidenced-based health promotion, advocacy education, and prevention services. The LiveWell Center for Advocacy and Health Promotion provides the following support services:

- [Alcohol & Other Drugs Consultation](#)
- [Confidential Advocates](#)
- [Health Education Workshops](#)
- [Peer Wellness Coaching](#)
- [Student Needs Navigation](#)
- [Suicide Intervention](#)

RELATIONSHIP VIOLENCE SUPPORT

- [National Domestic Violence Hotline](#) 24 hours a day, 7 days a week, 365 days a year, the National Domestic Violence Hotline provides essential tools and support to help survivors of domestic violence so they can live their lives free of abuse. Contacts to The Hotline can expect highly trained, expert advocates to offer free, confidential, and compassionate support, crisis intervention information, education, and referral services in over 200 languages.
- [DV Hopeline](#) is a 24/7 confidential domestic violence hotline available for people in Washington State. **Call 1-877-737-0242 or 206-737-0242.**
- [myPlan App](#) is a free app to help with safety decisions if you, or someone you care about, is experiencing abuse in their intimate relationship. It's private, secure, personalized, & backed by research.

SAFE CAMPUS

<https://www.washington.edu/safecampus/> | [206-685-7233](tel:2066857233)

You are not alone. Call SafeCampus — no matter where you work or study — to anonymously discuss safety and well-being concerns for yourself or others. Phone number: [206-685-7233](tel:2066857233). SafeCampus answers calls and emails (safecampus@uw.edu), Monday – Friday, 8 am – 5 pm excluding UW holidays. SafeCampus is the University of Washington's violence-prevention and response Program. They support students, staff, faculty and community members in preventing violence. With SafeCampus, you have support. They'll listen to your concerns and provide guidance and safety plans tailored to your situation.

Their caring, trained professionals will talk you through options and connect you with additional resources if you want them. Reasons to contact SafeCampus:

Experiences (yours or someone else's) including:

- Inappropriate behavior from a student, staff or faculty member
- Verbal or online threats
- [Neglect or abuse of a minor](#)
- [Sexual assault](#), [sexual harassment](#), [stalking](#) or [relationship violence](#)

Concerning behaviors in another person, including:

- Dramatic changes in personality, mood or behavior
- Withdrawing from friends, the workplace or academics
- Unusual irritability, outbursts of anger or violence
- Making comments or online posts about harming themselves or others
- Crossing boundaries (for instance, excessive phone calls, emails and/or visits)
- Inappropriate, confusing or disjointed conversations
- Making references to school shootings and/or identifying with mass shooters

SAFETY ESCORTS

[Husky NightWalk](#)

Husky NightWalk provides safe vehicle escort at night with a uniformed security guard for students, faculty and staff. Guards can also assist with building and office lockouts (proper identification required) and jump start dead car batteries. The purpose is to help students and employees get to and from campus safely. **Hours:** 6:30 p.m. — 2 a.m. daily EXCEPT University holidays. How to use Husky NightWalk:

- Dial **206-685-9255 (WALK)** when ready for a safety escort within the [Husky NightWalk service area](#).
- Advise the dispatcher which building you are calling from or an address. Make sure you are standing outside and are visible for the Husky NightWalk guard.
- Have your UW student, staff or other photo identification ready.

[NightRide](#)

NightRide is a U-PASS sponsored shuttle service for **students, faculty, and staff**. Passengers can board the NightRide from any one of eight on-campus stops and be dropped off at any requested location within the two shuttle zones. Schedules are prominently displayed at all stops, and schedules are available at information kiosks around campus. Wheelchair-accessible shuttles service both zones.

Note that NightRide is not available during the summer. Call **206-685-3146** or visit the site linked below for more information about this and other UW shuttle services.

[Health Sciences Security](#)

You can also contact Health Sciences Security if you are in the building after hours and in a non-emergency situation but would feel safer with an escort. They will provide interior escorts only. Health Sciences Security's phone number is **206-543-9999** or email hsguards@uw.edu. HSB Building Security Website: <https://hsasf.hsa.washington.edu/building/security/>

SAFE ZONE APP

<https://police.uw.edu/safezone-app/>

The SafeZone app gives you direct access to the fastest possible safety assistance regardless of where you are. Inside the UW's Seattle campus, the app provides you with immediate access to the UW Police when you need assistance. Outside of the UW's Seattle campus, the app will connect you to the relevant local emergency services.

SELF-CARE & MINDFULNESS RESOURCES

Wellness is a dynamic balance of emotional, physical, intellectual, financial, social, environmental, occupational, and spiritual well-being. The [Wellness Wheel](#) is a great way to reflect on these areas and spot opportunities for growth. For example, many international students feel homesick once the thrill of a new environment fades. Remember that you are not alone. Homesickness can affect your motivation to exercise or socialize — both are crucial for staying well. By acknowledging these feelings and making small changes—like squeezing in some movement or reaching out to friends—you can bring balance back and boost your emotional and social wellness. These actions won't just help you feel more connected; they'll also give you a sense of accomplishment, further enhancing your emotional well-being. If you find yourself needing some extra help cultivating wellness, there are many resources on campus that can support you on this journey. Check out the [LiveWell Center for Advocacy and Health Promotion](#) for resources on peer wellness coaching, relevant educational booklets on health and well-being, and more.

Additionally, the UW Counseling Center offers [mental health tools](#) for you to explore common topics such as identity, sleep, coping, and many more. If you are seeking a community of students who shared the same concerns, check out [Groups](#) facilitated by professionals well-versed in diverse issues. We want to especially highlight the *Between Cultures* Group sessions for students who are grappling with belongingness in different cultures. Besides support from professionals and peers, there are many other ways to self-regulate and self-care during stressful times:

- **Get restful sleep** to improve concentration and memory retention.
- **Engage in physical activities** to boost metabolism and fight against fatigue.
- **Treat yourself to a delicious fall drink** after a study session. We recommend a warm apple cider during the Seattle Fall.
- **Cook yourself a hearty meal** using one of these [quick, healthy, and affordable meal recipes](#).

Source: <https://www.washington.edu/circle/resources/in-the-loop-newsletters/self-care-and-wellness-resources/>

Some more kind ways to support your personal well-being and academic success:

- https://grad.uw.edu/advice_category/mental-health-and-wellness/
- [21 Self-Care Strategies that Don't Cost You Anything](#)
- [Developing Your Support System](#)
- [Central Washington University – Self Care Guide](#)
- [Useful Mental Health & Wellness Apps](#) –UCSF Department of Psychiatry & Behavioral Sciences
- [UW IMA Mindfulness & Yoga](#)
- [Mindfulness & Writing](#) by the UCLA Graduate Writing Center

- [Medito app](#) (free)

SEXUAL MISCONDUCT & SEX-BASED DISCRIMINATION

Under Title IX of the Education Amendments of 1972 and other federal and state laws, individuals have the right to participate in educational programs free from discrimination on the basis of sex.

<https://www.washington.edu/civilrights/seeking-support/sexual-misconduct/>

Federal and state laws collectively prohibit discrimination based on:

- Sex
- Sexual orientation
- Gender
- Gender identity or expression
- Pregnancy and related conditions
- LGTBTQ identity

These laws impose legal requirements and protections are a foundation on which the University of Washington has created policies, practices, services, and programs that work in concert to advance equity for students, staff, and faculty of all identities. These laws also prohibit sexual misconduct such as sexual assault, stalking, relationship violence, and sexual harassment.

If you or someone you know may have experienced any form of sex- or gender-based discrimination or any form of sexual misconduct, the University offers support and resources. You are encouraged to make a [Civil Rights & Title IX Report](#) and connect with a Civil Rights Case Manager.

Case managers will:

- Listen to your concerns.
- Help you navigate the situation.
- Coordinate [supportive measures](#).
- Provide information on available [resolution options](#).
- Offer referrals to additional resources, both on and off campus.

[Know Your Rights & Resource Guide](#): The *Know Your Rights & Resources* (KYRR) guide is for anyone in the University community who has experienced sexual assault, stalking, relationship violence, sexual harassment, or sex- or gender-based discrimination. It provides information to help individuals make informed choices for themselves.

[Confidential Advocacy](#): If you have experienced sexual assault, relationship violence, or stalking and are seeking confidential support, consider contacting a University confidential advocate. [Confidential advocates](#) keep information reported to them confidential and share information with others only with your express permission or when required by law. The Civil Rights Compliance Office strives to safeguard individual privacy and only shares information as needed to respond to the requests of those who have been harmed, to assess and ensure community safety, and, if necessary, to investigate and remedy policy violations.

Information can also be found on the UW [Sexual Assault Resources](#) website, as well as through national organizations such as [RAINN](#) and the [National Domestic Violence Hotline](#).

UW COUNSELING CENTER

<https://wellbeing.uw.edu/counseling-center/>

As a UW student, your college experience should be challenging but not overwhelming. The UW Counseling Center is here to support you during your time at UW so that you have a positive, fulfilling experience. Counseling Center services are provided at no charge to currently enrolled, degree-seeking UW students thanks to support by the Services and Activities Fee. The Counseling Center provides a safe, inclusive environment to help you explore the challenges of life and learning.

UW EMERGENCY MANAGEMENT

<https://www.washington.edu/uwem/>

Learn what you should do to keep yourself and others safe in emergency situations. This website maintains [emergency procedures](#) on what to do in the event of the following: earthquakes, fires, power outages, hazardous materials incidents, snow, ice and winter weather, extreme heat, outdoor air quality, and active threat/shooter.

UW POLICE DEPARTMENT

3939 15th Ave NE, Seattle, WA 98105

Emergency: 911 | Non-Emergency: 206-685-8973 (UWPD) or [report online](#)

Anonymous Tips: 206-685-8477

Email: uwpolice@uw.edu

File a Report Online: <https://police.uw.edu/online-reporting/> Submit an online report to notify UWPD about non-emergency crimes, such as **theft, vandalism** or **lost property**. All reports will be assigned a case number and reviewed by an officer. You may be contacted if further investigation is needed.

Crime Prevention Tips: <https://police.uw.edu/crime-prevention-tips/>