

UNIVERSITY OF WASHINGTON
DEPARTMENT OF POLITICAL SCIENCE
INFORMATION FOR STUDENTS

COURSES, GRADING, ACADEMIC CONDUCT

Plagiarism

Plagiarism is the use of other people's ideas or words without proper citation. Misuse of source material—by failing to use quotation marks, failing to cite paraphrased sentences, or failing to acknowledge ideas that are not your own—constitutes plagiarism. If you are uncertain about the meaning of plagiarism and how to avoid it, consult with your TA, instructor, the Political Science Writing Center <http://depts.washington.edu/pswrite/plag.html>. Plagiarism is theft. Academic misconduct can result in dismissal from the university. For details and information about the university's formal process for reviewing cases of plagiarism (Political Science faculty and TAs follow this process with few exceptions), see <http://depts.washington.edu/grading/issue1/honesty.htm>.

Incompletes

To obtain an incomplete, students must have completed eight weeks of the course with satisfactory performance and furnish proof that the course cannot finish on time due to illness or extreme circumstances beyond the student's control. More information on the university's policy and procedures for incompletes is online at http://www.washington.edu/students/genclat/front/Grading_Sys.html.

Grade Appeal Procedure

Instructors have their own procedures for addressing grade complaints. Once those procedures have been exhausted and the student continues to believe that grading is in error, the student may submit a written appeal to the Associate Chair of the Political Science Department within ten calendar days of discussion with the instructor. The appeal must demonstrate why the instructor's grading was in error and should be supported by copies of all assignments that are in dispute. If the Associate Chair finds in favor of the student and the instructor declines to revise the grade, the department will follow the university's procedure outlined at http://www.washington.edu/students/genclat/front/Grading_Sys.html. Students seeking more information about this process may contact the Political Science Department's Director of Academic Services in SMI 215 or at 543-9456.

Concerns about a course, an instructor, or a teaching assistant

If you have concerns about a Political Science course, your instructor, or your TA, please talk to your instructor or TA about your concerns as soon as possible. If you prefer, you may also contact the Political Science Department's Director of Academic Services in Smith 215 or at 543-9456 or the department chair in Gowen 106 or 543-2783.

UNIVERSITY POLICIES, RULES, RESOURCES

Equal Opportunity

The University of Washington reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran in accordance with University of Washington policy and applicable federal and state statutes and regulations.

* Adapted from material prepared by the UW Department of History and used with permission

Disability Accommodation

The University of Washington is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. For information or to request disability accommodation at UW-Seattle, contact Disability Resources for Students (DRS): 448 Schmitz Hall, 543-8924 (voice), 543-8925 (TTY), 616-8379 (Fax), uwdss@u.washington.edu. Information on how to receive services from DRS is online at <http://www.washington.edu/students/drs/>.

Students seeking accommodation in courses need to talk to their instructors at the start of the term.

Sexual Harassment

Sexual harassment is the use of one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for his or her refusal, or as the creation by a member of the University community of an intimidating, hostile, or offensive working or educational environment through verbal or physical conduct of a sexual nature.

If you believe that you are being harassed, seek help—the earlier the better. You may speak with your instructor, your teaching assistant, the Department's Director of Academic Services (Smith 215) or the Chair of the Department (Gowen 106). In addition, you should be aware that the University has designated special staff to help you. They are: the Ombudsman for Sexual Harassment (for complaints involving faculty members and teaching assistants) 543-0283; University Complaint Investigation and Resolution Office (all other complaints), 616-2028.

Classroom Safety and Evacuation

The health and safety of students is of utmost importance.

- Persons with physical disabilities should alert the instructor at the start of the quarter so that appropriate safety and evacuation accommodations may be made.
- Floor plans that show evacuation routes are posted on building walls throughout campus. Evacuation routes in most University buildings lead out of the building. In some high-rise buildings the evacuation routes may lead horizontally into another wing or down a couple of floors below the source of the alarm.
- When the fire alarm sounds, students should calmly collect their belongings, exit the room, go to the nearest building exit, then proceed to the evacuation assembly point.
- When there is a power outage, students should stay seated to see if the outage is temporary and to give eyes time to adjust to the lower light level. If the outage appears to be long term, everyone should calmly collect their materials and carefully exit the building.
- If there is an earthquake, students should drop to the floor, cover their heads, and hold that position. After the shaking stops, everyone should calmly evacuate the building to the evacuation assembly point. Be careful of falling brick or other building materials knocked loose by the earthquake.
- To report an emergency:

Fire Activate Fire Alarm Pull Station and if possible Call 9-1-1

Police: Call 9-1-1

Hazardous Material Spill: Call 9-1-1

Facility or Utility Failure: Call 5-1411 or 9-1-1 in an emergency

Assembly after Evacuation

Your instructor will direct you to the building's designated assembly point. When evacuating, go to the assembly point so that your instructor can verify that all students are present.

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