

School of Environmental and Forest Sciences

Master of Science (MS): Program of Study Form

Student Name: _____ Student Number: _____ UW Email: _____

PoS Version Date: _____ (This will become the version date of this form when saved into the student file.)

This Program of Study is being submitted for these reasons (check all that apply):

- ☐ Initial Submission of Approved Program of Study. (Milestone deadline, end of 3rd quarter in program.)
- ☐ Annual Progress Review and Documentation. (PoS is due at least once a year, by week 8 of Spring quarter (or earlier). Committee should review and re-approve a brand new form for this. **This includes year 1 initial submission.**)
- ☐ Requesting GPA Consult. (For Degree Audits, you can also just submit your most recently signed version of your PoS.)
- ☐ Other – please describe: _____

Last Reviewed and Verified by GPA (name and date): _____

The completed Program of Study Form assures that the student and the Supervisory Committee members clarify and agree on coursework to be completed for the degree. **For MS students, this form must initially be filed with the Graduate Advisor in the SEFS Office of Student and Academic Services no later than the end of your third quarter, approved by your committee.** It will be filed in the student's permanent file. To revise a program of study, the student must consult with their Supervisory Committee.

Regular updates with additional Committee approvals should be submitted annually as part of the annual student review activities. (This includes year 1 of study.)

Major Revisions:

If you are providing a **major revision with significant new coursework**, an updated form must be completed (with new approvals from your full committee) and filed with the Office of Student and Academic Services.

IMPORTANT INSTRUCTIONS

1. **Initial submission of this form is due by end of your 3rd quarter. Your committee should also be established by the end of your 3rd quarter.** To request committee establishment, fill out the [Supervisory Committee Appointment Form](#) and submit per the instructions on the form.
2. **You will turn this form in more than once!** You will be turning this in more than once during your time as a student. To resubmit, **download a new form from the website, fill it out, and have your committee approve!** Exception: If you just need a degree audit and don't have changes, re-submit the last fully approved PoS for evaluation after adding any grades that need to be updated.
3. **Please fill in ALL Shaded areas of the form.** When filling in quarters, use the standard of AUT ####; WIN ####; SPR ####, SUM ####, where #### is the year. When filling in courses, include course prefix, course number, course section, and course name – **if a special topics course, include topic and instructor.** For Grades, fill in ALL grades as they show on your transcript. For numeric grades, include the full grade (e.g., 3.8). For S or CR, put in S or CR.
4. **Annual Update Required: An Annual Review of progress with the Supervisory Committee is required. Submit a newly filled out and committee approved form for the Annual Review. This includes your first submission in Year 1. Submission instructions for the Annual Review will be announced via the SEFS email lists for students and faculty.**
6. **Petitions to substitute or waive required coursework must be made by submitting a “Graduate Program Requirement Petition Form”** along with required materials to the Supervisory Committee, and then to the Graduate Program Coordinator and Graduate Program Advisor for final decision. (See form for specific submission instructions.)
7. **Independent Study Credits from either SEFS or from other departments go in the “Electives Section”. If you wish to use any of these to count towards one of the other sections, submit a “Graduate Program Requirement Petition Form”** along with required materials to the Supervisory Committee, and then to the Graduate Program Coordinator and Graduate Program Advisor for final decision. (See form for specific submission instructions.)
8. **To graduate, all UW Graduate School requirements, MS program coursework, final thesis, and thesis defense must be completed.** See all steps for finishing in the [online Student Handbook](#).

Student Name:				
PoS Version Date:	(Should match date at top of form!)			
Date of most recent Annual Committee Meeting:**				
**Note: If you have not yet held your Annual Committee Meeting in this school year, make sure to get a meeting scheduled. This is an annual activity, to be scheduled usually in Autumn, Winter, and Spring. (Summer there are usually too many faculty away at research sites, and other activities.)				
PROGRAM REQUIREMENT	CLASS NUMBER AND TITLE	Qtr/Yr (e.g., AUT, WIN, SPR, SUM plus year)	Credits (45 minimum required)	Grade (Minimum 18 graded credits)
Orientation	SEFS 500 Graduate Orientation Seminar		1	
Social and Natural Sciences Applied to Natural Resource and Environmental Issues	SEFS 509 Analysis of Research Problems		3	
Disciplinary Knowledge: Minimum 10 credits at the 400-500 level.				
Course Number & Section (e.g., SEFS 501 A)	Course Title. Note, if a Special Topics course, indicate Subject Matter / Topic	Qtr/Yr	Credits	Grade
Research Design and Quantitative Analysis: Minimum 8 credits at the 400-500 level				
Course Number (e.g., SEFS 501 A)	Course Title. Note, if a Special Topics course, indicate Subject Matter / Topic	Qtr/Yr	Credits	Grade
Current Topics: Minimum 2 credits at the 500 level (If you want to use a 400 level course, submit a course petition.)				
Course Number (e.g., SEFS 501 A)	Course Title. Note, if a Special Topics course, indicate Subject Matter / Topic	Qtr/Yr	Credits	Grade

Student Name:				
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Completion of a Minimum of 9 credits of SEFS 700 Required for Degree: <i>(MS degree requirement is a minimum of 9 credits of 700. Likely you will have more than 9 credits. List the first 9 credits here. List any additional credits under line provided in the Electives Section below.)</i>				
First 9 credits of SEFS 700 to meet minimum:	List Quarters and years here: <i>(Note, Only quarters graded CR or a 2.7 or better count. Do not list if grade is below minimums.)</i>			Total credits completed:
Electives: Minimum of 12 credits These credits can be either other courses, or independent study and research credits. If using research credits, only record those above and beyond the 9 minimum SEFS 700 credits requirement.				
Course Number (e.g., SEFS 501 A)	Course Title. Note, if a Special Topics course, indicate Subject Matter / Topic	Qtr/Yr	Credits	Grade
<i>Additional SEFS 700 earned above the 9 minimum listed in section above:</i>	List Quarters and years here: <i>(Note, Only quarters graded CR or a 2.7 or better count. Do not list if grade is below minimums. SEFS 595, SEFS 600, or 601 should be listed separately in lines below.)</i>			Total credits completed:
MS Research Proposal and Presentation	Proposed Research Title:	Exam Outcome: <i>(leave blank until taken)</i>	Date Exam Taken: _____ Outcome: _____	
THESIS	Tentative Thesis Title:			

This program of study has been approved by the student's Supervisory Committee as follows. Emails in lieu of form approvals are also acceptable so long as the email identifies what the committee member is approving.

DO NOT USE THE SIGNATURE TOOL!! It will lock the form up in problematic ways.
Each committee member should just fill in the fields below:

Chair:

Chair Name: (type in box): _____

By checking this box, I acknowledge that I have reviewed this Program of Study Form, and approve of this form.

☐ **Approved** ☐ **Not Approved** Date _____

Provide Feedback if not approved: _____

Committee Members:

Name: (type in box): _____

By checking this box, I acknowledge that I have reviewed this Program of Study Form, and approve of this form.

☐ **Approved** ☐ **Not Approved** Date _____

Provide Feedback if not approved: _____

Name: (type in box): _____

By checking this box, I acknowledge that I have reviewed this Program of Study Form, and approve of this form.

☐ **Approved** ☐ **Not Approved** Date _____

Provide Feedback if not approved: _____

Name: (type in box): _____

By checking this box, I acknowledge that I have reviewed this Program of Study Form, and approve of this form.

☐ **Approved** ☐ **Not Approved** Date _____

Provide Feedback if not approved: _____

Annual Academic Progress Reviews, Updated Procedure:

Per [Graduate School Policy 3.7 Academic Performance and Progress](#), programs are required to review student's performance and progress at least annually. This feedback is part of the student's file. This PoS form serves as the annual review documentation. This form needs to be submitted once each academic year, including the Chair Feedback, no later than week 8 of Spring quarter. Forms missing the Chair feedback will be sent back for completion.

Annual Academic Progress Review Questions:

Chair or Co- responses are required below:

Is this student adequately progressing towards their degree?

☐ **Yes** ☐ **No**

What is your assessment of overall progress of this student towards degree?

☐ **Excellent level of progress**

☐ **Average progress**

☐ **Progress is below standard. Chair and student have discussed both the situation, and the remedies.**

If you would like to add any notes, do so here: (notes are optional)

_(text box to fill in)_____

Have there been any unusual plans made regarding coursework substitutions or other arrangements that Advising should be aware of?

☐ **Yes** ☐ **No**

If yes, what are the details?

_(text box to fill in)_____

Are there any other areas of advise, or concern, for this student you wish to highlight as Chair?

☐ **Yes** ☐ **No**

If yes, what are the details?

_(text box to fill in)_____

Chair Name: (type in box): _____

By checking this box, I acknowledge that I have provided the above feedback for the Annual Review.

☐ **Approved by Chair** Date: _____

If Applicable:

Co-Chair Name: (type in box): _____

By checking this box, I acknowledge that I have provided the above feedback for the Annual Review.

☐ **Approved by Chair** Date: _____