



GRADUATE STUDENT HANDBOOK

Graduate Program in
Health Economics & Outcomes Research

2026-2027 Academic Year

*The Comparative Health Outcomes, Policy, & Economics (CHOICE) Institute
Department of Pharmacy
University of Washington, Seattle*

Graduate Program Leadership

Graduate Program Director:
Josh Carlson, MPH, PhD (carlsojj@uw.edu)

Associate Graduate Program Director:
Douglas Barthold, PhD (barthold@uw.edu)

Graduate Program Manager:
Marina Gano, M.Ed. (mcgano@uw.edu)

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.

Last Updated: 9/29/26

TABLE OF CONTENTS

GRADUATE STUDENT HANDBOOK	1
<i>THE COMPARATIVE HEALTH OUTCOMES, POLICY, AND ECONOMICS INSTITUTE</i>	<i>6</i>
<i>CHOICE LEADERSHIP</i>	<i>6</i>
<i>CHOICE STATEMENT ON DIVERSITY, EQUITY, AND INCLUSION</i>	<i>7</i>
<i>SCHOOL OF PHARMACY</i>	<i>7</i>
<i>SCHOOL OF PHARMACY DIRECTORY</i>	<i>8</i>
<i>2026-2031 STRATEGIC PLAN PILLARS & GOALS</i>	<i>8</i>
THE DOCTOR OF PHILOSOPHY PROGRAM	10
<i>PROGRAM OBJECTIVES</i>	<i>10</i>
<i>PROGRAM REQUIREMENTS</i>	<i>10</i>
GRADUATE SCHOOL REQUIREMENTS	10
DEPARTMENTAL PROGRAM REQUIREMENTS	11
<i>PHD PROGRAM CURRICULUM OVERVIEW</i>	<i>15</i>
CORE PROGRAM	15
DATA SCIENCE DEGREE OPTION	16
ELECTIVES	17
HEOR 597 CHOICE GRADUATE SEMINAR	18
HEOR 598 PROGRAM IN HEALTH ECONOMICS AND OUTCOMES RESEARCH METHODOLOGIES SEMINAR	18
INDEPENDENT STUDY/RESEARCH CREDITS	18
DISSERTATION CREDITS	18
SUMMER QUARTER OPPORTUNITIES	19
MINIMALLY ACCEPTABLE PROGRESS	19
FINANCIAL ASSISTANCE	20
CHOICE PHD PROGRAM REMOTE STUDENT POLICY	20
<i>PROGRESSION TO DOCTORAL DEGREE – MILESTONES TO COMPLETE</i>	<i>22</i>
COMPLETION OF COURSEWORK	22
PRELIMINARY EXAMINATIONS	23
SELECTION OF DISSERTATION ADVISOR AND DOCTORAL SUPERVISORY COMMITTEE	23
SHORT DISSERTATION PROPOSAL	25
FULL DISSERTATION PROPOSAL	26
APPOINTMENT OF THE DISSERTATION READING COMMITTEE	28
COMPLETE RESEARCH AIMS & WRITE DISSERTATION	29
SCHEDULING OF THE DISSERTATION DEFENSE (FINAL EXAM)	30
FINAL SUBMISSION OF THE DISSERTATION AND AWARD OF THE DOCTORAL DEGREE	31
MASTER OF SCIENCE (HEALTH ECONOMICS & OUTCOMES RESEARCH)	34
<i>TYPES OF MS PROGRAMS IN CHOICE</i>	<i>34</i>
<i>MASTER OF SCIENCE DEGREE REQUIREMENTS</i>	<i>34</i>
COURSEWORK	34
CORE PROGRAM	34
SELECTION OF MASTER'S SUPERVISORY COMMITTEE	35
COMPLETION OF MASTER'S THESIS	35
SUGGESTED CHOICE MS PROGRAM THESIS TIMELINE	35
TIME PERIOD	36
GENERAL STUDENT POLICIES & RESOURCES (A-Z)	37

ACADEMIC CALENDAR	37
ACADEMIC GRIEVANCE PROCEDURE	37
ACCESSIBILITY RESOURCES	40
ADMISSION, RETENTION, AND GRADUATION STANDARDS.....	40
ADVISOR AGREEMENTS	41
AUDITING CLASSES	41
CAREER & INTERNSHIP CENTER	42
CAREGIVING & FAMILY SUPPORT	42
CHOICE STUDENT REPRESENTATIVES	43
CHOICE STUDENT RESOURCES SHAREPOINT SITE.....	44
CIVIL RIGHTS COMPLIANCE OFFICE (CRC).....	44
COMMUNITY STANDARDS & STUDENT CONDUCT	45
CONFERENCE ROOMS.....	48
COURSE WAIVER POLICY (EXCLUDING SEMINAR)	49
COURSE WAIVER POLICY (SEMINAR)	49
DISABILITY RESOURCES FOR STUDENTS	50
EMERGENCIES AND CAMPUS CLOSURES	50
FACULTY ADD CODES.....	51
FINAL EXAMINATION POLICY.....	51
FUNDING RESOURCES FOR GRADUATE STUDENTS	51
CHOICE FUNDING PRIORITY POLICY	51
TYPES OF FUNDING	52
GRADUATE STUDENT ASSISTANTSHIPS.....	52
RESEARCH ASSISTANTSHIPS	53
TEACHING ASSISTANTSHIPS	54
FELLOWSHIPS	54
GRADES AND GRADING POLICY	57
GRADUATE STUDY ROOM.....	58
HEALTH, SAFETY, AND WELLBEING RESOURCES.....	58
ALL-GENDER RESTROOMS	58
COUNSELING CENTER.....	58
MENTAL HEALTH CRISIS SERVICES	58
SAFE CAMPUS	59
HUSKY NIGHTWALK & NIGHTRIDE	59
FOOD SECURITY: ANY HUNGRY HUSKY & UW FOOD PANTRY	60
HUSKY HEALTH CENTER (HHC)	60
UW POLICE DEPARTMENT.....	60
HEALTH SCIENCES BUILDING	61
HUSKY CAREER CLOSET.....	61
INDIVIDUAL DEVELOPMENT PLANS (IDP)	61
INTERNATIONAL STUDENT RESOURCES	62
INTRAMURAL ACTIVITIES CENTER (IMA)	63
ISPOR STUDENT CHAPTER	63
LIBRARIES.....	64
MENTORING	64
NAME CHANGES (AND OTHER UPDATES).....	65
ODEGAARD WRITING & RESEARCH CENTER (OWRC)	65
POSTER PRINTING.....	65
Q-CENTER	66
STUDENT ACTIVITIES: REGISTERED STUDENT ORGANIZATIONS.....	66
STUDENT ADVICE KNOWLEDGE BASE.....	66
STUDENT DIRECTORY INFORMATION.....	66
STUDENT TECHNOLOGY LOAN PROGRAM.....	67

<i>TRANSPORTATION SERVICES</i>	67
<i>TRAVEL POLICIES, RESOURCES, AND BEST PRACTICES</i>	67
HIGASHI FAMILY CHOICE GRADUATE STUDENT FELLOWSHIP FUND	67
INTERNATIONAL TRAVEL POLICY	70
<i>UNDOCUMENTED STUDENT RESOURCES</i>	70
<i>UW CENTRAL OFFICES</i>	70
<i>UW NETID, EMAIL AND MYUW</i>	71
<i>VETERAN RESOURCES</i>	71
APPENDIX A: SUGGESTED PROGRAM OF STUDY- PHD IN HEALTH ECONOMICS & OUTCOMES RESEARCH	72
APPENDIX B: SUGGESTED PROGRAM OF STUDY- PHD IN HEALTH ECONOMICS & OUTCOMES RESEARCH, DATA SCIENCE DEGREE OPTION	75
APPENDIX C: SUGGESTED 1 YEAR COURSE PLAN - MASTER OF SCIENCE	78
APPENDIX D: SUGGESTED CHOICE MS PROGRAM THESIS TIMELINE	79
APPENDIX E: SUGGESTED ELECTIVES	80
APPENDIX F: ADVISOR AGREEMENTS	84
DOCTORAL STUDENT ADVISOR AGREEMENT	84
MASTER'S STUDENT ADVISOR AGREEMENT	86
APPENDIX G: GRADUATION TIMELINES	88
PHD STUDENT GRADUATION CHECKLISTS	88
MASTER'S STUDENT GRADUATION CHECKLIST	89
FINAL QUARTER TIMELINE	91

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 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 LEADERSHIP

Director

[Anirban Basu, PhD](#) – Stergachis Family Endowed Director & Professor of Health Economics and Health Systems & Population Health; Adjunct Professor, Economics

Associate Director

[Jing Li, PhD](#) - Associate Director, The CHOICE Institute & Associate Professor of Health Economics

Graduate Program Director

[Josh Carlson, MPH, PhD](#) - Director of Graduate Program; Professor of Pharmacy; Affiliate Investigator, Cancer Prevention Program, Fred Hutchinson Cancer Research Center

Associate Graduate Program Director

[Douglas Barthold, PhD](#) - Associate Director of Graduate Program, The CHOICE Institute; Research Associate Professor, The CHOICE Institute, Department of Pharmacy

Administrative Staff

[Marina Gano](#) – Graduate Program & Operations Manager

[Leana de la Torre](#) – Online Certificate Program Manager

Core & Adjunct Faculty: <https://sop.washington.edu/choice/who-we-are/faculty-staff/>

Affiliate Faculty: <https://sop.washington.edu/choice/who-we-are/faculty-staff/affiliate-faculty/>

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 a global leader in pharmacy education, research, and service, dedicated to improving the health and well-being of people. We are committed to providing a transformative learning experience in an innovative, collaborative, and welcoming environment.

Mission

- **Inspiring Education:** Provide exceptional, innovative training, from undergraduate through graduate studies and post-graduate training, for future pharmacy professionals and scientists.
- **Discovering Solutions:** Advance the science, development, implementation, policies, and outcomes of health care.
- **Serving People and Communities:** Promote the health and well-being of our community and the public, in Washington State and beyond.

Core Values

Our values shape the unique identity and character of our School. Respect, integrity, and compassion for our entire community are at the heart of all that we do.

We believe in:

- A passion for scientific inquiry, learning, and excellence in every endeavor
- Integration and synergy of research with high-quality education programs
- Collaboration among students, faculty, staff, and community partners
- Embracing all perspectives, beliefs, and cultures to serve our patients, communities, and public health
- Celebrating scholarship, achievements, and successes
- Accountability and efficiency in stewarding the public resources, serving for the greater good

SCHOOL OF PHARMACY DIRECTORY

For current contact information for faculty, staff and graduate students, see the [School of Pharmacy directory](#) and [organizational charts](#).

Dean's Office: The Dean's Office is in H-364 of the Health Sciences Building. To meet with the Dean, contact Trish Respalie at 206-543-5050 or respalie@uw.edu. <https://sop.washington.edu/about/office-of-the-dean/>

[Jay Panyam](#), Dean & Professor of Pharmaceutics

[Rheem Totah](#), Associate Dean, Research and Graduate Programs & Professor of Medicinal Chemistry

[Jen McEwen](#), Assistant Dean, Finance & Administration

Academic departments

The School has three departments. CHOICE is part of the Department of Pharmacy.

Department of Pharmacy <https://sop.washington.edu/department-of-pharmacy/>

Pharmacy practice, pharmacotherapy, biomedical regulatory affairs, and health economics and outcomes research. Chair: [Ryan Hansen](#)

Department of Medicinal Chemistry <https://sop.washington.edu/department-of-medicinal-chemistry/>

Drug metabolism, toxicology, bioanalytical chemistry and drug discovery. Interim Chair: [Abhinav Nath](#)

Department of Pharmaceutics <https://sop.washington.edu/department-of-pharmaceutics/>

Drug delivery, drug disposition and pharmacokinetics. Chair: [Nina Isoherranen](#)

2026-2031 STRATEGIC PLAN PILLARS & GOALS

Unparalleled Education

Ensure an innovative student experience in a forward-looking and exemplary learning environment

- Train future pharmacists who will advance the profession of pharmacy, engaging them with a dynamic curriculum that is grounded in the fundamentals of pharmaceutical science and emphasizes experiential learning and innovative solutions to real-world challenges.
- Cultivate the next generation of scientists who will drive drug discovery & development and lead scientific inquiries that will influence health policy and improve health.

- Strengthen the foundation of academic and professional excellence through expanded & accessible undergraduate, professional, and graduate degree and certificate programs.

Life-Changing Research

Efficiently advance research initiatives that embrace new technology and enable innovative solutions to the evolving needs of patients and society.

- Prioritize advancing scientific research informed by societal health care needs.
- Seed innovative, translational, and collaborative research initiatives and technologies, and stimulate commercialization of our important discoveries.
- Harness the transformative power of technology and artificial intelligence to enrich learning, accelerate research breakthroughs, and elevate professional practice.

Service for the Public Good

Improve population health through targeted and meaningful public service.

- Advance the pharmacy profession to promote compassionate, coordinated, and systematic outreach to improve the health and well-being of all people.
- Advocate for increasing access to health care by reducing pharmacy deserts and increasing access to pharmaceutical care services, especially in underserved and marginalized communities.
- Leverage our expertise and scholarship to better serve and support our communities.

Preeminent Students, Faculty and Staff

Attract and support a community committed to a culture of respect, excellence, and collaboration.

- Advance the pharmacy profession to promote compassionate, coordinated, and systematic outreach to improve the health and well-being of all people.
- Advocate for increasing access to health care by reducing pharmacy deserts and increasing access to pharmaceutical care services, especially in underserved and marginalized communities.
- Leverage our expertise and scholarship to better serve and support our communities.

Leaders in Health Care and Sciences

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

- Advance the pharmacy profession to promote compassionate, coordinated, and systematic outreach to improve the health and well-being of all people.
- Advocate for increasing access to health care by reducing pharmacy deserts and increasing access to pharmaceutical care services, especially in underserved and marginalized communities.
- Leverage our expertise and scholarship to better serve and support our communities.

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 indicates 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. Excluding 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 on 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

<https://grad.uw.edu/graduate-student-funding/assistantships/petition-for-reduced-enrollment/>

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, or 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](#).

Responsible Conduct of Research (RCR) Training Requirement

All CHOICE Graduate students are required to complete training in the Responsible Conduct of Research.

- Students supported by an **NIH training grant** must complete the University of Washington's **Biomedical Research Integrity: Responsible Conduct of Research Training** (8-hour, in-person).
- Students **not supported by an NIH training grant** may fulfill this requirement by completing the **CITI Responsible Conduct of Research Course (Biomedical Module)** through the University of Washington, with a minimum average quiz score of 75%.
- CITI RCR Required Training Modules (Biomedical)
 - Research Misconduct
 - Data Management
 - Authorship
 - Peer Review
 - Mentoring and Healthy Research Environments
 - Using Animal Subjects in Research
 - Conflicts of Interest and Commitment
 - Collaborative Research
 - Research Involving Human Subjects

Students who later receive NIH training grant support must complete the in-person Biomedical Research Integrity training at the next available offering. Students must submit their proof of completion to the Graduate Program Manager upon completion, but no later than the beginning of Winter quarter of their first year in the program (PhD Students) or by September 30 of their first year in the program (MS Fellows).

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 seminar each year. 5th year PhD students are strongly encouraged to present in seminar (Graduate Seminar or PHEnOM Seminar) to share their dissertation work and serve as a mock job talk. All students are required to attend seminars, while in residence, until the end of the quarter in which they defend their dissertation. 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.

Seminar Waivers

On a quarterly basis, HEOR PhD students may request to waive CHOICE seminar (HEOR 597) if the time conflicts with a core or elective course. The student must enroll in the other course to fulfill degree requirements (e.g. auditing a course is not an allowable reason for a seminar waiver). All seminar waiver requests must be approved by the student's advisor/chair. Link to Form: [HEOR Graduate Program - Request to Waive Seminar \(HEOR 597\) – Fill out form](#)

Dissertation Proposal Defense (General Exam)

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 is required for the quarter that a Dissertation Defense occurs AND the quarter the dissertation is submitted to the Graduate School. If employed as an RA or TA, full-time registration is required for benefits and tuition waiver eligibility. A [petition for reduced enrollment](#) can be submitted in a student's final quarter.

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 PhD curriculum consists of four key 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)	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.

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 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 Chair (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.

Exception to the numerical grade requirement: 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 so must be applied manually. 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 (e.g. the *end* of the quarter in which they defend their dissertation), unless other arrangements are made with the seminar instructor (e.g. time schedule conflict). See the [course waiver process](#) for instructions on waivers.

HEOR 598 Program in Health Economics and Outcomes Research Methodologies Seminar

All students are required to enroll in a minimum of 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 Study/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 advisor/chair. A minimum of 21 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*. If a Short Proposal is approved mid-quarter, they could not enroll in HEOR 800 until the following quarter.

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 their degree. The following norms have been established as Minimally Acceptable Progress (MAP) deadlines recognizing that students should aim for the target deadline.

Requirement	Target Deadline	MAP Deadline
Pass Preliminary Examinations	By end of Summer quarter after year 2	By the end of Autumn quarter year 3
Pass all <u>core</u> course work requirements (excluding electives)	By end of Spring Quarter of year 2	By end of Spring Quarter of year 3
Approved Short Proposal	By the end of Winter quarter year 3	By the end of Autumn quarter year 4
Pass Dissertation Proposal Defense	By end of Autumn Quarter of year 4	2 years after passing all Preliminary Examinations
Dissertation Defense	By end of Winter Quarter of year 5	2 years after 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 MAP deadline, 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 sources for their first two years, after which time they are expected to identify funding sources independently (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:

- Historically, 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 manager
 - 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 manager
 - 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 student considerations:

- International students must always consult International Student Services (ISS) as part of this process to ensure that they maintain their F-1 student visa status in compliance with all federal and university regulations
- 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 – MILESTONES TO COMPLETE

An interactive version of this section can be found online:

https://uwnetid.sharepoint.com/sites/SOP_CHOICE/SitePages/PhD-Student-Program-Resources.aspx

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.

Completion of Coursework

Students are expected to complete the core curriculum within the first two years as a PhD student. Elective courses should be completed by the end of Year 3. 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 are offered once annually, in June of each year. Students are expected to complete all exams by the end of year 2 (see Minimally Acceptable Progress table). Students should 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 submit a Short Dissertation Proposal and 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 terminal master's degree in the program. A remediation program of study may also be required regardless of score at the discretion of the exam faculty (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. You should give thoughtful consideration to selecting your Doctoral Supervisory Committee members as you will work with them closely for the remainder of the PhD program and beyond (e.g. continued collaboration through publications after graduation). This committee will supervise your research closely and serve as a

mentor for the duration of the PhD program. You will work most closely with the dissertation chair, who will ultimately determine the acceptability of your work and whether your scholarship meets the scientific rigor and contribution to the field required for the award of a doctoral degree. You have considerable latitude in choosing your dissertation topic. You should take the time to get to know the research specialties of faculty members in CHOICE and consult with them about your proposed dissertation research before requesting appointment of your Doctoral Supervisory Committee.

Once finalized and prompted by your request, the Graduate Program Manager will submit the names of your committee members to the Graduate School via MyGrad. This is considered formally constituting the supervisory committee. This step is generally completed between short proposal approval and scheduling your general exam. 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. At least two of your committee members must be CHOICE faculty (core, affiliate, or adjunct).

The committee must include an expert in the field most relevant to your dissertation topic, to ensure that you have a broad understanding of the subject area. You choose the chair of the committee, who 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. You also identify an additional Graduate School Representative (GSR), explained in more detail below.

The Role of the GSR:

The Graduate School Representative (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.

GSR Eligibility

- must be a member of the Graduate Faculty with a Doctoral Endorsement.
- may have a scholarly area that differs from that of the student's dissertation project.
- must not have any actual or perceived conflicts of interest with the student or graduate program.

The GSR is responsible for ensuring that no such conflict exists. Budgetary relationships, personal relationships, research and/or publication relationships between the GSR and either the student or the Committee Chair are examples of possible conflicts of interest. 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.

See also: Guidance (Academic Requirements) – Graduate School Representative (GSR) Eligibility <https://grad.uw.edu/policies/graduate-school-representative-gsr-eligibility/>

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 Dissertation 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.

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.*

General Exam (Written & Oral)

The Dissertation Proposal Defense or General Exam consists of a written and an oral component. The Committee must agree that the student is ready to take the exam based on reading the long 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 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 re-examined 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 Manager 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. The reading committee members can also be identified at the point of Supervisory Committee formation. Most typically they are all supervisory committee members (excluding the GSR).

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 Manager, who completes the online request through MyGrad Program.

See [Policy 4.2: Supervisory Committee for Graduate Students](#).

Complete Research Aims & Write 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 carryover 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.

Suggested Timeline:

- **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.

Defense Format & Logistics

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).

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](#).

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

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 40 credits, including 28 credits in core courses, 3 credits in seminar, and 9 credits of thesis (HEOR 700). See [Appendix C: Suggested 1 Year Course Plan](#).

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 field of study.

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)
 - b. **EPI 513** Epidemiologic Methods II (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. *Take 1 out of the following 2 HEOR courses:*
 - a. **HEOR 520** Pharmacoepidemiology (3) *offered Even Years only*
 - b. **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)

Selection of Master's Supervisory Committee

Master's Supervisory Committees are comprised of a minimum of two graduate faculty members. Students will 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 Manager, 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](#).

- **First half of Summer quarter:** identification of industry mentor, selection of therapeutic area, literature review in that area.
- **By end of Summer quarter:** culminating presentation at UWSOP Corporate Advisory Board meeting
- **By end of Fall quarter:** finalize research question/topic, start building an initial cohort (for sample size and feasibility), have idea of abstract you will submit for ISPOR
- **First half of Winter quarter:** submit abstract to ISPOR (mid-January), draft statistical analysis plan (SAP) and continue building cohort to be able to include baseline characteristics in final draft of SAP
- **By end of Winter quarter:** finalize Statistical Analysis Plan (SAP), start preliminary analysis
- **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

Note: 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. Not all theses use the same data or methodology and the timeline could differ. Sponsoring company and preceptor coordination might alter

the timeline.

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](#).

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 is intended to ensure uniform and fair application of program, department, unit, or university-level academic policy and adhere 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 is 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](#).
- Procedures related to the Civil Rights Compliance Office
<https://www.washington.edu/civilrights/making-a-report/make-a-report/>
It is worth noting that UW employees are obligated to report claims of discrimination, harassment, and retaliation to the Civil Rights Compliance Office.
- Procedures and issues related to Academic Student Employment
<https://hr.uw.edu/labor/academic-and-student-unions/uaw-ase/ase-contract>

Stage 1: Informal Conciliation

The student should first 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 business days of the discussion with the faculty or staff member. If this discussion does not result in resolution of the grievance, the student needs to request the [Associate Dean for Research and Graduate Education](#) or the [UW Ombud](#) to conciliate and identify if a particular policy (or policies) has been potentially unfairly applied. 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.

Note 1: The student initiating the grievance process needs to be in graduate student status during the incident (i.e. registered or on leave)

Note 2: If a student believes that consulting with the Department Chair or Dean (or Associate) presents a conflict of interest, or if the grievance involves either individual, the student may seek guidance from the Graduate Program Director, the Associate Dean for Graduate Education or the University's Ombuds office.

Stage 2: Initiation of Formal Complaint

If ten working days passed after Stage 1 and the issue is not reconciled, the student can submit a written complaint to the Dean (or Associate Dean of Research and Graduated Education) identifying the specific program, school, or university academic policy that was violated or unevenly applied to initiate a Formal Complaint. The Dean shall activate a School of Pharmacy Academic Grievance Committee. The Dean shall appoint an administrator or other senior faculty member to serve as Chairperson, as well as two ad hoc faculty 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.

A written formal grievance letter will then 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 working 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 (i.e summer quarter). 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 and documented in writing 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 until all evidence has been presented (not to exceed 5 working days). An adequate summary of the proceedings shall be kept and include, as a minimum requirement, audio recording of the proceedings, provided by the school. 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 working days after the hearing adjourns, the panel shall present to the Dean its report (in person or virtually), 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 (or Associate Dean of Research if in conflict), within five working 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) involved, their chairperson, and the Grievance Committee.

Stage 3: Appeal to Dean of the Graduate School

Within 15 working 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 working 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) 543-6028Civil Rights Compliance Office (includes Title IX): (206) 616-2028

ACCESSIBILITY RESOURCES

- Why accessibility matters: <https://www.washington.edu/accessibility/disability-inclusion/use-of-language/>
- Use of language: <https://www.washington.edu/accessibility/disability-inclusion/use-of-language/>
- Digital accessibility: <https://www.washington.edu/accessibility/digital/>
- Physical accessibility: <https://www.washington.edu/accessibility/getting-around/>
- Service animal policy: <https://www.washington.edu/civilrights/policies-and-guidance/ada-guidance/service-animals/>
- Accessible teaching tools: <https://www.washington.edu/accessibility/resources/teaching/>
- ADA Report a Barrier: <https://www.washington.edu/civilrights/seeking-support/ada-report-a-barrier/>

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/child-care-benefits/backup-care/sittercity-membership/>
- Parenting@uw.edu listserv
 - The parenting@uw.edu listserv was created by UWHR WorkLife to make it easier to communicate with fellow UW employee and student parents. WorkLife uses parenting@uw.edu to share resources that can help employee and student parents do their best at work, school and home while supporting their own well-being. We'll also use this list to conduct occasional surveys to understand parents' needs and to provide updates about campus initiatives related to child care and parenting.

Family Resources

- The UW Employee Assistance Program <https://hr.uw.edu/worklife/employee-assistance-program/>
- 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>
- The Program for Early Parent Support <http://www.peps.org/>

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 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

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)

<https://www.washington.edu/civilrights/> | 206-221-7932 | civilrights@uw.edu

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 Civil Rights Compliance Office provides care and support for individuals involved in both civil rights and Title IX matters, coordinates the University's response to reports and meets evolving federal regulatory requirements. This 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.

- Civil Rights Discrimination: <https://www.washington.edu/civilrights/seeking-support/civil-rights-discrimination/>
- Sexual Misconduct & Sex-Based Discrimination: <https://www.washington.edu/civilrights/seeking-support/sexual-misconduct/>
- Employee Reporting Obligations: <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

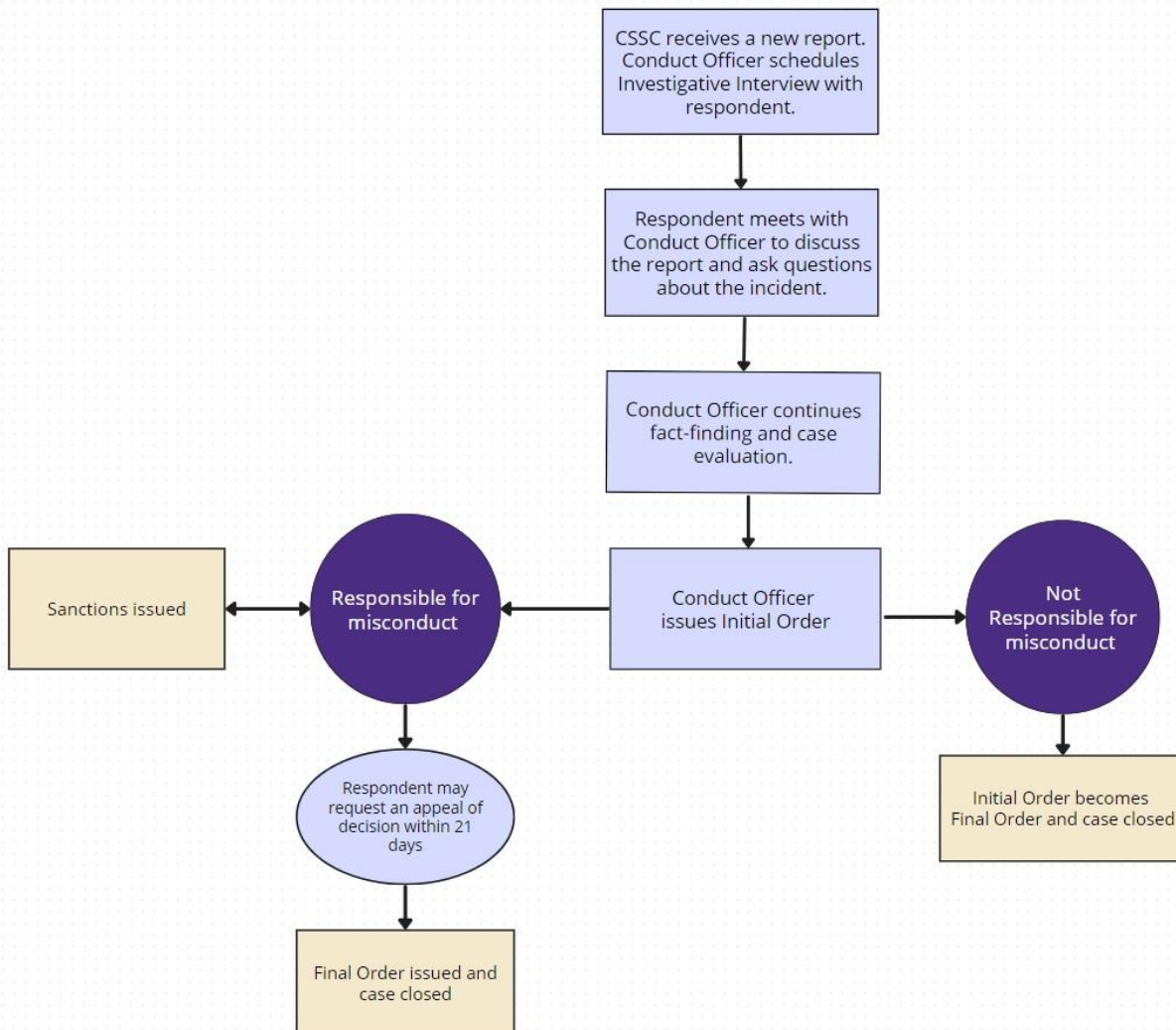
<https://www.washington.edu/cssc/for-students/overview-of-the-student-conduct-process/>

- 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 Pharmaceutics, 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)

This policy doesn't cover HEOR 597 Graduate Seminar, which has its own waiver form.

Who can request a waiver

You may ask to waive a required course if you've already covered the material in one of these ways:

- You took an equivalent course at another institution.
- You have practical work experience in the subject.
- You covered some of the material and will take a more advanced or related course in the same department instead.

If your waiver is approved, you must replace the waived credits with an elective or independent study. This keeps you on track for the total credits you need to graduate.

Deadline: Submit your request by Monday of week 5 of the quarter before the course is offered. For example, to waive a Winter course, submit by Monday of week 5 in Autumn.

How to request a waiver

1. Talk with your faculty advisor about your request.
2. Fill out the [Request to Waive a Required Course form](#). In Section B, explain why you're asking for the waiver.
3. Attach an unofficial transcript showing you completed the substitute course(s), plus that course's syllabus.
4. Collect signatures in this order: you, your faculty advisor, then the Graduate Program Director. Each person signs only if they support the request. Ask the Director whether the course instructor also needs to sign.
5. Email the signed form and attachments to the Graduate Program Manager at mcgano@uw.edu.
6. If registration opens before you get a decision, register for the course or request an entry code. That way you're covered if the waiver is denied.

After you submit

The Graduate Program Director will send you a memo with the decision, and a copy goes in your student file.

COURSE WAIVER POLICY (SEMINAR)

This policy covers HEOR 597 CHOICE Seminar only. To waive any other required course, see the Course Waiver Policy (Excluding Seminar) above.

Who can request a waiver

Each quarter, HEOR PhD students may ask to waive seminar if it conflicts with a core or elective course. You must enroll in that course to meet degree requirements. Auditing a course isn't a valid reason for a waiver. Your advisor or chair must approve every seminar waiver.

Seminar credits: Starting Fall 2025, you must still complete the required number of seminar credits before you graduate, even if you have a waiver. Seminar credits waived before Fall 2025 don't need to be made up.

How to request a waiver

By the first seminar of the quarter:

1. Talk with your faculty advisor.
2. Submit the [Seminar \(HEOR 597\) Waiver Request form](#). The Graduate Program Manager will send your request to your advisor for written approval.

By the second seminar of the quarter:

3. Once your waiver is approved, tell the seminar instructor you won't be enrolled in seminar that quarter.

DISABILITY RESOURCES FOR STUDENTS

[Disability Resources for Students \(DRS\)](#) works with UW students to set up accommodations for disabilities and temporary health conditions. Accommodations can cover both coursework and program requirements, such as the Preliminary Exams.

Keep in mind:

- **Plan ahead.** Setting up accommodations can take 1–5 weeks, sometimes longer, and they don't apply retroactively. Contact DRS as soon as you identify a need.
- **Activate each quarter.** Once approved, you need to activate your accommodations in [myDRS](#) every term.
- **UW jobs are separate.** If you work at UW as a TA or RA, request workplace accommodations through the [Disability Services Office \(DSO\)](#).

The [DRS website](#) explains how to apply, along with your rights and responsibilities.

EMERGENCIES AND CAMPUS CLOSURES

Fire alarms: When a fire alarm sounds, leave the building right away. Use the nearest exit and don't take the elevator. If you're in the H-wing or the Grad Room, meet at the **top level of the S-1 parking lot**.

Staying inside during an alarm is against the Seattle Fire Code and can lead to a fine. The following page provides the building evacuation procedures for different locations within the health sciences (Foege, HSEB, HSB, and SOCC): <https://hss.washington.edu/building-management/fire-safety/>

Campus closures: The UW may suspend some or all operations during an emergency, such as severe weather, a disease outbreak or a campus safety threat. For details, see the UW's [Suspended Operations](#) and [Inclement Weather](#) policies.

UW Alert: UW Alert is the UW's emergency notification system. It sends updates by text, email, website banners, the [UW Alert Blog](#) and the [UW homepage](#). The UW automatically uses the cell phone number in your student profile for UW Alert texts. To add or change your number, [update your UW Alert account](#). To stop texts, reply STOP to any alert.

You can also call the UW Information Line at 206-UWS-INFO (206-897-4636) or toll-free at 1-866-897-4636.

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.

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.

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 School of Pharmacy Pre-Awards Grant Team (via your faculty advisor) 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).

Review the Best Practices for Fellowship Application Materials prepared by the UW [Graduate School Fellowships & Awards Office](https://grad.uw.edu/graduate-student-funding/fellowships/applying-for-fellowships/): <https://grad.uw.edu/graduate-student-funding/fellowships/applying-for-fellowships/>

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 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-opps/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-opps/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 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, and coffee/tea supplies. There are also 2 small meeting rooms with individual access. This room is always secured. Physical keys are no longer issued for this space and entry is by keypad code. 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, SAFETY, AND WELLBEING RESOURCES

Wellbeing Resource Library: <https://wellbeing.uw.edu/resources/>

All-Gender Restrooms

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

Counseling Center

The UW Counseling Center is a mental health resource where currently enrolled students can receive assistance with adjustment issues, depression, anxiety, relationship concerns, and a variety of other challenges. They provide both individual and group counseling. <https://wellbeing.uw.edu/counseling-center/> | 206-543-1240 | 401 Schmitz Hall

Mental Health Crisis Services

Husky HelpLine is available 24/7 and connects students to a Licensed Mental Health Counselor. This help line gives students access to same-day, confidential mental health and crisis intervention support, and in multiple languages. **Call 206-616-7777** (if you are calling from outside the US or Canada, dial 001-416-380-6578)

- [Crisis Connections](#): Free 24-hour crisis support via phone at [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
- [Husky Assist](#) is a new UW mobile response team that provides on-site behavioral health support for students, faculty and staff in crisis on the UW campus in Seattle. Call [206.543.9331](tel:206.543.9331)
- [24/7 Crisis & Suicide Prevention Lines](#): Call or text text 988 | Chat on [988Lifeline.org](https://988lifeline.org)

- *How to help someone else:* <https://988lifeline.org/help-someone-else/>

Safe Campus

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**. SafeCampus answers calls and emails (safecampus@uw.edu), Monday – Friday, 8 am – 5 pm excluding UW holidays. <https://www.washington.edu/safecampus/>

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

Husky NightWalk & NightRide

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 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.

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.

Husky Health Center (HHC)

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

HHC provides exceptional medical care to the UW 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. To schedule an appointment as a new patient (UW students only), call 206-685-1011.

UW Police Department

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

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/>

HEALTH SCIENCES BUILDING

- Health Sciences Academic Services & Facilities: <https://hsasf.hsa.washington.edu/>
- 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

[International Student Services \(ISS\)](#) advises F-1 and J-1 students on immigration status, visa rules and related university policies. ISS also processes immigration requests and offers workshops.

- Meet with an advisor: ISS offers drop-in advising in person and on Zoom. See the [advising schedule](#) for current times.
- Submit requests through MyISSS: Use [MyISSS](#) to submit immigration requests and forms, check your F-1 or J-1 status, and get ISS announcements.
- Allow at least 3 weeks: ISS can take up to 3 weeks to process a MyISSS request, longer if there are errors or questions. ISS can't rush requests, so plan ahead.

Center for International Relations & Cultural Leadership Exchange (CIRCLE)

The [Center for International Relations & Cultural Leadership Exchange \(CIRCLE\)](#) offers programs and events that bring international and domestic students together. See CIRCLE's [resources for graduate students](#).

F-1 Students

As an international student you are responsible for maintaining your F-1 status. Violations, such as dropping below full-time enrollment or working without authorization, can put your status at risk. The [ISS website](#) covers all F-1 rules. Always contact ISS if you have questions and for immigration advice.

Key points for HEOR students:

- **STEM OPT:** The HEOR PhD is a STEM-designated program, so you're eligible for the STEM OPT extension after graduation. See [Post-Graduation Employment \(OPT\)](#).
- **Address changes:** Federal rules require you to report a new U.S. address within 10 days. See [Change of Address](#).
- **Taxes:** You're responsible for filing federal tax forms. ISS provides [GLACIER Tax Prep](#) to help. Most-used ISS pages:
- **Getting started:** [New Student Resources](#), [Pre-Arrival Checklist](#), [Post-Arrival Checklist](#)

- **Enrollment:** [Enrollment Requirements](#), [Vacation Quarter](#), [Extending Your I-20](#), [Final Quarter & Graduation Planning](#)
- **Work:** [On-Campus Employment](#), [Off-Campus Employment](#), [Social Security Number](#)
- **Travel:** [Travel Signatures](#), [Visas](#)

INTRAMURAL ACTIVITIES CENTER (IMA)

The [Intramural Activities Center \(IMA\)](#) is free for students who pay the Services and Activities Fee, which includes all CHOICE students. Along with the fitness center, the IMA has a pool, a climbing center, gear rentals, classes and personal trainers. Bring your Husky Card to get in.

See [membership benefits](#), [facility hours](#) and [class registration](#) on the IMA website.

ISPOR STUDENT CHAPTER

ISPOR (The Professional Society for Health Economics 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 Lijia Zheng (Chapter President for 2026-27) at lzheng21@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/>

MENTORING

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

A mentor does more than advise. A good mentor helps you build skills, work through challenges and figure out where your career is going, both during grad school and after. Over time, the relationship often turns into one between colleagues.

Research shows that students with strong mentoring publish more, finish their degrees faster and do better in their careers. It's worth building relationships with several mentors, not just your advisor.

Read more:

- [Mentoring](#), UW Graduate School
- [Guidance for Graduate Student Mentees](#), 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

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. The Student Activities Office manages the Huskylink RSO Directory. There are over 1,000 RSO's on the UW campus.

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 UW. They've collected all 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.

TRANSPORTATION SERVICES

U-PASS

Most Seattle students get a [U-PASS](#) automatically, loaded onto their [Husky Card](#). It covers unlimited rides on regional buses, Link light rail, Sounder trains, water taxis, the streetcar and vanpools. It doesn't cover Washington State Ferries. See the U-PASS page for everything it covers.

Parking

The closest lots to the Health Sciences Building are S01, W27 and E20. There's also public parking on Boat Street near Agua Verde. See [student permits and rates](#), [self-serve parking](#) and [parking maps](#).

Walking and biking

The Burke-Gilman Trail runs right past the Health Sciences Building, and many students and faculty bike or walk to campus. See [UW's walking and biking page](#) for bike parking, rules and local bike/scooter share. The [ASUW Bike Shop](#) in the HUB does repairs and offers maintenance classes.

Shuttles

The UW runs shuttles between campus, the medical centers and South Lake Union, plus Dial-A-Ride for people with mobility limitations. See [shuttle schedules](#).

TRAVEL POLICIES, RESOURCES, AND BEST PRACTICES

Higashi Family CHOICE Graduate Student Fellowship Fund

It is the policy of CHOICE to support student travel when a student's research poster or podium presentation has been accepted by a professional organization for presentation. CHOICE faculty considers the dissemination of scholarly work to be fundamental to graduate training. Travel support is awarded from the Higashi Family CHOICE Graduate Student Fellowship Fund, established through an endowment from CHOICE/PORPP alumnus Dr. Mitch Higashi and his family.

Students are expected to exhaust all other available sources of travel support — including research program funds, graduate school funds, and conference-specific funds — before requesting Higashi funds. Higashi funds are intended to supplement, not replace, other funding sources.

1. *Eligibility and Award Amount*

- CHOICE PhD students whose work has been accepted for poster and podium presentations at a professional conferences.
- Students must apply for the other funding sources prior to requesting Higashi funds
- PhD students are eligible to receive up to \$1,500 in travel support over a 2-year period.
- Funds do not carry forward beyond the 2-year period. The award amount resets upon completion of the period. The 2-year period begins on the first day of Autumn quarter.
- Funds may be used toward a single conference or divided across multiple conferences within the 2-year period. Each conference requires a separate funding request, submitted for tracking purposes.

2. *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, where possible).
- Airbnb-type rental accommodation for three or more students, where a split rental would cost less than the conference hotel.
- Per diem at the GSA standard rate for the city to which the student traveled.
- Transportation to and from the conference hotel and the airport, with receipt.
- Conference registration at the early-bird rate only, excluding social events. Costs incurred after the early-bird deadline are not covered.
- Fees associated with abstract submission and/or poster production.

3. *Additional Notes for Use of Funds*

- Short courses are *NOT* covered by Higashi funds.
- All expenses must comply with University of Washington travel policy (for example, flight changes are not reimbursable).
- Reimbursement requests may not be entered directly into Workday by the student.
- Bookings may not be made through a UW Travel Agency (e.g., use of CTA by SOP Dean's Office if travel booking made via travel agent).
- The expectation is double occupancy at the conference hotel. Students may be reimbursed for one-half of the double-occupancy rate. A student who prefers a room of their own may be reimbursed for one-half of that cost and is responsible for the remaining balance.
- Exceptions to the shared lodging policy may be granted with prior approval (for example, medical need or an odd number of traveling students).

4. *Transition for Continuing Students (2026–27)*

This policy takes effect for all currently enrolled students beginning in the 2026–27 academic year, based on Higashi Fellowship spending recorded over the prior three years:

- Students who spent more than \$1,500 in the prior year are not eligible to apply in 2026–27 and must reapply beginning in 2027–28.
- Students who spent some Higashi funds, but less than \$1,500, in the prior year may apply in 2026–27; their total spending across the 2-year cycle may not exceed \$1,500.
- Students who did not use Higashi funds in the prior year remain on their existing eligibility cycle. Their clock is not restarted; some students in this group have already used Higashi funds earlier in their current cycle. They may apply for any remaining balance, up to \$1,500 total across the cycle.

5. Required Funding Sources

Students must apply for the following funding sources prior to requesting Higashi funds:

- Student funding offered directly by the target conference.
- Graduate School Conference Presentation Award (submitted by the Graduate Program Advisor through MyGrad; the student must not have received this award in the prior year, July 1–June 30). Provides up to \$300 for domestic airfare, \$500 for international airfare, or \$300 toward a virtual conference registration fee.
 - [Graduate School Conference Presentation Awards — eligibility and application details](#)
- Other funding opportunities, including the ISPOR Student Conference Grant, the Plein Center Travel Award, the GPSS Student Travel Grant, and the UW ISPOR Student Chapter Funds.

6. Application Process

- Upon abstract acceptance, notify the Graduate Program Manager (Marina) and indicate intent to apply for the Graduate School Conference Presentation Award.
- Identify and apply for the funding sources listed in Section 6.
- Submit the Higashi funding request within one month of abstract acceptance.
- Once all funding sources are confirmed, submit the Prior Approval Travel Form to Marina and Kyu for initial review. The form is then forwarded to the Department Chair (Ryan Hansen) for approval. Travel arrangements may not be booked until approval is complete.
- Book travel at least six weeks in advance of the conference.
- Following travel, submit a reimbursement request to the SOP Finance Hub at sophub@uw.edu, with uwsopchoice@uw.edu copied.

Resources

- [SOP Hub Travel Reimbursement Resource Page](#)
- [SOP Travel and Reimbursement Forms](#)

Questions

Questions regarding travel expenses, prior approval, or the reimbursement process may be directed to the Graduate Program Manager (mcgano@uw.edu).

International Travel Policy

If you travel outside the U.S. for official UW purposes, such as a research conference or any trip the UW funds, sponsors or is connected to, you must complete these steps before you leave:

1. **[Register your trip](#)** with the Office of Global Affairs. Registering automatically enrolls you in UW travel insurance, which covers unexpected illness or injury, emergency evacuation, and 24/7 medical and security support. If you don't register, you aren't covered.
2. **[Request a waiver](#)** if you're going to a high-risk destination.

The insurance doesn't cover personal travel, pre-existing conditions, routine care or high-risk activities. See [what's covered](#) for details.

Personal travel usually doesn't need to be registered. See the [student international travel policy](#), or email the UW Global Travel Health and Safety team at travelemergency@uw.edu with questions.

UNDOCUMENTED STUDENT RESOURCES

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

The University of Washington is proud to welcome students from around the state, nation and world. As part of our commitment to expanding educational opportunities, we invite you to explore the services, opportunities and resources available to you throughout your Husky Experience. In 2003, the Washington Legislature set forth eligibility requirements for in-state tuition rates, regardless of immigration status.

[The Leadership Without Borders Center \(LWB\)](#) is devoted to offering resources, support and guidance to undocumented students at the UW. Some of the LWB services include:

- Husky Dream Lending Library
- Access to College Success Foundation Navigators
- Leadership workshops and resources
- Community building and connections

UW CENTRAL OFFICES

For program questions, start with the Graduate Program Manager. For everything else, these offices can help:

Office

[Graduate Enrollment Management Services \(GEMS\)](#)

[Fellowships & Awards](#)

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

Go here for

Dissertation submission, graduation processing, degree verification, letters of certification, initial I-20s

External and Graduate School fellowships (including Fulbright), tuition waivers, policies for graduate student appointments

Community, funding and support for graduate students affected by racism and related barriers

Office	Go here for
Graduate Student Affairs	Workshops, events, mentoring, and support for first-generation grad students
Office of the University Registrar	Registration, transcripts, academic records, residency, diplomas
Student Financial Aid	Loans and need-based aid (UW federal school code: 003798)
Student Fiscal Services	Tuition and fee payments, tax forms (1098-T)
Student Legal Services	Free, confidential legal consultations; low-cost representation
UW-IT	UW NetID, email, software, tech support
Office of the Ombud	Confidential help working through a conflict or concern at the UW

UW NETID, EMAIL AND MYUW

UW NetID: Your UW NetID is your login for UW email, MyUW, Canvas and other UW systems. [Create your NetID](#) using your student number and Private Access Code (PAC). Then [set up two-factor authentication \(2FA\)](#), which many UW systems require. Don't share your password with anyone. If you're returning to the UW after time away, you can use your old NetID.

UW email: Your UW email address is your NetID followed by @uw.edu. The School of Pharmacy and the UW use it for important notices, so check it daily during the academic year or ensure it is forwarded to an email you regularly monitor. For help, see [UW Email](#) on IT Connect.

MyUW: [MyUW](#) is where you register for classes, check grades, see your schedule, pay tuition and update your address. It's worth getting to know it early in the program.

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.

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>	Research Preliminary Exams Summer Internship	0
EPI 512	Epidemiologic Methods I	4	EPI 513	Epidemiologic Methods II	4	HEOR 520 OR HEOR 545	Pharmacoepidemiology (even yrs) OR Methods in Pharmaceutical Policy Analysis (odd yrs)	3-4		
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	BIOSTATS 513 <i>Only if completing 3-course BIOST series</i>	Medical Biometry III	4		
HEOR 597*	Graduate Seminar	1	HEOR 533	Advanced Methods in Economic and Outcomes Evaluation in Health and Medicine	3	HEOR 552	Application of Machine Learning in HEOR	3		
HEOR 530	Economic Evaluation in Health & Medicine	3	HEOR 597	Graduate Seminar	1	HEOR 597	Graduate Seminar	1		
				Electives	<i>Variable</i>		Elective (recommended 2 electives if taking 2 course	3		

							<i>BIOST series; only 1 elective if taking 3 course series)</i>			
	Total Min. Credits	12		Total Min. Credits	12		Total Min. Credits	14-15	Total 1 st Year	38-39
AUTUMN			WINTER			SPRING			SUMMER	
Course #	Course Name	# of Credits	Course #	Course Name	# of Credits	Course #	Course Name	# of Credits	Course #	Credits
SECOND YEAR										
HEOR 600	Independent Study	2 (<i>varies</i>)	HEOR 600	Independent Study	2 (<i>varies</i>)	HEOR 600	Independent Study	2 (<i>varies</i>)	Research Preliminary Exams Summer Internship	0
HSERV 523	Advanced Health Services Research Methods I	4	HEOR 540	Health Economics	3	HEOR 551	Advanced Health Services Research Methods III - Causal Inference	4		
HEOR 597	Graduate Seminar	1	BIOST 537	Survival Data Analysis in Epidemiology	4	HEOR 520 OR HEOR 545	Pharmacoepidemiology (<i>even yrs</i>) OR Methods in Pharmaceutical Policy Analysis (<i>odd yrs</i>)	3-4		
	Elective	6	HEOR 597	Graduate Seminar	1	HEOR 597	Graduate Seminar	1		
				Elective	3					
	Total Min. Credits	13		Total Min. Credits	13		Total Min. Credits	10-11	Total 2 nd Year	36-37
THIRD YEAR										
HEOR 600	Independent Study	6	HEOR 600	Independent Study	6	HEOR 800	Dissertation (<i>upon approval of short proposal</i>)	3	Dissertation Research General Exam (suggested completion: during Y3 or beginning of Y4)	0 (unless completing general exam during summer qtr)
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 600	Independent Study	6		
	Electives	3		Electives	3					
	Total Min. Credits	11		Total Min. Credits	11		Total Min. Credits	10	Total 3 rd Year	32

FOURTH AND FIFTH YEAR

HEOR 800	Dissertation	9	HEOR 800	Dissertation	9	HEOR 800	Dissertation	9	Final Exam	0 (unless completing final exam during summer quarter)
HEOR 597	Graduate Seminar	1	HEOR 597	Graduate Seminar	1	HEOR 597	Graduate Seminar	1		
	Total Credits	10		Total Credits	10		Total Credits	10	Total 4 th – 5 th Year	30
									Total Est. Credits (4 years)	138
									Total Est. Credits (5 years)	168

*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 DEGREE OPTION

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>	Research Preliminary Exams Summer Internship	0
EPI 512	Epidemiologic Methods I	4	EPI 513	Epidemiologic Methods II	4	HEOR 520 OR HEOR 545	Pharmacoepidemiology (even yrs) OR Methods in Pharmaceutical Policy Analysis (odd yrs)	3-4		
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	BIOSTATS 513 <i>Only if completing 3-course BIOST series</i>	Medical Biometry III	4		
HEOR 597*	Graduate Seminar	1	HEOR 533	Advanced Methods in Economic and Outcomes Evaluation in Health and Medicine	3	HEOR 552	Application of Machine Learning in HEOR (<i>Data Science Requirement</i>)	3		
HEOR 530	Economic Evaluation in Health & Medicine	3	HEOR 597	Graduate Seminar	1	HEOR 597	Graduate Seminar	1		

				Electives	<i>Variable</i>		Elective	3		
	Total Min. Credits	12		Total Min. Credits	12		Total Min. Credits	14-15	Total 1 st Year	38-39
AUTUMN			WINTER			SPRING			SUMMER	
Course #	Course Name	# of Credits	Course #	Course Name	# of Credits	Course #	Course Name	# of Credits	Course #	Credits
SECOND YEAR										
HEOR 600	Independent Study	3 (<i>varies</i>)	HEOR 600	Independent Study	4 (<i>varies</i>)	HEOR 600	Independent Study	2 (<i>varies</i>)	Research Preliminary Exams Summer Internship	0
HSERV 523	Advanced Health Services Research Methods I	4	HEOR 540	Health Economics	3	HEOR 551	Advanced Health Services Research Methods III - Causal Inference	4		
HEOR 597	Graduate Seminar	1	BIOST 537	Survival Data Analysis in Epidemiology	4	HEOR 520 OR HEOR 545	Pharmacoepidemiology (<i>even yrs</i>) OR Methods in Pharmaceutical Policy Analysis (<i>odd yrs</i>)	3-4		
CSE 583	Software Development for Data Scientists <i>Required Course- Data Science</i>	4	HEOR 597	Graduate Seminar	1	HEOR 597	Graduate Seminar	1		
						CSE 512	Data Visualization <i>Required Course- Data Science</i>	4		
	Total Credits	12		Total Credits	12		Total Credits	14-15	Total 2 nd Year	38-39
THIRD YEAR										
HEOR 600	Independent Study	8	HEOR 600	Independent Study	6	HEOR 800	Dissertation (<i>upon approval of short proposal</i>)	3	Dissertation Research General Exam (suggested completion:	0 (unless completing general exam during summer qtr)
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 600	Independent Study	6		

			BIOST 546	Machine Learning for Biomedical and Public Health Big Data <i>Required Course- Data Science</i>	3				during Y3 or beginning of Y4)	
	Total Credits	10		Total Credits	11		Total Credits	10	Total 3 rd Year	31
FOURTH AND FIFTH YEAR										
HEOR 800	Dissertation	9	HEOR 800	Dissertation	9	HEOR 800	Dissertation	9	Final Exam	0 (unless completing final exam during summer quarter)
HEOR 597	Graduate Seminar	1	HEOR 597	Graduate Seminar	1	HEOR 597	Graduate Seminar	1		
	Total Credits	10		Total Credits	10		Total Credits	10	Total 4 th – 5 th Year	30
									Total Est. Credits (4 years)	139
									Total Est. Credits (5 years)	169

*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

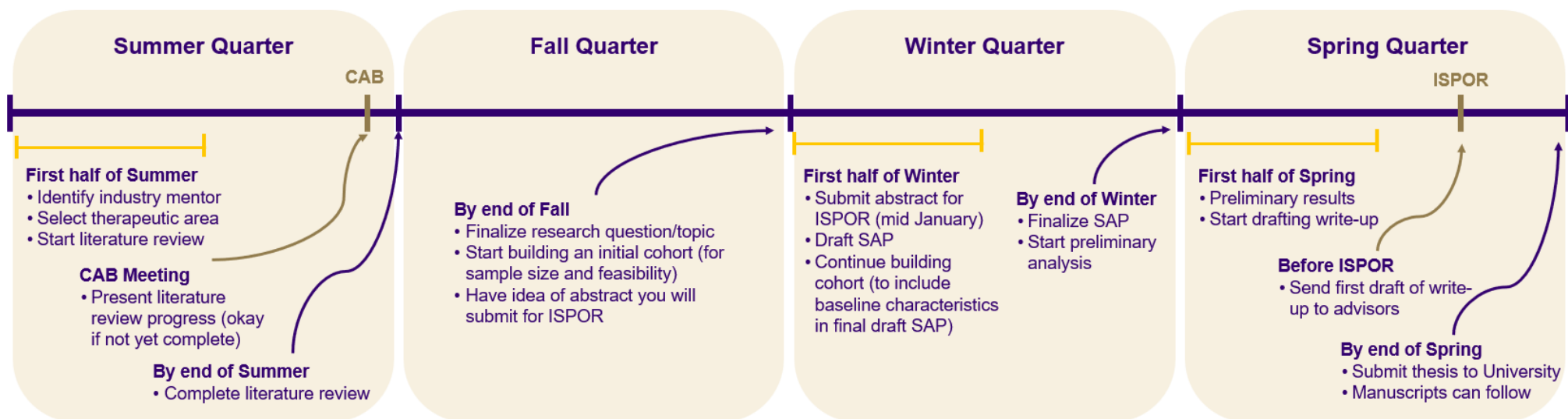
COURSE #	Autumn	Credits
BIOST 511	Medical Biometry I	4
EPI 512	Epidemiologic Methods I	4
HEOR 530	Economic Evaluation in Health & Medicine	3
HEOR 597	CHOICE Graduate Seminar	1
HEOR 700	Master's Thesis	1
	Quarter total:	13
	Winter	
EPI 513	Epidemiologic Methods II	4
BIOST 512	Medical Biometry II	4
HEOR 540	Health Economics	3
HEOR 533	Advanced Methods in Economic & Outcomes Evaluation in Health & Medicine	3
HEOR 597	CHOICE Graduate Seminar	1
HEOR 700	Master's Thesis	1
	Quarter total:	16
	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	7
	Quarter total:	15-16
	Total credits:	44-45

Notes:

*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



Note: 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.
- Not all theses use the same data or methodology and the timeline could differ.
- Sponsoring company and preceptor coordination might alter the timeline.

APPENDIX E: 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

BIOETHICS & HUMANITIES

B H 556: Social Justice and Health (5)

FAMED 561: LGBTQ Health and Health Disparities (1)

MED 557: Latinx Health and Health Disparities (1)

FAMED 525: African American Health Disparities (1)

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 / STAT 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)

STAT 571: Advanced Regression Methods for Dependent Data (4)

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 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 519 Research Methods and Current Topics in Cardiovascular 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)

INDUSTRIAL ENGINEERING

IND E 512: Introduction to Optimization Models (3)

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.

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	• 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	• Regular feedback will be an expectation
Role Expectations	• Active participation from each of us • We will honor each other's time, expertise and experience
Communication	• Our communication is open, candid and direct • We will respect our differences and learn from them
Stumbling Blocks	• If we come upon an obstacle, we will address it immediately
Closure	• 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.

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	• 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	• Regular feedback will be an expectation
Role Expectations	• Active participation from each of us • We will honor each other's time, expertise and experience
Communication	• Our communication is open, candid and direct • We will respect our differences and learn from them
Stumbling Blocks	• If we come upon an obstacle, we will address it immediately
Closure	• 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.