

University of Washington
Department of Construction Management
Master's Degree Requirements (2018)

Master Study Plan

1. Please print a copy of the grad planning form at which can be found at <http://cm.be.washington.edu/wp-content/uploads/2015/11/CMMS-Grade-Study-Planning-Form.pdf> and you may start filling out the form noting the instructions below. The planning form should be left in your file, and you can change the selected courses as you move through the program. However, it must be updated if you make changes.

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

3. When completing the plan of study form, pay attention to the following:
 - a. You need to have a **total of at least 45 credits** to satisfy the graduation requirements for the Master in CM. You must earn a **cumulative GPA of 3.0+** for the Graduate School to approve graduation.

 - b. 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 45 required credits, but they will be considered in the GPA calculations (this is standard at the UW).

Passing grades for remedial courses: if the course is graded, then you must pass with at least a 2.0 grade; if the course is taken as S/NS, then you must obtain 2.7 to be considered as satisfactory "S". Alternately, you can take a waiver exam and pass with at least 2.0. The 2.0 passing grade for remedial courses does not apply to other courses. All graduate courses must be of 2.7 minimum or S to be considered toward the 45 credits for the degree. If a remedial course is passed with 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.

 - c. Allow for the **Core Courses** (3 courses = 9 credits), these must be taken as graded credits. (**S/NS not allowed for core courses which are CM500, CM535, CM575.**)

 - d. Allow for a **Thesis (9 credits) or Research Paper (3 credits)**, the choice will affect the credits as below

- e. Allow for other credits or courses (27 credits = 9 courses or 33 credits = 11 courses); you can select courses from any or all of the focus areas.
 - f. You can take **non-CM courses** from other departments, however, **a max of 12 approved non-CM course** credits will be counted toward the 45 credits.
 - g. No more than **12 UW Graduate Non-matriculated (GNM)** credits can be applied to the 45 credit total.
 - h. Among all the above credits, **at least 18 credits must be numerically graded**. Courses can be taken **S/NS with GPC or advisor approval**. You can change **to/from S/NS up to the 7th week of the quarter**, but also check with UW registration for any rule changes.
 - i. For the courses which count toward the **required 45 credits**, you must earn a **2.7 or above** or have a grade of Satisfactory or Credit ('S' or 'CR').
 - j. You can 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. You will need to file a petition with the Graduate School in order to request this transfer.
 - k. If you are taking two degrees from two different departments within the UW, each degree must have its own 36 credits that do not count toward the other degree. Only credits above the 36 can be shared between the degrees.
4. Once your 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 can be adjusted later.
 5. You must maintain a **satisfactory performance with 3.0+ cumulative GPA**. Failure to maintain a satisfactory performance will trigger the **probation procedure** over several quarters (probation, final probation, and drop) that may eventually lead to a decision to drop you from the degree program.
 6. You can request an official leave for one quarter or more; you need to be in good academic standing and have been at the UW for three quarters (international students) before requesting the leave (one quarter for national students).

Graduation and Auditing

1. 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 advisor or other faculty for your research interest.

- a. The 9 credits for thesis work (CM700) can be taken over several 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 (DARS) once you are nearing graduation. 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 can 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>
2. For the research paper option, a topic will 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 45 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.
 3. 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 <https://apps.grad.uw.edu/student/mastapp.aspx>. Failure to request graduation before 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.

STEM & CPT/OPT

1. Note that the credits of the Curricular Practical Training (CPT) will not be considered toward the fulfillment of the 45 credits of the Master degree. We only facilitate taking 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 months of full-time CPT, you lose your eligibility for OPT.**
2. Optional Practical Training (OPT) processing is slow and needs to be filed early in your last quarter of enrollment.

General and Non-academic Issues

1. Construction companies regularly hold presentations and interviews in the department. It is best that you attend such presentations and request interview appointments with such companies. You may register your email with the department for such events.
2. 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.