

University of Washington
Department of Construction Management
Master Degree Orientation (2019-2020)

1. Visa Requirements:

International students must have 10 credits or more every quarter, however, an exemption exists for the final quarter (check ISS for their approval on the number of credits of the final quarter). National students need to decide on whether you will be joining as a full time student (finish in 12 month; 4 to 5 classes per quarter, 12 to 15 credits per quarter) or as a part-time (finish in 2 to 2.5 years; no more than 2 courses 6 credits per quarter).

2. Plan of Study & Program Requirements:

When completing plan study form, pay attention to the following:

Please print a copy of the grad planning form at (a copy is attached)

<http://cm.be.uw.edu/wp-content/uploads/sites/29/2015/11/CMMS-Grade-Study-Planning-Form.pdf> and you may start filling the form noting the instructions below. The planning should be left in your file and you could change the selected courses as you move on with the program; however, it must be kept updated every quarter.

- a. You need to have a **total of at least 42 credits** to satisfy the graduation requirements for the Master in CM. Must obtain a **cumulative GPA of 3.0+** for the graduate school to approve graduation.
- b. There are three options for your degree: Thesis option (9 credits), Paper option (3 credit), and course-only option. The course-only option is a new addition to the program and requires obtaining 3.3 to graduate (not the 3.0 listed above)
- c. Allow for **pre-requisite or remedial courses** (if noted in your acceptance letter). Note that any 400 level courses will not be considered part of the 42 required credits but will be considered in the GPA calculations (this is standard in UW).

To pass a remedial course, then (i) if the course is graded, then pass with at least 2.0 grade, if the course is taken as S/NS, then you must obtain 2.7 to be considered as satisfactory “S”, or write a waiver exam and pass at least with 2.0. The 2.0 passing grade for remedial courses does not apply to other courses. All grad courses must be of 2.7 minimum or S to be considered toward the 42 credits of the degree. If a remedial course is obtained at less than 2.0, then you will have to repeat the course, take an exam(s) waiver, or to take other course(s) in consultation with the Graduate Program Coordinator (GPC) and/or advisor.
- d. Allow for the **Core Courses** (3 courses = 9 credits), these must be taken as graded credits (**S/NS not allowed for core courses**), (CM500, CM535, CM575)
- e. Allow for a **Thesis (9 credits) or Research Paper (3 credits)**, the choice will affect the credits as below.

- f. Allow for other credits or courses (27 credits = 9 courses or 33 credits = 11 courses); you could select courses from any or all of the focus areas,
 - g. You can take **non-CM courses** from other departments, however, **a max of 9 approved non-com course** credits will be counted toward the 42 credits.
 - h. No more than **12 UW Graduate Non-matriculated (GNM)** credits can be applied to the 42 credit total.
 - i. Among all the above credits, **at least 18 credits must be numerically graded. S/NS could be taken with GPC or advisor approval. You could change to/from S/NS up to the 7th week of the quarter**, but also check with UW registration for any rule changes.
 - j. The courses to count toward the **required 42 credits must be graded 2.7 or above**, or have a grade of Satisfactory or Credit ('S' or 'CR').
 - k. You could transfer up to 6 credits from other accredited institutions in the USA if those credits were taken toward a graduate degree that you did not complete. No credits will be taken toward satisfying two or more degrees. The transfer needs submitting a petition to the graduate school which will be routed to the GPC.
 - l. If you are taking two degrees from two different departments within UW, then each degree must have its own 36 credits that will not be taken toward the other degree. Only credits above the 36 can be shared between the degrees.
3. Once the study plan is ready, you may go ahead and start registering for the courses. A copy of the plan will be in your file and could be adjusted later.
 4. You must maintain a **satisfactory performance with 3.0 cumulative GPA**. Failure to maintain a satisfactory performance would trigger the **probation procedure** over a number of quarters (probation, final probation, and drop) that may eventually lead to a decision to drop the degree program.
 5. You could request an official leave for a quarter or more; you need to have a good academic standing and **been in UW for three quarters** (international students) before requesting the leave (**one quarter for national students**).

3. MS Degree Options:

- A. If you selected a **thesis option** for your MS degree, you will need at least three quarters to do the work. Start early by consulting with your immediate advisor or other faculty for your research interest.
 - a. The 9 credits for thesis work (CM700) can be taken over a number of quarters, e.g. 3 credits for 3 quarters. If more than 9 credits are taken, only 9 will be

- counted. **It is better to start the thesis work with a quarter of CM600 credits**, and by the end of the quarter, the advisor verify that a thesis can be contemplated, then the CM600 can be converted to CM700 and continue with the thesis option.
- b. A thesis committee of at least two faculty members will be selected in consultation with your advisor. When the research work is done and getting ready for presentation, the advisor will request a Warrant from the Graduate Program Coordinator and get it signed by the committee.
 - c. It is important to run a degree audit once you are in the final quarter. It is better to prepare a count of all the credits (graded) and non-graded (S/NS and CR/NC), CM and non-CM credits to assist the advisor checking on satisfying the requirements. You could email the GPR for an audit excel file.
 - d. Check the following UW website for electronic thesis submission <http://www.grad.washington.edu/students/etd/index.shtml>
- B. For the **research paper option**, a topic would be selected between the advisor and the graduate student. No committee is required. The graduate student will still need to apply for Graduation. Based on the research paper outcomes, the advisor will need to recommend/Not recommend graduation to the Graduate Program Coordinator and review the fulfillment of the 42 credits. Only 3 credits of CM600 will be taken toward the paper. It is better to prepare for the topic in one quarter, and finish the paper in a subsequent quarter. Try to select a topic as you attend the various courses in CM.
- C. For the new **course-only option**, all of the 42 degree credits will be done in courses. You must obtain a **GPA of at least 3.3** to graduate using this option. If GAP 3.3 not achieved, you will have to continue taking classes to improve the GPA or switch to a paper option (by taking a CM600 with a faculty member).

4. Graduation and Auditing:

Toward the end of your MS study, you need to know the Graduate School deadlines for the “**Request to Graduate**” and to request that online. Deadlines are here <http://www.grad.washington.edu/students/dates.shtml> . Failure to request for graduation before or on the deadline can’t be corrected. You will have to stay for another quarter to graduate; typically you will have to pay a registration waiver fee (around \$250) and graduate in the following quarter to the one you missed.

5. STEM & CPT/OPT:

- a. Note that the credits of the Curricular Practical Training (CPT) will not be considered toward the fulfillment of the 42 credits of the Master degree. We only facilitate taking a CPT to help you in getting industry experience which will help you in your degree. You will need, however, to register for CM499 course, it will be recorded on your transcript, and it will be graded as CR/NC. You will need to write a brief report to your advisor summarizing your work experience so that the advisor can give you the credit for CM499. **If you accumulate 12 month of full-time CPT, you lose your eligibility for OPT.**
- b. Optional Practical Training (OPT) processing is slow and need to be filed early on your last quarter of enrollment.

- c. For the STEM, the federal regulations might have changed and it is not clear at this point.

6. General and Non-academic Issues

- a. Construction companies regularly held presentations and interviews in the department. It is better that you attend such presentations and request interview appointments with such companies. You may register your email with the department for such events.
- b. If you plan to leave for emergencies, you must inform the department of your whereabouts, or tell a classmate to inform the department of your leave.