School of Environmental and Forest Sciences
Doctoral (PhD) Degree 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 PhD students, this form must initially be filed with the Graduate Advisor (GPA) in the SEFS Office of Student and Academic Services no later than the end of your third quarter, approved by your full 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. You need to provide your GSR information in order to get your committee appointed.

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 signed 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. **Using coursework from a previous Masters Degree:** Your Chair must have previously approved any previous Masters degree coursework. The SEFS GPA will ask for this approval during your first quarter – but check with the GPA if you are not sure if this has been approved or not! Previous Masters coursework can be utilized to satisfy *departmental requirements*.[II] With the approval of your Chair, you can have 30 credits waived from the overall minimum of 90 credits for a UW PhD, for a previous advanced degree (from any university).

5. **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 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. **Recording Exams:** Please indicate the SEFS Qualifying Examination and UW General Exam dates *actually taken* on the form, once completed. Please see the current [Student Handbook](#) for instructions on how to schedule, complete, and have outcomes recorded for specific exams.

9. **To graduate, all UW Graduate School requirements, PhD program coursework, and all required exams must be completed, and final dissertation submitted to the UW Graduate School by their deadline.** See all steps for finishing in the [online Student Handbook](#).

‼ **Regarding previous Masters Coursework:**

The UW treats coursework from your previous Masters in specific ways, depending on if you took the coursework at another University or here at the UW *while in residence in the same academic unit* in which you are enrolled for your PhD.

- ***If your Masters degree coursework is from another university***, it does not transfer for the UW PhD coursework. So, whereas we can count it toward departmental requirements as part of your Program of Study, it will not count toward Graduate School requirements. This must have been previously approved by your Chair. If you are unsure if this has been done, check with the GPA.

- If your Masters degree is from UW, ***but from a unit other than the School of Environmental and Forest Sciences (SEFS),*** we can count this coursework toward departmental requirements as part of your Program of Study, but it will not count as meeting Graduate School SEFS PhD requirements.

- For previous SEFS MS / MFR / MEH students: because this coursework was taken in residence at the UW ***and in residence as part of SEFS specifically***, the Graduate School will officially count your MS / MFR / MEH coursework toward the Graduate School graduation requirements.

As an example, if you took your Masters here at SEFS and have the full previous statistical and quantitative courses as part of your SEFS Masters coursework, these will apply toward the overall Graduate School requirements of a minimum of 18 graded credits, and 18 credits numbered 500 or above, with minimum grades of 2.7 or better. And, if your committee approves, can also be utilized as part of your SEFS Requirements on this Program of Study. This is because you took these credits while in residence at UW and while taking a SEFS Masters degree.

If you come from another university and have a statistical series of courses that would apply toward our Quantitative Analysis requirements, your committee may choose to approve utilizing that coursework to help satisfy that part of the SEFS PhD Program of Study. However, because this coursework was not taken in residence at the UW, the credits will **not** apply to the Graduate School requirements of a minimum of 18 graded credits, and 18 credits number 500 or above, with a minimum grade of 2.7 or better. Also, your Chair must have already approved the 30 credit waiver for a previous degree (check with GPA if you are unsure).

Likewise, if you come from a Masters program at UW, but the Masters is from outside of SEFS, your previous coursework would be handled in the same way as for a student coming from another university. Your committee may choose to approve utilizing coursework from your previous Masters to help satisfy parts of the SEFS PhD Program of Study. However, because this coursework was not taken in residence at SEFS, as part of a SEFS degree, the credits will **not** apply to the Graduate School requirements of a minimum of18 graded credits, and 18 credits number 500 or above, with a minimum grade of 2.7 or better. In this case you will need to meet the Graduate School requirements with *new coursework* taken while in your SEFS PhD program.

Any questions regarding your individual situation should be submitted to the Graduate Program Advisor.

Student Name					
PoS Version Date:					
Annual Committee Meetings:	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 too many faculty away at research sites, and other activities.)

PhD PROGRAM START DATE:	**Indicate Quarter and Year:****				
	**(If previously a SEFS MS student, ask the GPA what quarter to list as your start – it depends on if you did a MS Bypass, or if you graduated your MS, before starting your PhD.)				

PROGRAM REQUIREMENT	**CLASS NUMBER AND TITLE**	**Qtr/Yr** (e.g., AUT, WIN, SPR, SUM plus year)	**Credits earned (90 min. while matriculated as PhD student required*)**	**Masters or PhD degree course work?** (Indicate MS or PhD)	**Grade Received** (Min. 18 graded PhD coursework credits required**)
Orientation	**SEFS 500 Graduate Orientation Seminar**				
Social and Natural Sciences Applied to Natural Resource Issues	**SEFS 509 Analysis of Research Problems**				

Disciplinary Knowledge:
Minimum 10 credits at the 400-500 level, PLUS one additional Course for PhD after fulfilling the 10 credit minimum

Course Number & Section (e.g., SEFS 501 A)	**Course Title:** Note, if a Special Topics course, indicate Subject Matter / Topic	**Qtr/Yr**	**Credits**	**Indicate MS or PhD**	**Grade**

Research Design and Quantitative Analysis
Minimum 8 credits at the 400-500 level, PLUS one additional Course for PhD after fulfilling the 8 credit minimum

Course Number (e.g., SEFS 501 A)	**Course Title:** Note, if a Special Topics course, indicate Subject Matter / Topic	**Qtr/Yr**	**Credits**	**Indicate MS or PhD**	**Grade**

Student Name				
PoS Version Date:		**(Should match date at top of form!)**		

Current Topics
Minimum 2 credits at the 500 level, PLUS one additional Course for PhD after fulfilling the 2 credit minimum
(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	Indicate MS or PhD	Grade

Completion of a Minimum of 27 credits of SEFS 800 Required for Degree:
(PhD degree requirement is a minimum of 27 credits of 800 taken over at least a few quarters. Likely you will have more than 27 credits. List the first 27 credits here. List any additional credits under line provided in the Electives Section below.)

First 27 credits of SEFS 800 to meet minimum:	List Quarters and years here: *(Note, Only quarters graded CR or a 2.7 or better count. Do not list if grade is below minimums.)*	Total credits completed:

Electives: Minimum of 24-36 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 27 minimum SEFS 800 credits requirement.*
- *You need a total minimum of 90 credits overall to graduate. For each of the sections above, you can choose a course with any number of credits as the "PLUS one additional course". If you use courses with only 1 credit for the "PLUS 1" requirements in earlier sections, you will need 36 credits of electives. If you use courses with 5 credits for the "PLUS 1" requirement in the earlier sections, then you'll need 24 elective credits.*

Course Number (e.g., SEFS 501 A)	Course Title: Note, if a Special Topics course, indicate Subject Matter / Topic	Qtr/Yr	Credits	Indicate MS or PhD	Grade
Additional SEFS 800 earned above the 27 minimum listed in section above:	List Quarters and years here: *(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 next lines below.)*			Total credits completed:	

SEFS Qualifying Exam	Please follow Graduate Student Handbook procedures for this exam—NOTE: This is NOT a UW Grad School Exam.	Exam Outcome: *(leave blank until taken)*	Date Exam Taken: _____ Outcome: _____
UW Graduate School General Exam	Proposed Research Title:	Exam Completion: *(leave blank until taken)*	Date Exam Successfully Passed:
DISSERTATION	Tentative Dissertation Title:		

*NOTE: 30 of the 90 minimum required PhD credits can come from a related previous Master's degree, with approval of Supervisory Committee and Graduate School.
**NOTE: Independent Study type credits (SEFS 595, 600, 601, 700, 800) do not count towards the graded credits requirements. The 18 Graded Credits are from actual coursework (classes).

Revised 08/2025

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.

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.

Chair and Co-Chair 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:_____