Graduate Student Handbook

Master of Science in Computer Science & Software Engineering
University of Washington, Bothell

Master of Science in Cyber Security Engineering
University of Washington, Bothell
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Welcome to the Computing & Software Systems Division of the School of Science, Technology, Engineering, and Mathematics at the University of Washington Bothell. We are pleased to have you as part of an innovative and exciting program. The faculty and staff look forward to working with you as you complete your graduate studies.

As a student in the Graduate School of the University of Washington, you will have many new opportunities and experiences that will place you among the best and brightest in the field of computing. Whether you decide to complete a Master’s Thesis or a graduate Capstone Project, we will work with you to ensure a high-quality learning experience.

This Graduate Handbook is designed to help you navigate through the different processes, procedures, milestones, deadlines and other activities necessary to complete your degree. It also includes items of importance that are unique to UW Bothell (UWB) and the CSS Division that may not be described in the Graduate School Policies and Procedures (see www.grad.washington.edu) or the UWB Student Conduct code.

The CSS Graduate Handbook also serves as a guide to the many excellent resources and services available to you as a student. The University of Washington has one of the finest library systems in the world, and the University of Washington Bothell has excellent staff and service organizations to assist you with your questions. Media support, computing resources, computer laboratory equipment, writing support, quantitative analysis assistance, student advising, and support for those with disabilities are examples of the resources available to you. Of course, the CSS Division staff and faculty administrators are available to discuss any specific questions that you may have and to provide you with guidance.

Please review this handbook and use it as a reference. Contact me or the Graduate Advisor if you have any questions. This handbook will be updated as policies for both the CSS Division and the UW Graduate School change, so please speak to one of us prior to making any decision regarding your education.

On behalf of the faculty and staff, we look forward to a successful and rewarding experience at UWB!

Clark Olson
Graduate Program Coordinator
Computing & Software Systems Division
School of Science, Technology, Engineering & Mathematics
University of Washington Bothell
CAMPUS AND CSS DIVISION RESOURCES FOR STUDENTS

Email List
An email list is maintained by the CSS Graduate Advising Office for all Computer Science & Software Engineering, Cyber Security Engineering, and Graduate Certificate students. The email list is used to disseminate important registration information, as well as other CSS Division information including event and job notices. All registered and on-leave students will have their UW email address added to these lists as appropriate. It is critical that you check your UW email account regularly and stay updated on information sent to you. If you do not intend to use your UW email account, it is your responsibility to forward it to another email account that will be checked regularly.

Student ID Card
A UW Husky Card (student ID card) is required by all students enrolled in a CSS Graduate Program. The ID card will be used to access all CSS drop-in labs. In addition, the card can act as a pre-paid debit card at the UW Bothell Common Grounds Coffee Shop, UW Bookstore, and self-serve campus copiers and printers. The card may also be used to secure discounts at dozens of locations on and off campus. Obtain your UW Husky Card by visiting the UW Bothell Campus Public Safety office. Make sure you bring a valid photo ID. All students should get their card by end of the 1st week of their first quarter as a registered student.

Lab Access
All CSS Graduate and Graduate Certificate students have access to the CSS drop-in labs. Access is granted to registered students at the start of each academic quarter. To access the lab, swipe your UW Husky card in the black swipe box next to the door. The labs are designed to serve both computing needs as well as group work environments. UW1-310 is the CSS Windows Lab; UW1-320 is the CSS Linux Lab. Both of these labs are open to all students. UW1-302 is known as the Graduate Student Lab, and also serves as a faculty research lab. The lab hours are the same as building hours. If your card cannot open the lab doors, please contact the CSS Main Office.

Financial Aid
The CSS Division has no regular funding available for graduate students. Students who desire financial aid are advised to contact the UW Bothell Financial Aid office, located on the first floor of UW1. A student’s individual situation will determine the extent of aid available to them. The credit requirement for graduate students to be considered registered as a full-time student is 10 credits. For information on financial aid please view www.uwb.edu/students/finaid, or call the UWB Financial Aid office at (425) 352-5240.

Occasionally the CSS Division will have Graduate student scholarships available. Application information will be sent via the graduate student email lists. Please check your UW email address for scholarship information.

Campus Parking/U-PASS
The UW Bothell campus has two conveniently located parking garages. Students have several options to choose from in purchasing parking permits. To review options and purchase permits, please visit http://www.uwb.edu/admin/transportation/parking.
The UW Bothell also serves as a bus stop for Sound, Community, and Metro transit buses. Current UWB students can purchase a quarterly U-PASS (a chip that is in your UW Husky Card) at the Cashiers office (main lobby of Husky Hall). For more information about the U-PASS, visit the UW Bothell Transportation website (www.uwb.edu/admin/transportation/upass).

Disabilities Resources for Students
The University of Washington Disabilities Resources for Students office (DRS) is firmly committed to ensuring that qualified students with documented disabilities are provided with an equal opportunity to participate in the variety of educational, recreational, and social opportunities available at the University. The primary functions DRS performs towards this objective are the provisions of academic accommodations for students with a documented, permanent or temporary physical, mental, or sensory disability; resource and referral information; and advocacy support as necessary and appropriate. (Non-academic accommodations must meet the same standards regarding documentation, but are provided by the Disability Services office on campus. See DRS staff for contact information.)

Academic accommodations for each student are determined on an individual basis with input from the diagnostician or physician (usually from the diagnostic report), the student and the Counselor or Director of the DRS office. Types of accommodations that may be provided include, but are not limited to note taking, scribe service, books on tape, Sign Language interpreters, room locations/furniture substitutes, priority registration, additional time on exams, adaptive technology, and private testing room.

Please contact Rosa Lundborg at drs@uwb.edu or view www.uwb.edu/studentservices/drs for further information.

Veteran Services
Veterans Services provides assistance to students who are entitled to receive educational benefits from the Department of Veterans Affairs. Whether a student is a new applicant for benefits or has used them at previous institutions, Veterans Services is committed to working in partnership to ensure that the process is simple and well-organized. For additional information, please view www.uwb.edu/studentservices/veterans

The UW Bothell has an active Student Veterans Association. Please learn more about this student group by visiting http://uwbsva.webs.com/.

Counseling Services
Confidential, short-term Personal Counseling is available to currently-enrolled UW Bothell students free of charge. Students may utilize counseling for a wide range of personal concerns such as: Stress, anxiety, depression, relationship difficulties, and adjustment issues. All services are offered in a safe and supportive environment. To schedule an appointment, please call (425) 352-3183, stop by the reception desk, or view www.uwb.edu/studentservices/counseling for further information.

Quantitative Skills Center
The mission of the Quantitative Skills Center (QSC) is to support students, faculty and staff in any area that requires quantitative reasoning. This center was created in order to facilitate the UWB mission to develop critical and analytical thinking as well as problem solving skills. They serve as a place for academic support in quantitative areas. This is achieved by providing tutoring, workshops, and classroom presentations. If you have a question about the services provided by or would like more information about the Quantitative Skills Center, visit www.uwb.edu/qsc.
Writing Center
The University of Washington Bothell Writing Center supports student writing in all academic programs by providing face-to-face and online consultations for individuals and groups, as well as workshops and classroom instruction. They are located in UW2-124. Please view www.uwb.edu/writingcenter for further information.

CSS Tutors
The Computing & Software Systems Division hires student peer tutors each quarter. Enrolled students are encouraged to contact the peer-tutors as needed. Tutors are located in the Linux and Windows lab. Updated contact list and tutoring hours are published every quarter. For further information about tutors, or if you are interested in serving as a peer-tutor, please contact the Graduate Advising Office.

UW Libraries
The University of Washington Libraries has a vast collection of resources available to aid you in the pursuit of your studies. Students may research questions, reserve group study rooms, and much more. Please take some time to review the following websites to become more familiar with the opportunities available to you from the UW Library systems:

- UWB/CCC Campus Library: http://library.uwb.edu/
- UW Library System: http://www.lib.washington.edu/

Information Technologies Office (Campus Media Center)
Information Technologies (IT) is dedicated to providing the UW Bothell community with the best technology available for classroom instruction, learning and educational support, research, university administration and campus communication/integration. Information Technologies was created by merging the Information Systems department with the Campus Media Center. Their resources and services include equipment support (audio/video check-out, technical support, classroom technology support) and presentation support (create and practice audio/video/multimedia presentations). For additional information please view www.uwb.edu/computing.
ACADEMIC POLICIES AND PROCEDURES FOR THE CSS GRADUATE PROGRAM

The following sections include information regarding program policies and academic procedures relevant to CSS Graduate and Graduate Non-Matriculated Students (GNM). If you have questions on any of the following information, please contact the CSS Graduate Advisor.

Registration and Fees

The CSS Graduate Program is fee-based, which means it does not receive any funding from Washington State. Instead, it operates on a self-sustaining basis. For this reason, it is partnered with UW Professional and Continuing Education (UW PCE) in Seattle. This partnership has no effect on a student’s degree status. CSS Graduate Degrees are accredited and approved in the same manner as all other degree programs at the University of Washington, and students are registered graduate or graduate non-matriculated students at the University of Washington Bothell.

The only way in which this partnership affects students is via the registration process. Registration for classes is handled through the UW PCE Registration office in Seattle. At the time of admission, students are sent registration instructions, a financial aid payment agreement form, and a registration form with information regarding available classes for that particular quarter. Tuition payment for the quarter is due at the time of registration. Students receiving financial aid will need to submit a complete payment agreement form. Students registering with the assistance of VA benefits should coordinate with the Veterans Services office at UW Bothell. When financial aid is disbursed, a payment will automatically be deducted from your student account. Students receiving tuition assistance through their company may submit a voucher with budget number to the PCE Registration Office.

Due to the fact that the CSS Graduate Program is a self-sustaining degree, students are not eligible for the Washington State Tuition Exemption Program.

Students may register for classes in the following ways:

**Telephone Registration**
Students may register by phone at (206) 543-2310, (800) 506-1325 or (205) 543-0898 (TTY).
Telephone registration must be handled during PCE business hours (Monday – Thursday: 8am – 5pm, Friday: 9am – 5pm) and requires tuition payment by credit card. The PCE registration office will be open extended hours (8am – 7pm) the week before classes start and the first week of classes. However, please note that a late registration fee is charged if you fail to register before the first day of class.

**Fax Registration**
Students may fax a completed registration form, including credit card information to (206) 685-9359. Students receiving financial aid must also fax their payment agreement form or work voucher. Please call after faxing your registration forms to ensure the office has received them.

**Mail Registration or In-Person Registration**
You may register in person at the PCE Registration offices on the UW Seattle Campus. Or you may send the Registration form, including your credit card information to:

**UW Professional & Continuing Education Registration Services**
PO Box 45010
Seattle, WA 98145-0010
Checks must be in US funds, and payable to the University of Washington. Students receiving financial aid must also submit the payment agreement form. If it is less than one week prior to the first day of classes, please try to register by phone or in-person.

**Dropping a Class**

Dropping a course could adversely affect your student status at the University of Washington. Before dropping a class students must speak to the CSS Graduate Advisor. To drop a class you will need to contact the PCE Registration office. Please note that the PCE Registration office is closed at 5pm on most weekdays and is not open on weekends.

**Enrollment and On-Leave Status Requirements**

To maintain graduate student status, students must be continuously enrolled (taking at least one course per quarter as a graduate student) every quarter (with the exception of Summer quarter). Students who are unable to remain continuously enrolled must speak to the CSS Graduate Advisor. On-Leave status may be advised for those who fit the criteria.

On-Leave status allows students to maintain active matriculated graduate student status even if they are not registered for courses. This status may be granted for a maximum of four consecutive quarters. For full details of the policy please view [http://www.grad.washington.edu/policies/general/leave.shtml](http://www.grad.washington.edu/policies/general/leave.shtml)

To request On-Leave Status, you must:

- Discuss your situation with the CSS Graduate Advisor to make sure it fits the On-Leave status criteria
- Complete the On-Leave petition form ([http://www.grad.washington.edu/mygrad/student.htm](http://www.grad.washington.edu/mygrad/student.htm))
- Once your petition has been approved by the CSS Division, you will receive an email with instructions on how to pay for your leave status.
- If you have registered for the quarter, formally drop your course load with the PCE Registration Office (submitting the On-Leave form does NOT automatically drop your course load).

Once you have submitted your petition, it will be reviewed by the CSS Graduate Advisor, and forwarded to the CSS Graduate Program Coordinator for review. A request to meet to discuss your petition and follow-up course planning may occur. Once a petition is approved, students will receive and email on their UW email account from the UW Graduate School. The email will provide notification that the petition has been approved, and provide a link to where student must go online to pay the mandatory leave fee. A leave request must be filed at the start of each quarter a student remains on leave.

Students who fail to enroll without formally requesting On-Leave status, or having their requests approved, will be required to reapply to the CSS Graduate Program. Students on leave status are responsible for contacting the Graduate Advising office for details regarding course enrollment forms and schedule planning to return to school. For further details, please contact the CSS Graduate Advisor.

**Time to Degree**

All students admitted to a graduate degree program at the University of Washington must complete their degree in 6 years. This time to degree starts on the first day students take a course in the MS CSSE program, and included the following:

- Time spent as a GNM student (if GNM credits are counted towards the degree requirements)
- Transfer credits used to count towards degree requirements
- Quarters spent On-Leave or out of status
University Grading System
Graduate students at the University of Washington are graded on a numerical scale of 0.0 – 4.0. Grades below 1.7 are recorded as 0.0 by the Registrar and do not count toward residency, total credit count, or grade and credit requirements. **The University of Washington requires a minimum grade of 2.7 in each course that is counted toward a graduate degree. A minimum Cumulative GPA of 3.0 is required both quarterly and for graduation.**

Low Scholarship Policy
Admission to the Graduate School allows students to continue graduate study and research at the University of Washington as long as they maintain satisfactory performance and progress toward completion of their graduate degree program. The following Guidelines stipulate the conditions for satisfactory and unsatisfactory academic performance in the program.

Graduate students enrolled at the University of Washington are required to maintain satisfactory academic progress towards their degree. As a student in the CSS Division, this includes maintaining both a cumulative and quarterly GPA of 3.0 or higher, and completing the degree within six years of first enrolling in the MS.

The CSS Division is available to assist all students in maintaining satisfactory academic performance. Students who fail to meet the requirements for satisfactory academic performance will be notified in writing of their unsatisfactory performance by the CSS Associate Director of Graduate Studies. For additional information, see Graduate School Memorandum No.16.

The Low Scholarship process is coordinated at the CSS Division level by the CSS Graduate Advisor and Associate Director of Graduate Studies, as follows

**Program Warning**
If a student's cumulative or quarterly GPA falls below a 3.0 they will receive an official warning from the Associate Director of Graduate Studies that they are in violation of the CSS Division Low Scholarship Policy, with notations on the expected steps they will need to take to correct grade deficiencies. Students placed on Program Warning will meet with the CSS Graduate Advisor at least once in the following quarter to discuss academic progress towards these goals.

**Formal Warning to the Graduate School and Probation**
If a student has a cumulative or quarterly GPA of less than 3.0 for three consecutive quarters, the CSS Division will notify the Graduate School of the violation of the Low Scholarship Policy, and will place the student on official probation. At this point, the student will no longer be considered in Good Standing with both the CSS Division and the University of Washington. Students who receive Formal Warning must meet with both the CSS Graduate Advisor as well as the Associate Director for Graduate Studies twice each quarter to discuss academic progress until the deficiencies are rectified. Students who receive a Formal Warning may also be placed on a probationary status of no less than one quarter, and no more than three quarters to be determined by the Associate Director of Graduate Studies.

**Final Probation by the Graduate School**
Final Probation is an official status with the graduate school that gives the student one final quarter on probation status before being changed to probation or being dropped from the program.
**Drop**
A drop recommendation is the final action in unsatisfactory progress. A drop recommendation means immediate drop from the University of Washington.

**Appeal**
Students may appeal change of status directly to the Vice Chancellor of Academic Affairs at the University of Washington Bothell. Appeals must be filed in writing within four weeks after the notification of status change is mailed to the student. Appeals beyond the Vice Chancellor at the University of Washington, Bothell, should follow the procedure outlined in the Graduate School Memorandum No. 33, Academic Grievance Procedure see [www.grad.washington.edu/Acad/gsmemos/gsmemo33.htm](http://www.grad.washington.edu/Acad/gsmemos/gsmemo33.htm).
Degree Requirements – Computer Science & Software Engineering

The Master of Science in Computer Science & Software Engineering requires completion of 45 credits of graduate level coursework from the Computing & Software System Division. Part-time students should plan on enrolling in 5 credits per quarter; full-time students should plan on taking 10 credits per quarter. All students are required to complete the MS CSSE degree within six years of first enrolling.

Thesis Option
(Master of Science in Computer Science & Software Engineering)
(45 total credits)

The following is a complete list of degree requirements for the computer science & software engineering degree for students following the thesis option. These requirements include all possible curriculum options. If you have questions about these requirements, contact the CSS Advisor.

- 15 credits of CSS core coursework from each depth group (Design, Development & Foundations)
- 10 credits minimum of CSS 700 (thesis coursework)
- 20 credits minimum of combined of CSS 500-level, 600, or approved 400-level courses
  - Students admitted from a non-computer science background may be required to complete 5 – 10 credits of systems coursework as determined by the CSS Faculty upon admission to the Master’s program.
  - A maximum of 6 credits of CSS 600: Independent Study or Research may be counted towards degree requirements.
  - A maximum of 10 credits of approved CSS 400-level courses may be counted towards degree requirements.
  - Pending BOTH department and UW Graduate School approval, students may include up to 5 credits of graduate-level transfer credits from accredited outside institutions; a minimum grade of 3.0 in each transfer course is required. Transfer credit is only approved upon petition to the CSS Division Faculty, and petitions will only be reviewed upon acceptance of an admission offer and enrollment to the students desired degree program.
- No more than 12 UW Graduate Matriculated credits may be counted (courses in the Graduate Certificate in Software Design & Development cannot be counted towards any MS CSSE degree requirements)
- No more than 12 credits derived from any combination of UW Graduate Non-matriculated credits and transfer credits can be applied.
- Minimum grade of 2.7 in each course required to count towards degree requirements.
- Minimum cumulative GPA of 3.0 required to graduate.
Project Option
(Master of Science in Computer Science & Software Engineering)
(45 total credits)

The following is a complete list of degree requirements for the computer science & software engineering degree for students following the project option. These requirements include all possible curriculum options. If you have questions about these requirements, contact the CSS Advisor.

- 15 credits of CSS core coursework from each depth group: (Design, Development & Foundations)
- 10 credits of CSS 595 with a grade of CR
- 20 credits minimum of combined of CSS 500-level, 600, or approved 400-level courses
  - Students admitted from a non-computer science background may be required to complete 5 – 10 credits of systems coursework as determined by the CSS Faculty upon admission to the Master’s program.
  - A maximum of 6 credits of CSS 600: Independent Study or Research may be counted towards degree requirements
  - A maximum of 10 credits of approved CSS 400-level courses may be counted towards degree requirements
  - Pending BOTH departmental and UW Graduate School approval, students may include up to 5 credits of graduate-level transfer credits from accredited outside institutions; a minimum grade of 3.0 in each transfer course is required. Transfer credit is only approved upon petition to the CSS Division Faculty, and petitions will only be reviewed upon acceptance of an admission offer and enrollment to the students desired degree program.
- Minimum grade of 2.7 in each course required to count towards degree requirements.
- No more than 12 credits derived from any combination of UW Graduate Non-matriculated credits and transfer credits can be applied.
- No more than 12 UW Graduate Matriculated credits may be counted (courses in the Master’s Preparation Sequence/Graduate Certificate in Software Design & Development cannot be counted towards any MS CSSE degree requirements.)
- Minimum cumulative GPA of 3.0 required to graduate.
Degree Requirements – Cyber Security Engineering
The Master of Science in Cyber Security Engineering requires completion of 49 credits of graduate level coursework from the Computing & Software System Division. Part-time students should plan on enrolling in 5 credits per quarter; full-time students should plan on taking 10 credits per quarter. All students are required to complete all degree requirements within six years of first enrolling.

- 34 credits of core coursework:
  CSS 514: Security Policy, Ethics, and the Legal Framework
  CSS 515: Contemporary Topics in Information Assurance
  CSS 517: Information Assurance and the Secure Development Lifecycle
  CSS 519: Incident Response and Recovery
  CSS 527: Cryptology and Data Protection
  CSS 537: Network and Internet Security
  CSS 577: Secure Software Development
  CSS 578: Vulnerability Analysis & Detection

- 10 credits of CSS Electives*
  o A maximum of 6 credits of CSS 600: Independent Study or Research may be counted towards the elective requirement
  o A maximum of 10 credits of approved CSS 400-level courses may be counted towards degree requirements
  o Pending BOTH CSS Division and UW Graduate School approval, students may include up to 5 credits of graduate-level transfer credits from an accredited outside institution; a minimum grade of 3.0 in each transfer course is required. Transfer credit is only approved upon petition to the CSS Division Faculty, and petitions will only be reviewed upon acceptance of an admission offer and enrollment to the students desired degree program.

- 5 credits of Project Coursework*
  o CSS 593: Cyber Security Capstone Project

Minimum grade of 2.7 in each course required to count towards degree requirements.

- No more than 12 credits derived from any combination of UW Graduate Non-matriculated credits and transfer credits can be applied.

- No more than 12 UW Graduate Matriculated credits may be counted (courses in the Master’s Preparation Sequence/Graduate Certificate in Software Design & Development cannot be counted towards any Cyber Security degree requirements.)

- Minimum cumulative GPA of 3.0 required to graduate.

* A thesis option is available to Cyber Security Engineering students. If students pursue a thesis option, the above degree requirements will be revised to require only 5 credits of CSS elective coursework, omit CSS 593 and instead require 10 credits of CSS 700. For further information about the thesis option, please see the CSS Graduate Advisor.
Thesis and Project Process
Computer Science & Software Engineering & Cyber Security Engineering

In general, a thesis is a scholarly written document aimed at an academic audience as a contribution to an existing body of knowledge. A capstone project is aimed at building a connection between academic concepts and the application of those concepts into real-world context.

Before students determine which option to pursue, they should discuss how each option applies to their own individual goals for their degree program with their faculty advisor and the CSS Graduate Advisor.

Step 1: Form a Supervisory Committee
Students who desire to register for their final capstone course must first form a committee of faculty who will supervise and grade their efforts and results of their capstone work. A supervisory committee will consist of a student’s Faculty Advisor (who will serve as Committee Chair) and at least 2-3 additional faculty members. At least two of the committee members must be faculty whose primary appointment is in the Computing & Software Systems Division. The Chair of the Committee and at least one-half of the total membership must be members of the graduate faculty. For proposals with Chairs outside of the CSS Division, please contact the STEM Graduate Advising Office (located in UW1 360) prior to submission of the request.

Students must submit a signed Request to Form a Supervisory Committee to the CSS Graduate Advisor to obtain an entry code to register for the class. Included with the signed form should be a brief outline of their proposed capstone goals and associated activities.

The deadline for all committee requests is the seventh week of the quarter PRECEDING the start of a student's project or thesis coursework. Students should request for specific faculty to staff their Supervisory Committee; however, final staffing assignments of the Supervisory Committee resides with the CSS Division’s Graduate Program Coordinator. Once a supervisory request has been granted, students will receive an email from the CSS Graduate Advisor notifying them of the approved committee and an entry code to register for their capstone course. Students are encouraged to submit their request early, to avoid any registration late fees.

Step 2: File a Thesis or Project Plan
By the end of the second week of the quarter in which a student is registered for their first capstone credits, the student must submit to their Supervisory Committee a detailed project or thesis plan. The plan should include an updated proposal of the work to be done, a time table listing key milestones and associated deliverables, the quality criteria and specific metrics by which student expects to measure the quality of their result, and the software development lifecycle and processes planned to complete the work. There are no penalties for deviations in the approved plan or failure to meet the estimates in the timetable or failure to achieve the quality goals. The plan simply provides a well-defined start for the remainder of the capstone work. A copy of the approved plan must be submitted by the student to the STEM Graduate Advising Office.

Step 3: Communicate Regular Progress Reports with the Supervisory Committee
Throughout the period of enrollment in the capstone course, students should schedule regular progress report meetings with all the members of their project Supervisory Committee. Reports should update committee members on the challenges, changes and overall progress of a students work. At minimum, a
student should plan on meeting with their Committee Chair at least three times a quarter, each quarter they are enrolled for capstone credits.

**Step 4: Schedule Final Defense**
By Friday of the first week a student is registered for their final capstone credits, a student must work with their Supervisory Committee and the CSS Graduate Advisor to schedule a defense of their culminating work. Students should work closely with their Committee Chair to ensure they are ready for their Final Examination and Defense. The STEM Graduate Advising Office will coordinate rooms and times for the defense. All committee members must be present at the time of the defense, or the defense cannot be held.

**Step 5: Master’s Degree Request**
In the first week of the quarter a student is to register for their final degree credits and the student must file a Master’s degree request online via http://www.grad.washington.edu/student/mastapp.aspx. Students should work with the CSS Graduate Advisor and Committee Chair to plan their degree curriculum accordingly, so that their final capstone requirements serve as the culmination of their degree coursework. Students must be registered for credits during the quarter they want to graduate.

**Step 6: Submit Draft of Final Report/Thesis**
At least three days before the final defense the student must submit a substantial draft of their project report or thesis to their committee for a preliminary reading. The purpose of this draft is to demonstrate to the Supervisory Committee that the student has achieved a Masters level competency in computer science and software engineering.

**Step 7: Final Examination and Defense**
The Final Examination and Defense consists of (a) a public student presentation, (b) a public questions and answers session, (c) a closed-door question and answer session between the student and the Supervisory Committee, (d) a brief private discussion among the Supervisory Committee, and (e) the Supervisory Committee announcing to the student the result of the Final Examination and Defense. A typical defense will last one hour. If a student does not pass the Final Examination and Defense, the Supervisory Committee will work with the student to decide upon the necessary additional work required for obtaining their Master’s degree. The final examination and defense must take place no later than the third day of the last week of the quarter (final exam week).

**Step 8: File your Thesis or Project Report**
Project and Thesis students must submit an electronic copy of their final project report or Thesis to their Supervisory Committee Chair AND the STEM Graduate Advising Office by 11:59 pm PT on the final day of the quarter they intend to graduate. A mechanism will be set up to allow for simple online submission of these documents. Failure to meet these submission deadlines will delay graduation. In addition, Thesis students must submit their final thesis document to the UW Graduate School. Please see http://www.grad.washington.edu/students/etd/info.shtml for further information on how to submit your thesis to the UW Graduate School. Submission of a thesis to the UW Graduate School is an involved process; thesis students are strongly encouraged to plan this final step well in advance of the deadline.
INTERNET OPPORTUNITIES

Students who are interested in obtaining internship experience should schedule a time to discuss the internship process with the CSS Graduate Advisor. Students may pursue an internship through CSS 601: Internship. CSS 601 does not count towards any MS CSSE/Cyber Degree requirements.

UNIVERSITY STUDENT CONDUCT CODE

Student Conduct Code

The University’s Student Conduct Code is Washington Administrative Code 478-120 and is published on the Washington Legislative site at http://apps.leg.wa.gov/WAC/default.aspx?cite=478-120. Every student is held responsible for being knowledgeable about all of the requirements of the UW Student Conduct Code.

Definitions of Academic Misconduct

All University of Washington students are expected to conduct themselves as responsible members of the academic community (WAC 478-120-020(2)). This includes a responsibility to practice "high standards of academic and professional honesty and integrity." WAC 478-120-020(2) (a).

Academic misconduct includes but is not limited to cheating, facilitation, plagiarism, and fabrication in connection with any exam, research, course assignment, or other academic exercise that contributes, in whole or in part, to the satisfaction of requirements for courses or graduation. The following definitions, while not exhaustive, are intended to provide examples of the types of activities that can give rise to a charge of academic misconduct.

1. **Cheating:** Giving or receiving unauthorized assistance, or intentionally using or attempting to use unauthorized materials or information. Examples include but are not limited to:
   a. Copying from another student.
   b. Using unauthorized study aides or "cheat sheets," or other people's work.
   c. Altering assignments or exams and submitting them as your own work.
   d. Offering false excuses in order to gain time extensions.
   e. Submitting an assignment to more than one class without instructor permission.
   f. Submitting someone else's work (e.g., that of a friend or commercial service) as your own.
   g. Getting someone to take an exam for you or taking an exam for someone else.
   h. Receiving unauthorized help on an exam or prohibited help on an assignment.

2. **Facilitation:** Helping or attempting to help another student engage in academic misconduct. Examples include but are not limited to:
   a. Giving unauthorized help on exams or prohibited help on assignments. (Students are often encouraged to work together to help each other learn, but may not do so on exams (unless specifically authorized) or on any assignments when the instructor indicates otherwise.)
   b. Giving test or assignment answers to students in the same or another section of the same class after such answers or information have been made available to you but before they have been provided to other students.
   c. Completing an assignment or exam on behalf of another student.
3. **Plagiarism:** Using another person's original words, ideas, or research, including material found on the Internet, in any academic exercise without properly crediting that person. Examples include but are not limited to:
   a. Failing to cite all sources used.
   b. Using another author's sentence or phrase structure without proper citation.
   c. Paraphrasing another author without crediting the author.
   d. Using another author's ideas without proper citation (e.g. footnotes, endnotes, etc.).
   e. Using another's original work (writing, art, music, mathematics, computer code, or scientific work) in whole or in part without crediting that person.
   f. Stating facts that are not common knowledge without citing the source.

4. **Fabrication:** Creating false information or data and presenting it as fact. Examples include but are not limited to:
   a. Making up false quotes, statements, data, or sources.
   b. Improperly manipulating another's data to support your own theories.
   c. Citing sources that were not used.
   d. Misrepresenting your academic accomplishments to instructors or employers.

**Guidelines for Avoiding Academic Misconduct**

The following guidelines are intended to help UWB students make responsible choices involving matters of academic conduct and to help them understand their individual responsibilities and obligations as members of the University community.

1. Be familiar with the Student Code of Conduct, statements, guidelines, and enforcement procedures provided by the University of Washington and UW Bothell. Those who violate University rules regarding academic honesty are subject to disciplinary sanctions, including suspension and dismissal. Ignorance is no defense.

2. Be honest at all times and act respectfully toward others. Do not seek unfair advantage over others by cheating, plagiarizing, fabrication, or facilitation (see "Definitions of Academic Misconduct").

3. Encourage others to behave fairly and to respect ethical academic conduct. Accept responsibility by refusing to assist in others' misconduct and discouraging others from engaging in misconduct. Recognize that you are authorized to report clear cases of academic misconduct when you have witnessed them.

4. If you are unsure about any part of an assignment, request clarification from the instructor. Failure to understand clear instructions is no excuse for misconduct. When in doubt, always ask!

5. Make safe assumptions about academic honor.

This handbook is meant as a guide and may be updated without notice as policies and procedures from both the CSS Division and the Graduate School change. Students should always discuss their degree plans with their faculty advisor and the CSS Graduate Advising Office.