MASTER’S DEGREES
IN
COUNSELING

Programs:
School Counseling
Community Counseling

STEPS FOR COMPLETION HANDBOOK
Tri-Cities Campus
2010-2011
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PREFACE

The purpose of this handbook is to serve as a general reference for counseling faculty and students regarding the master’s degree programs in counseling in the Department of Educational Leadership and Counseling Psychology. The handbook supplements the Washington State University Graduate Catalog. Hopefully, this document will aid in the student’s orientation and progress through the Counseling Program.

Students agree to accept responsibility for being informed, for following the procedures outlined herein, and for acknowledging that they will be required to qualify for the degree under established policies. Updates and changes in the program will be included in future revisions of this Handbook. A student’s program is governed by the policies and procedures operative on the date of the student’s initial enrollment. It is the student’s responsibility to inquire and be informed about recent programmatic changes at the time of acceptance into the program. Students are also expected to be informed of the Policies and Procedures of the WSU Graduate School available at http://www.gradsch.wsu.edu/CurrentStudents/PoliciesAndProcedures/ and contained in Appendix D.
INTRODUCTION

The Master’s programs in School Counseling and Community Counseling at Washington State University (WSU) subscribe to the scholar-practitioner model of training. Students develop the skills to critically evaluate the literature and to apply it in their counseling. The common thread of all training is a balance of applied, theoretical, and scientific components in the practice of counseling with a knowledge base drawn from existing practice, theory and research in counseling (Brown & Lent, 2008) and in alignment with knowledge and skills stipulated by state standards.

The programs emphasize the facilitation of psychological growth and development. They stress the interaction of individual, environmental and socio-cultural factors in both the treatment of psychological problems and the promotion of health and positive aspects of human functioning through better self management and self renewal. The programs’ scholar-practitioner orientation also leads to a focus on evidence-based counseling practice (Chwalisz, 2003). These emphases provide coherence to curriculum, instruction, field experiences, clinical practice and assessment and evaluation for the M.A. in counseling programs. The programs’ emphases are also consistent with prominent definitions of the counseling field. For example, an emphasis on the positive aspects of human functioning has been described as a cornerstone of counseling psychology (The Counseling Psychologist, 2006, 34[2]) and strength-based counseling models are receiving renewed attention in the field (The Counseling Psychologist, 2006, 43[1]) A useful summary of the counseling field was provided by Gelso and Fretz (1992), who described Counseling in terms of three major roles and five predominant themes:

The major roles are (a) remedial (assisting in remedying problems), (b) preventive (anticipating, circumventing, and forestalling difficulties that may arise in the future), and (c) educative and developmental (discovering and developing potentialities). Thus, the predominant themes are (a) focus on intact rather than severely disturbed people; (b) a focus on assets, strengths, and positive mental health regardless of the degree of disturbance; (c) an emphasis on relatively brief interventions; (d) an emphasis on person-environment interactions rather than an exclusive emphasis on the person or the environment; and (e) an emphasis on educational and career development.

Finally, the master’s programs also stress “The importance of viewing people and their behavior in a contextual manner because psychology itself exists in a socio-cultural context influenced by ethnicity, gender, sexual orientation, age, and socio-historical perspective (Kagan, et al., 1988, p. 351; see also Neville & Mobley, 2001).

Recognizing that the role of a counselor varies depending on the sociocultural and environmental context of the counseling position, the primary intent of the master’s programs is to train generalists, i.e., professionals who have the knowledge and skills to function in diverse community and school settings. This is accomplished by applying the scientist/scholar-practitioner model to three major themes in the curriculum: understanding counseling, understanding P-12 students or clients, and counseling in context. Understanding counseling –
We recognize that there is no single approach to counseling and expose our students to the theoretical tenets, techniques and research bases of the major counseling theories. Students are expected to select one of these theories or to develop a personal integrated approach to counseling that they demonstrate in their case conceptualizations and fieldwork. Understanding P-12 students or clients – The programs emphasize the importance of understanding the subjective view of students or clients. We emphasize the importance of counselor empathy and developing skills related to empathic understanding and the communication of empathy. The programs seek to enhance students’ understanding of P-12 students or clients by providing them with knowledge relating to specific student or client problems, developmental tasks, current major counseling foci and emphasizing the need to understand students and clients in a socio-cultural context. Counseling in context – We recognize that we are preparing professionals who will be functioning in a diverse, constantly changing society who will need to be adaptable and flexible in their response to change.

As a complement to their generalist training, students in the School Counseling program receive training to be effective in school settings and obtain residency certification as school counselors (American School Counselor Association, 2003; Erford, 2007). Goals and outcomes for the Community Counseling program are consistent with licensure as a mental health counselor, after completion of additional post-degree requirements. More detailed descriptions of the School Counseling and Community Counseling programs are provided in the following sections of this handbook.

Specific learning outcomes of the master’s programs in School Counseling and Community Counseling are listed below. These learning goals or outcomes are used to evaluate both student and program success and are consistent with the College of Education Conceptual Framework and the mission statement of the Department of Educational Leadership and Counseling Psychology, which are also presented below.

Counseling Program Learning Outcomes:

I. To become skilled counseling practitioners

II. To become skilled scholars/researchers as appropriate to their professional roles

III. To become professional and ethical scholars and practitioners

IV. To become sensitive to issues of diversity and able to integrate this sensitivity into their respective professional roles

V. To become effective in consultation, collaboration, communication, and human relations skills across professional contexts

VI. Development of a professional identity appropriate for their future career plans
College of Education Conceptual Framework:

The College of Education contributes to the theory and practice of the broad field of education, and dedicates itself to understanding and respecting learners in diverse cultural contexts. We facilitate engaged learning and ethical leadership in schools and clinical settings. We seek collaboration with diverse constituencies, recognizing our local and global responsibilities to communities, environments, and future generations.

Department of Educational Leadership and Counseling Psychology Mission Statement:

The mission of the Department of Educational Leadership and Counseling Psychology is to address the needs of communities, individuals, and educational institutions in a diverse society through leadership, scholarship, collaboration, and professional practice.

References

OVERVIEW of MASTER’S DEGREES and PROGRAM OPTIONS

Degrees Available in the College of Education

Two master’s degrees, the Master of Arts (M.A.) with either thesis or non-thesis options are awarded by the College of Education at Washington State University. Master's degrees with specializations in Counseling are administered through the Department of Educational Leadership and Counseling Psychology. The purpose of this document is to outline the steps students should follow in meeting master’s degree requirements within the Department of Educational Leadership and Counseling Psychology for the programs in School and Community Counseling.

It is the student’s responsibility to see that requirements are completed by the established deadlines and that a record of progress is kept up to date with Helen Berry, the Academic Coordinator and the college’s Office of Graduate Studies (see Contact Information). WSU Graduate School requirements specify that all degree requirements must be completed within a six (6) year period of time (i.e., course work older than six years cannot be counted toward the degree).

Programs in School and Community Counseling

Master’s degrees in counseling focus on one of two professional options: (1) School Counseling, which prepares students for residency certification as K-12 school counselors, and (2) Community Counseling, which, in combination with the fulfillment of additional post-degree requirements, prepares students for licensure as a mental health counselor. Students in either program obtain the Master of Arts (M. A.) degree. The M. A. degree (non-thesis option) is generally pursued by graduate students who intend to work in a K-12 educational setting (school counseling) or in a community/agency setting (community counseling). The M.A. degree with a thesis option, can be helpful for students who plan to subsequently apply for doctoral programs or who have a strong interest in conducting research.

The School Counseling and Community Counseling programs are available at both the Pullman and Tri-Cities campuses. Most Pullman students are enrolled full-time. Most Tri-Cities students are enrolled part-time. The curriculum for both programs includes course work in theory, research, and techniques in individual and group counseling; vocational/career counseling and assessment; professional and ethical issues; life-span development; counseling diverse populations; statistics, measurement, and research design. In addition, students in the School Counseling program complete a two-course sequence on current issues in school counseling, a course in cognitive assessment, and two semesters of internship in the public school setting. Students in the Community Counseling program take additional coursework in personality assessment, diagnosis and psychopathology, and two semesters of internship in community mental health settings. For both programs, additional courses may be available on an elective basis.
Graduates of the School Counseling program are eligible to obtain residency certification as school counselors in the state of Washington (see Appendix A). Specifically, they are prepared to serve K-12 students within the framework of comprehensive, developmental counseling models using the knowledge and skills required by state standards as well as the National Model for School Counseling of the American School Counseling Association. The school counselor’s role is defined broadly and may include individual counseling, group counseling, consulting with parents and teachers, offering prevention programs, coordinating resources and referrals, assessing and using data, assuming leadership roles, and collaborating with other school personnel in order to support student achievement and to create a safe, positive school climate. The school counseling program is approved by the Office of the Superintendent of Public Instruction and accredited by the National Council for Accreditation of Teacher Education (NCATE). In addition, program oversight is provided by a Professional Education Advisory Board comprised of practicing school counselors, teachers, and principals, as well as program faculty. A description of the semester by semester assessment plan for school counseling students is presented in Appendix B.

The Community Counseling program prepares students to work in a variety of settings including community mental health centers, college counseling centers, and individual or group practice. The program prepares students for licensure as a mental health counselor. Additional post-degree requirements, including supervised counseling experiences, are required for licensure in most states (see Appendix A for information about licensure as a mental health counselor in the state of Washington; for requirements in each state see www.counseling.org). In particular, students should be aware that the total credit requirements of the Community Counseling program is designed to meet Washington state requirements for licensure as a mental health counselor, while retaining the feasibility of a two-year full-time program or three-year part-time program. Some states require additional credits (e.g., currently 60 in Idaho). Students who plan to seek licensure in other states can choose to take additional credits as part of their programs to meet requirements in some other states (e.g., see suggested course electives in this Handbook).

Students in both the School and Community Counseling programs are exposed to technology as consistent with their future professional roles (e.g., searching research and educational databases, using career counseling software and web sites, statistical software, computerized class scheduling).
STEPS FOR DEGREE COMPLETION

STEP 1 - AFTER ADMISSION

Prospective students must be admitted to both the WSU Graduate School and the master’s program in counseling. Most students designate interest in either the School Counseling or Community Counseling program in their letter of application, although students can be admitted to the counseling program without selecting a specific program.

Advisors

After the prospective student accepts an offer of admission by the counseling program, a temporary advisor is appointed for each student by the Counseling Psychology Program Coordinator. The temporary advisor provides advice and information to the student regarding the initial choice of course work and the general requirements of the program. Students are encouraged to make early contact with their temporary advisors and to review the course requirements and the typical or recommended course sequences outlined later in this handbook. Students should select a permanent advisor by the end of their second semester in the program. In addition, an orientation for new students is held. Helen Berry, the Academic Coordinator, or the staff in the college’s Office of Graduate Studies (gradstudies@wsu.edu) are also excellent sources of information on Graduate School procedures, forms, and timelines.

Annual Review of Student Progress

As required by the WSU Graduate School, the Counseling Psychology faculty will review each student’s progress in the program at least annually. These reviews focus on the student’s academic performance, learning outcomes, counseling and related skills, and professionalism. The faculty will also note if students have adhered to the American Psychological Association (www.apa.org) Ethical Code or American Counseling Association (www.counseling.org) Ethical Code, whichever is appropriate for the student’s field of study. The student is advised in writing of the evaluation of his/her progress. If the faculty determines that a student is deficient in any area, the faculty may recommend that the student engage in remedial work. In severe cases, faculty may terminate the student from the program.

Nothing herein affects the Standards of Conduct for Students, Chapter 504-25 WAC. Also see the “Policies and Procedures of the Graduate School” on the WSU Graduate School’s website (http://www.gradsch.wsu.edu/policiesprocedures.html).

Mandatory Research Training

All graduate students are required to complete the Responsible Conduct of Research online training module. This is a web based training located at https://myresearch.wsu.edu/. Students are encouraged to take this training as soon as they are admitted to the graduate program. Once you have completed this training, you will receive email confirmation of your completion. Please
forward this email to the College of Education Office of Graduate Studies (gradstudies@wsu.edu) as well as to Helen Berry (hberry@tricity.wsu.edu). Delay in the completion of this training could delay a student’s progression through their graduate program. The training will need to be repeated after a five-year period.

*Continuous Enrollment Requirement*

All full and part-time degree-seeking graduate students must maintain continuous enrollment in the Graduate School, registering for each semester, excluding summer sessions, from the time of first enrollment until all requirements for the degree are completed except for periods during which the student is on official graduate leave status. **Continuous enrollment is maintained by registering for a minimum of 2 graduate credits per semester (excluding the summer), or by registering for continuous enrollment status at a reduced tuition rate (no credit is earned).** International students who enroll for less than 10 credits must be approved by OISS, in consultation with the Graduate School, prior to part-time enrollment during the academic year. **Official and unofficial leaves of absence are included in the time limits to complete a degree.** For specific policies and procedures regarding official leaves, refer to the Graduate School’s website (http://www.gradsch.wsu.edu/current-students/2008_updatedpolicies/). Registering for continuous enrollment status allows a graduate student access to academic resources (i.e., faculty and staff counsel), the University libraries, and other resources like Health and Wellness Services if the appropriate fees are paid. It also allows a graduate student to maintain eligibility for student health insurance on a self-pay basis for up to two consecutive semesters, if the student was a participant in the student health insurance plan immediately preceding continuous enrollment status.

A degree-seeking graduate student who fails to maintain continuous enrollment or official leave status and who is absent for up to two consecutive semesters (excluding the summer) must complete the Reenrollment form. Reenrollment requires a nonrefundable processing fee. A Reenrollment form must be completed and the nonrefundable fee must be paid before the student can register for credits. A degree-seeking graduate student who fails to maintain continuous enrollment or official leave status and who is absent for more than two consecutive semesters (excluding the summer) is required to reapply and pay a nonrefundable application fee to the Graduate School if he/she wishes to be considered for readmission to a program. Readmission is not guaranteed.

**STEP 2 - SELECTION OF THE MASTER'S COMMITTEE**

**For M.A. Non Thesis Students**

By the end of the second semester of study, the student should select a permanent advisor and two other committee members.

An M.A.-Non Thesis committee must consist of at least three faculty members, two of whom must be Graduate Faculty. Committee members may come from outside the department, but the chair/permanent advisor must be a member of the faculty of the Department of Educational...
Leadership and Counseling Psychology. The permanent advisor and committee members assist the student with the selection of classes and the planning of an integrated program of study (see Step 3 below on Preparing and Filing of Individual Program of Study). Because the M.A. student does not have a thesis as part of his/her degree requirements, the permanent chair and committee members are selected on the basis of their ability to advise the student. By WSU Graduate School policy, the permanent advisor and members of the committee must ballot on the performance of the student on the comprehensive written examination required of each Ed.M. student.

**For M.A. Thesis Option Students**

As early in the program as possible, the student should select a thesis committee chair from among the faculty of the Department of Educational Leadership and Counseling Psychology. This person is generally selected on the basis of research interest or expertise in the thesis topic being proposed by the student and serves as both the thesis chair and the permanent advisor. In conjunction with the chair/permanent advisor, two other faculty members should be selected to complete the thesis committee.

A thesis committee must consist of a minimum of three faculty members, two of whom must be members of the Graduate Faculty. Ordinarily, the chair of the thesis committee comes from the counseling faculty in the Department of Educational Leadership and Counseling Psychology. In rare cases, where persons outside the department have research expertise not found in the departmental faculty, the student may petition to have a faculty member outside the department serve as his/her thesis chair and permanent advisor. If the petition is approved by the departmental Graduate Faculty, it is expected that the other two members of the thesis committee will be members of the departmental faculty.

**STEP 3 - PREPARATION AND FILING OF INDIVIDUAL PROGRAM OF STUDY**

After selecting a committee, students should complete the Program of Study form in collaboration with their committee chair. These forms can be obtained from the college’s Office of Graduate Studies (Cleveland Hall, Room 252) or online through our program web site (http://education.wsu.edu/graduate/specializations/counselingpsych/docs/) or the WSU Graduate School web site (http://gradschool.wsu.edu/current-students/formsfordegree.html). Questions about how to fill out the form can be addressed to the Office of Graduate Studies, Helen Berry, or the student’s advisor. The Program of Study must include all courses required for the relevant program (i.e., School or Community Counseling) as outlined later in this handbook. The completed Program of Study form is submitted to: 1) the student's advisor and committee for approval and signatures, 2) the Chair of the Department of Educational Leadership and Counseling Psychology, and 3) the Graduate School for the necessary approval of the Dean of the Graduate School.

In accordance with WSU College of Education policy, course work completed at other accredited graduate schools may be transferred and applied to a master's degree program to the extent of six (6) semester credit hours on a thesis degree and nine (9) semester credits on a non-thesis degree
if they are appropriate as part of the student's program and represent work of acceptable quality (grade of B or better). Such transfer work may not be substituted for the residence requirement of Washington State University. In addition, students can not transfer coursework already applied to a completed graduate degree at another institution. Professional enrichment, extension work, special problems, workshops and correspondence courses taken at other institutions cannot be applied to a graduate program. To obtain approval for waiver of required course work based on graduate courses taken at other institutions, students must complete and submit a waiver request form and supporting material (e.g., previous course syllabi) to the college’s Office of Graduate Studies for review by the counseling program waiver committee. The waiver form can be obtained in the Office of Graduate Studies or online through the program website: (http://education.wsu.edu/graduate/specializations/counselingpsych/docs/).

STEP 4 for M.A. Non Thesis Students – MASTER’S COMPREHENSIVE EXAM (Required for M.A. Non Thesis degree only)

M.A. Non Thesis degree students specializing in counseling are required to pass the Counselor Preparation Comprehensive Exam (CPCE), a nationally-normed exam, which serves as the final comprehensive exam for the master’s degree. Normally, students take the exam during the spring semester of their second year. For those persons seeking initial residency certification as a K-12 school counselor in the state of Washington, the examination also satisfies a requirement of the Certification Office of the State Superintendent of Public Instruction.

M.A. Thesis degree students (who are required to complete a thesis rather than a comprehensive exam as part of their degree) do not need to take the master’s comprehensive exam (CPCE) unless they also seek school counselor certification in the State of Washington.

All outstanding grades of incomplete must be resolved before students can schedule the CPCE comprehensive exam. The specific date of the examination is announced in advance and students are required to: 1) have an approved program of study on file with the college’s Office of Graduate Studies and the Graduate School (at least one semester before the exam); 2) complete and submit the Application for Degree form to the Graduate School and pay fees; 3) complete a Final Examination Scheduling Form, secure your committee members’ signatures and the signature of the Department Chair, and file it with the COE Office of Graduate Studies by September 15 (for a fall exam) or February 1 (for a spring exam); and 4) be enrolled for two (2) credits of CoPsy 702 during the term in which the exam is written. CoPsy 702 has a course fee of $40 that covers the cost of the CPCE exam administration and scoring.

For details on the mechanics of scheduling and taking the exam, please contact the Office of Graduate Studies (gradstudies@wsu.edu).

About the CPCE Exam

The CPCE is a standardized multiple-choice exam developed and maintained by the Center for Credentialing & Education, an affiliate of the National Board for Certified Counselors, Inc. The exam covers the same eight CACREP areas as the National Counselor Examination (NCE),
which students or counselors complete to become National Certified Counselors. The test is comprised of 160 items, 20 for each of the eight areas. These areas include the following:

- **Human Growth and Development**
  - the nature and needs of individuals at all developmental levels

- **Social and Cultural Foundations**
  - issues and trends in a multicultural and diverse society

- **Helping Relationships**
  - counseling and consultation processes

- **Group Work**
  - group development, dynamics, and counseling theories; group counseling methods and skills; other group work approaches

- **Career and Lifestyle Development**
  - career development and related life factors

- **Appraisal**
  - individual and group approaches to assessment and evaluation
  - (primarily covered in EdPsy 509)

- **Research and Program Evaluation**
  - types of research methods, basic statistics, and ethical and legal considerations in research

- **Professional Orientation and Ethics**
  - aspects of professional functioning including history, roles, organizational structures, ethics, standards, and credentialing

In addition, to questions in these areas, students will be asked to fill out a demographic questionnaire on the exam answer sheet, including information on the following: ethnicity; gender; education; specialty; credentialing; preparation; and internship/practicum experience.

**Exam Procedures**

Total testing time is 4 hours and the exam will be given from 8:00 am to 12:00 noon on the day scheduled by the Office of Graduate Studies and the ELCP Department. Generally, the exam is scheduled for mid- to late-March. The CPCE exam is administered in the College of Education by staff from the Office of Graduate Studies or ELCP in a room to be announced ahead of time.

The exams are scored by the Center for Credentialing & Education (CCE), and the minimum passing score (typically, the national mean) will be set by the counseling faculty. In the event of a failed examination, a second and final attempt may be scheduled at the request of the Graduate Faculty of the department after a lapse of at least three months. There is no automatic right to a second exam.


Exam Preparation

Students can prepare for the CPCE exam in the same way they prepare for the NCE exam, which is one advantage to students of adopting the CPCE exam. Review of your coursework in the program is a primary method of preparation for the exam. In addition, review sources and materials developed for the National Counselor Examination are also applicable for the CPCE exam. The following review materials have been selected by the program faculty and placed on reserve in Brain Education Library (Pullman) and/or the WSU Tri-Cities Library for your use. Students may also choose to purchase their own new or used copies of these study materials (e.g., through Amazon.com). These sources contain study suggestions, reviews of concepts in each of the eight areas, and practice exam questions (see Appendix C).


Encyclopedia of counseling: Master review and tutorial for the National Counselor Examination and state exams (paperback) by Howard G. Rosenthal. (library call # BF 636.6 R67)

Preparation Guide for the National Counselor Examination – not a study guide, but contains study suggestions and practice exam questions. Can also be purchased from National Board for Certified Counselors (www.nbcc.org). (call # BF 637 C6 P73)


Exam Completion

In order to pass the master’s examination, the student must score at or above the national mean on the Counselor Preparation Comprehensive Examination (CPCE) which includes content areas on human growth and development, social and cultural foundations, helping relationships, group work, career and lifestyle development, appraisal, research and program evaluation, and professional orientation and ethics.

STEP 4 for M.A. Thesis Option students – COMPLETE AND DEFEND A THESIS (M.A. degree students only)

Development of the Thesis Proposal

Only M.A. degree students (not Ed.M. students) complete a master’s thesis. In the case of M.A. degree students, the chair and members of the student's committee are selected, in part, because of their research interests. The student is encouraged to use the knowledge and skills of these faculty members to full advantage. In consultation with the chair of the thesis committee, the student will develop an initial research proposal. Students often review relevant literature and/or work on their initial research proposal as part of the EdPsy 505 (Research Methods I) course. When the committee chair feels the research proposal is sufficiently developed, copies should be
distributed to the other committee members and a thesis proposal (T-1) meeting scheduled. At the T-1 meeting, committee members review research plans with the student and, collectively, determine if the proposed research should be undertaken. If the faculty approve, a copy of the Thesis Approval Form is signed and filed with the Office of Graduate Studies.

Completion of the Thesis

After the M.A. student has received approval of the thesis proposal, and obtained WSU Institutional Review Board approval for the ethical use of human participants in research, he/she may begin the collection of data, analysis of results, and the writing of the final thesis. Students are urged to work closely with the committee chair and members to be sure they are informed of progress. Drafts should be reviewed by the chair and, when appropriate, by members of the committee. When functioning as committee members, some faculty members prefer to read early drafts of student work and some prefer to have early drafts reviewed by the committee chair only. Students are advised to determine each committee member's preferences and expectations regarding review of progress on the thesis.

As the student nears completion of the thesis, committee members should be provided a complete draft to review before the final oral examination is scheduled. If the student has worked closely with committee members along the way, this draft will represent a combined effort and the committee members are not likely to have concerns about the final product during the oral examination. Failure to work closely with committee members, however, may result in objections or concerns which may be raised during the oral examination.

Final Oral Defense of the Thesis

A final oral examination is required of all M.A. candidates. This examination tests the candidate's ability to integrate and interpret materials in the major and supporting fields, with emphasis on the work presented in the thesis.

The oral examination is scheduled when all required course work has been completed or is enrolled in, and two weeks or more after the signed Final Examination Scheduling Form, together with a copy of the thesis, is presented to the Graduate School. Students should consult the Graduate School’s website (http://gradschool.wsu.edu/current-students/formsfordegree.html) for deadlines for scheduling final exams. A copy of the thesis must also be submitted to the Office of Graduate Studies ten days prior to the final defense. The abstract must be submitted electronically to the Office of Graduate Studies five days prior to the final defense.

The examining committee shall include the members of the thesis committee with the chairperson presiding, and any other members of the Graduate Faculty who wish to attend the exam and ballot. Oral examinations at WSU are open meetings and may be attended by any interested person. With permission of the Committee Chair, visitors may ask questions. Only Graduate Faculty members and the committee members are permitted to ballot on the candidate’s performance, however.
In the event of a failed examination, a second attempt may be scheduled upon recommendation of the thesis committee after a time interval of at least three months. There is no automatic right to a second exam.

**STEP 5 - FACILITATING CONFIRMATION OF THE DEGREE**

Other responsibilities of all master's candidates include:

A. Degree candidates make formal application for the degree by completing the form titled Application for Master’s Degree available from the WSU Graduate School. This must be done before the deadline listed on the Deadlines & Procedures link on the Graduate School website (http://gradschool.wsu.edu/current-students/formsfordegree.html).

B. For the M.A. thesis option degree, your final dissertation must be submitted digitally to the Graduate School. Please visit the Graduate School’s website for guidelines for digital submission (http://gradschool.wsu.edu/current-students/formsfordegree.html). You must submit one copy of the title, signature and abstract pages on 100% cotton paper. You must submit one bound copy to the Department of Educational Leadership and Counseling Psychology and a bound copy to the chair of the thesis committee. As a courtesy, copies should also be submitted to the other committee members, although these copies do not have to be hard bound.

C. All graduate students completing the master's degree are urged to participate in commencement exercises at the time the degree is formally awarded.

Additional information regarding degree requirements may be obtained by reading the section, "Policies and Procedures of the Graduate School.”

**STEP 6 – OBTAINING NATIONAL CERTIFICATION (OPTIONAL)**

There are many benefits to becoming a National Certified Counselor (NCC) including ensuring maximum portability of your counseling credential between states. Washington State University is an approved site for Graduate Student Application of the NCC (GSA-NCC) and offers the National Counseling Exam (NCE) every April. Students who pass the NCE and submit all required documentation are considered Board Eligible National Certified Counselors after graduating. These candidates have up to three years to meet the NBCC experience and supervision requirements. When all requirements are met, Board Eligible candidates may upgrade to become National Certified Counselors (NCC).

Eligible students (those in their final year of their degree) should apply through WSU’s GSA_NCC Coordinator in the Fall prior to the April examination (see listserv announcements for specific deadlines). More detailed information (including fees) is also available on the NBCC website: http://www.nbcc.org/gsabe.
While the NCC credential is most applicable to community counseling students, school counseling students who may want to practice in community-based settings can also choose to pursue this credential. Preparation for the NCE is the same as preparation for the CPCE exam, as described under Step 4 for Ed.M students earlier in this handbook.
Requirements for M.A. Non Thesis and M.A. Thesis Option Degrees

with Specialization in Counseling

Graded Courses (Numbers in parentheses indicate course credit hours) Course descriptions can be found in the WSU Catalog (http://catalog.wsu.edu/Catalog/Apps/HomePage.ASP).

EdPsy 505  Research Methods I (3)
EdPsy 508  Educational Statistics (or equivalent undergraduate course) (3)
EdPsy 509  Educational Measurements (3)
CoPsy 511  Theories, Research and Techniques in Couns. Psychology I (3)
CoPsy 512  Theories, Research and Techniques in Couns. Psychology II (3)
CoPsy 513  Career Counseling: Theory and Methods (3)
CoPsy 515  Ethics and Professional Problems in Counseling Psychology (3)
CoPsy 516  Life Span Development and Counseling Issues (3)
CoPsy 518  Theoretical Foundations of Group Counseling (3)
CoPsy 525  Counseling Diverse Populations (3)

Additional graded coursework required for school counselor certification

CoPsy 531  Current Issues in School Counseling I (3)
CoPsy 532  Current Issues in School Counseling II (3)
CoPsy 527  Individual Appraisal I (cognitive assessment) (3)
EdPsy 502  Theoretical Foundation of Learning and Instruction (3)

Additional graded coursework required for community counseling students

CoPsy 523  Special topics/Introduction to Community Counseling (temporary nongraded course in 2009-2010) (2)
CoPsy 517  Diagnosis, Psychopathology, and Counseling Psychology (3)
CoPsy 528  Individual Appraisal II (personality assessment) (3)
**Internship Courses**

CoPsy 533  Master's Internship in Community Counseling (2 semesters)  (8)

or

CoPsy 535  Master's Internship in School Counseling (2 semesters)  (8)

**Thesis and Oral Examination Requirement for M.A. Thesis Option Degree**

CoPsy 700  Master's Research, Thesis, and/or Examination (4 cr. minimum)

**Written Examination Requirement for M.A. Non Thesis Option Degree**

CoPsy 702  Master's Special Problems, Directed Study, and/or Examination (2)

M.A. Non Thesis Option students are required to pass the CPCE examination to complete the master’s degree program. M.A. Thesis Option students are required to write a thesis and defend that thesis in a formal oral examination. M.A. Thesis Option students are not required to complete the CPCE exam as part of their degree requirements; however, persons seeking certification in school counseling must complete the CPCE to meet the state certification requirement. M.A. Thesis-Option students intending to complete the CPCE must enroll for 2 credits of CoPsy 702 during the semester session in which the exam is administered.

**Recommended Elective Courses**

Students are encouraged to take elective courses when their schedules make this feasible. For community counseling students, the program curriculum and total credits qualify graduates to register as licensed mental health counselor associates in the state of Washington and for subsequent licensure as mental health counselors in the state, after completion of post-degree supervised counseling experience (36 months or 3600 hours). Students who wish to become a licensed mental health counselors in some other states may need additional credits as a requirement for licensure and should investigate the requirements in the relevant state(s) (e.g., Idaho requires 60 credits). Students wanting to take additional credits can select from among the following elective courses or a number of courses throughout the University in consultation with their advisor.

CoPsy 523  Special topics (3)

EdPsy 502  Theories of Learning (3)
Required for school counseling students; elective for community counseling students.

EdPsy 570  Program evaluation (3)
SUGGESTED COURSE SEQUENCES

To assist students and their advisors in planning and filing individual programs, the WSUTC three-year curricular plan may be consulted.
Washington State University
Tri-Cities Campus

Internship Placements and Procedures

General Information

Dr. Stephanie Bauman is the Field Placement Coordinator for the Master’s in Counseling Programs (School and Community Counseling) Along with the student’s CoPsy 533/535 instructor, Dr. Bauman will assist you throughout the field placement (internship) portion of your degree requirements.

To assure that students obtain the necessary training for their degree and future certifications, all placements must be approved by the Field Placement Coordinator. Although it is ultimately the student’s final decision regarding an internship placement, it is the responsibility of the Field Placement Coordinator to assist students in obtaining placement opportunities that match the needs of both students and the schools or agencies they serve.

All students requesting an internship placement for the following fall semester MUST contact the Field Placement Coordinator prior to the beginning of Spring Break in the second semester of the second year.

When interviewing for an internship placement, counselor supervisors at the internship sites have requested that prospective interns provide them a copy of their vita, a list of completed coursework and an indication of interests and goals for the internship. The Department strongly encourages you to provide this information.

In addition, the Department encourages you to discuss with prospective supervisors their view of the role of the counselor in that setting and their expectations of you as an intern. Since internship placements vary in the experiences they provide, this will help to ensure that your experience meets your expectations and career goals. The instructor(s) for the CoPsy 533/535 internships will discuss their expectations for you in your specific internship setting. The minimum requirements for the completion of the internship include:

1. the opportunity to counsel students/clients,
2. student/client permission to tape record counseling sessions, and
3. permission to present tape recorded counseling sessions to the CoPsy 533/535 classes for the purpose of supervision.

A variety of information on internships including electronic versions of the required documentation is available on the program’s website at http://education.wsu.edu/graduate/ Search “degree specialization” and “program handbooks, documents, and forms.”
School Counseling Practicum and Internship

Application for School Counseling Certificate
Students not currently certified in Washington (by OSPI) need to submit their fingerprints, Institutional Application and Character and Fitness Supplement at the beginning of their program of study (by November of the first semester). These forms are available in Student Services (Educational Addition, Room 316E) from Staci Bickelhaupt (335-8146). Note: This is an involved and time intensive process, so don’t delay! Students must begin this process prior to beginning their CoPsy 532 practicum.

Practicum
Prior to beginning a school counseling internship, students are required to complete a practicum experience in a school setting. Students will complete this practicum in conjunction with CoPsy 532. Practicum hours completed prior to the internship will not be counted towards internship hours.

Internship
For students seeking certification as a school counselor the internship MUST occur in an approved school (K-12) setting. In addition, the on-site supervisor must be a certificated school counselor with a minimum of three years experience and be currently working in the role of a school counselor. School counseling internship students will be required to have 400 hours of internship experience over two semesters.

The State of Washington requires that students demonstrate competency on a number of performance standards (see WAC 180-78A-270). One of the ways students must demonstrate their competency is through direct observation and consultation with the on-site supervisor and the university supervisor. This is accomplished primarily by the supervisor listening to audio tapes and reviewing them with the student individually or as a component of class presentations. Therefore, the ability to tape record counseling sessions is essential for meeting course requirements.

Notably, local school districts have different preferences in regard to the school counseling intern placement process. Students seeking internship placement in the Richland School District should provide a resume, photo, letter of interest that includes the start and end dates of internship, as well as a list of completed coursework. Although a student may indicate a preferred placement, placements will be made by district administration in conjunction with building principals and may not reflect the student’s choice. The documentation listed above should be given to Dr. Bauman who will provide it to the Assistant Superintendent, 615 Snow Ave, Richland, WA 99352. Students seeking internship placement in the Kennewick School District must contact Dottie Stevens, Assistant Director of Alternative Schools and Support Services, to arrange internship prior to contacting any counselor. Her phone number is (509) 585-3049 and her address is 524 South Auburn, Kennewick, WA 99336. In the Pasco School District, students should work with The Human Resources Department which is located at C.L. booth Education Center, 1215 W. Lewis St., Pasco, WA 99301 509-543-6700.

Community Counseling Internship (Pullman Campus)

For students planning to complete an internship in community counseling, supervision must be provided by an experienced (minimum of 2 years) on-site supervisor with a Master's degree or Ph.D.
in the area of counseling defined by the community setting. Persons planning to enter community counseling should work closely with the internship instructor to be sure additional requirements are met. Community internship students will be required to have 400 hours of internship over two semesters. For example, this experience could consist of 5 clients and 1 group per week, which overall constitutes 16 hours of supervision, 128 hours of individual and group therapy, 56 hours of case, conference, administration, etc., per semester. Tape recordings of counseling sessions are required for students in community settings. It is expected that interns will receive a minimum of one hour per week of supervision from the on-site supervising counselor for every 9 hours the intern is on site.

**Malpractice Insurance for School and Community Counseling Students**

Students are strongly encouraged to purchase their own malpractice insurance prior to beginning their internship placement. Low cost malpractice insurance is available to student members of the American Counseling Association (www.acait.com) and the American Psychological Association (www.apait.org). Student members of the American School Counseling Association (www.asca.org) receive complimentary liability insurance. Low-cost insurance can also be purchased through WSU by filling out the Student Professional Liability Insurance form, which can be obtained in the Office of Graduate Studies (Cleveland Hall, Room 252) or online at www.educ.wsu.edu/elcp/documents/current%20students.html and taking the completed form and payment to the Cashier’s Office in French Administration building. The internship instructor in CoPsy 533 or CoPsy 535 will provide more information as well.
STUDENT CHECK LIST

ADMISSION

☐ Graduate School application  ☐ Transcripts
☐ Supplemental Information Form  ☐ Resume/vita
☐ Three letters of recommendation  ☐ Personal statement
☐ TOEFL scores (international applicants)  ☐ GRE scores

ADVISOR

☐ Letter from department assigning temporary advisor.

REGISTERING

☐ Use myWSU (http://my.wsu.edu) to register for courses. Use the Master’s handbook or see your advisor for selection of courses.

CLASSES

☐ Check with the online Schedule of Classes (http://schedules.wsu.edu/) for any last minute course changes (room numbers, instructors, etc.).

☐ Drop/adds are done on myWSU (http://my.wsu.edu).

☐ Purchase textbooks at the Student Book Corporation (Bookie) on campus.

PROGRAM OF STUDY

☐ Complete mandatory Responsible Conduct of Research Training (https://myresearch.wsu.edu/).

☐ Obtain Program of Study form from the Office of Graduate Studies (Cleveland Hall, Room 252) or from the Graduate School website (http://gradschool.wsu.edu/current-students/formsfordegree.html) during the second semester of first year.
Complete form with all coursework required for the degree and with names of permanent committee members.

Secure signatures of your committee members.

Submit form to the Office of Graduate Studies (who will obtain chair’s signature and forward the form to the Graduate School).

APPLICATION FOR SCHOOL COUNSELING CERTIFICATE (School Counseling students only)

Students not currently certified in Washington (by OSPI) need to submit their fingerprints, Institutional Application and Character and Fitness Supplement at the beginning of their program of study (by November of the first semester). These forms are available in Student Services (Educational Addition, Room 316E) from Staci Bickelhaupt (335-8146). Note: This is an involved and time intensive process, do not delay! Students must begin this process prior to beginning their practicum, second semester of first year.

PRACTICUM (School Counseling Students Only)

Complete the requirements via CoPsy 532. See also, Application for School Counseling Certificate.

INTERNSHIP

Establish your internship placement and complete the required hours of the internship experience during first and second semester of the third year. This is required for both community and school students. See also section of this handbook on Internship Placements and Procedures.

FINAL COMPREHENSIVE EXAMINATION

Have approved program of study on file at least one semester prior to exam.

Submit Application for Degree and pay fees.

Enroll in a minimum of two credits of CoPsy 702 (M.A. Non Thesis) or four credits of CoPsy 700 (M.A. Thesis) during final semester.

Resolve any incomplete grades.
☐ Check time, place, and particulars of the examination.

☐ Complete final exam scheduling form at least 2 weeks before the exam and submit form to the Office of Graduate Studies.

LAST MINUTE DETAILS

☐ Submit all internship summary and evaluation forms

☐ School Counseling students check signature and dates on ESA applications.
APPENDIX A

GUIDELINES FOR CERTIFICATION AS A SCHOOL COUNSELOR

For general information about ESA certification in the State of Washington:

http://www.k12.wa.us/certification/ESAMain.aspx

For WAC 181-78A-270 Approval Standard—Knowledge and Skills:


GUIDELINES FOR LICENSURE AS A MENTAL HEALTH COUNSELOR

Licensure as a mental health counselor is obtained through the Department of Health in Olympia, WA. For specific information, visit the following links.


LICENSED MENTAL HEALTH COUNSELORS

246-809-210 Definitions.

246-809-220 Education requirements.

246-809-221 Behavioral sciences -- Program equivalency.

246-809-230 Supervised postgraduate experience.

246-809-234 Approved supervisor.

246-809-240 Examination for licensed mental health counselors
APPENDIX B

School Counseling Candidate Assessment Plan
Washington State University

This document summarizes how candidates for residency school counseling certification are assessed as they progress through their graduate degree program at Washington State University. *Primary assessment measures* are indicated in *italicized boldface.*

Assessment on a Course by Course Basis:

Students’ programs of study typically include:

EdPsy 502 Theories of Learning  
EdPsy 505 Research Methods I  
EdPsy 508 Educational Statistics  
EdPsy 509 Educational Measurements  
CoPsy 511 Theories, Research and Techniques in Counseling Psychology I  
CoPsy 512 Theories, Research and Techniques in Counseling Psychology II  
CoPsy 513 Career Counseling  
CoPsy 515 Ethics and Professional Problems in Counseling Psychology I  
CoPsy 516 Life Span Development and Counseling Issues  
CoPsy 518 Theoretical Foundations of Group Counseling  
CoPsy 525 Counseling Diverse Populations  
CoPsy 527 Individual Appraisal I  
CoPsy 531 Issues in School Counseling I  
CoPsy 532 Issues in School Counseling II  
CoPsy 535 Master’s Internship in School Counseling

In each course taken by school counseling candidates, faculty develop syllabi that include the College of Education Conceptual Framework, the Department of Educational Leadership and Counseling Psychology Mission Statement, the Counseling Program Learning Outcomes and course-related school counseling standards. Faculty collect evidence or samples of school counseling student work that serve as performance measures for course-related school counseling standards.

Below we further elaborate on courses containing *primary assessment measures.*

Assessment and CoPsy 532 Issues in School Counseling II:

- **Student Achievement Assessment Project**
  - The course instructor grades the Student Achievement Assessment Project in the context of CoPsy 532 and also reports the number of students with a grade of B or higher on the Individual Faculty Form as part of the Learning Goals Outcomes Assessments. Later, the student may include the Student
Achievement Assessment Project in the CoPsy 535 School Counseling Portfolio.

- **Professional Growth Plan**
  - The course instructor grades the Professional Growth Plan in the context of CoPsy 532 and also reports the number of students with a grade of B or higher on the Individual Faculty Form as part of the Learning Goals Outcomes Assessments.

- **School Counseling Candidate Self-Efficacy Assessment**
  - The course instructor requires the completion of the School Counseling Candidate Self-Efficacy Assessment at the beginning and towards the end of the course.

Assessment and CoPsy 535 Master’s Internship in School Counseling:

- **School Counseling Candidate Self-Efficacy Assessment**
  - The course instructor requires the completion of the School counseling Candidate Assessment.

- **School Counseling Portfolio**
  - **Theory of Learning and/or Theory of Counseling Paper** (This could be an assignment from a previous course such as CoPsy 511, CoPsy 512, or EdPsy 502, or it could be developed specifically for the portfolio.)
  - **Student Achievement Assessment Project** from CoPsy 532
  - **Academic/Learning Curriculum Implementation Project**
    - The CoPsy 535 instructor reports the number of students with passing score on the Master’s Internship Form as part of the Learning Goals Outcomes Assessments.

- **Career/Vocational Curriculum Implementation Project**
  - The CoPsy 535 instructor reports the number of students with passing score on the Master’s Internship Form as part of the Learning Goals Outcomes Assessments.

- **Personal/Social Curriculum Implementation Project**
  - The CoPsy 535 instructor reports the number of students with passing score on the Master’s Internship Form as part of the Learning Goals Outcomes Assessments.

- **Professional Growth Plan Updated from CoPsy 532**
  - The CoPsy 535 instructor reports the number of students with passing score on the Master’s Internship Form as part of the Learning Goals Outcomes Assessments.

- **Internship Evaluation Completed by On-Site Supervisor**
  - The CoPsy 535 instructor reports the number of students with site Supervisor ratings of good/average or better on Learning Outcomes I-VI on the Master’s Internship Form as part of the Learning Goals Outcomes Assessments.

- **Internship Evaluation Completed by CoPsy 535 Instructor**
  - The CoPsy 535 instructor reports the number of students with internship instructor ratings of good/average or better on Learning Outcomes I-VI on
the Master’s Internship Form as part of the Learning Goals Outcomes Assessments.

- *Diversity Experience Form*

**Assessment and the Annual Review**

The Graduate School of Washington State University requires that departments evaluate the progress of their graduate students on a yearly basis and notify each student in writing regarding the adequacy of their progress toward degree requirements. The advisor for each school counseling student fills out the Annual Review of Master’s Students form and leads faculty discussion about time line items (e.g., whether or not they have a program on file), overall academic performance, and progress on goals related to the six counseling program learning outcomes. Expectations/comments about performance (excellent, quality, satisfactory or needs improvement in specified areas) are communicated to the student by way of a letter.

**Assessment and CoPsy 702 Master’s Examination (CPCE)**

In order to pass the master’s examination, the student must score at or above the national mean on the Counselor Preparation Comprehensive Examination (CPCE) which includes content areas on human growth and development; social and cultural foundations, helping relationships, group work, career and lifestyle development, appraisal, research and program evaluation and professional orientation and ethics.
APPENDIX C
CPCE Exam Textbook List

Textbook List
2010

Compiled by:
CENTER FOR CREDENTIALING & EDUCATION.
Results are presented in order of frequency of assignment (higher frequencies at the top) and alphabetical order within frequency categories. While CPCE test writers do refer to these texts, and recommend them as study aids, inclusion and ranking on this list do not constitute endorsement of any one text over another.

**Human Growth and Development**


**Social and Cultural Foundations**


The Center for Credentialing & Education, Inc. CPCE Booklet 2010 2 of 6
Helping Relationships


Group Work


Career and Lifestyle Development


Appraisal


Research and Program Evaluation


Professional Orientation & Ethics


APPENDIX D
Washington State University
GRADUATE SCHOOL
Policies and Procedures
Manual
2009
(Minor Updates July 2010)

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CHAPTER ONE

Administration of Graduate Programs

A. Executive Authority and Responsibilities of the Graduate School

Under the direction of the Provost, Graduate School administration rests with the Dean and his/her designees in consultation with the Graduate Studies Committee. The policies and procedures of the Graduate School are designed to give structure and consistency to all of Washington State University’s graduate academic programs regardless of location. These policies are meant to apply across departments and programs and be consistent with the specific policies and procedures of individual departments and programs. The Graduate School defines several broad areas of responsibility. These are:

• To serve as an advocate for graduate students.
• To articulate a vision of excellence for the university’s graduate community, including standards for faculty, students, curriculum, and research direction.
• To provide quality control for graduate education.
• To maintain equitable standards across all academic disciplines.
• To define what graduate education is (e.g., to define instructional and other features of graduate courses, curricula, etc. that distinguish them from undergraduate or continuing or professional education).
• To bring an institution-wide perspective to all post-baccalaureate endeavors.
• To provide an interdisciplinary perspective.
• To enhance intellectual community among faculty and graduate students.
• To serve as an advocate for graduate education.
• To emphasize the importance of adequately training the future professoriate.
• To develop ways for graduate education to contribute to and enhance undergraduate education.
• To provide (or support the provision of) graduate student services.
• To serve as an advocate for issues and constituencies critical to the success of graduate
programs, especially integrity in research and scholarly work, and promotion of diversity and inclusiveness. (Council of Graduate Schools, 2004, Organization and Administration of Graduate Education)

These broad responsibilities are carried out in a variety of activities related to programs, faculty, students, administration (especially research administration), and external constituents. Professional degrees (e.g., Ed.D, D.Des., D.V.M. and Pharm.D.) are considered academically equivalent to graduate degrees; however, because of the unique nature and requirements of many of these programs, various aspects may be administered by entities other than the Graduate School. The following is a general summary of how these degrees are administered:

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Graduate School
D. Des. Graduate School/Program
Graduate School/Program; appeals of college-level decisions may be made to the Dean of the Graduate School Reviewed by the Graduate Studies Committee during approval process
Graduate School
Graduate School
D.V.M. College of Veterinary Medicine
College of Veterinary Medicine; appeals of college-level decisions may be made to the Dean of the Graduate School Reviewed by the Graduate Studies Committee during approval process
Registrar’s Office
External Accreditation Association
Pharm.D. College of Pharmacy
College of Pharmacy; appeals of college-level decisions may be made to the Dean of the Graduate School Reviewed by the Graduate Studies Committee during approval process
1. Programs
The Graduate School has four principal functions related to programs. The first is to review and recommend proposals for new, revised, and extended programs. Typically, the review process focuses on whether the proposal conforms substantively to the curricular and other standards established by the University, though there is a growing trend to also judge whether the program could be competitive in its field.

The second program function of Graduate School is new program development. One of the roles of the Graduate School is to inspire new intellectual—and frequently interdisciplinary—pursuits and not simply to respond to faculty initiatives. Given significant barriers to entry and the high costs associated with failure, it is incumbent upon the Graduate School to develop not only programs that are academically state-of-the-art but that are also marketable and feasible from a variety of perspectives, including fiscal feasibility.

The management of reviews for existing programs is the third and one of the most important of the Graduate School’s program functions. For the sake of efficiency, many institutions (including WSU) conduct department reviews that purport to address both graduate and undergraduate programs; but, because graduate programs are frequently given limited attention in department reviews, many of the country’s strongest research universities have found that graduate programs require separate review, despite the extra work and expense involved. This has been observed at WSU by the faculty in its 2006 Graduate Education Commission (GEC) Report and, based on those recommendations, the Graduate School will commence an annual assessment process designed to facilitate program review and continuous quality improvement in a proactive manner. There may be circumstances that lead to an alteration of these basic parameters, such as funding crises or leadership changes.

The fourth function of the Graduate School related to programs is the establishment of academic standards that govern graduate study. These include admission standards, minimum course requirements, definitions of good standing, content and format of theses and dissertations, etc. Many of these standards will conform to larger university standards, but they are frequently more restrictive and differ, as appropriate, by broad discipline area.

2. Students
Most of the daily activities of the Graduate School relate to graduate students. The most prominent of these in terms of staff involvement and time is usually graduate admissions. WSU has a centralized graduate admissions process to ensure consistency of processing and a set of minimum standards for all applicants.

In addition to admissions, the Graduate School is also responsible in part for recruitment of students. This is a collaborative effort between the Graduate School, programs, departments and/or colleges, because ultimately, program faculty are responsible for recruiting.

A significant area of activity of the Graduate School is participation in the financial support of graduate students. At Washington State University, individual departments hold the budget for appointment of TAs and RAs. Determining the level of financial support and paying graduate students is a complex matter. Internal equity issues, legal requirements, tax codes, budget constraints and other important issues must be taken into consideration and, in some cases, conflicting regulations or rules must be resolved satisfactorily. Later in this document, we provide general policies meant to add clarity and equity for our programs, faculty, and students.

Program faculty bear final responsibility for mentoring students through the timely completion of their degrees, but monitoring academic progress is becoming an increasingly important role of the Graduate School. This is partly a question of setting policies on such matters as minimum enrollment or registration requirements, minimum GPA, leaves of absence, maximum time to degree, etc. The Graduate School keeps records on individual student progress, notifying
departments and students of upcoming time limits and the achievement or non-achievement of academic milestones. All students must have their academic and research progress evaluated and reported annually. Any situation that might negatively impact a student’s timely progress to degree must be promptly reported to the Graduate School.

Though the Graduate School does not itself deliver all student services to graduate students, it is the principal advocate for all graduate students on campus; and, as advocate, it actively pursues fair and responsible treatment of graduate students in all offices and departments of the university. It may be involved in academic and financial counseling of students; student development and enrichment activities, such as orientation; career counseling and placement services; such as interview preparation; and student professional development in such areas as responsible conduct of research, proposal development, and the like. The Graduate School needs to maintain communication with any administrative unit or student organization on campus that might have an impact on graduate student retention and must have in place clear policies and procedures for handling student grievances against faculty, staff, and other students.

3. Faculty

As a research-intensive university, Washington State University hires faculty that are expected to be fully engaged in graduate education and mentoring of Ph.D. students. There is no balloting process that results in the election of faculty to graduate faculty status held at the university level. Instead, the bylaws for each graduate program at WSU must clearly explain the qualifications and review process by which individual faculty may participate within that program. In general, faculty must maintain active research/scholarship programs (as evidenced by external funding, peer-reviewed publications in prestigious journals within the past 2–4 years, and the like). When consulted during this process, the Graduate Dean’s role will likely be on the side of increased rigor, because the quality of graduate programs depends on this. Faculty are eligible to request consideration to serve as graduate faculty within any graduate program on campus and may so serve within multiple programs, if they are appropriately qualified and approved according to individual program bylaws.

It is imperative that the responsibility for ensuring the qualifications of faculty to participate in graduate education and, more importantly, the mentoring of doctoral students be monitored and assessed rigorously. It is the job of the degree granting unit, using the annual review process, and the graduate program, through criteria established and approved in program bylaws, to perform this important function.

The Graduate Dean must be a constant advocate for the hiring of strong faculty with research and scholarship agendas that contribute to the strategic development of graduate programs. For this reason, the Graduate School also is interested and involved in faculty development in coordination with the Office of the Provost. The Graduate School plays a significant role in new faculty orientation, so that new faculty understand practices and policies, give correct information to their graduate students, and know what sources of assistance and support are available to them. More important, the Graduate Dean is involved in pushing the limits of knowledge at WSU, engaging faculty in discussion of interdisciplinary research that could result in interdisciplinary training opportunities that increase the overall competitiveness of graduate study at the university.

The Graduate Dean provides guidelines for the roles of non-tenure system faculty (clinical faculty, visiting research faculty, and adjunct faculty such as researchers at national labs, professionals from government and industry, etc.) in graduate education. Frequently, such scholars participate by teaching courses and serving on student committees. Qualifications and limits for participation of non-tenure track faculty in graduate programs are defined within the bylaws of each graduate program as approved by the program faculty, Dean of the Graduate School, the Graduate Studies Committee, and the Faculty Senate. All adjunct faculty participating within a graduate program must be nominated to the Dean of the Graduate School by the chair of the appropriate graduate program. After initial approval by the Dean, these faculty may participate in those programs to the limits described by the program bylaws. For example, this may include teaching a graduate-level course, membership on committees, and/or chairing master’s or doctoral committees.
4. Administration
The Graduate School plays an integral role in the leadership of the University as a whole by participating in strategic planning, budgeting, and assessment to create an environment for world-class research, scholarship and graduate education. Activities include the following:
• Providing leadership in moving the university forward with strategic initiatives related to graduate education and research.
• Setting university-wide enrollment goals for the number of graduate students.
• Planning and conducting graduate program assessments followed by appropriate recommendations for each program.
• Developing and promoting new initiatives and programs to foster excellence in graduate education.
• Developing new revenue sources to support and enhance graduate education.
• Initiating and nurturing relationships with a variety of external constituents to support and promote graduate studies.
• Advocating for graduate students and ensuring a positive educational experience.
• Coordinating budgetary issues for graduate education with the central administration.
• Increasing applicant and admission pools with diverse and well-qualified individuals.
• Increasing the diversity of the graduate student population.
• Improving yields for inquiry, applications, and enrollments, particularly in strategic areas of excellence.
• Improving graduate student retention rates.
• Increasing the number of entering students capable of paying most or all of tuition costs (for example, increasing number of Fulbright Scholars).
• Developing competitive stipends and programs to attract and retain the highest qualified graduate students.
• Taking an active role in graduate student health insurance planning, budgeting, and collaborating with Health and Wellness Services to obtain the most competitive and comprehensive insurance plan for graduate students.
• Developing policies and procedures based on best practices in graduate education to support and sustain graduate recruitment and programming.
• Encouraging and supporting departments and programs to develop new funding sources to support graduate students.
• Providing centralized information technology tools and platforms to departments and programs to assist them in the recruitment and admissions process.
• Developing strong partnerships with academic units to promote the recruitment and retention plan.
One of the most important activities of the Graduate School is the collection, analysis, and dissemination of data related to graduate students, faculty, and programs. According to the Council of Graduate Schools,

Good data on graduate students and graduate programs are essential to effective oversight of the graduate enterprise on campus. Decisions about curriculum changes, future academic planning, the use of fellowship and assistantship resources and tuition waivers, and the academic quality of individual programs cannot be made effectively without reliable statistics. (p. 34, Organization and Administration of Graduate Education, 2004)

5. External Constituents
As is the case for most senior administrators, the Graduate Dean and, as appropriate, his or her assistants, are active in the regional and national professional associations concerned with graduate education. The Council of Graduate Schools notes:

In the press of daily affairs, it is difficult to find time for professional activities, but they are essential if the graduate dean and his or her staff are to fulfill their larger obligations to graduate education broadly defined and to maintain the skills and information necessary to do their jobs at home. It is impossible to keep up-to-date on best practices in graduate education, recent research findings on student success, federal budget
proposals, changes in the tax laws, and research funding levels without a steady stream of information from external associations and a network of contacts with other graduate deans. (p. 37, Organization and Administration of Graduate Education, 2004)

Thus, the Graduate Dean also keeps contact with legislators interested in education and with institutional trustees, coordinated through appropriate channels in the university and in accordance with limitations/provisions of state law. The increasing role of the Graduate Dean in fund-raising means increased contact with alumni, as well as the establishment of Graduate School advisory boards from regional and appropriate national industries. These help the dean to establish realistic fund-raising goals and strategies.

B. Administrative Structure of the Graduate School

Washington State University is a large, diverse, and complex public land-grant research university with faculty engaged in graduate education across the state and at several regional campuses. We have, however, one Graduate School and the responsibility and authority for graduate education resides in the Graduate School. We are committed to standards of flexibility, rigor, quality, and access that facilitate graduate education at all levels throughout our state. Each graduate program is responsible for its academic program (including the curriculum and examinations), the selection of faculty to participate in its graduate program, the recruitment of students to the program, and the monitoring of student progress. These should be coordinated efforts and, while they may be principally housed in one location, ample communication among participating faculty and the Graduate School will help ensure high quality graduate student experiences irrespective of location.

1. Dean and Associate Deans. The Dean of the Graduate School, with the assistance of the Associate Deans, administers the diverse graduate programs throughout the multicampus University within the policies and regulations established by the Graduate Studies Committee and the Faculty Senate.

2. Staff. The Graduate School staff provides administrative, financial, technical, marketing, fundraising, and statistics support to the Dean and Associate Deans.

3. Graduate School Liaisons to Spokane, Tri-Cities, and Vancouver. The Chancellor of each regional campus designates a faculty liaison to serve as the principal conduit for communication between the Graduate School and each campus. In addition, a designated staff liaison at each regional campus will coordinate administrative functions including matters related to admissions, enrollment, programs of study, matriculation, and graduation.

4. Graduate Mentor Academy. Select faculty members are invited by the Graduate School to participate in the Graduate Mentor Academy, an entity with three primary functions:
   • To display outstanding skills in mentoring graduate students that other faculty, especially new faculty, can observe and emulate.
   • To represent the Graduate School in examinations or defenses where academic issues may arise.
   • To provide input to the Graduate School for improvement or modification of current practices and procedures that will lead to the advancement of graduate education at WSU.

C. Faculty Senate Graduate Studies Committee

The Faculty Senate’s Graduate Studies Committee is composed of fourteen members of the faculty (appointed for three-year terms) and five graduate students (appointed for two-year terms). Each college and the Intercollegiate College of Nursing will have at least one and no more than two representatives. At least two members of the Graduate Studies Committee must also be members of the Faculty Senate. The President of the Graduate and Professional Student Association, the Dean of the Graduate School, the Provost or designee, the Dean of WSU Spokane, the Dean of WSU Tri-Cities, and the Dean of WSU Vancouver serve as non-voting members.

The functions of the Graduate Studies Committee are the following:
• Review and appraise graduate educational policies, programs, and procedures.
• Recommend establishment, continuation, modification, and termination of graduate courses and degree programs.
• Advise the Dean of the Graduate School.
• Make policy recommendations regarding the granting of graduate scholarships, assistantships, and fellowships.
• Administer the graduate student travel fund in collaboration with the Graduate Professional Student Association.
• Consult with the Academic Affairs Committee on those policies and procedures that jointly affect graduate and undergraduate education.

D. Governance of Graduate Programs

1. Graduate Program Bylaws. All graduate programs must have approved bylaws on file with the Graduate School. A graduate program is considered a program of study toward a specific degree. Masters’ and doctoral programs within the same discipline may share common bylaws only if there is substantial overlap in program goals and requirements. Specializations and options within the same degree should also be included within the bylaws for that degree. Certificate programs do not require bylaws. Graduate programs may not operate under bylaws that have not been reviewed and approved by the WSU Graduate Studies Committee and the Faculty Senate.

In order for a program to offer a degree and advertise that degree as being offered at a specific campus (or campuses), the degree must be officially approved to be offered at that site by the Higher Education Coordinating Board (HECB) of Washington. Graduate faculty within the program may be physically located at other campuses and function as major advisors at those sites if authorized by the program bylaws; however, the program is responsible for maintaining academic rigor, which will be reviewed during program assessment. Campuses that participate in delivering a program (offering courses, faculty functioning as major advisors, sites for research, etc.) but are not HECB-approved to offer the degree are called supporting campuses; the role of faculty at these sites must be defined by the program bylaws. (See Chapter 3, section B for more details.)

2. Approval of Graduate Program Bylaws. Review and approval of the bylaws for a new or existing graduate program requires five sequential processes:
• Bylaws Preparation: Draft bylaws should be prepared by designated members of the graduate program. A template of such bylaws and generic draft bylaws are available from the Graduate School. (Please note: A program may request an informal review of their bylaws before submitting them to the graduate program faculty for vote. This review will be conducted by representatives of the Graduate School and the Graduate Studies Committee and feedback will be provided. This is not a formal review; after the bylaws have been formally submitted to Graduate Studies Committee, the Committee will provide additional comments.)
• Graduate Program Review: The draft bylaws must be approved by member faculty of the graduate program.
• Graduate School Review: After approval by the appropriate graduate faculty, bylaws will be reviewed by a representative of the Graduate School for general compliance with the guidelines. If major inconsistencies, omissions, or errors are found, the document will be returned to the graduate program for further revision.
• Graduate Studies Committee Review: The Committee reviews bylaws in the order received. The Committee may approve the document as submitted or may request additional edits or clarification. If edits or clarifications are required, a Committee representative will communicate with the Graduate Program Director or designated representative. Once the Committee has approved the bylaws, the document will be forwarded to the Faculty Senate.
• Faculty Senate Review: The Faculty Senate provides the final review and approval of all graduate program bylaws and may request additional revisions prior to approval. The final approved document, reflecting the Faculty Senate’s approval date, will be forwarded...
to the graduate program with a cover memo from the Graduate School. The program’s bylaws will be posted on the Graduate School’s webpage and the program will be instructed to maintain a copy of the bylaws and Faculty Senate’s approval letter in their files.

The mechanisms for graduate faculty to change program bylaws will be specified in the bylaws of that program. All changes must be approved by the Graduate School, Graduate Studies Committee, and Graduate Program Director.

3. Graduate Program Participants. Each graduate program shall designate a program director (faculty position), a graduate coordinator (faculty position), and an academic coordinator (staff position) with duties and responsibilities as outlined below. In some cases the program director will also fill the role of the graduate program coordinator. **All faculty** who are eligible for participation as thesis advisor or committee chair for graduate programs within the university (as defined by Graduate School policies below) are **eligible to apply** for participation in any graduate program within the university. Therefore, the bylaws for each graduate program should clearly delineate the criteria by which such participation will be reviewed, continued, and discontinued.

**a. Responsibilities of the Graduate Program Director.** The director of a graduate program is expected to provide overall academic leadership, develop and implement program policies, represent the interests of the program to the campus and University administrators, and call and preside at meetings of the program faculty. In many programs the director will be the chair of the department to which the majority of faculty belong. However, this is not required. When the department chair is also the graduate program director, s/he may delegate specific responsibilities to a faculty member designated as the Graduate Program Coordinator.

**b. Responsibilities of the Graduate Program Coordinator (GPC).** The Graduate Program Coordinator (GPC) recruits, admits and advises students in the graduate degree program. In addition the GPC will serve as interim advisor to new graduate students in the program. The GPC should be a tenured member of the faculty and is the official representative of the academic unit that offers the graduate degree program. The GPC maintains familiarity with the policies and procedures of the Graduate School and provides overall coordination of graduate activities within the program. In addition, the GPC generally has the departmental signature authority for recommendations for admissions, and changes to programs of study, graduate committees, and majors. The director of the program may also serve as the GPC.

**c. Responsibilities of the Graduate Academic Coordinator (GAC).** The Graduate Academic Coordinator (GAC) typically is a staff position that assists the department chair, director of the program, GPC and program faculty with the administration of the graduate program, including recruitment, admissions, and academic implementation. The GAC provides support by ensuring that Graduate School and departmental policies and procedures are followed, assisting with graduate student recruitment, coordinating daily activities and information with the Graduate School, and processing forms and maintaining student records. The academic coordinator often supports graduate students by providing information and guidance on program requirements and deadlines. In smaller units the GPC may also fill the responsibilities of the GAC.

**d. Faculty Participating in Graduate Programs.** WSU is ranked among the top 50 Research Extensive Universities in the United States. Inherent in this ranking is our serious commitment to graduate education and the training of new Ph.D. scholars. WSU hires quality tenure and non-tenure track faculty members who desire to expand participation in graduate programs. In many cases their interdisciplinary credentials and expertise qualify faculty to participate in more than one graduate program. The determination of which faculty are appropriate to participate in which graduate programs is complex. Program faculty and directors are in the best position to determine who should teach graduate courses, advise graduate students, and serve on graduate
committees. Vigorous programs should be well-populated with active research scholars to serve as mentors. Faculty who participate in a graduate program are termed “graduate faculty” of that program.

**Internal Non-Tenured Graduate Faculty.** WSU non-tenured faculty, such as research, clinical, adjunct or affiliate faculty, may make important contributions to graduate education at WSU, including serving as a member, co-chair, or chair of master’s or doctoral committees. The faculty within a graduate program are in the best position to determine how to utilize the talents of these individuals. The bylaws of each graduate program should clearly delineate the processes for nomination of WSU non-tenured faculty for participation in the graduate program and the specific roles these individuals are eligible to fill within the program. The program director is responsible for submitting names of these individuals, their approved roles within the program, and their current curriculum vitae to the Dean of the Graduate School for final approval. This list should be reviewed annually by the program chair; changes and updates should be forwarded to the Dean of the Graduate School so that student Programs of Study and committee members may be approved in a timely manner.

**External Graduate Faculty.** Professionals who are not WSU faculty (e.g., scholars, scientists, and professionals from government, business, or industry; researchers from national laboratories, etc.) may also participate in a graduate program and may participate on student committees if they are first approved as adjunct faculty for the university. Qualifications and limits for participation of these non-tenured track faculty must be clearly defined in the bylaws and they must be approved as graduate faculty of the program according to the program bylaws. The names, roles and current curriculum vitae must be sent to the Dean of the Graduate School for final approval on an annual basis. Once approved, updated curriculum vitae must be submitted to the Graduate School every two years for these individuals.

**External Committee Members (Non-Graduate Faculty).** A faculty from another graduate program at WSU or from another university, or an individual from an appropriate government, business or industry organization, who is not designated as a participating graduate faculty of a program may be nominated and approved to serve on a graduate student committee on a case-by-case basis by the program upon written request by the program director to the Dean of the Graduate School. A current curriculum vita must be included with the written request.

**Guidelines for Minimum Requirements.** Through program bylaws, faculty specify qualifications and mechanisms for approval of individuals to participate as graduate faculty, to serve as chairs or co-chairs of graduate committees, and to serve as committee members for that program. Guidelines for minimum requirements should include the following:

- Evidence of continuing scholarly or creative work within the past five years.
- Evidence of substantial involvement in graduate education within the past five years, e.g., by directing graduate student research and/or graduate teaching. New faculty members without previous involvement in graduate student advising can satisfy this requirement by having a named mentor. The role of the mentor is to help the new faculty member advise and direct graduate students, so each must possess an advanced degree appropriate to the program.
- The master’s committee must have at least three members. Unless specified otherwise in the approved program bylaws, the chair and one other member of a master’s committee must be a permanent, WSU tenure-track faculty member and a member of the graduate faculty of the student’s programs. Non-tenure WSU faculty (i.e., research, clinical, adjunct, affiliate) who are active participants within a graduate program may serve on, co-chair, or chair a committee **if approved in the program bylaws.** All committee members must hold a degree of comparable level to the degree sought by the candidate.
- The doctoral committee must have at least three members. Unless specified otherwise in the approved program bylaws, the chair and one other member of a doctoral committee must be a permanent, WSU tenure-track faculty member and a member of the graduate faculty of the student’s programs. Non-tenure WSU faculty (i.e., research, clinical, adjunct, affiliate) who are active participants within a graduate program may serve on, co-chair, or chair a committee **if approved in the program bylaws.** All committee members must hold a degree of comparable level to the degree sought by the candidate.
otherwise in the approved program bylaws, the chair and two other members of a
doctoral committee must be permanent, WSU tenure-track faculty members who
are members of the graduate faculty of the student’s program and who hold a
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graduate doctoral degree comparable to the degree sought by the candidate. Nontenure
WSU faculty (i.e., research, clinical, adjunct affiliate) who are active
participants within a graduate program may serve on, co-chair, or chair a
committee *if approved in the program bylaws*.

• Exceptions to these minimum requirements can be made on a case-by-case basis
upon request of the program director to the Dean of the Graduate School.
• See Chapter 7 (Master’s Degree Requirements) and Chapter 8 (Doctoral Degree
Requirements) for additional information on committee structure and
membership.

Considering the minimum qualifications stated above, the criteria for participation of
graduate faculty, types of graduate faculty participation, and descriptions of graduate
faculty roles and responsibilities should be clearly defined in the bylaws of each program.
The research and scholarship basis for participation in graduate education is essential and
units should use the annual review process to monitor and refine individual faculty roles
in this endeavor. The program director annually submits to the Graduate School a list of
all graduate faculty actively participating in the program for inclusion on the program
fact sheet.

e. **Expectations of Faculty Advisors and Mentors.** High quality graduate
programs are those with notable faculty and systems for advising and mentoring graduate
students who need sound advice during their early experiences in graduate school. These
students deserve guidance from faculty whose interests go beyond the advisor-director
role to one of teacher and mentor. Departments and programs are responsible for
encouraging and ensuring effective mentorship for graduate students during the course of
their studies.

A mentor assists scholarly development, contributes to intellectual stimulation, and
fosters professionally enriching relationships with graduate students. A faculty mentor is
a peer-to-be, one who encourages and supports independent development; one who,
through insightful guidance, trust, and mutual respect, nurtures a rapid transition from
graduate student to colleague. Students should expect that mentors will interact with
them on a regular basis, providing the guidance, advice, and intellectual challenge
necessary to help students complete their degree programs.

Graduate students should expect that advisors and mentors will do the following:
• Interact in a professional and civil manner consistent with University policies
governing nondiscrimination and sexual harassment.
• Create an ethos of collegiality in classroom, laboratory, or studio supervisory
relations that stimulates and encourages students to learn creatively and
independently.
• Develop clear understandings about specific research expectations and
responsibilities, including timelines for completion of theses or dissertations.
• Provide verbal or written comments and evaluation of students’ work in a timely
manner.
• Discuss laboratory, studio, or departmental authorship policy with graduate
students in advance of entering into collaborative projects.
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• Acknowledge student contributions to research presented at conferences, in
professional publications, or in applications for copyrights and patents.

**E. Graduate School Policy**

1. **Establishment of Policies.** Graduate School policy is established by action of the Dean
of the Graduate School after consultation with the Faculty Senate and approval by the Provost
and the President. Please note: Recommendations for changes in policy should be addressed to
the Dean of the Graduate School.
The graduation requirements of the Graduate School, which must be met for completion of a graduate degree program, are those published in the Policies and Procedures of the Graduate School in effect at the time of the student’s initial admission as a regular or provisional student. Departmental requirements are those in effect at the time the student files a program of study.

If a student is dropped from the University for failure to maintain continuous enrollment, the requirements of the Graduate School are those in effect at the time of re-admission to the Graduate School. Modification of certain aspects of Graduate School policy may be necessary to conform to legislation enacted by the Washington State Legislature.

2. Exceptions to Policy, Appeals Procedure, Petition Process, Accommodations. Any request for an exception to policy for an individual student should be submitted in writing through the major professor and chair of the major graduate program to the Dean of the Graduate School, who may then act upon the request, or refer it to the Graduate Studies Committee. A petition process is available for a graduate student to petition for changes in course enrollment and academic calendar deadlines for his or her individual program. A petition form is available on the Graduate School forms website: http://www.gradsch.wsu.edu/currentstudents/formsfordegree.html.

Any decision by the Graduate School concerning the academic status of a student may be referred to the Graduate Studies Committee for review upon request of the student, graduate program chair, or committee chair. Additional information on student rights of appeal can be found in Chapter 12, Graduate Student Rights and Responsibilities.

Graduate students with disabilities are encouraged to ask for reasonable accommodation and assistance through the Disability Resource Center, the graduate program, and the Graduate School. See Chapter 12, Graduate Student Rights and Responsibilities.

Examination Failure: A student, Department Chair, or Committee member may request an independent observer from the Graduate School for any graduate student examination. All such requests will be fulfilled and will draw on a group of faculty (Graduate Mentor Academy) who have agreed to serve in this role and have received appropriate training. If no external graduate school representative is present at an oral or written preliminary exam/ballot meeting or at a final examination/ballot meeting for a master’s or doctoral student, a student who fails is automatically granted a second examination. The Graduate School will send a member of the Graduate Mentor Academy to preside over the second examination to protect the rights of the student, faculty, and program. See also Chapter 12, Graduate Student Rights and Responsibilities.

3. Institutional Responsibility to Current Graduate Students. In the event that a degree program is discontinued, the university will make every effort to assist currently enrolled graduate degree aspirants to complete their degrees within a reasonable period of time (see the Educational Policies and Procedures Manual, Chapter 3 at http://facsen.wsu.edu/eppm/). To facilitate this process, department and program chairs (or the appropriate dean) may do the following:

• Encourage students to complete requirements in a similar or related degree track.
• Waive or substitute departmental degree requirements (except the minimum total hours required).
• And/or permit students to take courses or conduct research at another institution when approved by the student’s graduate committee and the Graduate School.

All financial obligations are the responsibility of the individual student, except as otherwise noted in these Policies and Procedures.


5. Graduate and Professional Student Grievance Process. Typically for graduate students, conduct issues often involve academic issues, and academic issues often involve conduct issues. Programs and departments should contact the Graduate School for advice on the appropriate
office(s) to contact and process to follow regarding graduate student issues. There is no
grievance process for applicants who are denied admission to a graduate program.
Many avenues are available to Washington State University graduate and professional students
to resolve differences that may arise during the pursuit of an advanced degree. For issues related
to academic progress and other complaints by current graduate students, the graduate and professional student grievance process may involve several steps depending on the nature of the grievance. In general, the operational principal that should be followed is to maintain open communication at the most immediate point of access and to work upwards from there when appropriate. This means that the student should work with their major professor or advisor to resolve matters if possible. The next level would be the director of the relevant graduate program. There are cases, of course, where this is difficult. In these cases, graduate and professional students should make an appointment with one of the Associate Deans of the Graduate School for further advice. An important role of the Graduate School is to serve as an impartial arbitrator in these matters and to provide advice to both students and faculty that will result in the student continuing in good academic standing.
Grievance Procedures can be found in Chapter 12, Graduate Student Rights and Responsibilities.

CHAPTER TWO
Classification of Graduate Students

A. Advanced Degree Candidates (Class 6)

1. Regular (Class 6). This classification is for students admitted to the Graduate School with previous course work averaging 3.0 or higher. This cumulative grade point average is taken from the graded undergraduate work or the graded graduate study of 12 semester hours or more taken after the receipt of the bachelor’s degree. International students in this class code must have a grade point average equivalent to a U.S. grade of “B” or better in the last two years of coursework.

2. Provisional (Class 6). This classification is for students whose previous work, as defined above, is below 3.0. Provisional status may be granted because of special departmental recommendations or other indications of outstanding potential.
In such cases the following alternative standards may apply:
a. Preparation for graduate study in a discipline. This may include:
   • Relevant undergraduate course work and demonstrated capability in core or required course work;
   • In depth knowledge of subject matter;
   • Exceptional artistic talent indicated by portfolio, recital or audition;
   • Successful work experience and demonstrated professional development over a period of years;
   • Documentation of exceptional laboratory or methodological skills.
b. A written statement of career objectives and reasons for pursuing graduate studies.
c. Letters of recommendation from persons qualified to evaluate the applicant’s academic record and potential.
d. Evaluation of the quality of the undergraduate institution the applicant attended, and his/her program of study as an undergraduate.
e. Personal interviews with the applicant.

B. Non-degree Seeking Graduate Students (Class 6-0)

1. Not Advanced Degree Candidate (NADC): This classification is for those students with a baccalaureate degree who wish to take graduate courses, but do not wish to pursue a graduate degree. Students in the NADC classification must be admitted to a graduate department or program and must pay graduate fees. Students may be admitted with less than a 3.0 cumulative GPA, but they must maintain a 3.0 GPA once admitted.
Admission as NADC does not obligate the graduate program to admit the student to a degree program at a later date. These students may take any course for which they have the necessary prerequisites except those at the 700- or 800-level.
A maximum of six hours of graduate course work with grades of “B” or higher (nine for nonthesis
master’s and doctoral degree) earned under NADC classification (and post-baccalaureate – class 5) may be applied to graduate degree requirements. Time limits on the course work are the same as for transfer credit (see Chapter 4, Applications and Admissions).

2. Graduate Certificates. Graduate certificate students who are not concurrently enrolled in a regular graduate degree program are classified as NADC. Students enrolled in certificate programs:
   • Are expected to meet all course requirements, to fully participate in all course activities, and to complete all assignments, exams, projects, and other requirements to earn credit and a grade.
   • Maintain a minimum 3.0 GPA requirement while enrolled as a part-time certificate student.
   • May use such university services as the library, computing, and bookstore.
   • Are not eligible for all services provided to degree students who pay comprehensive fees, i.e. enrolling in independent study, research and project course credit, research/dissertation credits, final examinations and/or similar course work designed for degree-seeking students (i.e. 700, 702, or 800 credits).
   • Are not eligible for graduate assistantships, fellowships, or scholarships.
   • May obtain federal and state aid if eligible. In general, students in a 12-credit certificate program are eligible for financial aid but those in 9-credit programs are not.

3. Undecided Graduate (UNDG): This classification is for potential graduate students who appear just prior to or during registration and have not fulfilled the application requirements. Under this classification, students are processed immediately and the students are subject to the following:
   • Required to pay graduate fees.
   • Permitted to enroll in courses only with permission of the instructor and the department offering the courses. Some departments do not allow UNDG students to register for their courses. Students who register without departmental approval may be disenrolled.
   • Permitted to remain in this classification for up to one calendar year.
   • Permitted to apply up to 6 hours of UNDG credit to the graduate degree requirements after admission by the WSU Graduate School to a degree program. Use of UNDG credits will be held to the usual time restrictions for program completion.
   • A separate application for admission is required if the student wishes to pursue an advanced degree. It should be noted that students who enroll under UNDG may or may not choose to complete applications to the Graduate School. Further, they will have no guarantee that they will be accepted if they apply. If the students are accepted, they will be appropriately classified as 6 Regular, 6 Provisional, or 6-0 (NADC).
   • International students who require a student visa are not eligible for this status.
   Students in the Professional Certification Program (PCP) are also classified as UNDG. The PCP allows certified teachers currently employed in a Washington state public or approved private school to fulfill requirements for completing an approved professional certification program or to improve their teaching techniques and explore personal growth opportunities. Students in this program are admitted in UNDG status and are allowed to remain as a UNDG student for the semester after the expiration date of the UNDG status. This applies only to students in the PCP.

4. Visiting Graduate Student (VGS): Students who wish to enroll for a single summer session or a single semester in the Graduate School at Washington State University, and who intend thereafter to return to the graduate school in which they are carrying forward a program of studies for an advanced degree, may be admitted as Visiting Graduate Students. Such students must have been officially admitted to another recognized graduate school, and be in good standing and actively pursuing a graduate program at present or during the past ten years at that institution. They need not submit a full transcript of credits but must apply for admission. Admission to Washington State University as a Visiting Graduate Student does not guarantee admission to any particular course of study. Visiting Graduate Students will be permitted to
register only in those courses for which they are judged to be eligible by a faculty advisor or the instructor in the course, and if space is available to accommodate registration. Registration of students admitted on this basis shall terminate at the end of the single semester or the single summer session for which the students enrolled. If students later wish to apply for admission to the Graduate School of Washington State University to work toward a degree, they must make formal application and submit complete credentials.

If a Visiting Graduate Student is later given formal admission and enters upon work toward a degree at Washington State University, that student may petition the Dean of the Graduate School for allowance of credit for courses taken as a Visiting Graduate Student to apply to the work for such a degree.

5. Visiting International and Reciprocal Exchange Graduate Students (VIGS): International graduate students who wish to enroll in an exchange program at Washington State University for up to one year, and then return to the Graduate School in which they are pursuing an advanced degree, may be admitted as Visiting International Graduate Students. Such students must meet the following criteria:
a. Each student must complete the WSU Visiting Graduate student application AND meet the following WSU Graduate School requirements:
   • Must have been admitted to a recognized foreign graduate school, be in good standing, and actively pursuing a graduate program at that institution.
   • Must apply for admission as a Visiting Graduate Student.
   • Must be accepted by a WSU graduate degree granting department/program, WSU Graduate School and for reciprocal exchange program students, by WSU Education Abroad.
   • Must submit TOEFL scores at the minimum level required by the department in which the student will be studying. Other English language proficiency requirements may be required by departments or the Graduate School based on proposed course of study or level of service appointments.
   • All documentation submitted by the applicant must be in English or official translations into English accompanied by the original foreign language document.
b. Admission as a Visiting International Graduate Student is for the equivalent of up to one academic year (i.e. two semesters). If a student later applies for admission to the Graduate School to work toward a degree, he/she must make formal application and submit complete credentials as outlined in the Graduate School Policies and Procedures Handbook.
c. In order to qualify for the WSU Exchange Visitor program (J-1) a student must submit a completed application form and statement of financial support for the student and any accompanying dependent. The support must meet or exceed the estimates as published each semester by the WSU International Students and Scholars (ISS) section. Such documentation may be in the form of original documentation from the home institution, WSU department (if funding is from WSU sources), documentation from other agencies, personal bank statements from the student (for dependent support), or a combination thereof.
d. All students must report to the WSU Office of International Students and Scholars (OISS) for orientation shortly after arrival at WSU (to be arranged between the supervising faculty member and OISS).
e. All students must enroll in and will automatically be charged for the student health insurance plan on arrival (including the required insurance for any accompanying dependents).
f. All students must reside in WSU on-campus housing unless otherwise approved.
g. All students will be admitted as non-degree graduate Exchange Visitors under the WSU Exchange Visitor program and issued a DS2019. The DS2019 will be sent to the supporting department by OISS for transmittal to the students.

6. Non-degree Seeking Student (Class 8): Class 8 students are seeking special status to enroll in courses for personal enrichment and are not seeking a degree. Coursework taken in this
As soon as a Class 8 student wishes to pursue a graduate degree the student should immediately contact Graduate School Admissions. Admission to WSU as a Non-degree Seeking Student occurs through the WSU Office of Admissions and not through the Graduate School. Students need instructor approval prior to registration for any class.

CHAPTER THREE
Establishing and Modifying Graduate Programs

Graduate programs distinguish themselves by advanced, focused and scholarly studies in one or more academic disciplines. Maintaining high academic standards requires a solid infrastructure that includes a critical mass of faculty engaged in research and scholarly productivity; graduate library, laboratory and research facilities; a critical number of graduate students and the opportunity for them to interact with graduate faculty and other students, teach classes, conduct research, and participate in colloquia and seminars; and adequate support services. In addition, students need ready access to all required core courses in their program.

The specific intellectual and other resource requirements for excellence vary considerably among graduate programs. Therefore, it is the philosophy of the Graduate School at WSU that individual program faculty are best qualified to determine program requirements that will sustain rigor and excellence in their field of study. Graduate faculty have the responsibility to determine whether their program has the appropriate support and infrastructure to be able to maintain the academic standards needed for an excellent graduate program. Such determination should be based on the criteria outlined in the graduate program’s bylaws.

A. Descriptions of Graduate Programs

Washington State University Graduate School offers world-class graduate and professional school opportunities in more than 70 fields of study. Regular degree programs at WSU include the Doctor of Philosophy, Doctor of Design, and Doctor of Education degrees and numerous master’s degrees. Professional doctoral degrees are offered in Veterinary Medicine and Pharmacy. A complete listing of these programs with links to their individual requirements may be found at http://gradschool.wsu.edu/future-students/academics/degrees/. The Center for Distance and Professional Education (CDPE) collaborates with University departments and administrative units to provide online distance degree programs at graduate and undergraduate levels. Additional information can be found at http://gradschool.wsu.edu/futurestudents/academics/catalog/cdpe.html.

1. Doctoral Programs. The Doctor of Philosophy (Ph.D.) is a research doctoral degree that is awarded in recognition of mastery of research methods (as evidenced in class grades and a comprehensive examination) and academic research that is ideally publishable in a peerreviewed academic journal, but that will minimally be assessed by submission and defense of a dissertation. Professional doctorates such as the Doctor of Veterinary Medicine (D.V.M.) and Doctor of Pharmacy (Pharm. D.) degrees are awarded in certain fields where most holders of the degree are not engaged primarily in scholarly research, but rather in a profession, such as veterinary medicine or pharmacy, respectively. The Doctor of Education degree (Ed.D.) is a professional doctorate that prepares the student for academic, administrative, clinical or specialized positions in education. At the same level of academic standards as the Ph.D.

program, the Doctor of Design degree (D. Des.) focuses on applied research and emphasizes the advance of knowledge in the design disciplines.

Academic Requirements for Doctoral Programs at WSU

The conditions specified below are the criteria that must be met in order for doctoral programs to be offered at Washington State University. The criteria are not directed toward a specific campus. They are considered the minimum necessary to offer doctoral programs and apply to doctoral programs at WSU Pullman and approved alternative sites including regional campuses. Satisfying these requirements is subject to approval by the degree-granting unit, the Graduate Studies Committee, and the Graduate School.

• Critical mass of faculty engaged in research and scholarly productivity. Critical mass is defined as a minimum of 7 faculty in a single program or in closely related
programs at a given campus and the availability of additional graduate faculty (including adjunct) in related disciplines. In order for a program to offer a degree and advertise that degree as being offered at a specific campus (or campuses), the degree must be officially approved to be offered at that site by the Higher Education Coordinating Board (HECB) of Washington. Graduate faculty within the program may be physically located at other campuses and function as major advisors at those sites if authorized by program bylaws; however, the program is responsible for maintaining academic rigor, which will be reviewed during program assessment. Campuses that participate in delivering a program (offering courses, faculty functioning as major advisors, sites for research, etc.) but are not HECB-approved to offer the degree are called supporting campuses; the role of faculty at these sites must be defined by the program bylaws. National norms and external program evaluators suggest that a total of 10 to 12 faculty members in direct support of a doctoral program is more appropriate.

- **Graduate research library.** Students and faculty must have access to a disciplinespecific research collection in library facilities on campus as well as access to library facilities at other institutions; additional access through remote lending services should be available, but should not be considered as the primary source for library materials.

- **Critical mass of students pursuing doctoral degrees.** For HECB-approved programs, a critical mass of students is defined as an average of 5 doctoral students per year enrolled full time at one campus in the same program. Regular contact with other doctoral students in other programs and locations is also required. Students whose primary place of study is at a supporting campus must have appropriate opportunity to interact with students at the degree-granting campus. This issue of critical mass is considered during program review.

- **Sufficient laboratories and research facilities.** This includes access to appropriate computer facilities. This requirement may be met through a combination of WSU facilities and access to other facilities as necessary. When non-WSU facilities are considered essential for a program, formalized written agreements with the owners/administrators of the required external resources are required to ensure access and availability.

- **Availability of financial support for full-time study.** Students must have sufficient support to imply that their primary commitment is to graduate study. This may include financial support from the individual student or from the institution in the form of fellowships, assistantships, or other resources.

- **Opportunity for doctoral students to teach and conduct research with graduate faculty.**

- **Access to and interaction with chair and members of the doctoral committee on a regular basis and contact with other supporting faculty.**

- **Access to all required core courses and doctoral level course work.**

- **Access to and participation in both formal and informal seminars and colloquia.** These may include WSU and non-WSU sponsored activities.

- **Adequate support services.** These services should include a Graduate Coordinator, administrative support, admissions, advising, etc., at the location of residency.

2. **Individual Interdisciplinary Doctoral Program.** The Individual Interdisciplinary Doctoral Program (IIDP) at Washington State University offers an individually tailored Doctor of Philosophy degree. The program provides a unique opportunity for graduate students who wish to develop and achieve a doctorate outside the auspices of an established degree program. Interested persons and prospective interdisciplinary students are encouraged to make an appointment with the program chair to discuss how their interests and research endeavors might fit within the IIDP at WSU. Additional information may be found at [http://www.gradsch.wsu.edu/future-students/academics/degrees/iidpprogram.html](http://www.gradsch.wsu.edu/future-students/academics/degrees/iidpprogram.html).
3. **Master’s Programs.** The master’s degree is awarded upon completion of one or more years of advanced graduate study beyond the bachelor’s degree, with the length depending on the field of study and type of program. It recognizes heightened expertise in an academic discipline or professional field of study, gained through intensive course work and, in most cases, the preparation of a culminating project, scholarly paper, thesis, or a comprehensive examination. Some master’s degree programs are research-oriented (e.g. thesis Master of Science degree) but many are considered professional degrees (e.g. Master of Business Administration). In the nonthesis and professional degrees, the program should include some mechanism to assess the student’s integrative understanding of the discipline (e.g., special project, internship, examination). A listing of master’s degree programs offered at WSU, with links to degree descriptions and requirements, is available.

4. **Combined Degree Programs.** The Graduate School offers a “Select Graduate Admissions” program for outstanding undergraduate students with top academic records to remain at WSU for a graduate degree by (1) extending an early offer of admission and support to outstanding candidates, (2) removing financial and other costs associated with regular application, and (3) potentially reducing the total number of combined semesters required to complete the undergraduate/graduate degree (without reducing the credit requirements for either). The details regarding admissions to this program are included in this Policies and Procedures Manual in Chapter 4.

5. **Dual Master’s Degree Programs (Internal to WSU).** A dual master’s degree program allows a graduate student to concurrently enroll in two master’s degree programs so that the student may complete both degrees simultaneously or in less time than is required to complete the two degrees if taken sequentially. The student must request permission from the Graduate School and must apply and be accepted by each program to qualify for dual degrees. In addition, the student must fulfill all of the requirements for each master’s degree in accordance with the program and the Graduate School’s policy on second master’s degrees. Up to a total of 12 hours of graduate credits that have been applied toward a master’s degree at Washington State University may be applied toward a second master’s degree. Such credit will be granted only for graded course work earned at Washington State University and completed with a grade of “B” or higher. Application of such credit toward a student’s program for a second master’s degree is subject to departmental recommendation and approval by the Graduate School. No credit in 600- and higher-level courses completed before fulfillment of all requirements for the first master’s degree may be applied toward a second master’s degree program. If a dual-degree student’s GPA in either program falls below the minimum required by the program and/or the Graduate School, and the student’s enrollment is terminated in one or both programs, the student may be reinstated, in accordance with Graduate School policy, to only one of the programs (see Section C in Chapter 6, General Academic Requirements). The student will no longer be eligible to participate in the dual master’s degree program.

6. **Dual Degree Programs (WSU and External Institution).** Dual degree programs are established via agreement between WSU and other accredited institutions, usually international universities, to provide opportunities for students to broaden their graduate education experience. An example is the dual MBA/JD degree program between WSU and the University of Idaho. Students generally must meet admission and program requirements at WSU and the partner institution, and both WSU and the partner institution grant concurrent, independent degrees. These agreements generally are initiated by faculty, and must be negotiated with the Graduate School and reviewed by the academic department chair, International Programs, and other units as appropriate. The final agreement must be approved by the Provost and President before implementation.

7. **Dual Professional/Graduate Programs (Internal to WSU).** Dual professional (DVM, Pharm D) and graduate (master’s, doctoral) degree programs may be established and administered through cooperative arrangements between the appropriate Colleges and the Graduate School. Students are referred to the guidelines for specific programs for detailed descriptions of these programs. Additional queries should be directed to the appropriate College or the Graduate School.
8. Joint Degree Programs (WSU and External Institution). Joint degree programs are established via agreement between WSU and other accredited institutions, usually international universities, to provide opportunities for students to broaden their graduate education experience. Students generally split their coursework and/or research between WSU and the partner institution, and one institution awards a single degree. These agreements generally are initiated by faculty, and must be negotiated with the Graduate School and reviewed by the academic department chair, International Programs, and other units as appropriate. The final agreement must be approved by the Provost and President before implementation.

9. Graduate Certificate Programs. Washington State University offers graduate certificate programs in several areas for a variety of reasons:
• Certificate programs often provide a more flexible response to an emerging societal need for specialized education.
• Certificate programs may provide an alternative access path to graduate education, especially for the working professional or for persons who have been out of school for some time.
• Certificate programs may serve as a recruitment method for students who first enroll in a certificate program, and then, upon successful completion, decide that they wish to continue with a related degree program.
• Certificate programs may provide an opportunity for a discipline, or an interdisciplinary group, to take their first steps in offering graduate-level programming.
• Certificate programs provide the opportunity for students to develop an expertise that may help in career advancement or changing careers.
• Certificate programs allow faculty the opportunity to assess student performance at the graduate level prior to formally admitting them to a master’s or doctoral program.
• Certificate programs, when constructed properly, will develop a new revenue stream for the university and faculty.

Formal graduate certificates convey that students have developed mastery of course material. Requirements for the Graduate Certificate vary with Department or Program. They typically consist of 9 to 12 credits of graded coursework. Once admitted as a part-time graduate certificate student, the student can take graduate certificate courses and/or graduate courses but must maintain a 3.0 GPA. Students currently enrolled in regular graduate degree programs (master’s or doctoral) may concurrently enroll in graduate certificate programs with the approval of their committee. Graduate certificate students may obtain federal and state aid if eligible (they must be enrolled in a certificate program that requires 12 or more credits).

To qualify as a formal graduate certificate program, the program must conform to existing Graduate School academic standards and to existing policies outlined for graduate degree programs, including the following:
• Graduate certificate programs must use approved undergraduate or graduate coursework, with no more than one-third of the coursework being at the undergraduate (400) level.
• Student may be admitted to the Graduate School as a Graduate Certificate Student and have completed all appropriate prerequisite classes to take graduate coursework.
• Courses graded S/F cannot be used toward major or supporting work for any degree program.
• The maximum time allowed for completion of a certificate is 6 years from the beginning date of the earliest course applied toward the certificate. Students may request an extension of this time as described in Chapter 6, Section F.
• Requirements regarding WSU tenured/tenure-track status and critical mass for faculty supporting the program are the same as those required for degree programs.
• A certificate fee is assessed at the time of completion of the certificate.

10. Graduate Minors
Approved graduate minors are available to Washington State University doctoral students. Although graduate minors are not required by the Graduate School, minors may be required by
Requirements for Approved Graduate Minors:
• Must include a minimum of 12 hours of graded graduate credit earned at Washington State University.
• Must be included on the program of study, signed by the chair of the minor degree-granting unit, and filed through and administered by the Graduate School.
• Must have at least one graduate faculty member from the minor area on the student’s committee.
• Must be included as part of the preliminary examination. (If the minor degree-granting unit does not wish to examine the candidate, it must be so indicated on the Preliminary Examination Scheduling Form.)
• Doctoral students seeking graduate minors are expected to meet all requirements for the doctoral degree and graduate minor. For those students who are required to declare or who are seeking a graduate minor, the graded graduate hours will probably exceed minimums required by the Graduate School, program, or department.
• Degree-granting units wishing to offer graduate minors must follow the same procedures used for curricula changes as outlined in the Educational Policies and Procedures Manual.

B. Graduate Programs at Multiple Campuses
As a land-grant research university, WSU offers a variety of graduate programs throughout the state and in collaboration with national and international partner institutions. Such programs must maintain rigorous academic standards to prepare graduate students to excel in a global society. The following considerations apply to graduate programs and their interactions across the WSU campuses:
• Each graduate program is required to specify in its bylaws the ways in which regional and Pullman campuses will interact to sustain programmatic excellence. The bylaws should state which campuses have been approved by the Washington Higher Education Coordinating Board (HECB) to offer degree associated with that program, and which campuses are support campuses (see Section A. 1).
• In some cases, a single degree program with a single set of bylaws and graduate faculty will be available to students studying at multiple campuses. These degree programs may or may not require a specific period of residence at the Pullman campus for some period of study.
• In other cases, separate degree programs in similar fields of study, with separate and distinct bylaws and graduate faculty, may be established at multiple campuses. In this case each campus must be authorized by the HECB to offer the degree. These programs are referred to as “stand alone programs” because the bylaws are applicable only to the degree program at a single campus.
• If a new and separate graduate program (stand alone program) is established at a campus, even if a similar program in the same field of study already exists elsewhere in the WSU system, faculty developing the new program must follow all the steps described in item C 25 below, including gaining approval to offer the degree at that site through the WSU Board of Regents and the Washington Higher Education Coordinating Board.
• If an established graduate program decides to expand its program to a supporting campus, to include faculty or other resources, this must occur by appropriate amendment of the program bylaws and by following the steps described in item D below to modify an existing graduate program.
• The maintenance of academic rigor and excellence will be assessed during program review. Programs should be prepared with appropriate documentation.

C. Establishing New Graduate Programs
New program proposals should be conceived and reviewed within the context of the Strategic Plans of the University, college(s), and department(s) in which the program will reside.
Although they may originate at any campus, all proposals are developed and reviewed within a departmental and college context. The New Program Proposal Template, available through the WSU Faculty Senate at http://facsen.wsu.edu/proposals/, should be used for all proposals. A flowchart outlining the steps below is available.

The process for establishing a new graduate program is as follows:
1. A proposal is developed at the department level using the New Program Proposal Template.
2. During the development process, wide consultation needs to occur to ensure that the college, the branch campus, Distance Degree Programs, and other potentially affected departments or colleges, as appropriate, are informed and supportive.
3. Next, the dean of the college and, if not a Pullman program, the chancellor of the regional campus or Extended University Services indicate college and campus approval -- and commitment of resources identified at those levels.
4. The dean or chancellor must inform the Council of Deans of the proposal at least one year in advance of step 5. This lead time is needed for HEC Board notification.
5. The proposal is submitted to the Provost and the Dean of the Graduate School for review. Programs received in the Provost’s Office during Fall semester prior to November 1 and during Spring semester prior to April 1 will be reviewed by the Provost before the end of that semester and ready for Faculty Senate review at the beginning of the following semester.
6. The Provost and Dean of the Graduate School review the proposal for the extent to which the program enhances the institution in terms of consistency with strategic plans, quality, responsiveness, and fiscal responsibility and, if supportive, electronically forwards the proposal to the Libraries and the Budget Office.
7. Upon favorable review, the Director of Libraries and the Budget Director will forward their approval electronically to the Provost’s Office. If the concerns of one or more parties cannot be resolved with the department/college, the Provost or designee may request a meeting to discuss outstanding issues. If no resolution is reached, the proposal will be returned to the originating college and campus.
8. The Provost’s Office will electronically forward administratively approved proposals to the Faculty Senate Office for review and approval by the appropriate committees and the full Senate. At the appropriate times, the Provost’s Office will forward the proposal to the Higher Education Coordinating (HEC) Board and the other Public 26 Baccalaureate Institutions, and to the Board of Regents, copying these messages to the sending unit to keep them informed of progress.
9. Following Faculty Senate approval, the Provost will notify the HECB that the proposal is ready for HECB action and will present the proposal to the Board of Regents for their review and approval.
10. The Provost’s Office will notify the college and department as approvals by Senate, Regents, and HECB are completed.

D. Alterations to Existing Graduate Programs
All changes to existing graduate programs are categorized as major curricular changes. Examples include dropping curricula or options, substantial changes in curricula or options, change in name of department or programs or degrees, change of graduation requirements, new or change to majors and minors. Minor curricular changes refer only to minor changes in individual courses. The complete list of major curricular changes and the procedures for accomplishing these changes are detailed in the Faculty Senate Educational Policies and Procedures Manual, Chapter VII (http://facsen.wsu.edu/eppm/). The Major Curricular Change Form is available from the Registrar’s Office or on line at http://www.ronet.wsu.edu/ropubs/.

For substantial changes such as the creation or discontinuation of a graduate program or degree requirements, complete information must be provided in memo form and attached to the Major Curricular Change Form. This includes but is not limited to a full description and reasons for the proposed change, cost analysis (added cost or savings), facility needs, faculty/staff arrangements, enrollment data, and special considerations. Study committee and/or accreditation
recommendations should also accompany the proposal when applicable. Major curricular changes are normally initiated from the faculty and chair of a program or through the cooperative efforts of deans or directors of their respective units. As provided by the Faculty Senate Constitution, the Catalog Subcommittee considers all major curricular changes and submits recommendations to the Graduate Studies Committee (GSC). The GSC makes recommendations to the Faculty Senate.

E. Definition of Graduate Level Courses

1. 500-Level Academic Courses. A graduate course is a course whose contents require a high level of cognitive processing, such as synthesis, conceptualizing, critical evaluation, and problem solving. A graduate course contains a significant communication, writing, and speaking requirement with the ultimate objective being to prepare the student to perform, critically evaluate, and communicate original research and scholarly activity.

The guidelines for a graduate course are:

• The course should not be a survey and introduction course to the discipline. The course content should be commensurate with the expectation that students in the class already possess knowledge of the discipline equal to that of a typical undergraduate degree holder.

• The course should contain a writing, speaking, and communication component and include relevant required and suggested readings of research and scholarship in the discipline.

• The course should be taught by a faculty member who a) has the terminal degree relevant to the course and is current in the course discipline or b) is a current and recognized contributor to the course’s discipline. (Requests for exceptions to this policy should be approved by the Dean of the Graduate School.)

• The course size should be limited by course objective, funding, opportunity for student and faculty interaction, and the special requirements of the course.

2. 500- through 800-Level Professional Academic Courses. A professional course is a course offered in a professional doctoral curriculum such as the Doctor of Veterinary Medicine or Doctor of Pharmacy. These courses are intended to impart a body of didactic, theoretical, and technical knowledge in support of obtaining comprehensive professional understanding and expertise.

3. 600-Level Course. A 600-level course is generally for independent study, special projects, and/or internships. Credits are variable and grading is satisfactory/fail (S,F).

4. 702 Course. The 702 course is a Master’s Special Problems, Directed Study, and/or Examination course. Credits are variable and grading is satisfactory/fail (S,F). Faculty should set course requirements for each semester that a student is enrolled in 702 credits, and provide an S/F grade at the end of the semester based on the student’s performance in meeting those requirements. In extenuating circumstances, faculty may use the X grade to indicate continuing progress toward completion of those requirements. The X grade should be changed when the faculty member determines that the student has successfully met the requirements for that semester; the X grades should be changed by the faculty no later than the last semester of study.

5. 700/800-Level Research Courses. Each graduate program has associated 700- (Master’s) or 800- (Doctoral) level courses for research and advanced study credit. The 700-level course is for students working on their master’s research, thesis and/or examination. The 800-level course is for doctoral research, dissertation and/or examination. Credit is variable and grading is satisfactory/fail (S,F) for these courses. Faculty should set course requirements for each semester that a student is enrolled in research credits, and provide an S/F grade at the end of the semester based on the student’s performance in meeting those requirements. In extenuating circumstances, faculty may use the X grade to indicate continuing progress toward completion of those requirements. The X grade should be changed when the faculty member determines that the student has successfully met the requirements for that semester; the X grades should be changed by the faculty no later than the semester of the final defense. Generally, students enroll in a minimum of 2 credits of the appropriate level 700/800-level course in the semester in which they take their final oral examination.
In addition, every semester all full-time graduate students must enroll in a minimum of one credit hour of the appropriate 700 or 800 course section to document faculty and departmental efforts in graduate teaching. At the time of enrollment, departmental personnel (e.g. the graduate coordinator) assign the committee chair as the instructor for this individual instruction course with a 100 percent effort. If a student has committee co-chairs, two instructors may be assigned, with 50 percent effort for each instructor. If the student has not yet chosen a committee chair, the graduate coordinator enters the name of the appropriate department or program chair as the instructor. Each department will be surveyed each semester to determine committee chair assignments for part-time graduate students who do not enroll in a 700 or 800 course section.

6. Conjoint Courses. Quality graduate programs offer rigorous course work to their students. The graduate classroom experience should be qualitatively different than in undergraduate programs. Departments and programs should avoid all practices that may dilute the classroom experience for graduate students, including the practice of offering conjoint courses. Consequently, conjoint courses should be only offered in rare circumstances.

The total number of graded credit hours from conjoint courses allowable on a student’s program of study is determined by each graduate program. The number of conjoint courses in the program curriculum and the extent of their use on the program of study will be a factor in the Graduate School’s overall evaluation of the quality of the graduate program.

When absolutely necessary, departments may submit, as a major curricular change, a request to establish a 500-level graduate course having the same two final digits as a currently offered or newly requested 400-level course. The courses must meet the usual graduate standards with respect to content level, uniqueness, and appropriateness. The two component courses of each conjoint listing must be scheduled together in the same classroom, with the same instructor, and the same basic meeting times. The 400-level course of a conjoint listing shall not be offered for graduate credit and students may receive credit in only one component of a conjoint listed course. Additional graduate-level work is required of students enrolled at the 500-level. This work may include additional readings, papers, class meetings, or other items as may be appropriate for work at this level. An introductory statement to the effect that conjoint courses have separate requirements for the 500-level listing will be included in the catalog description and course syllabus.

To obtain conjoint listing, the department should submit the Major Curricular Change Form for courses with a detailed course syllabus, which indicates the specific requirements for 500-level enrollees and those for 400-level enrollees. The different requirements should be summarized on a separate sheet and approved by the department chair and dean of the college. The small class enrollment requirement will be fulfilled by enrollment of either five graduate students or ten students total. The Dean of the Graduate School and Provost may approve exceptions. (Senate 5/10/79; amended Graduate Studies Committee 12/17/79)

To obtain approval from the Graduate Studies Committee for 500-level credit in a conjoint course, the course application must detail how the additional work required of graduate students will provide additional depth in several of the areas covered in the course and how the course will provide for significant time for graduate students to interact with the instructor.

F. Addition or Modification of Graduate Courses

1. New Graduate-Level Courses. New graduate-level courses are established by submission of the appropriate Major Curricular Change Form which is available from the Registrar’s Office or on-line at http://www.ronet.wsu.edu/ropubs/. Major curricular changes are normally initiated from the faculty and chair of a program or through the cooperative efforts of deans or directors of their respective units. As provided by the Faculty Senate Constitution, the Catalog Subcommittee considers all major curricular changes and submits recommendations to the Graduate Studies Committee (GSC). The GSC makes recommendations to the Faculty Senate.

2. Revision/Deletion of Existing Graduate-Level Courses. Changes to existing graduate programs are categorized as major curricular changes or minor curricular changes. Examples of major curricular changes within graduate courses include addition or deletion of a course,
establishment or deleting a cross-listing with another department, establishment of conjoint listing, change in course number to a different level, change in course credit, or change in credit/contact hours. The complete list of major curricular changes and the procedures for accomplishing these changes are detailed in the Faculty Senate Educational Policies and Procedures Manual, Chapter VII (http://facsen.wsu.edu/eppm/). The Major Curricular Change Form is available from the Registrar’s Office or on-line at http://www.ronet.wsu.edu/ropubs/

Minor curricular changes include a change in course number within the same level, editorial changes in course title, reduction of credit, addition or changes in prerequisites, or rewording course description which does not substantially alter the course content. The complete list of minor curricular changes and the procedures for accomplishing these changes are detailed in the Faculty Senate Educational Policies and Procedures Manual, Chapter VII (http://facsen.wsu.edu/eppm/). The Minor Curricular Change Form is available from the Registrar’s Office or on line at http://www.ronet.wsu.edu/ropubs/.

CHAPTER FOUR
Applications and Admissions

The Graduate School is responsible for official admission decisions regarding all graduate students at WSU. The Dean of the Graduate School makes these decisions with the input and advice from appropriate Graduate School staff, graduate programs, departments, and colleges. Any correspondence sent by the department/program to the prospective student should be copied to the Graduate School so that it may be included in the student’s official file. Departments and/or degree granting units and the Graduate School have the right to deny admission to any student, regardless of whether they meet the minimum admission requirements, and are not required to provide a reason for denial.

The following policies apply to all applicants to the Graduate School and graduate students at Washington State University, except as stated. Additional information regarding application and admission to the Individual Interdisciplinary Degree Program (IIDP) is found on the Graduate School web site.

A. General Policies

1. Inquiries. The Graduate School staff responds to all inquiries and forwards information to the appropriate degree granting unit (department, school, college).

2. Application Process. The Graduate School uses an on-line application and payment system. Paper applications and checks are generally not accepted. Prospective students must complete the on-line application for admission to the Graduate School. The application link can be found at: www.gradsch.wsu.edu/howtoapply.htm. In order for applications to be considered, all required sections must be completed.

Each application for admission is subject to an application fee, which is required at the time of application. This fee is not refundable and may not be credited against any other fees charged by Washington State University. Application fee waivers are granted on a limited basis at the discretion of the Graduate School. For the online application, WSU only accepts Visa and MasterCard credit cards or online Pay by Check through U.S. bank accounts. Checks sent by mail are not accepted.

3. Priority Deadlines. Applications and supporting documents should be submitted as soon as possible to the Graduate School, but no later than January 10th for fall admission, and July 1st for spring admission. Students whose applications are not complete by these priority deadlines will be considered for admission upon request of the department or program. Departments may have earlier deadlines; applicants are responsible for checking with the relevant departments or programs to verify deadlines.

4. Application Requirements. Application requirements and procedures for meeting those requirements are listed on the Graduate School’s website. Departments or programs may have additional requirements, such as GRE or GMAT scores; statements of professional interest; or supplemental applications. Students are responsible for checking with the specific program or department to which they are applying for additional application requirements.

A current WSU graduate student in an undecided status who wants to apply to a degree-seeking status,
should contact the Graduate School at 509-335-1446 before completing the on-line application.

5. Transcript Requirements. Official transcripts are those mailed directly to the Graduate School from the registrar of the institutions attended; transcripts not sent directly from the registrar are not acceptable. International applicants whose institutions will not send official transcripts must submit their official documents to the Graduate School in an official sealed envelope from their institution. One set of official transcripts is required. All transcripts sent to the Graduate School as part of the application process become part of the Graduate School’s official application file and cannot be returned or transferred. Departments and Programs are free to request additional transcripts as deemed appropriate. The following transcripts are required for admission to the Graduate School at Washington State University.

Applicants who attended school in the United States or Canada must submit:
• Transcripts from all accredited colleges or universities attended for any undergraduate coursework (including undergraduate coursework taken after the bachelor’s degree); and
• Transcripts from the accredited colleges or universities from which any bachelor’s degrees and/or graduate degrees have been granted or are expected; and
• Transcripts from the accredited colleges or universities showing any graded graduate level (including doctoral) coursework taken after the bachelor’s degree.

Applicants who attended school outside the United States or Canada must submit:
• Official transcripts, mark sheets, grade reports, or examination results from all higher education institutions attended; an institution-certified English translation with academic credentials are required if these documents are not written in English; and
• Official institution-certified copies of degree certificates and its official English translation if they are not written in English.

6. Transfer Credits. Students intending to request transfer credit for their Program of Study will need to submit official transcripts from colleges or universities showing such credit. See Chapter 6, Section G, Program of Study for additional policy information on transfer credit.

7. General Admission Criteria. Applicants who have submitted complete application materials are considered for admission on the basis of the following:

Coursework Requirements.
• A cumulative grade point average of 3.0 (based on a 4.0 system) of graded undergraduate coursework, or a cumulative grade point average of 3.0 (based on a 4.0 system) from graded graduate coursework where there is 12 or more semester hours of graded graduate coursework taken after the bachelor’s degree. (Note: International transcript evaluation to determine a 3.0 GPA will depend on transcript format.)
• At the minimum, applicants must have or anticipate receiving a bachelor’s degree from an accredited school before the start of the semester for which they have applied to graduate school.
• Schools must be accredited by a recognized accreditation association.
• Credits earned in a professional degree program (such as DVM, JD, MD or PharmD) are not considered as graduate credits in the admission decision.
• The Dean of the Graduate School is the final authority in determining what constitutes accredited courses or schools, and in determining exceptions to this policy.

English Proficiency Requirements. All international applicants must demonstrate a basic proficiency in English by submitting official Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or Michigan English Language Assessment Battery (MELAB) test scores. Applicants from Australia, Bahamas, Barbados, Botswana, Canada, Guyana, Kenya, United Kingdom, Republic of Ireland, Jamaica, New Zealand, Nigeria, and Trinidad and Tobago are exempt from the English proficiency requirement. Scores must be less than two years old and sent directly to the Graduate School from the Educational Testing Service. Student copies of scores, or photocopies, are not official and will not be used in the admission evaluation process. The ETS institutional code for WSU and the minimum acceptable TOEFL scores can be found on the Graduate School website for International applicants: http://www.gradsch.wsu.edu/futurestudents/international/forstudents/checklist.html.
8. Approval of Admission. Degree-seeking applicants who have met all admission requirements of the Graduate School and the departmental/program requirements, and are recommended by a department / program, generally are admitted to the Graduate School. The Dean of the Graduate School grants final approval of admission, assuming general admission requirements have been met, and when evidence indicates a high probability of success in the prospective degree program. Applicants may not be considered regardless of a previous institution's credentials if their application is deemed inadequate, incomplete, or insufficient.

All prospective students must be accepted by the department or program in which they seek a degree or graduate study. If the prospective student has not met all of the admissions requirements, but the department / program supports the student’s admission, the department/program may request a Provisional Admission to the program (see below).

Provisional admission has conditions that the student must meet within a specified time period. Contingencies are noted on the admission certificate that is sent to the student.

Departments and/or degree granting units and the Graduate School have the right to deny admission to any student, regardless of whether they meet the minimum admission requirements, and are not required to provide a reason for denial.

9. Notice of Admission to Applicant. The Graduate School issues an admission certificate to the applicant when he/she has been accepted for graduate study at Washington State University. Applicants who attend Washington State University before complete credentials have been submitted and approved do so at their own risk.

B. Provisional Admission

Provisional Admission is granted though an exception to policy by the Dean of the Graduate School (or one of his/her designees). Provisional admission may be granted for applicants whose academic record or test scores do not meet admission requirements, or for applicants who have not met all of the admission requirements or submitted all of the admission documents. Such applicants may be admitted provisionally to the Graduate School upon recommendation of the department or program and approval by the Dean of the Graduate School. Generally, the number of provisional admissions is limited to 10% of the total enrollment in the degree program for each campus for a given academic year. A student who is admitted provisionally does NOT qualify for financial aid, including any form of assistantship or fellowship.

C. Admission for Non-Degree-Seeking Students

1. Not Advanced Degree Candidate (NADC). Students with a baccalaureate degree who wish to take graduate courses but do not wish to pursue a graduate degree may be admitted as a Not Advanced Degree Candidate (NADC; see additional information in Chapter 2).
   - NADC students must apply for graduate studies using the on-line application process, pay the non-refundable application fee, and be admitted to a graduate department or program.
   - Prospective students may be admitted with less than a 3.0 GPA, but they must maintain a 3.0 GPA once admitted.
   - Admission as NADC does not obligate the department/program to admit the student to a degree program at a later date.
   - NADC students are required to pay graduate fees.
   - NADC students may take any course for which they have the necessary prerequisites except those at the 700- or 800-level.
   - A maximum of 6 hours of graduate course work with grades of “B” or higher (nine for nonthesis master’s and doctoral degree) earned under NADC classification (and postbaccalaureate – class 5) may be applied to graduate degree requirements.

2. Undecided Graduate (UNDG). Potential graduate students who appear just prior to or during registration and have not fulfilled the application requirements may be admitted as an Undecided Graduate (UNDG; see additional information in Chapter 2).
   - Applicants for Undecided Graduate (UNDG) student status must complete an Application for Admission to Undecided-Grad Classification form and pay an application fee. This fee is not refundable and may not be credited against any other fees charged by Washington State University.
• Applicants for UNDG admission should make every effort to complete the UNDG application no less than one month prior to the beginning of the semester or summer session for which they wish to register.
• Transcripts are not required for UNDG admission.
• International students are not eligible for this status.

Admitted UNDG students are subject to the following:
• UNDG students are permitted to enroll in courses only with permission of the instructor and the department offering the courses. Some departments do not allow UNDG students to register for their courses. Students who register without departmental approval may be disenrolled.
• UNDG students are required to pay graduate fees;
• UNDG students are permitted to remain in this classification for up to one calendar year.
• Permitted to apply up to 6 hours of UNDG credit to the graduate degree requirements after admission by the WSU Graduate School to a degree program. Use of UNDG credits will be held to the usual time restrictions for program completion.

Students who enroll under UNDG may or may not choose to complete applications to the Graduate School. Further, they will have no guarantee that they will be accepted if they apply. If the students do apply on-line and are accepted, they will be appropriately re-classified as Regular (6), Provisional (6), or Not Advanced Degree Candidate (NADC, 6-0).

3. Graduate Certificate Student. Washington State University offers graduate certificate programs in several areas. Formal graduate certificates convey that students have developed mastery of course material. Graduate certificate programs are open to currently enrolled graduate students, as well as prospective students, who meet admission requirements. Students on academic probation and students suspended from the university for any reason are not eligible to enroll in certificate courses.

Prospective certificate program students (those students not currently enrolled in a graduate program at WSU) who wish to pursue a graduate certificate must apply on-line prior to enrollment in their first course, pay a non-refundable application fee, and indicate their interest in a specific certificate program listed on the application.

To qualify as a part-time certificate student (NADC classification), a prospective student must:
• Have a bachelor's degree from an accredited post-secondary institution.
• Meet all prerequisite course requirements or be able to demonstrate equivalent knowledge and understanding for courses prior to enrollment.
• Meet all program and/or department admission requirements for the certificate program.
• Be admitted, upon recommendation from the academic unit, to the Graduate School as a certificate student. Once admitted as a part-time graduate certificate student, the student can take graduate certificate courses and/or graduate courses but must maintain a 3.0 GPA. The student must pay all graduate tuition and fees for the courses in which they enroll.

Enrollment is on a space-available basis.
• Because the certificate programs are designed for part-time study without formal admission to a degree program, international students in the US on student visas are not eligible to enroll solely in certificate courses.

Admission Requirements for Currently Enrolled Graduate Students: Currently enrolled degree-seeking graduate students (domestic and international) are eligible to concurrently enroll in a graduate certificate program. The student must fulfill all certificate requirements and complete the application for graduation for graduate certificate located on the Graduate School’s website.

4. Visiting Graduate Student (VGS). Students who wish to enroll for a single summer session or a single semester in the Graduate School at Washington State University, and who intend thereafter to return to the Graduate School in which they are carrying forward a program of study for an advanced degree, may be admitted as Visiting Graduate Students (see additional information in Chapter 2). Admission requirements include the following:
• Visiting Graduate Students must apply for admission by completing the Visiting Graduate
**Student Certificate of Status** form and paying a nonrefundable admission fee.

- They must have been officially admitted to another recognized graduate school, and be in good standing and actively pursuing a graduate program. Verification from the student’s current Graduate School dean is required on the **Visiting Graduate Student Certificate of Status** form.

- Prospective students do not need to submit a full transcript of credits.

- Admission to Washington State University as a Visiting Graduate Student does not guarantee admission to any particular course of study.

Visiting Graduate Students will be permitted to register only in those courses for which they are judged to be eligible by a faculty advisor or the instructor in the course, and if space is available to accommodate registration. Registration of any students admitted on this basis shall terminate at the end of the single semester or the single summer session for which the students enrolled.

If students later wish to apply for admission to the Graduate School of Washington State University to work toward a degree, they must make formal application and submit complete credentials.

If a Visiting Graduate Student is later given formal admission and enters upon work toward a degree at Washington State University, that student may petition the Dean of the Graduate School for allowance of credit for courses taken as a Visiting Graduate Student to apply to the work for such a degree.

### 5. Visiting International Graduate Student (VIGS) and Reciprocal Exchange Graduate Students

International graduate students who wish to enroll in an exchange program at Washington State University for up to one year, and then return to the graduate school in which they are pursuing an advanced degree, may be admitted as Visiting International Graduate Students (VIGS; see additional description in Chapter 2). Such students must meet the following criteria:

1) Each student must apply for admission as a Visiting Graduate Student AND meet the following WSU Graduate School requirements:

   - Must have been admitted to a recognized foreign graduate school, be in good standing, and actively pursuing a graduate program at that institution.

   - Must complete the WSU **Visiting Graduate Student Certificate of Status** form.

   - Must be accepted by a WSU graduate degree granting department/program, WSU Graduate School and for reciprocal exchange program students by WSU Education Abroad.

   - Must submit TOEFL, IELTS, or MELAB scores at the minimum level required by the department in which the student will be studying. Other English language proficiency requirements may be required by departments or the Graduate School based on proposed course of study or level of service appointments.

   - All documentation submitted by the applicant must be in English or official translations into English accompanied by the original foreign language document.

2) Admission as a Visiting International Graduate Student is for the equivalent of up to one academic year (i.e. two semesters). If a student later applies for admission to the Graduate School to work toward a degree, he/she must make formal application and submit complete credentials as outlined in the Graduate School Policies and Procedures handbook.

3) In order to qualify for the WSU Exchange Visitor program (J-1) a student must submit a completed application form and statement of financial support for the student and any accompanying dependent. The support must meet or exceed the estimates as published each semester by the WSU International Students and Scholars (ISS) section. Such documentation may be in the form of original documentation from the home institution, WSU department (if funding is from WSU sources), documentation from other agencies, personal bank statements.
from the student (for dependent support), or a combination thereof.
4) All students must report to the WSU Office of International Students and Scholars (OISS) for orientation shortly after arrival at WSU (to be arranged between the supervising faculty member and OISS).
5) All students will automatically be charged for the international student health insurance plan on arrival (including the required insurance for any accompanying dependents).
6) All students must reside in WSU on-campus housing, if available.
7) All students will be admitted as non-degree graduate Exchange Visitors under the WSU Exchange Visitor program and issued a DS2019. The DS2019 will be sent to the supporting department by OISS for transmittal to the students.

D. Admission for Second, Higher Degree
Students at Washington State University who have completed the graduate degree for which they were admitted and who wish to pursue a second and higher graduate degree should apply for readmission.

1. Students who wish to pursue a Ph.D. degree after the completion of a master’s degree in the same program area must submit the Admission to Doctoral Degree card. The card must have an original signature from the program or department chair.

2. Students who wish to pursue a degree other than that for which they were admitted must submit a formal online application to the Graduate School. The student must contact the Graduate School prior to submission of the application for further instructions. The student must be admitted to the Graduate School to continue studies.

E. Admission for Students Working Simultaneously Toward Baccalaureate and Advanced Degrees

1. Undergraduate Senior Students. Seniors who have at least a 3.0 grade point average in the last 60 semester hours of graded undergraduate work at Washington State University may register for up to six semester hours of work in the Graduate School in excess of that required to complete the bachelor’s degree. These six semester hours may not simultaneously be counted as required credits toward both a baccalaureate degree and an advanced degree. Students must complete a Reserve Graduate Credit (Seniors) form and submit it to the Dean of the Graduate School for approval at the time of registration. Work done by undergraduates under other conditions may not be applied toward an advanced degree.

2. Undergraduates Other Than Seniors. Enrollment in 500-level courses by undergraduates, other than seniors, may be allowed only as an exception to policy under extraordinary circumstances clearly justifying such enrollment. Requests for such an exception to policy require recommendations of the student's major advisor, course instructor, and department/program chair administering the course and should be submitted along with a Reserve Graduate Credit form to the Dean of the Graduate School for review and approval before any such enrollment.

3. Select Graduate Admission (SGA) Program. The SGA Program is to encourage outstanding undergraduate students with top academic records to remain at WSU for a graduate degree by:
   • Extending an early offer of admission and support to outstanding candidates.
   • Removing financial and other costs associated with regular application.
   • Potentially reducing the total number of combined semesters required to complete the undergraduate/graduate degree (without reducing the credit requirements for either).

Graduate faculty may nominate a select few outstanding undergraduates who are in their junior year of study (with approval of the Graduate School, seniors may be nominated early in their senior year) and who rank in the top 10% of their discipline in their program. Nominations should be forwarded to the Graduate School via the graduate advisor or graduate coordinator. Students from the Honors Program should be co-nominated by the Honors College and the
respective graduate program. Nominations should include a cover letter from the graduate
cordinator (and the Honors College advisor, if appropriate) that nominates the student for the
SGA program and documents the excellence of the nominee.
The student should be instructed to contact the Graduate School for special instructions for
submitting an early admission application using the Graduate School’s on-line application
process.
1. The student will need the names and email addresses of three faculty who know
directly of the applicant’s academic ability and performance in WSU courses for the
application process.
2. The student will need to include a brief statement of purpose in the application
process.
3. The student will need to meet any other program requirements for the admissions
process.
The Graduate School will review the candidate’s application and supporting documents
submitted by the program. If accepted, the student will receive instructions for initiating the
transition from undergraduate to graduate status.
Students accepted into this program would be eligible to reserve courses for graduate credit taken
in their senior year if their cumulative GPA is greater than 3.0, they have completed 90
undergraduate hours for the first baccalaureate degree, and they are not registered for more than
15 semester hours in the semester or 12 semester hours in the summer session. Courses reserved
for graduate credit are limited to a total of 12 credit hours and are restricted to graded credit
hours. A form for reserving graduate credits is available from the Graduate School and filed by
the 15th class day of the semester or by the 5th day of the summer session in which the student is
enrolled for the graduate credits.

4. Students Targeted towards Advanced Research Studies (STARS) Program. The
WSU STARS program in the School of Molecular Biosciences gives select students with strong
math and science backgrounds a chance to accelerate the learning process so they can earn a
Ph.D. in as little as seven years after leaving high school. The STARS program provides a
seamless transition to graduate-level courses in a student’s senior year.
The STARS program coordinator should send the names of STARS students in the spring
semester of their junior year to the Graduate School, along with a planned Ph.D. program of
study for each student. The STARS students should be instructed to contact the Graduate School
at the end of their spring semester for special instructions for submitting an early admission
application using the Graduate School’s on-line application process.
1. The student will need the names and email addresses of three faculty who know
directly of the applicant’s academic ability and performance in WSU courses for the
application process.
2. The student will need to include a brief statement of purpose in the application
process.
3. The student will need to meet any other program requirements for the admissions
process.
The Graduate School will review each candidate’s application and supporting documents and
process a departmental recommendation form for program approval. Once the departmental
recommendation form is approved by the program director and the Graduate School, the student
will receive instructions for initiating the transition from undergraduate to graduate status.
Students accepted into this early graduate admissions program would be eligible to reserve
courses for graduate credit taken in their senior year if their cumulative GPA is greater than 3.0,
they have completed 90 undergraduate hours for the first baccalaureate degree, and they are not
registered for more than 12 undergraduate credit hours in the fall or spring semester of their
senior year. Courses reserved for graduate credit are limited to no more than a total of 13 credit
hours and are restricted to graded credit hours. A form for reserving graduate credits is available
from the Graduate School and must be filed by student by the 15th class day of the semester in
which the student is enrolled for the graduate credits.
F. Council of Graduate Schools’ Resolution
The Council of Graduate Schools has published a statement entitled "Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants" since the mid 1960s. The Resolution is concerned with the conditions surrounding the acceptance of offers of certain kinds of graduate student financial assistance, namely, scholarships, fellowships, traineeships, and assistantships.

The general spirit of the Resolution is that students should have an opportunity to consider more than one offer and should have until April 15 to do so, that institutions and students should be able to view acceptances in force after April 15 as binding, that everyone should know what the rules are, and that an offer by the institution and its acceptance by the student constitute an agreement which both expect to honor. The Resolution acknowledges that students, after having accepted an offer, may change their minds and withdraw that acceptance. The intent of the Resolution is to provide a uniform and widely acceptable framework for so doing, one that provides protection for both student and institution. A link to the full text of this Resolution may be found at http://www.cgsnet.org/Default.aspx?tabid=201. For additional information, see Chapter 9 on Graduate Assistantships.

G. Unsuccessful Applicants / Accepted Students Who Decline the Offer of Admission
Admission to Graduate School is a competitive process. Because of limitations of faculty and facilities, it may be necessary to deny admission to some qualified applicants. While a department to which an applicant applied may give unofficial notice of denial, all applicants who are denied admission are officially notified in writing by the Graduate School. Admission to the Graduate School is term specific; consequently, the applications of accepted students who decline admission are canceled. If a student wishes to apply for admission to the Graduate School at a later date, he/she must reapply.

All admission decisions are final. There is no appeal process for denied applicants. Departments and/or degree granting units, and the Graduate School, have the right to deny admission to any student, regardless of whether they meet the minimum admission requirements.

H. Change of Date of Admission / Re-application to the Graduate School
Admission to the Graduate School is term-specific and therefore the Graduate School will not update offers of admission or roll admission offers to a future semester. Students who apply to the Graduate School (either as a degree-seeking or non-degree-seeking student) for a particular semester and who have not received a decision regarding their admission, or who are admitted, may request to update their application for admission by contacting the Graduate School no later than 30 days into the semester for which they have applied. The Graduate School will update the application and notify the department of the change. The applicant’s file will be reviewed for the updated term, and the department may approve or deny admission for that term. An application that has not been denied only may be updated twice.

Students who apply to the Graduate School for a particular semester and who are denied admission may not update their application for a future term; such students must reapply via the on-line application process and pay the non-refundable application fee.

I. Readmission
1. Admission for Second, Higher Degree in Same Program. Students at Washington State University who have completed the graduate degree for which they were admitted and who wish to pursue a second and higher graduate degree should apply for readmission using the appropriate form supplied by the Graduate School. Students who wish to pursue a Ph.D. degree after the completion of a master’s degree in the same program area must submit the Admission to Doctoral Degree card. The card must have an original signature from the program or department chair.

2. Admission for Different Program. Students who wish to pursue another advanced degree after completion of the first advanced degree must submit a formal online application to the Graduate School. The student does not need to pay a non-refundable application fee and should contact the Graduate School prior to submission of the application for further instructions. The student must be readmitted to the Graduate School to continue studies.
3. Readmission after Resignation or Leave. Students who have resigned from the Graduate School, who fail to maintain continuous enrollment status, whose leave of absence status has expired, or whose time limit for completing the degree has expired must reapply for admission to the Graduate School using the on-line application. Such students must pay the nonrefundable application fee.

J. Change from Non-degree Status to a Degree Program
WSU graduate students who are currently enrolled as a non-degree-seeking student (i.e., Undecided [UNDG], Not A Degree Candidate [NADC], or enrolled in a Certificate Program) must formally apply to the Graduate School if they want to be admitted to an advanced degree program. Such students are eligible for an application fee waiver and should contact the Graduate School before completing the on-line application process.

1. UNDG Students Pursuing Formal Admission to Graduate School. UNDG students are permitted to apply up to 6 hours of UNDG (Class 6) credit to the graduate degree requirements after admission by the WSU Graduate School to a degree program. Use of UNDG credits will be held to the usual time restrictions for program completion. The faculty in the graduate program have the authority to recommend denial of admission to any student.

2. NADC Students Pursuing Formal Admission to Graduate School. A maximum of six hours of graduate course work with grades of “B” or higher (nine for non-thesis master’s and doctoral degree) earned under NADC classification may be applied to graduate degree requirements. Time limits on the course work would be the same as for transfer credit. The faculty in the graduate program have the authority to recommend denial of admission to any student.

3. Certificate Student Pursuing Formal Admission to Graduate School. A certificate student may elect to apply for formal admission to the Graduate School and pursue an advanced degree. A determination of the applicability of any of the courses and credits earned while a certificate student will be made at the time of admission at the discretion of the academic department or graduate program where the degree is sought by the student filing a Program of Study as part of the admission material. Department-approved courses will be stipulated as such on the student’s Program of Study when it is submitted and will be reviewed by the Graduate School at that time.

K. Change of Degree Objective within the Same Department or Major
Students who wish to change their degree objective but remain within the same department/program must complete a Change of Major card and submit it to the Graduate School for approval and processing.

L. Change of Department
Students who wish to change their degree objective but remain within the same major must complete an Admission to Doctoral Program card and submit it to the Graduate School for approval and processing.

M. Graduate Study for Faculty/Staff
1. Faculty. In special circumstances, faculty members may pursue programs of study
leading to advanced degrees at Washington State University. Requests to do so are considered on a case-by-case basis by the Dean of the Graduate School. Approval and denial are subject to all rules and regulations of the Graduate School and requires the concurrence of the Graduate Studies Committee.

**Review of applications will include consideration of factors such as:**
- Abstention from service on the WSU Faculty Senate, Graduate Studies Committee, and Research and Arts Committee.
- Avoidance of situations which may constitute a conflict of interest.
- Impact upon the unit in which a faculty member is appointed.
- Preparation in advance of admission of a general program of study with a stated timeline.
- Abstention from pursuit of degree in one’s own unit and those that are directly administratively related to the faculty member’s unit.

**Application process will include:**
- Complete application, proposed program of study and approval of unit supervisor received by the Graduate School.
- Calculation of GPA by the Graduate School.
- Preliminary review of application by Associate Dean, including proposed program and impact on applicant’s unit and unit to which application has been made.
- Departmental Recommendation Form sent to department/program.
- Departmental Recommendation Form received from department/program with recommendation to admit or deny.
- Review by the Dean of the Graduate School and a decision to approve or deny the application.
- Review by the Graduate Studies Committee and decision to approve or deny the application.
- Notification to the applicant and to the department/program.

2. **Staff and/or Administrative Personnel.** Staff and/or Administrative Personnel may pursue programs of study leading to advanced degrees at Washington State University. Requests to do so will be reviewed by the Dean of the Graduate School. Approval is subject to all rules and regulations of the Graduate School.

**Review of applications will include consideration of factors such as:**
- Abstention from service on University committees dealing with curricular decisions and policy/procedures for graduate education.
- Avoidance of situations which may constitute a conflict of interest including those which could arise from pursuit of degree in one’s own unit (in the case of academic department or program) and those which are directly administratively related to the staff member’s unit of employment.
- Impact upon the unit in which a staff member is employed.
- Preparation in advance of admission of a general program of study with a stated timeline and departmental/program approval.

**Application process will include:**
- Completed application, proposed program of study approved by the academic department/program chair, statement of intent including how the residency requirement will be satisfied, and approval of the employing unit supervisor indicating the impact the study will have on the unit received by the Graduate School.
- Calculation of GPA by the Graduate School.
- Preliminary review of application by Associate Dean.
- Departmental Recommendation Form sent to department/program.
- Departmental Recommendation Form received from department/program with recommendation to admit or deny.
- Review by the Dean of the Graduate School and a decision to approve or deny the application.
- Review by the Graduate Studies Committee and decision to approve or deny the application. In exceptional cases, review by the Graduate Studies Committee and
recommendation to the Dean to approve or deny the application.

- Notification to the applicant and to the department/program.

3. Tuition Fee Waiver Programs. Qualified staff and faculty who wish to enroll under the tuition fee waiver program must follow regular Graduate School admission procedures, and meet the eligibility requirements and follow the enrollment procedures outlined in BPPM 60.70 (http://www.wsu.edu/~forms/HTML/BPPM/60_Personnel/60.70_Tuition_Waivers--Fall_and_Spring_Semesters.htm). Interested staff and faculty members should consult the Office of Human Resource Services for additional information.

CHAPTER FIVE
Enrollment and Graduate Leave

A. Enrollment Policy

1. Enrollment Policy Overview

a. Master’s Degree Students

All master’s degree students are required to enroll for a minimum of 2 credits every fall and spring semester until they complete all of their degree requirements (see Section A.2 of this policy). Graduate leave is available to those students who must be away from campus for personal reasons (see Section A.6 in this policy). Students in official internship leave status (see Section A.7 in this policy) are not required to register for credit unless their program requires it. If master’s degree students do not register for credit or go into approved graduate leave or internship leave status, their absence is unapproved. Such students may reenroll and pay a $25 fee if they are absent for one or two consecutive semesters (excluding the summer; see Section A.3 in this policy). Reenrollment also requires departmental approval and is not guaranteed. Students who are absent for three consecutive semesters (excluding the summer) will be dropped from the Graduate School (see Section A.4 in this policy).

b. Doctoral Students

Prior to preliminary exams: Prior to taking preliminary exams, all doctoral students are required to enroll for a minimum of 2 credits every fall and spring semester until they complete all of their degree requirements (see Section A.2 in this policy). Graduate leave is available to those students who must be away from campus for personal reasons (see Section A.6 in this policy). Students in internship leave status (see Section A.7 in this policy) are not required to register for credit unless their program requires it. If doctoral students do not register for credit or go into approved graduate leave or internship leave status, their absence is unapproved. Such students may reenroll and pay a $25 fee if they are absent for one or two consecutive semesters (excluding the summer; see Section A.3 in this policy). Reenrollment also requires departmental approval and is not guaranteed. Students who are absent for three consecutive semesters (excluding the summer) will be dropped from the Graduate School (see Section A.4 in this policy).

After successful completion of preliminary exams: After successful completion of preliminary exams, doctoral students are expected to continue to enroll for research credits each semester until they defend their degree. There is a three-year time limitation from the date of the preliminary exam to degree completion. Students who have taken their preliminary exams, have met all of their program requirements except completion of their dissertation, and do not have the funding to register for two or more research credits will be placed into Continuous Doctoral Status for a limited number of semesters. Students in Continuous Doctoral Status will be charged a $50/semester administrative fee and will have limited access to University resources. See Section A.2.a in this policy for detailed information about Continuous Doctoral Status.

c. Non-Degree-Seeking Students (Credential and Graduate Certificate Students)

Non-degree-seeking students who are absent for one semester or up to four consecutive semesters (excluding the summer) must complete the reenrollment form and pay a nonrefundable processing fee before the student can register for classes. Students absent for three or four consecutive semesters (excluding the summer) must obtain departmental
approval to re-enroll. A non-degree seeking student who is absent for five consecutive semesters (excluding the summer) is required to reapply and pay a nonrefundable application fee to the Graduate School if he/she wishes to be considered for readmission to a program. See Section A. 5.

2. Continuous Enrollment for Degree-Seeking Students. All full- and part-time degreeseeking graduate students at all campus locations must maintain continuous enrollment in the Graduate School, registering for each semester, excluding summer sessions, from the time of first enrollment until all requirements for the degree are completed. **Continuous enrollment is maintained by registering for a minimum of 2 graduate credits per semester (excluding the summer).** International students who enroll for fewer than 10 credits must be approved by OISS, in consultation with the Graduate School, prior to part-time enrollment during the academic year. Exceptions to the continuous enrollment policy are noted in Section A.2.b. **Continuous doctoral status,** explained in Section A.2.a meets the continuous enrollment requirement.

a. Continuous Doctoral Status. Typically, doctoral students are able to complete their doctoral studies in a timely manner after completing their coursework and preliminary requirements. However, on occasion, doctoral students who have completed their coursework, preliminary exams and most of their research requirements do not have funding to continue to register for research credits; consequently, they must leave campus to finish their dissertation work. **To meet the continuous enrollment requirement, doctoral students who have successfully completed their coursework and their preliminary exams and who DO NOT enroll for credit automatically will be placed into Continuous Doctoral Status.** Students must complete their degree within three years of the date of the successful completion of their preliminary exam. **Continuous doctoral status** is not intended to replace a student’s 800-research credit requirements.

1. Students in **continuous doctoral status** are **not enrolled for credit.** Students should contact the Financial Aid Office if they have questions regarding their financial aid/federal loan requirements, and the Office of International Students and Scholars if they have questions about their immigration status.

2. **Doctoral students will be charged a $50 administrative fee each semester they are in continuous doctoral status.** **Continuous doctoral status** allows students limited access to academic resources (i.e., faculty and staff counsel) and the University libraries. It also allows the student to maintain eligibility for student health insurance on a self-pay basis for up to 12 months, if the student was a participant in the student health insurance plan for the semester immediately preceding **continuous doctoral status.**

3. Doctoral students who enroll for a minimum of two credits will not have to pay the **continuous doctoral status** fee that semester. When a doctoral student who has been in **continuous doctoral status** enrolls for credit, the $50 administrative fee for that semester will be used to offset their tuition costs.

4. Students in **continuous doctoral status** do not have to complete a reenrollment form or pay a reenrollment fee to register for two credits to defend.

5. Students who do **not** want to be in **continuous doctoral status** have the option of dropping from the Graduate School. If they want to reenroll after being officially dropped, they will need to reapply to the Graduate School and their program. Readmission is not guaranteed.

6. If the $50 administrative fee is not paid by the student after two consecutive semesters (excluding the summer), the student will be dropped by the Graduate School. If the student chooses to reapply, he/she will need to pay the unpaid administrative fees to be readmitted.

7. Continuous doctoral status may be waived for medical reasons, military
service, Peace Corps service, or required internship leave. This period of
leave from continuous doctoral status is considered official leave and the
appropriate documentation must be submitted and approved in advance of the
semester the student wishes to be on leave (see Section 6, Official Leaves of
Absence and Section 7, Internship Leave). Graduate leave does not extend the
time limitations to complete the doctoral degree (see Chapter 6, Section E).

8. **Continuous doctoral status** is included in the time limitations to complete a
doctoral degree. Specifically, students have three calendar years from the date
of successful completion of the preliminary exam to complete their degree.
Consequently, students may not be in continuous doctoral status for more than
5 consecutive academic semesters (excluding summer). After 5 semesters, the
student must enroll for 2 credits and defend to complete their program.

b. **Exceptions to Continuous Enrollment.** Typically, degree-seeking graduate students
enroll in credits every semester until degree completion; however, sometimes
circumstances are such that degree-seeking students are unable to enroll for credits. Such
circumstances may include illness, family issues, financial need, work, or other
obligations. The exceptions to continuous enrollment discussed in this section address
circumstances in which a degree-seeking student must be away from campus and cannot
enroll for credits. These students must complete the appropriate graduate leave or
internship leave paperwork, obtain approval from their faculty advisor and program chair,
and submit the paperwork to the Graduate School in advance of the semester they will be
away. **Official leaves of absence, internship leave status, and absences not approved
under this policy are included in the time limits to complete a degree.**

1. **Graduate Leave of Absence.** Students who must be away from campus for
reasons such as medical issues, family obligations, job obligations, military
service, and Peace Corps service, and who cannot maintain continuous
enrollment in any given semester, may apply for an official graduate leave of
absence. See Section A.6 for additional information and procedures. Only
graduate leave for medical reasons (EFML), military service, and Peace
Corps service is available to doctoral students in continuous doctoral status.
Students who are approved for graduate leave while in continuous doctoral
status will not be charged the $50 administrative fee.

2. **Internship Leave.** Students who wish to go on an internship approved by
their program and who do not need to register for credits for the internship
may apply for internship leave status. See Section A.7 for information and
procedures. Only internship leave required by the student’s program is
available to doctoral students in continuous doctoral status. Students who are
approved for internship leave while in continuous doctoral status will not be
charged the $50 administrative fee.

3. **Reenrollment for a Degree-Seeking Student (This reenrollment policy does not
apply to doctoral students in continuous doctoral status).** A degree-seeking graduate
student (who is not in continuous doctoral status) who does not maintain continuous
enrollment or who is not on approved graduate leave or internship leave status, and who is
absent for one semester or two consecutive semesters (excluding the summer) must complete
the reenrollment form before the student can register for classes. Reenrollment requires a
nonrefundable processing fee when the student is returning from an unapproved absence.
Reenrollment also requires departmental approval and is not guaranteed. Students enrolling
after being in continuous doctoral status, or on approved graduate leave or internship leave,
do not have to complete the reenrollment form or pay the reenrollment fee.

4. **Readmission for a Degree-Seeking Student.** A degree-seeking graduate student who
fails to maintain continuous enrollment or approved graduate leave or internship leave, and
who is absent for three or more consecutive semesters (excluding the summer) is required to
reapply and pay a nonrefundable application fee to the Graduate School if he/she wishes to
be considered for readmission to a program. Readmission is not guaranteed. Doctoral
students who drop out of continuous doctoral status are also required to reapply and pay a nonrefundable application fee to the Graduate School for readmission to a program.

5. Enrollment of Non-Degree Seeking Students. Non-degree-seeking students who are absent for one semester or up to four consecutive semesters (excluding the summer) must complete the Reenrollment form. Reenrollment requires a nonrefundable processing fee. Students absent for three or four consecutive semesters (excluding the summer) must obtain departmental approval to re-enroll. The Reenrollment form must be completed and the nonrefundable fee must be paid before the student can register for classes. A non-degree seeking student who is absent for five consecutive semesters (excluding the summer) is required to reapply and pay a nonrefundable application fee to the Graduate School if he/she wishes to be considered for readmission to a program. Readmission is not guaranteed.

6. Official Graduate Leave of Absence. The following official graduate leaves of absence are intended to provide the degree-seeking student with some continuing services during their time away from campus for the reasons stated below. Graduate leave does not extend the time limitations for degree completion (see Chapter 6, Section E). Extensions must be requested according to Graduate School procedures (see Chapter 6, Section F).

a. Graduate Leave. Graduate Leave is granted for individuals who must be away from their studies for one or more semesters for personal, family, job, financial, military or Peace Corps service, or other compelling reasons. Only graduate leave for medical reasons (EFML), military service, and Peace Corps service is available to doctoral students in continuous doctoral status. Students must apply for Graduate Leave through the Graduate School by completing the Graduate Leave form. The leave must be approved by the student’s committee chair, program chair, International Programs (for international F-1/J-1 students only) and Dean of the Graduate School. A student may be on Graduate Leave for a total of up to one calendar year during their studies, but leave time may be extended for special circumstances (e.g., for military and Peace Corps service) at the recommendation of the program and the approval of the Graduate School. Graduate Leave beyond one calendar year during a student’s studies is not guaranteed. Graduate Leave entitles students to maintain access to library services if needed. At the end of the leave, the student will be able to reenroll for credits without completing the reenrollment form or paying the reenrollment fee. International students must submit information on their finances to the Graduate School if they require issuance of new immigration documents (Form I-20/DS-2019).

b. Emergency Family/Medical Leave (EFML). Emergency Family/Medical Leave is a type of Graduate Leave for graduate students who must leave school for one or more semesters due to a medical or family emergency that is defined under the federal Family Medical Leave Act. (For absences within a given semester related to the birth or adoption of a child, please refer to Short-term Parental Leave in Section 6.c.) EFML entitles graduate students in good standing to be away from the university but maintain some benefits and services during their leave period, including use of the University libraries. EFML status also entitles graduate students to maintain their eligibility for student health insurance on a self-pay basis for a period of one semester as approved by Health and Wellness Services. Students need to have been a participant in the student health insurance plan immediately preceding the EFML leave to be eligible. EFML must be coordinated with the Graduate School, the student’s program advisor and chair, International Programs (for international students only) and also with Health and Wellness Services if the student wishes to maintain eligibility for student health insurance benefits. Graduate students must submit a Graduate Leave form, along with the appropriate documentation, to program advisor, program chair, and the Graduate School prior to the semester in which EFML is needed, unless the leave is an emergency. This EFML policy does not apply to specific program requirements or the terms and conditions of assistantships, fellowships and other forms of financial aid. At the end of the leave, the student does not need to complete the Reenrollment form or pay a
reenrollment fee to reenroll in their program. EFML generally is limited to one calendar year during a student’s graduate studies. Students who require EFML leave for more than one calendar year must obtain program support and Graduate School approval in advance to extend the leave beyond the first year. Extensions to EFML are not guaranteed, and students will not be eligible for student health insurance. Students on approved EFML do not have to complete a reenrollment form or pay a reenrollment fee. Graduate students who want access to the student health insurance program during their first semester of EFML must submit an EFML application to Health and Wellness Services. If the leave begins mid-semester, the University’s policies and procedures related to withdrawals, refunds, continuation of benefits, and termination of assistantships (and other forms of financial aid) apply for that semester. Access to the student health insurance program via EFML, if approved, will apply for the following semester. Students should contact Health and Wellness Services for an EFML application and information related to insurance premiums for the semester on leave.

c. Short-term Parental Leave. The Short-term Parental Leave plan provides up to four consecutive weeks of leave for the period directly before or after the birth or adoption of a child. During this time, the student continues to be enrolled and, if on an assistantship appointment, the student will continue to receive graduate assistant benefits (i.e., tuition waivers will remain in place), health benefits, and his/her salary.

Eligibility: The Short-term Parental Leave plan applies to all full-time enrolled graduate students at all campus locations anticipating the birth or adoption of a child. Eligible graduate students are those who have been full-time graduate students for at least one academic year (two academic semesters, not including the summer) at the time Parental Leave is taken. Students must maintain their fulltime enrollment status during Parental Leave.

• A full-time graduate student on an assistantship appointment is eligible for four consecutive weeks of paid Parental Leave from his/her graduate program.

In the event that both parents are full-time graduate students at WSU, only one may take Parental Leave or the four consecutive weeks may be shared between them.

• Full-time graduate students who are not on an assistantship may request Parental Leave without tuition or salary support.

Financial Support for Graduate Assistants: The Graduate School has established a process to provide temporary financial assistance to programs to enable them to continue to support students on graduate assistant appointments during Short-term Parental Leave. These funds will be provided by the Graduate School to ensure that the graduate student’s funding is continued during their approved leave period and the research/teaching efforts of the department are not adversely affected. Programs should request salary replacement funds for 50 graduate assistants who seek Parental Leave via the Short-Term Parental Leave form, which should be signed by the student, the faculty advisor and the Program Chair, and submitted to the Dean of the Graduate School. These short-term replacement funds will be available for graduate assistants on any funding source. In addition to the temporary salary funds, the Graduate School will maintain resident and non-resident tuition waivers for the assistant during the approved Short-term Parental Leave period, not to exceed the current appointment period. For students on grant funding, the Graduate School will provide flexible tuition waivers to replace the QTR during the approved Short-term Parental Leave period.

Short-term Parental Leave Academic Plan: Faculty and other mentors are expected to work with graduate students to make fair and appropriate alternative arrangements during Parental Leave in the form of a written Parental Leave Academic Plan approved by the student’s course instructors if applicable, and the
Students should alert their program chair and advisor as soon as they know of the impending need for a leave so that any necessary work adjustments (for graduate assistants) and academic arrangements may be made. Students who are planning to request a Parental Leave should meet with their faculty advisor no less than ten weeks prior the proposed start of the leave to develop a plan for their academic work. The agreed upon plan should be attached to the Short Term Parental Leave form before it is submitted to the Graduate School. The Disabilities Resource Center should be consulted if there are medical issues that require reasonable accommodation. While graduate assistants will not be required to perform any duties during their period of Parental Leave, they may want to maintain a certain amount of involvement with their advisor during the Parental Leave period. This involvement should be mutually agreed upon by the student and the faculty member.

Short-term Parental Leave Procedures: Parental Leave may extend up to four consecutive weeks. Graduate students who seek Parental Leave should complete a Short-Term Parental Leave form, attach a copy of their academic plan for the leave, and have the form signed by their faculty advisor and program/department chair. The form must be submitted to the Graduate School no later than eight weeks prior to the anticipated start date of the leave. The student and graduate program will be notified in writing of the Graduate School’s decision on the Short-Term Parental Leave request. In addition, if the student is on an assistantship appointment, the Graduate School will work with the program to provide funds for the continuation of the student’s salary during the leave period. After the period of approved leave, graduate assistants are entitled to return to their assistantship positions for the duration of their current appointment.

Absences beyond Short-Term Parental Leave: The Short-Term Parental Leave plan does not cover medical situations or complications due to childbirth. Programs may provide additional unpaid time off beyond the Parental Leave based on the student’s documented needs, but university policies regarding reasonable accommodation and/or Graduate Leave must be followed. Graduate students should apply for an official leave of absence (see section A.6 in this chapter) from their graduate studies if they anticipate being absent for an entire semester or more. Students should be advised that there is no guarantee of an assistantship position after returning from an absence beyond the Short-term Parental Leave.

7. Internship Leave. Internship Leave entitles graduate students in good standing to be away from the university in a full-time internship while maintaining access to student health insurance, faculty and staff counsel, and use of the University libraries. Internship Leave entitles graduate students to maintain their eligibility for student health insurance on a self-pay (or department pay) basis. Internship Leave is available for a period of up to one semester, and may continue for an additional semester if the internship is continuous and part of the student’s official course of study. Extensions to internship leave beyond two consecutive semesters must be recommended in advance by the program and approved by the Graduate School. Extensions to internship leave are not guaranteed, and the student will not be eligible for student health insurance during the extension. Internship Leave should be used by doctoral student who have completed all of their program requirements except their final program-required internship.

a. To be eligible for Internship Leave, a graduate student must be approved for an internship by his or her faculty advisor. The graduate student does not have to register for credit for the internship unless it is required by their program.

b. The student must have registered for and completed at least one semester as a graduate student at WSU prior to going on Internship Leave. Graduate students can apply for Internship Leave by completing the Graduate Internship Leave Approval form and submitting it to the Dean of the Graduate School one semester prior to the internship.
c. International students must consult with the Office of International Programs regarding employment eligibility. Internship Leave through the Graduate School does not constitute employment authorization for immigration purposes.

B. Registration. The student is responsible for completing appropriate enrollment procedures each semester. The Graduate School sends an official Admissions Certificate to students accepted into a graduate program at WSU. This includes instructions for registration for the first semester of study. Students should contact their advisor (or the faculty or staff representative of the appropriate program of study) for advice concerning specific class requirements or recommendations. The student then registers for classes using the on-line registration site at myWSU. Appropriate login information for this site will be included with the Admissions Certificate.

C. Appropriate Levels of Registration (Credit Load).

Full-time Students. Graduate students must register for a minimum of 10 credit hours to maintain full-time enrollment status in the fall and spring semesters. All full-time graduate students must register for at least one (1) 700 (masters), 702 (non-thesis masters) or 800 (doctoral) level research credit each semester to track faculty advisor effort. (Students should check with their departments for additional information and/or exceptions to this policy)

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Part-time Students. Graduate students must register for a minimum of 2 credit hours and no more than 9 credit hours to maintain part-time enrollment status in the fall and spring semesters.

While graduate students may be required by their major program to register for a greater number of credit hours, they must enroll at least for the following minimums.

1. All full- and part-time degree-seeking students are required to register for a minimum of 2 graduate credits per semester (excluding the summer), unless they are in continuous doctoral status, or approved graduate leave or internship leave status.

2. Students not on appointment as teaching, research, or staff assistants, and enrolling solely for the purpose of a) completing theses or special projects; b) taking preliminary examinations; or c) taking master’s or doctoral final examinations, must register for a minimum of 2 semester hours of the applicable 700, 702, or 800 course at Washington State University during that semester or summer session.

3. Graduate students on appointment as teaching, research, or staff assistants during the academic year must be enrolled full time for a minimum of 10 credit hours or 3 credit hours during the summer.

4. Students on non-service appointments must enroll for a minimum of 10 credit hours per semester during the academic year.

5. Students on non-service appointments for the summer must enroll for a minimum of 3 hours during the eight-week summer session.

6. A normal academic load for a full-time graduate student is 10-12 credit hours; however, under specific circumstances, individual programs may require more.

7. International students in F-1 and J-1 status should consult with the Office of International Students and Scholars (OISS) for enrollment requirements. In general, international graduate students are required by the U.S. Department of Homeland Security to enroll for at least 10 credits during the regular academic year.

8. International students with valid academic, administrative, or medical reasons may be granted part-time enrollment authorization using the approved Reduced Course Load form. This includes students who have completed all required courses and are enrolled for thesis/dissertation credits only. A Reduced Course Load must be approved by OISS, in consultation with the Graduate School, prior to part-time enrollment during the academic year.

9. Loads in excess of 18 credit hours in a regular semester, or 8 or 10 credit hours in sixand eight-week summer sessions, respectively, are considered overloads and must have the approval of the major professor and the concurrence of the Dean of the Graduate
School. Students on appointment as teaching, research, or staff assistants or associates also must have approval of their supervisors in order to take an overload. Credit hours of enrollment in “Audit” status are not included in calculating the student’s academic load.

10. Students may enroll for a minimum of 2 graduate credit hours during a fall and/or spring internship, but are not required to do so unless it is a program requirement. International students must consult with the Office of International Programs for employment authorization before committing to an internship experience.

CHAPTER SIX
General Academic Requirements

A. Academic Load
An academic load of 10 credit hours per semester is required in order for a graduate student to be considered as a full-time student in the fall or spring semester. Full-time students may enroll for up to 18 credit hours, at no additional cost, if the curriculum is appropriate for that student. Parttime graduate students register for an academic load of 2 to 9 credit hours in fall and spring semesters. Students on appointment as summer teaching, research, or staff assistants are expected to register for 3 credit hours during the summer sessions. The student is responsible for tuition and fees associated with credits taken in excess of this 3-hour total in the summer sessions.

Loads in excess of 18 hours in a regular semester, or 8 or 10 hours in six- and eight-week summer sessions, respectively, are considered overloads and must have the approval of the major professor and the concurrence of the Dean of the Graduate School. Students on appointment as teaching, research, or staff assistants or associates also must have approval of their supervisors in order to take an overload. Credit hours of enrollment in “Audit” status are not included in calculating the student’s academic load.

B. Academic Evaluation of Students
All graduate programs must complete an annual review of each graduate student. The elements of annual review include:
• Cumulative record including admission and classification information, course work, research proposals and all examinations, i.e., advisory, placement, qualifying, preliminary and final examinations, and progress since last review.
• Qualitative assessment by faculty of progress in research and teaching, as appropriate.
• Statement as to the rate of progress, i.e., satisfactory or unsatisfactory.
• Expectations for the next review period.
• During spring semester, the department/program chair will give written notification to each graduate student of his/her performance. After appropriate faculty have been consulted, the annual evaluation of those students considered deficient must be sent to the Dean of the Graduate School to be placed in the student’s official file.
• If an annual review for a student is less than satisfactory, a written copy of that review should be forwarded to the Graduate School.

C. Minimal GPA (Grade Point Average) Policy and Academic Probation
1. Minimum GPA. To uphold high academic standards, the Graduate School has established a minimum 3.0 cumulative GPA and a 3.0 program GPA in order for a graduate student to be considered in good academic standing. Individual academic programs may have requirements that are more stringent than those listed here.

No graded courses of “B-” or below may be dropped from a program of study for an advanced degree nor can a course be repeated for a higher grade if the final grade is “C” or higher. Any course listed on the program of study for which a grade of “C-“ or below is earned must be repeated for a letter grade, not on a Pass/Fail basis.

All grades earned by a graduate student in courses listed on the program of study, except for the first grade for a repeated course, will be averaged into the student’s GPA.

2. Probationary Continuing Enrollment. A graduate student who has completed his/her first semester of graduate study and earns a GPA between 2.75 and 2.99 is eligible for one
additional semester of continued enrollment on a probationary status. Upon completion of the probationary semester, and thereafter until graduation, a minimum of a 3.0 cumulative GPA is required to continue in Graduate School. Probationary status is only available to students immediately following their first semester of graduate study. Graduate students admitted on a provisional status must maintain a cumulative GPA of 3.0 or above.

3. Termination of Enrollment. The enrollment of a graduate student will be terminated if s/he has a cumulative GPA below 2.75 at the end of the first semester of study. The enrollment of a graduate student will be terminated if s/he fails to establish and maintain a cumulative GPA of 3.0 or above after more than one semester of study. Other reasons for termination might include failure to make normal progress toward degree completion (such as failure to complete coursework on time or multiple incompletes), failure to maintain continuous enrollment, issues related to academic integrity or student conduct, etc. Only the Dean of the Graduate School or the University Conduct Board has the authority to terminate a student’s enrollment.

4. Reinstatement. Reinstatement of a graduate student who falls below 2.75 GPA following completion of one semester or one summer session will be considered only through a petition from the graduate student to the program chair. Following a meeting between the graduate student and the program chair, the chair may favorably recommend reinstatement for that student through a petition to the Dean of the Graduate School who has final approval. Reinstatement procedure for a graduate student who has completed two semesters, one semester and one summer session, or two summer sessions and whose GPA drops between 2.75 and 2.99 follows the same procedure. The student must meet with the program chair who, upon favorable recommendation, may petition the Dean of the Graduate School for approval to reinstate the student. If approval to continue is granted, the student will have one semester or summer session to increase the cumulative GPA to 3.0. Failure to do so requires termination of enrollment in the program and in the Graduate School.

A graduate student who has completed two semesters, one semester and one summer session, or two summer sessions of graduate student and whose cumulative GPA is below 2.75 is not eligible for reinstatement. Enrollment in the program and the Graduate School will be terminated.

D. Degree Objectives and Requirements
Academic policies related to master’s degrees and doctoral degrees are explained in Chapters 7 and 8, respectively. Professional degrees exist in Pharmacy and Veterinary Medicine. For more information about these programs, please contact these colleges directly.

E. Maximum Time Limits for Completion of Degree
1. Master’s Degrees. Most full-time students enrolled in master’s degree programs at WSU require 2-3 years for completion of their program. The maximum time allowed for completion of a master’s degree is 6 years from the beginning date of the earliest course applied toward the degree. The Graduate School recognizes some programs are designed for the part-time student and can be expected to require a longer completion period. As appropriate, departments may request an extension of this time limit as described below.

2. Doctoral Degrees. Most students enrolled in doctoral degree programs at WSU require 4-6 years for completion of their program. The maximum time allowed for completion of a doctoral degree is 10 years from the beginning date of the earliest course applied toward the degree. The Graduate School recognizes that part-time students may require a longer completion period. As appropriate, departments may request an extension of this time limit as described below.

Each program for a doctoral degree is considered individually. In all cases, work for the degree must be completed within three years of the date of the satisfactory completion of the preliminary examination. However, the courses on the program of study remain valid only for 10 years from the earliest date of the course(s) applied toward the degree. It is imperative that students work closely with their programs to develop a timeline for completion that successfully accommodates both of these deadlines. At least four months must elapse between preliminary and final examinations for doctoral degrees.
3. **Certificates.** Full-time students enrolled in certificate programs generally require 2-4 years to complete their certificate program; part-time students may require a longer completion period. The maximum time allowed for completion of a certificate is 6 years from the beginning date of the earliest course applied toward the certificate. Students may request an extension of this time as described in Section F.

**F. Procedure to Request Extension of Degree Program.**

1. **First Extension.** A one-year extension may be requested as an exception to Graduate School policy for students not able to complete their master’s degree in 6 years or doctoral degree in 10 years from the beginning date of the earliest course applied toward the degree. The student must make a formal request in writing to their thesis /dissertation chair. The thesis /dissertation chair must discuss this situation with the student and they should mutually outline a plan for completion within one year. The thesis /dissertation chair must then consult with the thesis/dissertation committee and, if all agree, forward a memorandum to an Associate Dean of the Graduate School requesting a one-year extension. The thesis/dissertation chair must explain why this exception is requested and the thesis/dissertation chair should indicate the committee support of this request. An Associate Dean of the Graduate School will grant, or reject, the exception to policy and this decision will be communicated to the thesis/dissertation chair and recorded in the student’s file.

2. **Second Extension.** If, after having been granted a 1st extension, a 2nd extension for one year may be requested by using the procedure outlined below. The 2nd extension is a serious matter and should be considered a final stage of the process to complete the degree. The student must request a 2nd extension to their thesis/dissertation chair. The student must explain, in writing, why they were unable to complete the thesis/dissertation after a first extension. They also must develop a detailed time-line for completing the thesis/dissertation if they would be granted a 2nd extension. The thesis/dissertation chair must evaluate and approve the rationale and time-line for the requested 2nd extension. The student must schedule and complete a thesis/dissertation committee meeting where the time-line for completion is discussed. A faculty meeting must be held where the student’s request for a 2nd extension is discussed by the entire faculty. Once the thesis/dissertation advisor presents the circumstances for this request, the Chair must ballot the faculty for their support of the request. The results of this balloting must be reported to the Graduate School as part of the request for a second extension. If the faculty vote supports the action, the thesis/dissertation chair must write a memorandum to an Associate Dean of the Graduate School requesting a 2nd extension. This memorandum must explain the rationale for this extension, provide the details of the time-line, verify the date of the thesis/dissertation meeting, and indicate that the thesis/dissertation committee concurs with the decision to request a 2nd extension. This memorandum must be copied to the Chair of the degree granting unit. The Associate Dean will render a decision to extend a 2nd request. If the extension is granted, a letter will be sent to the student (and copied to the Chair, the chair of the thesis/dissertation committee, and the Dean of the Graduate School) explaining that this 2nd extension is essentially a final opportunity to complete the thesis/dissertation by following the time-line developed by the student and thesis/dissertation committee. The letter will indicate that 3rd extensions are very rare.

3. **Third Extension.** It is possible to obtain a 3rd extension under exceptional circumstances (personal and/or family medical issues, etc.). The 3rd extension is absolutely final. Because of this, the process for requesting it is more formal and involves a wider segment of the university community. To request a 3rd extension, the following process will be used and implemented.

The student must request a 3rd extension to their thesis/dissertation chair. The student must explain, in writing, why they were unable to complete the thesis/dissertation after the 2nd extension. They also must develop a detailed time-line for completing the thesis/dissertation if they would be granted a 3rd extension.
The thesis/dissertation chair must evaluate and approve the rationale and time-line for the requested 3rd extension. The student must schedule and complete a thesis/dissertation committee meeting where the time-line for completion is discussed.

A faculty meeting must be held where the students request for a 3rd extension is discussed by the entire faculty of the degree granting unit. Once the thesis/dissertation advisor presents the circumstances for this request, the Chair must ballot the faculty for their support of the request. The results of this balloting must be reported to the Graduate School as part of the request for a 3rd extension.

If the faculty supports the request, the Chair then writes a memorandum to an Associate Dean of the Graduate School and the Chair of the Graduate Studies Committee explaining the rationale for the request, a detailed time-line for completion of the thesis/dissertation within one year, and any extenuating circumstances that need to be considered. This memorandum of request is submitted to the Graduate School.

The request will be immediately forwarded to the Graduate Studies Committee. The thesis/dissertation chair, or the Chair of the department, will be invited to attend a GSC meeting to present the case. The GSC will vote after hearing all the facts to grant, or reject, the request for a 3rd extension.

The Chair of the GSC will write a letter to the student which will be signed by the Chair and the Dean of the Graduate School. This letter will explain that this is a 3rd and final extension. The student will acknowledge receipt of this letter in writing to the Chair of the GSC and explain that they understand that this is their final opportunity to complete the thesis/dissertation degree.

G. Program of Study

1. Definition. The Program of Study is an official form documenting the student’s plan for courses to take as well as indicating his/her research interests. For master’s degree students the Program of Study should be filed with the Graduate School as soon as possible, but no later than the beginning of the semester preceding the anticipated semester of graduation (e.g., anticipated graduation in spring, the Program of Study is due no later than the beginning of the preceding fall semester). For doctoral students, the Program of Study must be filed with the Graduate School before the end of the third semester of study (October 1st deadline for fall; March 1st deadline for spring). The student’s advisor, in consultation with suggested committee members, should aid the student in the development of his/her proposed Program of Study.

2. General Requirements

a. Courses taken at Washington State University. All graded graduate-level course work (with a grade of B or higher) taken toward a master’s degree at WSU may be used toward a doctoral degree at WSU with the approval of the student’s committee and the program director.

i. Grade Requirement for Courses

   Any course listed on the student’s Program of Study in which a grade of “C-” or below is earned must be repeated for graded credit.

   ii. Incomplete Grades

   An incomplete (“I”) is the term indicating that a grade has been deferred. It is given to a student who, for reasons beyond the student’s control, is unable to complete the assigned work on time. The “I” grade for an undergraduate course (all courses numbered 499 or lower) will be changed to an “F” if the work is not completed during the ensuing year. The student may not repeat the course to remove an incomplete grade. Courses numbered 500 or above are not subject to the above time limitation.

   Graduate students may not carry a grade of “I” (incomplete) longer than one semester or summer session while on appointment. Ordinarily, new or renewed appointments will not be approved for students who have earned a grade of “I” for longer than one semester or summer session.

   iii. Undergraduate and/or Professional Level Coursework

   Up to 6 credits of undergraduate-level credit (300- or 400-level) or professional level credit (500P-level) for a thesis master’s degree, and up to 9 credits of
undergraduate-level credit (300- or 400-level) or professional-level credit (500P-level) for a non-thesis or doctoral degree may be used on the Program of Study with approval of the committee and program chair. Non-graduate (undergraduate or professional) credit hours may not be counted toward the 15 minimum graded graduate credit hour requirement for the Ph.D. program of study.

iv. Coursework on Pass/Fail Basis
All graduate students are eligible, with prior advisor approval, to take courses on a pass/fail (P/F) basis. Pass/Fail courses cannot be used to fulfill core program requirements. Credit hours earned under P/F are counted toward assistantship maximum or minimum hour requirements. Enrollment changes from graded to P/F courses will be allowed with the advisor’s approval during the first three-week period following the beginning of classes. There is no limit on the number of hours a graduate student may take on a P/F basis.

v. Graduate Certificate Programs
A determination of the applicability of any of the courses and credits earned while a certificate student will be made at the time of admission at the discretion of the academic department or graduate program where the degree is sought by the student filing a Program of Study as part of the admission material. Department-approved courses will be stipulated as such on the student’s Program of Study when it is submitted and will be reviewed by the Graduate School at that time. It is expected that a core disciplinary curriculum will be present on this Program of Study. Course work taken as a certificate student may be reviewed as part of the admission-review process, but does not afford any preferential consideration for admittance to a graduate program. Currently enrolled degree-seeking graduate students are eligible to concurrently enroll in a graduate certificate program. Credits earned by these students while enrolled in the graduate certificate program may be credited toward course requirements for a master’s or doctoral degree if the student’s graduate committee approves those credits.

vi. Distance Degree Program (DDP)
Before students register in DDP courses they should:
• consult with their advisors to ensure the courses will count toward their program of study.
• determine whether courses will be counted toward their graduate assistantships and whether they will be included in their tuition waivers.
• find out if they will have to pay extra for those courses.
The majority of courses offered through DDP are state-funded and therefore count toward full-time tuition and are covered by tuition waivers. However, there are a few courses that are offered on a self-sustaining basis. These courses may be used on programs of study, and they will count toward the minimum 10 credits that students must be enrolled in to have a graduate assistantship. However, the tuition waiver associated with the half-time assistantship will not apply to those courses.
The Graduate School defines a full-time student as a student enrolled for 10 to 18 credit hours during the fall and spring semesters. Part-time students are those students registered for 2-9 credit hours. If students enroll in 10 credits, 3 of which are self-sustaining, they would be allowed to be on a graduate assistantship, BUT they would have to pay extra for those 3 credits; furthermore, the tuition waiver would be adjusted to not include those 3 credits. If students enroll for 13 credits, 3 of which are self-sustaining, they would receive the full tuition waiver, but would have to pay extra for the self-sustaining course.
Self-sustaining courses include:
_ All courses in the Online Graduate Instructional Design Certificate:
_ Ed Ad 514: Curriculum & Instructional Design (3 credits)
Some courses that apply toward the **Professional Certification Program**, a program that allows certified teachers currently employed in a Washington state public or approved private school to fulfill requirements for completing an approved professional certification program or to improve their teaching techniques and explore personal growth opportunities. These courses include:

- **Ed Ad 514** -- Basics of Curriculum Design (2 or 3 cr)
- **T & L 520** -- Topics in Ed: Gathering Evidence for Professional Certification (2 cr)
- **T & L 541** -- Professional Assessment Seminar [Professional Certificate Pre-Assessment Seminar] (3 cr)
- **T & L 543** -- Advanced Professional Assessment Seminar [Professional Certificate Culmination Seminar] (2 cr)

**Other Courses:**

- **UNIV 300** – Major and Career Planning
- **GenEd 300** – Accessing Information for Research
- **CropS/Hort 317** – Golf Course Management
- **CropS 318** – Athletic Field Management

Courses offered at some events held around the state (e.g., at Learning Center Open Houses) are also offered on a self-sustaining basis.

All flexible enrollment courses.

Check the DDP website to view all courses, as well as to determine which courses are flexible enrollment. (Distance Degree Programs Course Catalog)

**vii. Auditing Courses**

Graduate students who elect to audit a course must have prior approval from the instructor of the course and from their thesis or dissertation chair. Audited courses may not be used to fulfill program requirements. Official recording of an audit on a transcript requires the instructor's signature and a discussion with the instructor regarding any specific expectations or requirements to fulfill the audit. Minimum requirements may include attendance at select or all classes and course readings for participation in class discussions. This agreement between the student and the instructor should be through written documentation but at the very minimum through verbal communication so student and faculty are mutually clear regarding expectations.

"No university credit will be allowed for auditing courses, nor may students apply for or take special examinations for university credit in courses which they have audited." (Faculty Senate 5/4/78; Educational Policies and Procedures 9/2004)

**viii. Foreign Language Requirement**

Departments and programs have the option of requiring or not requiring a foreign language or languages. If one or more languages are required, the degree-granting unit is responsible for monitoring the requirement.

**62 b. Courses Taken in Post-baccalaureate, Post-degree, or Teacher Certification Programs at Washington State University.** Students who have at least a 3.0 grade point average in their post-baccalaureate, post-degree or teacher certification work at WSU may reserve up to 6 semester hours for thesis master's program, and 9 hours for non-thesis master's or doctoral work in the Graduate School in excess of that required to complete the program or degree. The approval of the Dean of the Graduate School is required prior to registering for the course(s). The student must complete a Reserve Graduate Credit form, and obtain the appropriate signatures before submitting it to the Graduate School for approval. If the student enrolls in the course prior to receiving approval, permission to reserve the course may not be given.
c. Courses Taken as Excess Undergraduate Credit at Washington State University.
Seniors who have at least a 3.0 grade point average in the last 60 semester hours of
graded undergraduate work at WSU may reserve up to 6 semester hours for thesis
master's program, and 9 hours for non-thesis master's or Doctoral work in the Graduate
School in excess of that required to complete the bachelor’s degree. The approval of the
Dean of the Graduate School is required prior to registering for the course(s). The student
must complete a Reserve Graduate Credit (Seniors) form, and obtain the appropriate
signatures before submitting it to the Graduate School for approval. If the student enrolls
in the course prior to receiving approval, permission to reserve the course may not be
given. Work done by undergraduates under other conditions may not be applied toward
an advanced degree.
Seniors who wish to enroll in 500-level courses for undergraduate credit must obtain
approval of the major advisor and the chair of the department or program in which the
course is being offered.
Enrollment in 500-level courses by undergraduates, other than seniors, may be allowed
only as an exception to policy under extraordinary circumstances clearly justifying such
enrollment. Requests for such an exception to policy require recommendations of the
student's major advisor, course instructor, and department/program chair administering
the course and should be submitted to the Dean of the Graduate School before any such
enrollment.

d. Courses Taken as Part of the WSU Select Graduate Admissions (SGA) or Students
Targeted toward Advanced Research Studies (STARS) Programs. Students accepted
into the SGA program are eligible to reserve courses for graduate credit taken in their
senior year if their cumulative GPA is greater than 3.0, they have completed 90
undergraduate hours for the first baccalaureate degree, and they are not registered for
more than 15 semester hours in the semester or 12 semester hours in the summer session.
Courses reserved for graduate credit are limited to a total of 12 credit hours and are
restricted to graded credit hours. The student must file the Reserve Graduate Credit
(Seniors) form for reserving graduate credits by the 15th class day of the semester or by
the 5th day of the summer session in which they are enrolled for the graduate credits.

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Students accepted into the STARS program are eligible to reserve courses for graduate
credit taken in their senior year if their cumulative GPA is greater than 3.0, they have
completed 90 undergraduate hours for the first baccalaureate degree, and they are not
registered for more than 12 undergraduate credit hours in the fall or spring semester of
their senior year. Courses reserved for graduate credit are limited to no more than a total
of 13 credit hours and are restricted to graded credit hours. The student must file the
Reserve Graduate Credit (Seniors) form for reserving graduate credits by the 15th class
day of the semester in which they are enrolled for the graduate credits.

e. Courses Taken as a Graduate Student at Other Accredited Institutions of Higher
Learning (Transfer Credit). Credits appropriate to the Program of Study (with a grade
of B or higher) earned in other accredited graduate schools after the awarding of the
bachelor’s degree may be transferred and applied toward a student’s graduate degree
program. The number of such credit hours is limited to no more than half of the total
graded course credits required by the program that is listed on the Program of Study.
None of this credit may be applied toward another advanced degree. Individual
departments/programs may choose to limit transfer credits to an amount less than what is
specified above.
Transfer credits are subject to the usual time restrictions for master’s or doctoral degrees
and approval by the academic unit and the Graduate School. Credits cannot be more than
six years old for a master’s program and ten years old for a doctorate program at the time
of submission.
Transfer credit is requested formally by listing the courses on the Program of Study,
obtaining committee member and chair approval, and submitting it to the Graduate
School for review and approval; however, preliminary determination will be made earlier
upon request to the Graduate School. Students intending to request transfer credit for their Program of Study will need to submit to the Graduate School all official transcripts from colleges or universities showing such credit. A catalog description of the course must be available (either in paper form or on the institution’s website). The institution from which the credits are being transferred must be accredited by a recognized accreditation association. The Graduate School will review all credit to determine eligibility for transfer. The Dean of the Graduate School is the final authority in determining what constitutes accredited courses or schools, and in determining exceptions to this policy. Limitations to this policy include the following:

- Extension courses, special problems, special topics, research and thesis, workshops, and correspondence courses will not receive graduate transfer credit. For necessary interpretations, inquiries should be sent to the Dean of the Graduate School.
- Graduate credit from a non-accredited institution will not be accepted for transfer credit. Credits from accredited on-line universities will not be transferred; however, an exception to policy may be requested to the Dean of the Graduate School by the department/program and will be dealt with on a case by case basis.
- On-line coursework will be considered for transfer to a graduate degree program only upon special petition to the Dean of the Graduate School.

The amount of transfer credit allowed on a doctoral degree is subject to departmental recommendations and approval by the Graduate School.

f. Courses Earned by Correspondence. Credit earned by correspondence may be applied to remove undergraduate deficiencies, but may not be used to satisfy course requirements on a graduate program. No credits received by special examination may be used to meet advanced degree requirements.

g. Workshops. Graduate credit is not given for workshops or continuing education courses taught on or off campus or sponsored by Extended University Services. Workshops or continuing education courses are not accepted from Washington State University or other universities.

h. Cooperative Courses. Cooperative course credits earned at the University of Idaho shall be regarded as credit earned at Washington State University. The number of credits acceptable on a student’s program shall be left to the discretion of the student’s committee.

Cooperative courses shall yield grade points for all students and shall be counted in determining their grade point averages. Enrollment in such courses is carried out at the student’s home university in the same manner in which the student enrolls for any other course and each university retains administrative control over its own students.

Grades for cooperative students are recorded only by the university at which they have matriculated. Once a grade has been assigned for such a student, the cooperative course instructor shall report it to the respective department/program chair who shall send it to the chair of the appropriate department and to the Registrar’s Office in the other university.

3. Filing the Program of Study. Once determined, the Program of Study should be submitted to the Graduate School as soon as possible, but no later than the beginning of the semester preceding the anticipated semester of graduation for master’s students and by the end of the third semester of study for doctoral students. The Program of Study must be on file prior to scheduling of the preliminary examination for doctoral students. After the proposed Program of Study form is completed by the graduate student, it must be signed by each advisory committee member and submitted to the program chair of the major graduate program and the chair of the minor program (if applicable) who ensure that it meets the requirements of the program, department, and Graduate School. The chair will keep a copy of the program and submit the original Program of Study to the Dean of the Graduate School for approval to assure that it meets the minimum requirements of the Graduate School.
4. **Changing the Program of Study.** Changes made to the Program of Study must be documented with the appropriate signatures signifying the endorsement of the master’s committee and the approval of the chair of the program and submitted to the Graduate School on a Committee Change form. If program changes are made, the Change of Program form must be completed, signed and submitted to the Graduate School before a student may submit an Application for Degree.

5. **Fulfilling the Program of Study.** Once approved, the Program of Study becomes the basis of the requirements for the degree.

H. **Submitting the Final Thesis or Dissertation to the Graduate School**

After passing the final examination, an electronic copy of the corrected dissertation/thesis must be submitted following the Graduate School’s guidelines for digital submission within five working days of the final oral examination. Students should use the Final Dissertation/Thesis Acceptance Checklist when preparing the electronic copy for submission. In addition, the following must be submitted to the Dissertation/Thesis Acceptance clerk in the Graduate School within five working days of the final oral examination:

- All students must submit a 100% cotton fiber paper copy of the title page, abstract page, and signature page signed in black ink by all committee members.
- All students must submit a completed Hold Harmless/Copyright Acknowledgement form.
- All doctoral candidates must submit an extra copy of the title page and abstract on standard white paper (not 100% cotton).
- Doctoral candidates have the option of submitting a copyright request for their dissertation when submitting it for publication. All doctoral candidates should submit a completed and signed Survey of Earned Doctorates (strongly recommended).

1. **Dissertation Publishing and Copyright Information.** A publishing fee is required of all doctoral students before submitting the Application for Degree, and prior to scheduling the final examination. Copyrighting is optional and also requires a fee. Doctoral students are also given several publishing options that require an additional fee. Information regarding publishing and copyrighting the dissertation is available on the Graduate School’s website and when submitting the dissertation via the on-line system.

2. **University Patent Agreements and Copyrighting.** For information on patents, see [http://www.wsu.edu/~oipa/FacIP.html](http://www.wsu.edu/~oipa/FacIP.html). For additional information on copyrighting, contact the WSU copyright specialist in University Publications.

3. **Digital Submission as PDF.** All institutions require that doctoral dissertations be published, and University Microfilms, International (UMI)’s ProQuest Dissertations & Theses Database is the recognized repository for dissertations. Washington State University has long subscribed to UMI to serve as the publisher, cataloger, and marketer of doctoral dissertations which are submitted in paper format. In 1997, UMI began converting all incoming paper dissertations to Adobe PDF format, and it is currently accepting dissertations in digital format. Policies and procedures have been established by Washington State University to receive doctoral dissertations and master’s theses in digital format. The doctoral dissertations are submitted in digital format to UMI Dissertation Publishing. Master’s theses remain at WSU. **Doctoral students should follow UMI’s instructions regarding file format during the submission process. Master’s candidates must submit their theses/dissertations in digital PDF format. (Exceptions can be made for documents not suitable for PDF format.)**

The WSU Graduate School requires a fully digital PDF version of the doctoral dissertation or master’s thesis per the Digital Dissertation and Thesis Guidelines on the Graduate School’s website. The Graduate School will continue to perform the format check and provide guidelines to students when scheduling their final defense.

I. **National Science Foundation Survey of Earned Doctorates and Graduate School Exit Questionnaires.** Upon submitting the final dissertation, doctoral students are asked to complete the Survey of Earned Doctorates [PDF] from the National Science Foundation. The Survey of Earned Doctorates (SED) began in 1957–58 to collect data continuously on the number and characteristics of individuals receiving research doctoral degrees from all accredited
U.S. institutions. All individuals, as they receive their research doctorate, are asked to complete the survey. The results of this annual survey are used to assess characteristics and trends in doctorate education and degrees. This information is vital for educational and labor force planners within the federal government and in academia. Each U.S. graduate school is responsible for providing the survey to their graduates and then submitting completed forms to the survey contractor.

The Graduate School also has exit questionnaires for all students completing a graduate program. These are intended to assess educational outcomes and provide important information related to program quality and effectiveness.

CHAPTER SEVEN
Master’s Degree Requirements

All master’s degree programs require that a candidate prepare a thesis, complete a special project, and/or pass a comprehensive examination. The thesis is a scholarly study, which makes a significant contribution to the knowledge of the chosen discipline. To successfully complete a master’s degree program, candidates must satisfactorily demonstrate to the Graduate School faculty that they can carry on a critical dialogue, integrating and interpreting material in their major and supporting fields. The Graduate School provides a semester by semester guideline to assist each graduate student in timely completion of all necessary documentation:

http://www.graduateschool.wsu.edu/current-students/navigating/master’s-timeline.html.

A. Maximum Time Limits for Completion of Master’s Degree

Most full-time students enrolled in master’s degree programs at WSU require 2-3 years for completion of their program. The maximum time allowed for completion of a master’s degree is 6 years from the beginning date of the earliest course applied toward the degree. The Graduate School recognizes some programs are designed for the part-time student and can be expected to require a longer completion period. As appropriate, departments may request an extension of this time limit as described in Chapter 6 (General Academic Requirements).

B. The Program of Study

1. University Requirements. General university requirements and descriptions for the student’s Program of Study are described in Chapter 6 (General Academic Requirements). The student’s advisor, in consultation with suggested committee members, should aid the student in the development of their proposed Program of Study, which is then submitted to the chair of the appropriate graduate program. It is the chair’s responsibility to assure that the program meets the minimum requirements of the respective program and Graduate School. The chair will submit the program to the Dean of the Graduate School for approval to assure that the program meets the minimum requirements of the Graduate School.

The Program of Study for a master’s candidate should be submitted on forms provided by the Graduate School as soon as possible, but no later than the beginning of the semester preceding the anticipated semester of graduation (e.g., anticipated graduation in spring, the program of study is due no later than beginning of preceding fall semester).

The following master’s program requirements represent the minimum Graduate School requirements for the master’s Program of Study; individual graduate programs may have additional requirements. All work taken by a graduate student need not appear on the Program of Study. A complete description of the program requirements for each degree is given in the Graduate Catalog.

Program of Study for Non-thesis Master’s Degree

30 hours minimum of total credits are required for the non-thesis master’s degree.

26 hours minimum of graded course work

• 17 hours minimum of graded course work at the 500-level

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• 9 hours maximum of non-graduate (300-400 level) graded course work

4 hours minimum of 702 credit in major, 2 of which must be taken in the semester of project completion; and/or graded course work at the 500-level if officially approved via the curricular change process.*

Program of Study for Thesis Master’s Degree
30 hours minimum of total credits are required for the thesis master’s degree.
21 hours minimum of graded course work
• 15 hours minimum of graded course work at the 500-level
• 6 hours maximum of non-graduate (300-400 level) graded course work
4 hours minimum of 700-level credit in major, 2 of which must be taken in the semester of the final exam and/or thesis completion.*
*Note: All full-time thesis and non-thesis master’s degree students must register for one research credit of 700 or 702 each semester (excluding summers) to track faculty advisor credit.

Courses for audit may not be used for the Program of Study. Seminars approved for graduate credit number 500 or above that are graded other than P/F or S/F may be a part of the master’s program. Any course listed on the student’s Program of Study in which a grade of “C-” or below is earned must be repeated for graded credit. For more information on general requirements and transfer credit, see Chapter 6, Section G.2, Program of Study.

2. **Filing the Program of Study.** After the proposed Program of Study form is completed by the graduate student, it must be signed by each advisory committee member and submitted to the program chair of the major graduate program and the chair of the minor program (if applicable) who ensure that it meets the requirements of the programs and Graduate School. The chair will submit the Program of Study to the Dean of the Graduate School for approval to assure that it meets the minimum requirements of the Graduate School.

3. **Changing the Program of Study.** Changes made to the Program of Study must be documented with the appropriate signatures signifying the endorsement of the master’s committee and the approval of the chair of the program and submitted to the Graduate School. If program changes are made, the Change of Program form must be completed, signed and submitted to the Graduate School before a student may submit an Application for Degree.

4. **Fulfilling the Program of Study.** Once approved, the master’s Program of Study becomes the basis of the requirements for the degree.

C. **Master’s Degree Academic Policies**

1. **Faculty Advisory Committee.** The master’s committee is nominated on the master’s Program of Study. For thesis and non-thesis programs, a master’s committee should include at least three faculty members. During the first semester or summer session of enrollment, the chair of the major program should, in conjunction with the student, appoint an advisor to serve as chair of the student’s master’s committee until a permanent chair is obtained; ultimately, it is the student’s responsibility to obtain a permanent chair and committee members for his/her graduate program committee.

   • Unless specified otherwise in the approved program bylaws, the chair of the committee must be a permanent, WSU tenure-track faculty member participating as a graduate faculty in the student’s program. Non-tenure WSU faculty (research, clinical, adjunct, or affiliate) who are participating as graduate faculty within a program may serve on, cochair, or chair a committee if approved in the program bylaws.
   • One other member of a master’s committee must be a permanent, WSU tenure-track faculty member and a member of the graduate faculty of the student’s programs.
   • The third member must be a graduate faculty of the student’s program but is not required to be a permanent WSU tenure-track faculty.
   • All three committee members noted above must hold a degree of comparable level to the degree sought by the candidate.
   • An additional committee member who holds the highest appropriate degree and whose special knowledge is particularly important to the proposed program, but is not a member of the graduate faculty, may be requested for approval by the Dean of the Graduate School. This might be a faculty from another graduate program at WSU or from another university, or an individual from an appropriate government, business or industry organization, who is not designated as an official graduate faculty of a program; such an individual may be nominated and approved to serve on a graduate student committee on a case-by-case basis by the program upon written request by the program chair to the Dean
of the Graduate School. A current curriculum vita must be included with the written request.

- Committees may have more than three members; however, members must meet Graduate School policy and program bylaw guidelines. (See Chapter 1, section on Graduate Faculty, for more information.)
- It is imperative to avoid situations which may constitute, or may be construed as, a conflict of interest when forming a graduate student’s committee.
- The Graduate School has the final approval for all graduate student committees.

WSU faculty have the right to decline to serve on any specific student’s committee. All committee members and the major department chair must sign the Program of Study. Once the Program of Study form has been filed with the Graduate School, changes may be made to the committee composition by completing the Committee Change form.

Once approved, the master's Program of Study becomes the basis of the requirements for the degree. Subsequent alteration is made by submission of a Change of Program form with the endorsement of the master's committee and the approval of the chair of the major department/program and the Dean of the Graduate School.

2. Thesis/Non-Thesis Options and Requirements. The thesis is a scholarly, original study that is a significant contribution to the knowledge of the chosen discipline. The master’s degree candidate’s committee members must read and return drafts of theses to the student within a reasonable period of time. The Graduate Studies Committee recommends that committee members hold drafts for no longer than 30 days.

Prior approval for use of human subjects or animals in research is required. If the student plans to utilize human or animal subjects for research, he/she must contact the Office of Research Assurances (see Chapter 11 for additional policies and resources concerning research). Please note that departments/programs should ensure that all procedures have been followed and forms filed with the appropriate offices; they can also determine the appropriateness of such narrative within the thesis. The Graduate School only seeks verification that University approval has been granted.

No material in the thesis or special problem submitted to fulfill the requirements of a degree may be restricted in any way; the thesis must be made available through the Washington State Libraries for inspection by any interested parties.

Following a passed oral examination, the student must submit the thesis for final acceptance. Details for submitting the thesis can be found in Chapter 6 (General Academic Requirements). Information regarding any non-thesis special problem/project option is available by contacting the degree-granting unit directly.

3. Final Master's Examination. A final examination and/or balloting meeting is required of all master’s candidates. This examination is intended to test the candidate’s ability to carry out a critical dialogue integrating and interpreting material in the major and supporting fields with emphasis on the work presented in the thesis or special problem. Non-thesis master’s degree students may not have a formal examination; however, the committee must hold a ballot meeting, scheduled by the Graduate School, to determine if the student has satisfactorily met all of the program requirements.

The student must have completed or be enrolled in all the required course work and be registered for a minimum of two credits of 700 (thesis option) or 702 (non-thesis option) for the semester or summer session in which the final examination is to be taken. The scheduling form must be submitted to the Graduate School 10 (ten) or more working days prior to the anticipated examination. The candidate must present a typed draft copy of the thesis, complete in format, with the scheduling form. The Application for Degree form must be submitted to the Graduate School and the graduation fee must be paid before the final exam is scheduled.

Examinations are to be held in an academic environment. All faculty wishing to vote must be in attendance during all of the examination. If a faculty member wishing to vote must leave the room during the examination, the examination is to be recessed until said member returns. Final examinations shall be held during regular working hours either on the Pullman or branch campus, or by videoconference over Academic Media Services (AMS). If held over AMS, at
least two committee members must be physically present in the room with the student.
Examinations will be held only during academic sessions. Exceptions to this policy regarding the examination environment and presence of faculty must be requested well in advance of the exam and will be made by the Dean of the Graduate School only under unusual circumstances.
Final examinations for thesis master’s students are public. All faculty members, regardless of discipline, are encouraged to attend. The examining committee shall include the members of the master’s committee, whose chair presides, and any other member of the faculty in attendance. A member of the student’s Committee will be appointed by the Graduate School to serve as the Graduate School liaison regarding the final examination process (balloting, etc.). Although any member of the public at large may attend a final examination, only faculty members may ask questions and vote. All members of the master’s committee must attend and vote. The Graduate School liaison will return all ballots and paperwork to the Graduate School. In situations in which faculty participate over AMS or videoconference, actual signed ballots may be sent to the Graduate School liaison immediately following the exam via confidential fax or emailed as a pdf file. No other format is acceptable. The Graduate School liaison should include these ballots in the packet for the Graduate School.
Under extraordinary circumstances, on the recommendation of the student's committee and upon the advice of the Graduate Studies Committee, the Dean of the Graduate School may approve alternate arrangements. A copy of the examinee's thesis must be available for public inspection in the department/program offices for at least 5 (five) working days prior to the final examination. Copies must also be furnished to members of the candidate's committee at least 5 (five) working days before the final examination. In the case of a non-thesis degree, a written presentation will be offered at the discretion of the committee chair.
The candidate’s committee is responsible for approving all aspects of the final thesis before students may schedule the final examination. When committee members sign the Thesis Acceptance/Final Examination Scheduling Form, they indicate that a typed (or electronic) thesis, suitable in format for submission to the Library, has been given their approval. They also indicate their acceptance of the date, time, and place of the final examination. For non-thesis master, the Non-Thesis Final Examination Scheduling Form should be used.
The examination should not exceed two-and-one-half hours (including the student’s seminar presentation).

Table of Master Final Exam Votes

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4. Second Master's Degree. Up to a total of 12 hours of graduate credits that have been
applied toward a master’s degree at Washington State University may be applied toward a second master’s degree. Such credit will be granted only for graded course work earned at Washington State University and completed with a grade of “B” or higher. Application of such credit toward a student’s program for a second master’s degree is subject to departmental recommendation and approval by the Graduate School. No credit in 600- and higher-level courses completed before fulfillment of all requirements for the first master’s degree may be applied toward a second master’s degree program.

Chapter Eight
Doctoral Degree Requirements
“The doctoral program is designed to prepare a student for a lifetime of intellectual inquiry that manifests itself in creative scholarship and research, often leading to careers in social, governmental, business, and industrial organizations as well as the more traditional careers in university and college teaching. The program emphasizes freedom of inquiry and expression and development of the student’s capacity to make significant contributions to knowledge. An essential element is the development of the ability to understand and evaluate critically the literature of the field and to apply appropriate principles and procedures to the recognition, evaluation, interpretation, and understanding of issues and problems at the frontiers of knowledge. All of this is most effectively accomplished in close association with those experienced in research and teaching. A central purpose of doctoral programs is the extension of knowledge, but this cannot be accomplished on all fronts simultaneously. Students must choose an area in which to specialize or a professor with whom to work. Individualized programs of study are then developed and committee members are selected. When all courses have been taken, the research finished, the dissertation written, and all examinations passed, the student will have acquired the knowledge and skills expected of a scholar and will have extended knowledge in the field.” (The Council of Graduate Schools in the United States, October 1977)

The Graduate School provides a semester by semester guideline to assist each graduate student in timely completion of all necessary documentation: http://www.graduateschool.wsu.edu/currentstudents/navigating/phd-time.html.

A. Maximum Time Limits for Completion of Doctoral Degree
Most students enrolled in doctoral degree programs at WSU require 4-6 years for completion of their program. The maximum time allowed for completion of a doctoral degree is 10 years from the beginning date of the earliest course applied toward the degree. The Graduate School recognizes that part-time students may require a longer completion period. As appropriate, departments may request an extension of this time limit as described in Chapter 6 (General Academic Requirements). Each program for a doctoral degree is considered individually. In all cases, work for the degree must be completed within three years of the date of the satisfactory completion of the preliminary examination. However, the courses on the program of study remain valid only for 10 years from the earliest date of the course(s) applied toward the degree. It is imperative that students work closely with their programs to develop a timeline for completion that successfully accommodates both of these deadlines. At least four months must elapse between preliminary and final examinations for doctoral degrees.

B. The Program of Study
1. University Requirements. General university requirements and descriptions for the student’s Program of Study are described in Chapter 6 (General Academic Requirements). The student’s advisor, in consultation with suggested committee members, should aid the student in the development of their proposed Program of Study, which is then submitted to the chair of the appropriate graduate program. It is the chair’s responsibility to assure that the Program of Study meets the minimum requirements of the respective program and Graduate School. The chair will submit the Program of Study to the Dean of the Graduate School for approval to assure that it meets the minimum requirements of the Graduate School. It is important to note that individual
graduate programs may have special additional requirements, or may require that individual students complete course work or research beyond the minimum requirements set by the Graduate School. All work taken by graduate students need not appear on their programs. The doctoral Program of Study must be submitted to the Graduate School on the appropriate form before the end of the third semester of study (October 1st deadline for fall; March 1st deadline for spring). Preparation of the Program of Study is the responsibility of the student, the advisor, and the doctoral committee. Degree-granting units are autonomous in matters relating to the requirements for a minor (or minors) for each one of their doctoral students, including the option of not requiring a minor.

The core of the Doctor of Philosophy (Ph.D.) program must include a minimum of 15 semester hours of graded course work (at the 500-level) beyond the bachelor’s degree. It should include the most advanced courses appropriate to the field of study listed in the Graduate Catalog or approved for graduate credit since publication of the last Catalog. Of the minimum number of hours of core graded course work required on the Program of Study (15), none may be from nongraduate credit graded course work. No more than 9 credits of non-graduate credit graded course work may be used for the total credits for the Program of Study. Many doctoral programs have minimum requirements that exceed those described above; in all cases, students must comply with the minimum standards of their doctoral programs as outlined in the Program of Study for that student.

Seminars numbered 500 or above which are graded other than P/F or S/F may be part of the core program. Courses graded S/F may not be used in the core program. Only those master’s degree and transfer courses at a level equivalent to 500-level courses, and applicable to the doctoral core program, should be listed in this category.

Any course included in the advanced degree program in which a grade of “C-” or below is earned must be repeated but not on a pass/fail basis.

In addition to the core requirements, the program shall show research and additional course work. Credit in this category, plus that in the core program, must total at least 72 hours. A minimum of 20 hours of 800 credit is required. Unless otherwise specified, special projects and problems and seminars may be included in this category if they are taken at Washington State University.

The doctoral program may not include courses graded P/F or courses taken as audit.

For more information on general requirements and transfer credit, see Chapter 6, Section G.2, Program of Study.

**Program of Study for Ph.D.**
- 72 hours minimum total credits
- 15 hours minimum from graded graduate-level (500-level) courses
- 20 hours minimum 800-level research credits
- 9 hours maximum of non-graduate courses
- courses for audit may not be used for the program of study

**Program of Study of Ed.D.**
- 72 hours minimum total credits
- 42 hours minimum from graduate approved graded courses
- 20 hours minimum 800-level research credits
- 9 hours maximum of non-graduate courses
- courses for audit may not be used for the program of study

**Program of Study for D.Des.**
- 72 hours minimum total credits
- 34 hours minimum from graded graduate-level courses
- 20 hours minimum 800-level research credits
- 9 hours maximum of non-graduate courses
- courses for audit may not be used for the program of study

*Note: All full-time doctoral degree students must register for one research credit of 800 each semester (excluding summers) to track faculty advisor effort.*

Any course graded S/F or P/F may not be used as graded course work. Any course listed on the
student’s program of study in which a grade of “C-“ or below is earned must be repeated for graded credit. Graduate courses are those listed in the Graduate Catalog or have been approved for graduate credit since publication of the last Graduate Catalog. Academic excellence is expected of students doing graduate work. Upon recommendation from the head of the academic unit, the dean of the Graduate School can withdraw a student who is not progressing satisfactorily.

2. **Filing the Program of Study.** After the proposed Program of Study form is completed by the graduate student, it must be signed by each advisory committee member and submitted to the major program chairs and the chair of the minor program (if applicable) who ensure that it meets the requirements of the program and Graduate School. The chair will submit the Program of Study to the Dean of the Graduate School for approval to assure that it meets the minimum requirements of the Graduate School.

3. **Changing the Program of Study.** Changes made to the Program of Study must be documented with the appropriate signatures signifying the endorsement of the doctoral committee and the approval of the chair of the program and submitted to the Graduate School. If program changes are made, the Change of Program form must be completed, signed and submitted to the Graduate School before a student may submit an Application for Degree.

4. **Fulfilling the Program of Study.** Once approved, the doctoral Program of Study becomes the basis of the requirements for the degree.

**C. Doctoral Degree Academic Policies**

1. **Faculty Advisory Committee.** The doctoral committee is nominated on the doctoral student’s Program of Study. A doctoral committee should include at least three faculty members. At the beginning of the third semester of study, the chair of the major program should, in conjunction with the student, appoint an advisor to serve as chair of the student’s doctoral committee until a permanent chair is obtained; ultimately, it is the student’s responsibility to obtain a permanent chair and committee members for his/her graduate program committee.

   • Unless specified otherwise in the approved program bylaws, the chair of the doctoral committee must be a permanent WSU tenure-track faculty participating as a graduate faculty of the student’s program. Non-tenure WSU faculty (research, clinical, adjunct or affiliate) who are participating as graduate faculty within a program may serve on, cochair, or chair a committee if approved in the program bylaws.

   • At least two other members of the doctoral committee must be permanent WSU tenure-track faculty and members of the graduate faculty of the student’s program.

   • All three members noted above must hold a graduate doctoral degree comparable to the degree sought by the student.

   • A fourth member may be a member of the graduate faculty of the student’s program but is not required to be permanent WSU tenure-track faculty.

   • An additional committee member who holds the highest appropriate degree and whose special knowledge is particularly important to the proposed program, but is not a member of the graduate faculty, may be requested for approval by the Dean of the Graduate School. This might be a faculty from another graduate program at WSU or from another university, or an individual from an appropriate government, business or industry organization, who is not designated as an official graduate faculty of a program; such an individual may be nominated and approved to serve on a graduate student committee on a case-by-case basis by the program upon written request by the program chair to the Dean of the Graduate School. A current curriculum vita must be included with the written request.

   • If a minor is declared on the doctoral program, at least one member of the committee must be from the approved graduate faculty of the minor program. If this representative is a permanent WSU tenure-track faculty, he/she may fill the requirement of one of the WSU permanent tenure-track faculty members on the committee. When no minor is declared, no outside member is required. However, when outside supporting work is included in the program, an outside member is recommended.

   • Committees may have more than three members; however, members must meet Graduate
School policy and program bylaw guidelines. (See Chapter 1, section on Graduate Faculty, for more information.)

- It is imperative to avoid situations which may constitute, or may be construed as, a conflict of interest when forming a graduate student’s committee.

- The Graduate School has the final approval for all graduate student committees. WSU faculty have the right to decline to serve on any specific student’s committee. All committee members must sign the Program of Study. The doctoral committee is subject to approval by the Chair of the major and minor (if applicable) programs and the Dean of the Graduate School. This committee, once approved, has the responsibility of directing the student’s progress, supervising the dissertation, and participating in the preliminary and final examinations. Other faculty members of the major and minor graduate programs may participate in the preliminary examination and any faculty member may participate in the final examination. Changes to the doctoral advisory committee may be made by completing the Committee Change form.

2. The Preliminary Doctoral Examination. The preliminary doctoral examination is designed to determine the fitness of the student for pursuing a doctoral program in the field in which a degree is desired. The examination is intended to cover both major and minor disciplines (if a minor is declared). The major examination may be written or oral or both, at the discretion of the major program. The minor examination (when applicable) may be written or oral or both, or may be waived, at the discretion of the minor program. When the minor examination is waived, the member of the committee from the minor program shall vote with the major program. The minor program is notified if the student has less than a 3.0 grade point average on the student’s minor work when the minor examination has been waived.

A preliminary examination is required of each doctoral student for advancement to candidacy for the doctoral degree. The student is responsible for scheduling the preliminary examination (oral exam and/or ballot meeting for written exam). It may be scheduled using the Preliminary Examination Scheduling Form, only after program requirements have been satisfied, after the Program of Study has been approved, after a substantial portion of the required course work has been completed, and when the student or committee chair believe the student is prepared for the examination. The student must be registered for a minimum of two hours of 800 as a regular graduate student at the beginning of the semester or summer session in which the preliminary examination is to be taken, and have at least a 3.0 cumulative grade point average and a 3.0 grade point average or higher on the program courses already taken before the preliminary examination may be scheduled. The preliminary examination must be scheduled with the Graduate School at least 10 working days before the examination is held.

All members of the doctoral committee must be physically present in the room at the examination or ballot meeting, and all must vote. Any other members of the faculty from the major program or minor program (unless the minor program has waived the examination) may be present and may vote. At the discretion of the major program chair, members of the faculty from other programs and faculty members from the major and minor programs may be present, may ask questions, but shall not vote. All faculty wishing to vote must be in attendance during all of the examination. If a faculty member wishing to vote must leave the room during the examination, the examination is to be recessed until said member returns. Examinations shall be held during regular working hours either on the Pullman or branch campus, or by videoconference over Academic Media Services (AMS). If held over AMS, at least two committee members must be physically present in the room with the student. Exceptions to this policy regarding the examination environment and presence of faculty must be requested well in advance of the exam and will be made by the Dean of the Graduate School only under unusual circumstances. In situations in which faculty participate over AMS or videoconference, actual signed ballots may be sent to the major program chair immediately following the exam via confidential fax or emailed as a pdf file. No other format is acceptable. The major program chair should include these ballots in the packet for the Graduate School.

The content and conduct of a preliminary examination is the responsibility of the faculty of the
degree-granting program and should be administered by the chair of that program or someone delegated by the chair. The chair shall be responsible for conducting a fair and searching examination and for affording a reasonable opportunity during the oral portion for all examiners to question the student. There is no time limit for either the written or oral portions of the examination, but all aspects of the examination must be completed within 30 days from the beginning.

At the conclusion of the oral exam or at the ballot meeting, if only a written examination is given, the candidate’s total performance on the examination should be discussed and ballots cast on the basis of the entire examination. The candidate shall pass if a minimum of three-fourths of those voting so indicate (see Table of Doctoral Preliminary and Final Exam Votes under Section 6 of this chapter).

In the event of a failed examination, a student will be re-examined for a second and final attempt. At least three months must lapse between a failed examination and a re-examination. When scheduling for a second exam, the scheduling form must be submitted at least 15 working days in advance of the exam day. A member of the Graduate Mentor Academy will be appointed by the Graduate School and must be present for a re-examination. The entire committee must be present and vote. A student who has failed two preliminary examinations may not become a candidate for the doctorate and the student’s enrollment in the Graduate School will be terminated. The only exception to this reexamination policy is if a member of the Graduate Mentor Academy (appointed by the Graduate School) presided over the student’s first exam and agrees that a reexamination is not an appropriate disposition of the case.

A minimum of four months must elapse between the successful completion of a preliminary examination and the scheduling of a final examination.

3. **Doctoral Research.** Prior approval for use of human or animal subjects in research is required. If the student plans to utilize human or animal subjects for research, he/she must contact the Office of Research Assurances (see Chapter 11 for additional policies and resources concerning research).

4. **The Dissertation Requirement.** All doctoral programs require that a candidate prepare a dissertation. The dissertation is a scholarly, original study that represents a significant contribution to the knowledge of the chosen discipline. The student must enroll for research (800) credits while preparing and defending the dissertation.

If the student plans to utilize human or animal subjects for research, he/she must contact the Office of Research Assurances (see Chapter 11 for additional policies and resources concerning research).

The doctoral committee is responsible for ensuring that the student has followed an appropriate format and that the content is acceptable. The graduate committee members must read and return drafts of dissertations to the student within a reasonable period of time. The Graduate Studies Committee recommends that committee members hold drafts for no longer than 30 days.

Washington State University participates in the UMI Dissertation Publishing program and submits all dissertations to this organization for publication upon acceptance. No material in the dissertation may be restricted in any way; the dissertation must be made available through the Washington State Libraries and UMI for inspection by any interested parties. If copyrighted material is included in the dissertation, written permission must be obtained from the copyright owner to reproduce the material in the dissertation. Such written permission must be submitted to the Graduate School at final acceptance.

Following a passed oral examination, the student must submit the dissertation for final acceptance. Detailed instructions for submission of the dissertation can be found in Chapter 6 (General Academic Requirements).

5. **Scheduling the Final Defense Examination.** The completed Dissertation Acceptance/Final Examination Scheduling form must be submitted to the Graduate School at least 10 (ten) working days in advance of the examination date. It is necessary to present an electronic or paper draft copy of the dissertation that is complete in format at the time of scheduling. The examination must be scheduled at least four months, but less than three years, after satisfactory completion of the preliminary examination.
The Dissertation Acceptance/Final Examination Scheduling Form is to be signed by all members of the student’s committee; committee signatures verify that a typed or electronic copy of the dissertation, suitable in format and content for submission to the library, has been given preliminary approval. Responsibility (including financial) for changes in format after the Dissertation Acceptance/Final Examination scheduling form is signed rests with the graduate program rather than with the student. Content changes are always the responsibility of the student. An Application for Degree form must be submitted to the Graduate School before a final examination may be scheduled. The graduate fee must be paid before submitting the Application for Degree form and prior to the final defense.

All fees, including the graduation fee, the publishing/microfilming fee, and the optional copyright fee, must be paid before submitting the Application for Degree form and prior to the final defense. The Graduate School will schedule the student’s final examination upon receipt of the completed Dissertation Acceptance/Final Examination Scheduling Form and a properly formatted, draft copy of the dissertation, which will be returned to the student.

At least 5 (five) working days prior to the oral defense, doctoral candidates must deliver a complete copy of the dissertation to the program chair. This copy can serve as the public copy and be displayed at a public place designated by the program. Program requirements for the number of copies of the dissertation to be distributed prior to the examination and after the examination vary. Students should check with their graduate program to ascertain program requirements.

6. Final Doctoral Defense Examination. A candidate for a doctoral degree must pass a final oral examination that primarily shall be a defense of the dissertation but may cover the general fields of knowledge pertinent to the degree. The student must register for a minimum of 2 (two) hours of 800 credit at the beginning of the semester or summer session in which the final examination is to be taken. Final examinations will include discussion of the completed dissertation (which is suitable in format and content for submission to the library). Under extraordinary circumstances, on the recommendation of the student’s committee and upon the advice of the Graduate Studies Committee, the Dean of the Graduate School may approve alternative arrangements.

The candidate’s committee is responsible for approving all aspects of the final dissertation before students may schedule the final examination. When committee members sign the Dissertation Acceptance/Final Examination Scheduling form, they indicate that a typed (or electronic) dissertation, suitable in format and content for submission to the Library has been given their approval; they also indicate their acceptance of the date, time, and place of the final examination. Examinations are to be held in an academic environment. Final examinations shall be held during regular working hours either on the Pullman campus or scheduling over Academic Media Services (AMS). If held over AMS, at least two committee members must be physically present in the room with the student. Examinations will be held only during academic sessions. Exceptions to this policy will be made by the Dean of the Graduate School in advance only under unusual circumstances.

The examining committee shall include the doctoral committee and any other members of the faculty in attendance. The chair of the student’s committee will chair the final examination and be responsible for its conduct. A member of the student’s committee will be appointed by the Graduate School to serve as the Graduate School liaison regarding the examination process (balloting, etc.). A student, graduate program chair, committee member, or any other concerned party may request that the Graduate School provide an independent observer to be present at any preliminary or final oral defense. This request will be held confidential. All such requests will be fulfilled by drawing upon a group of faculty, designated as the Graduate Mentor Academy, that has agreed to serve in this role and has received training to do so. All repeat examinations or defenses will have such an independent, outside representative.

All final examinations are public, and all faculty members, regardless of discipline, are particularly encouraged to attend those of interest to them. Although any member of the public at large may attend final examinations, only faculty members may ask questions and vote. All
members of the doctoral committee must attend and vote. All faculty wishing to vote must be in attendance during all of the examination. If a faculty member wishing to vote must leave the room during the examination, the examination is to be recessed until said member returns.

The final doctoral examination not exceed two and one-half hours (including the student’s seminar presentation). There is no separation into major and minor fields; all examiners vote on the total examination. The candidate shall pass if a minimum of three-fourths of those voting so indicate (see Table of Doctoral Preliminary and Final Exam Votes below). In situations in which faculty participate over AMS or videoconference, actual signed ballots may be sent to the Graduate School liaison immediately following the exam via confidential fax or emailed as a pdf file. No other format is acceptable. The Graduate School liaison should include these ballots in the packet for the Graduate School.

In the event of a failed final examination, a second and last attempt may be scheduled after a lapse of at least three months. When scheduling for a second exam, the scheduling form must be submitted at least 15 working days in advance of the exam day. A member of the Graduate Mentor Academy will be appointed by the Graduate School and must be present for a reexamination.

The entire committee must be present and vote. A student who has failed two examinations will be terminated from the Graduate School. The only exception to this reexamination policy is if a member of the Graduate Mentor Academy (appointed by the Graduate School) presided over the student’s first exam and agrees that a re-examination is not an appropriate disposition of the case.

Table of Doctoral Preliminary and Final Exam Votes

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7. Second Doctoral Degree. Applicants holding a doctoral degree or having completed all requirements for the doctoral degree may be admitted to a second doctoral program at Washington State University under the following conditions and with the following provisions governing enrollment and academic program:

• If the applicant is admissible to the Graduate School and to the doctoral program to which he/she is applying and explanations for seeking a second doctorate are acceptable to the program, the applicant may be admitted as a regular Class 6 student in the doctoral program of his/her choice.

• While the process outlined above is underway, the applicant may apply for admission as a Class 6-0 student (not a degree candidate) in the program to which he/she is applying for doctoral studies. If accepted by the Graduate School and the program concerned, the applicant may enroll as a Class 6-0 student without the usual restrictions controlling transfer of credit from Class 6-0 to Class 6 status. The applicant for a second doctoral program who accepts Class 6-0 status should understand that this is not merely a formality prior to admission to a doctoral program. Class 6-0 status admission in no way implies ultimate admission to a doctoral program.

• The Academic Policies of the Graduate School will govern the enrollment and programs of all students studying for the second doctorate. There will be a special requirement that all of the 15 minimum credit core requirements must be graded course work at the graduate (500) level and taken at Washington State University. Second doctoral degree students (Class 6) will be eligible for appointment as teaching and research assistants for a maximum of two academic years and two summer sessions.
CHAPTER NINE
Graduate Assistantships
As aids to graduate education, Washington State University has teaching, research, and staff assistantships available for qualified graduate students from recognized colleges and universities who are pursuing programs of study leading to advanced degrees at WSU.
Teaching assistantships (TA) are available to qualified graduate students in most academic departments. The usual service required is half-time (20 hours per week) for the academic year. Appointments may, in some instances, be made for less than half-time at correspondingly reduced stipends (and tuition waivers). Research assistantships (RA) are available in many departments and special programs. Students should contact their department to inquire about teaching and research assistantships.
Staff assistantships (SA) are available for service to some academic departments and administrative offices, the Student Counseling Center, Student Activities Center, Residence Living, and Information Technology. For further information, students should visit the Student Affairs’ and Graduate School’s websites.
Fellowships or Traineeships are available in some departments and programs through grants from government agencies and other private sources. These appointments are initiated by the departments and programs and inquiries should be directed to the relevant academic unit. Application for an assistantship for the subsequent academic year should be submitted as soon as possible, but no later than January 10, as most appointments will be made shortly thereafter. Students should contact the department in which the assistantship is desired. Some departments may require application materials or additional information.
A. Eligibility. Recommendations from departments/programs for the appointment of students to assistantships should be submitted to the Graduate School. These will be forwarded for approval to the Provost provided the student has been admitted to the Graduate School.
1. Students admitted to the Graduate School on regular student status (Class 6) who have a 3.0 grade point average or higher are eligible for a graduate assistantship.
2. Provisionally admitted students (Class 6) with grade point averages above 2.75 may receive an initial appointment if recommended and justified by the department/program.
3. Students admitted in undecided (UNDG) or non-degree seeking (NADC, including students in enrolled solely in a graduate certificate program, or Class 8) status are not eligible for an assistantship.
4. Visiting graduate students (VGS and VIGS) are eligible for an assistantship if they meet all of the requirements for their visiting status.
5. International graduate students whose native language is not English and who have not previously held a teaching assistantship at Washington State University are required to take an English proficiency examination (the ITA evaluation) before being granted a teaching assistantship. Departments/programs that plan to offer teaching assistantships to international students whose native language is not English must inform the students that they are required to take an English language proficiency examination before being granted a teaching assistantship. The department also should schedule the exam with the Intensive American Language Center before the date of the appointment. A faculty member from the requesting department will be required to serve on the examination committee for each of the students to be evaluated.
B. Tuition Waivers. All graduate students who have been awarded a teaching, research, or staff assistantship of one-half time or more may qualify for waivers of the non-resident and/or resident tuition. In addition, a limited number of work-study-funded graduate assistantships may be awarded by the Office of Financial Aid; if these work-study-funded assistantships are matched by an academic department/program, students may be eligible for tuition waivers. Students should check with the Office of Financial Aid for more information. Non-service appointees (fellows/trainees) do not qualify for resident waivers.
1. To qualify for an in-state or out-of-state tuition waiver, students must reside in the State of Washington.
2. Waivers do not cover mandatory graduate student fees. Graduate students on an assistantship will be responsible to pay the mandatory student fees each semester, as well as a small portion of the tuition due that cannot, by law, be waived. For students on a half-time assistantship with full waivers, the amount to be paid for the current semester can be found at www.finaid.wsu.edu/cost.htm.

3. Non-resident waivers cannot be guaranteed beyond one year. Contact the Graduate School for information regarding residency requirements and establishing residency.

4. To qualify for the non-resident or resident tuition waiver, appointments must be for the full semester or for the full academic year. If an appointment terminates during the semester a graduate student may lose all waivers and be responsible to pay the tuition. The Graduate School does not provide tuition waivers during the summer; however graduate students on assistantships during the summer session may qualify for a tuition waiver through the Summer Session Program (TAs) or through a grant-funded position (RAs).

C. Required Research Training for Graduate Assistants. Mandatory training on the Responsible Conduct of Research is required of all graduate students, and it is an employment requirement for graduate assistants. This is a web-based training located at http://myresearch.wsu.edu. Students should take this training as soon as possible, and will need to retake it after a five-year period. Students are not eligible for an assistantship until the training is complete. A grace period of one semester will be granted for international students who have not taken the training at the start of their assistantship. If the assistantship for the subsequent semester is processed late due to the student not completing the training in a timely manner, the student will be responsible for paying all late fees applied to the student’s account and may lose their eligibility for the assistantship.

D. Stipends. Salaries for full-time and half-time (monthly and nine-month) graduate assistantship appointments are flexible. A schedule is available to departments on the Graduate School website at http://www.gradsch.wsu.edu/current-students/assistantships/index.html.

Graduate assistants who qualify also receive a health insurance benefit. Information about the health benefit can be found at http://www.gradsch.wsu.edu/currentstudents/assistantships/index.html.

E. Assistantship Offer, Appointment and Reappointment. Academic departments generally offer assistantships as part of their recruitment process. Once the applicant is evaluated by the Graduate School, the department reviews the applicant’s credentials and application materials to make an admission decision. When the department notifies the applicant that they are recommending them to the Graduate School for admission, they often, at that time, extend an offer of assistantship, if available. The assistantship offer is made in a letter to the applicant, signed by the program director or department chair, indicating the terms and conditions of the assistantship, and the stipend, tuition waiver(s), and health benefits associated with the assistantship. The letter should also include a copy of the Acceptance of Financial Support (below) and indicate that if interested, the student must accept the offer in writing no later than April 15.

1. Acceptance of Financial Support
- Washington State University subscribes to the Resolution of the Council of Graduate Schools in the United States regarding scholars, fellows, trainees, and graduate assistants. A link to the full text of this Resolution may be found at http://www.cgsnet.org/Default.aspx?tabid=201.
- Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.
- Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution.
- In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of
the appointment at any time through April 15. However, an acceptance given or left in
force after April 15 commits the student not to accept another offer without first
obtaining a written release from the institution to which a commitment has been made.
Similarly, an offer by an institution after April 15 is conditional on presentation by the
student of the written release from any previously accepted offer.

- It is further agreed by the institutions and organization subscribing to the above
Resolution that a copy of this Resolution should accompany every scholarship,
fellowship, traineeship, and assistantship offer.

2. Appointment

- Graduate teaching assistants are not authorized to teach a course that carries graduate
credit; they may assist in a course carrying graduate credit, but cannot have the major
responsibility for it or participate in the assignment of grades.
- Graduate assistants will normally be appointed half-time (0.50 FTE) at a salary level
listed on the graduate assistant salary schedule (see Section D above).
- The Graduate School strongly discourages graduate assistants from working
additional hours beyond their .50% FTE because the additional work often has a
negative impact on the student’s academic progress and time toward completing a
degree. At the same time, the Graduate School realizes that work opportunities often
can provide students with professional development, support their specific career
goals, and/or provide additional financial resources. Consequently, the Graduate
School recommends the following guidelines for programs that have graduate
assistants who want to work additional hours beyond the .50% FTE appointment:
  o Ideally, the additional work should add to the professional development of
    students or support their specific career goals.
  o More than 5 hours per week is strongly discouraged.
  o In cases of more than 5 additional hours per week, the graduate program
director should review and approve the additional work in writing and
routinely screen the student to ensure that he/she is making good progress in
the program. The following should be considered in the review process: (1)
the student’s current status in the department (performance and longevity); (2)
the student’s timeline for degree completion; and (3) how the work involved
contributes to the student’s academic work and progress. The program
director should ensure, in written memo to the Dean of the Graduate School,
that if the student does not complete the degree requirements in a timely
manner that the department will continue to fund them until they do.

3. Reappointment

- Reappointments normally will be approved if recommended by the
department/program provided the student has maintained a 3.0 cumulative grade
point average or higher in all work (including undergraduate course work) since
initial admission to the Graduate School, and provided there are no outstanding
incomplete grades of more than one semester or summer session's duration.
- Departments should notify the graduate student in writing of the reappointment for
Fall semester as early as possible in the preceding Spring semester, and request the
graduate student’s acceptance of the reappointment for the following Fall be
submitted in writing no later than April 15.
- If, after formally accepting an assistantship, the student wishes to resign after April
15 to accept a position in another department or university, the student should notify
the department of his/her resignation in writing as soon as possible.
- Time limitations for assistantships will be examined during program review.

F. Academic Load for Graduate Assistants. While graduate assistants may be required
by the major department/program to register for a greater number of credit hours than the normal
academic load of 10-12 credits, they must enroll at least for the following minimums:
• Graduate students on appointment as teaching, research, or staff assistants during the academic year must be enrolled full time for a minimum of 10 credit hours, or 3 credit hours during the summer if on a summer assistantship.

• Students on non-service appointments must enroll for a minimum of 10 hours per semester during the academic year, or a minimum of 3 hours during the eight-week summer session if on a summer assistantship.

• Loads in excess of 18 credit hours in a regular semester, or 8 or 10 credit hours in six-and-eight-week summer sessions, respectively, are considered overloads and must have the approval of the major professor and the concurrence of the Dean of the Graduate School. Students on appointment as teaching, research, or staff assistants or associates also must have approval of their supervisors in order to take an overload. Credit hours of enrollment in “Audit” status are not included in calculating the student’s academic load.

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CHAPTER TEN
Graduation
A. Graduation Requirements
Students who wish to graduate must file an Application for Degree form in the Graduate School by the deadline of the semester in which they wish to graduate. The graduation requirements of the Graduate School (as published in the Graduate School Policies and Procedures Manual) in effect at the time of the student's initial admission as a regular or provisional graduate student must be met for completion of a graduate degree program. Departmental requirements for graduation are those in effect at the time the student files a Program of Study. Subsequent changes in degree requirements of the Graduate School or in departmental requirements may be substituted at the option of the student upon approval by the master's or doctoral committee, by the department chair, and by the Dean of the Graduate School. If a student is dropped from the University for failure to maintain continuous enrollment, the graduation requirements of the Graduate School are those in effect at the time of readmission to the Graduate School. The time limit for the use of graduate credits toward a master's degree is six years from the beginning date of the earliest course applied toward the degree. Each program for a doctoral degree is considered individually. In all cases, work for the degree must be completed within three years of the date of the satisfactory completion of the preliminary examination. At least four months must elapse between preliminary and final examinations for doctoral degrees.

B. Certification of Candidacy for Doctoral Students
1. Preliminary Examination. A preliminary examination is required of each doctoral student for advancement to candidacy for the doctoral degree. See Chapter 8 (Doctoral Degree Requirements) for more information regarding the preliminary examination process.

2. Certification of Candidacy. Certification of candidacy is emailed to the doctoral student and department after the student files the Application for Degree form in the Graduate School by the deadline of the semester in which they wish to graduate. The deadlines can be found on the Graduate School website at http://www.gradsch.wsu.edu/currentstudents/Deadlines_Procedures08.pdf and are updated regularly.

C. Degree Audit
A degree audit is performed after the student submits an Application for Degree. The audit process involves checking the student’s Program of Study and current transcripts to ensure that all academic requirements have been met. If there are changes that are not reflected on the Program of Study, the student will be sent a to-do list outlining the discrepancies. To correct the discrepancies, the student will be required to submit a signed Change of Program form.

D. Report of Graduation Results
Results are compiled by clearing all students who submit every Graduate School requirement for which they are being held. These held items, which include library, academic and financial requirements, are reported on the student’s official To-Do list. Once cleared, degrees are posted
on the WSU transcript and a list is given to the President’s Office for official signature approval. After approval, diplomas are printed and mailed to graduates.

E. Commencement Participation and Receipt of Degree
Commencement on the Pullman campus is scheduled every December and May; commencement on the urban campuses is schedule only in May. Master’s candidates who plan to complete their degree requirements in May or August may attend the May ceremony. Students are required to have an approved Program of Study on file when they submit the Application for Degree form for the appropriate semester. December candidates will be invited to the December or the following May ceremony. Doctoral students who complete all of their degree requirements during spring may attend the May ceremony. Doctoral students must have everything complete and must have submitted their final dissertation to the Graduate School office.

F. Diplomas
The Graduate School requires that a student’s official name as listed in the WSU system (in the format first, middle, last) be listed on the diploma. Students may choose to have or not have their middle names on the diploma. If a student wants a different name listed on the diploma, the student must submit an official name change along with the appropriate legal documentation that his or her name has changed. Diplomas are mailed approximately two months after the end of the term in which a student graduates. All requirements listed on a student’s To Do list must be received by the Graduate School before diplomas are released. Degrees are posted to transcripts approximately six weeks after the end of the term in which a student graduates. A letter verifying that the degree requirements are complete can be provided by the Graduate School before the degree is posted on the student’s transcript as long as all degree requirements have been met.

G. Applying for Graduation for a Graduate Certificate
Once the appropriate coursework is completed, students must submit to the Graduate School an application for Graduation for Graduate Certificate with the appropriate departmental signatures by the application for degree deadline. A processing fee is required with the application.

CHAPTER ELEVEN
Special Issues Concerning Research
Research is an integral part of graduate student training. The Graduate School promotes high ethical standards among graduate students engaged in research activities and supports faculty in their efforts to educate students in the responsible conduct of research. Responsible research involves establishing an environment that fosters open communications, promotes best practices, and establishes a culture of integrity and scholarship. Information on human subjects; animal welfare; conflicts of interest; data acquisition, management, sharing and ownership; and publication practices and responsible authorship provide guidance to graduate students as they learn to become responsible researchers. This section of the policies and procedures manual provides an overview of links to policies, procedures, and resources that graduate students should access to be responsible researchers at WSU.

A. Research Conduct
All graduate students are required to complete training on Responsible Conduct of Research during their first semester as a graduate student; the training is an employment requirement for graduate assistants. Students should take this training as soon as possible, and will need to retake it after a five-year period. This web-based training is located at https://myresearch.wsu.edu/login.aspx?ReturnUrl=%2fdefault.aspx. Additional information regarding research ethics may be found at the following sites.

• On-line training for Responsible Conduct of Research, Lab Management module:
  http://www.ogrd.wsu.edu/ori/rcr_training.html
• Data management and laboratory ethics:
• Managing conflict of interest in research and scholarship:
  http://www.ogrd.wsu.edu/memos/memo3
• Policy for responding to allegations of scientific misconduct:
• State of Washington ethics policies: http://ethics.wa.gov/
• Office of Research Integrity, U.S. Department of Health and Human Services: http://ori.hhs.gov/

B. Grants to Graduate Students
The WSU Policy Statement for graduate students seeking support from foundations, federal agencies, or other sources outside the university can be found at: http://www.ogrd.wsu.edu/memos/memo8/default.asp.

C. Patents and Copyrights
Graduate students should expect that advisors and mentors will acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyrights and patents. State and university policy and other information regarding patents and copyrights may be found at the following sites.
• Office of Intellectual Property Administration: http://www.wsu.edu/%7Eoipa/AboutOIPA.html
• General information related to copyrights: http://www.publishing.wsu.edu/copyright/copyright_protects.html
• Patent/copyright obligations from employee to employer: http://www.ogrd.wsu.edu/rac/documents%5CFullFile.pdf
• Faculty Manual: http://facsen.wsu.edu/faculty_manual/

D. Animal Subjects and Approval
All animal use in research must comply with all university, state, and federal requirements as stated by the university Institutional Animal Care and Use Committee (IACUC). Graduate students can find additional information regarding these obligations and requirements at the following sites:
• Home page for IACUC: http://www.iacuc.wsu.edu
• Animal Subjects Approval Form: http://www.iacuc.wsu.edu/documents/forms/pdf/ASAF.pdf

E. Research Involving Human Subjects
All research involving human subjects must be approved by the Institutional Review Board (IRB), a Presidential committee within the Office of Research Compliance. All principal investigators, including graduate students conducting dissertation research, must have human subject training prior to beginning their research with human subjects. All graduate students doing research with human subjects as part of their coursework requirements also require IRB approval. Additional information regarding these obligations and requirements may be found at the following sites.
• Human Resource Services streaming video training on use of human subjects in research: http://www.hrs.wsu.edu/Video+Streamed+Training

F. Research Involving the Use of Biohazards
Information regarding biosafety in research may be obtained at the following sites.
• Institutional Biosafety Committee: http://www.bio-safety.wsu.edu/
• WSU Biosafety web site: http://www.bio-safety.wsu.edu/biosafety/
• Material Safety Data Sheets: http://www.ehs.wsu.edu/ohs/ohs-msds.asp
• Pesticides policy: http://ext.wsu.edu/admin/pesticide.html

G. Research Involving the Use of Hazardous Chemicals
Information regarding the use of hazardous chemicals (i.e. chemicals that may be carcinogens, teratogens, mutagens, flammable, corrosive, explosive, etc.) in research may be obtained at the
CHAPTER TWELVE
Graduate Student Rights and Responsibilities

A. Office of the University Ombudsman

The ombudsman is designated by the university to function as an impartial and neutral resource to assist all members of the university community. The ombudsman provides information relating to university policies and procedures and facilitates the resolution of problems and grievances through informal investigation and mediation. The office does not replace or supersede other university grievances, complaint or appeal procedures but is another avenue available to graduate students who wish to seek assistance in resolving concerns related to their graduate program. The contact information for the University Ombudsman’s Office can be found at http://www.wsu.edu/~ombuds/

B. Student Conduct

The University seeks fair and expeditious action on academic and conduct issues. Resolutions must uphold the highest standards of academic freedom and integrity, while honoring the rights and dignity of all individuals in the University community. The Graduate Student Code of Rights and Responsibilities describes policies and guidelines pertaining to academic advancement and related grievance procedures, and provides links to important resources regarding student conduct, academic dishonesty, discrimination, sexual harassment and drug and alcohol policies. Student disciplinary proceedings for misconduct, including plagiarism and cheating, are covered by the policies and procedures in the Washington Administrative Code and in the Student Conduct Code.

The Standards of Conduct for Students document can be downloaded at: http://www.conduct.wsu.edu/Content/Documents/conduct/2008%202009%20wsu%20standards%20of%20conduct%20for%20students.pdf

The Graduate Student Code of Rights and Responsibilities was revised in July 2006 and again in 2009; it appears in its entirety in Section E at the end of this chapter, and can be downloaded from: http://www.gradsch.wsu.edu/currentstudents/policy/NewGraduateStudentCodeofRightsandResponsibilities.pdf.

C. Student Rights of Appeal Related to Academic Work

1. Appeal of Course Grades. Graduate students should refer to the Educational Policies and Procedures Manual (EPPM), Chapter IV, Sections 104 and 105 if they have a complaint about instruction or grading. This document can be found at http://facsen.wsu.edu/eppm/Chapter_IV.pdf.

2. University Grade Appeals Board. The University Grade Appeals Board, an official committee of the University President, functions to review academic grade appeals forwarded by any departmental chair, dean, Graduate School Dean, or university ombudsman. A detailed description of this committee and its processes may be found at http://president.wsu.edu/office/presidential-committees/academic-grade-appealsboard.html.

3. Preliminary and/or Final Examination Committee Decisions. In cases of examination failure, the student is given an opportunity to take a second and final examination. In these cases the Graduate School will send an official representative to preside over the second examination to protect the rights of the student, faculty, and program. The Graduate School has trained a group of willing faculty members (Graduate Mentor Academy) in the appropriate procedures to be followed for a second examination. The only exception to this reexamination policy is if a member of the Graduate Mentor Academy (appointed by the Graduate School) presided over the student’s first exam and agrees that a re-examination is not an appropriate disposition of the case. The Graduate School’s examination procedures must be followed to schedule the second examination. These procedures are outlined in Chapters 7 and 8 of this manual. If the student fails the exam a second time, he/she may appeal the decision by filing a formal grievance with the
Graduate School. For details, see Section E, Part 3 of this chapter.

D. Students' Rights to Privacy
Information specific to students’ rights and protections under the Federal Education Right to Privacy Act, as implemented by Washington State University may be found at http://www.registrar.wsu.edu/Registrar/Apps/FERPA.ASPX.

E. Graduate Student Rights and Responsibilities

Graduate Student Rights and Responsibilities
Major Revision: July 2006
Minor Updates: January 2009; May 2010

The Graduate Student Rights and Responsibilities document describes procedures for channeling graduate student complaints, grievances, and concerns to faculty, staff and administrators for appropriate action. In conjunction with this document, graduate students must adhere to the Graduate School’s Policies and Procedures available on the Graduate School’s website: http://www.gradsch.wsu.edu/. While these rights and responsibilities outline the complaint process, students are encouraged to use the Graduate School Deans for guidance and advice on conflicts that may arise at any point during their course of study at the University.

This document covers policies and guidelines pertaining to academic advancement and grievances only. Student disciplinary proceedings for misconduct including plagiarism and cheating are covered by the policies and procedures in the Washington Administrative Code and in the Student Conduct Code. For disciplinary matters, please view on-line the information at the following links:

Student Conduct Standards:
http://www.conduct.wsu.edu/default.asp?PageID=338

Student Conduct Policy Violations:

Student Conduct Code Procedures:
http://www.conduct.wsu.edu/default.asp?PageID=341

Academic Integrity Standards and Procedures:
http://www.conduct.wsu.edu/AI

Alcohol and Drug Policy:
http://www.wsu.edu/~forms/HTML/EPM/EP20_Alcohol_and_Drug_Policy.htm

In all instances, the University seeks fair and expeditious action on academic and conduct issues. Resolutions must uphold the highest standards of academic freedom and integrity, while honoring the rights and dignity of all individuals in the University community.

Part 1: Students with Disabilities.
The Graduate School is committed to providing equal opportunity in its services, programs, and employment for individuals with disabilities. The Graduate School is proactive in promoting an attitude of respect for and sensitivity to the needs and abilities of persons with disabilities. Academically qualified students with disabilities will be provided with access to the individualized assistance that is consistent with the student’s needs and the essential requirements of the program or course of study in which the student is enrolled.

The Graduate School is committed to providing appropriate assistance to help graduate students be successful in the curriculum. Reasonable accommodations are available for students with a documented disability. **Students are responsible for initiating requests for reasonable accommodations and services that they need.**

Requesting Reasonable Accommodations
Graduate students with identified disabilities should contact the Disability Resource Center before the semester that they plan to attend to initiate the accommodations process. Accommodations are unique for each individual and some require a significant amount of time to prepare for, so it is essential that students notify the DRC as far in advance as possible. Students with a disability that is identified during the semester should contact the DRC as soon as possible to arrange for an appointment and a review of their documentation by a disability specialist. All accommodations must be approved through the DRC located on each campus (Pullman: Washington Building, Room 217, and Spokane: Student Affairs in the Student Academic Center,
All students requesting reasonable accommodation must meet with the instructor prior to or during the first week of the course to review all proposed accommodations in relation to course content and requirements. Exceptions to this time frame will be granted only upon a showing of good cause.

**Working with the Disability Resource Center**

- Submit documentation of disability to the DRC; if you have questions about what type of documentation is needed, please call to speak with a Disability Specialist.
- Schedule an appointment with the Disability Specialist following the submission and review of your documentation to determine appropriate accommodations.
- Promptly notify the DRC of any problems in receiving the agreed-upon accommodations.
- Stop by at least once each semester to keep your registration with the DRC and your accommodations current.

The DRC can be reached at (509) 335-3417 or drc@wsu.edu. The website has additional information regarding documentation guidelines & types of accommodations. **Website:** [http://www.drc.wsu.edu/](http://www.drc.wsu.edu/)

**Part 2: Complaints by and/or against Members of the University Faculty, Administration, or Students.**

Any graduate student who believes that he or she has been subjected to unlawful discrimination, including sexual harassment, or who believes his or her rights have been violated by a member of the academic community, is strongly encouraged to contact the Center for Human Rights ([http://www.chr.wsu.edu/](http://www.chr.wsu.edu/)). If the complaint involves discrimination or harassment by a student, a complaint may also be filed with the Office of Student Conduct ([http://www.conduct.wsu.edu/](http://www.conduct.wsu.edu/)).

**Discrimination and Harassment**

The University’s policy prohibiting discrimination and sexual harassment can be found at: [http://www.wsu.edu/~forms/HTML/EPM/EP15_Discrimination_and_Sexual_Harassment.htm](http://www.wsu.edu/~forms/HTML/EPM/EP15_Discrimination_and_Sexual_Harassment.htm)

**Academic Dishonesty**

Students and faculty share in the responsibility of upholding and protecting academic honesty standards within the University. At Washington State University, all cases of academic dishonesty or academic misconduct, including cases of plagiarism, will be handled according to the process in Washington Administrative Code ([http://www.conduct.wsu.edu/AI](http://www.conduct.wsu.edu/AI)). Through this process, the offending student will get notice of his or her offense and an opportunity to respond. The Code of Student Conduct covers cheating, plagiarism, or other forms of academic dishonesty including but not limited to the following:

- unauthorized collaboration on assignments,
- facilitation of dishonesty including not challenging academic dishonesty,
- obtaining unauthorized knowledge of exam materials,
- unauthorized multiple submission of the same work or sabotage of others’ work,
- knowingly furnishing false information to any University official, faculty member, or office,
- forgery, alteration, or misuse of any University document, record, or instrument of identification.

For a complete definition of academic dishonesty, see [http://www.conduct.wsu.edu/AI](http://www.conduct.wsu.edu/AI). With the advent of the internet and other information sources, further discussion of plagiarism is warranted. Webster’s New World Dictionary defines plagiarism as taking “the ideas, writings, etc. from another and passing them off as one's own”. Doing this is a clear example of academic dishonesty and, in fact, is a type of stealing. The person who wrote the original material worked hard to gain the appropriate expertise and also worked hard to express these ideas cogently. Furthermore, if you copy or plagiarize another’s work, you are not learning and you are not advancing your own academic pursuits. Failure to properly cite other work is another form of plagiarism. If you cite other work, even when you rephrase it
in an independent manner, you must follow conventional practices of good scholarship with proper citations. Your professors can help with this, if they are asked. It is, however, your responsibility as a graduate student to learn the proper manner to cite references and other sources of information in your discipline. The consequences of plagiarism are typically harsh as it is considered a form of cheating.

In the event that a graduate student becomes aware of any incidents of academic dishonesty, the graduate student should report the incident to the appropriate faculty member. The faculty member is then responsible for contacting Student Conduct for appropriate due process to determine whether a violation took place and the sanction(s) to be imposed. Sanctions imposed may include failure of the class or dismissal from the graduate program. Cases of academic dishonesty may also be reported to the Graduate School at 335-6424.

**Part 3: Graduate and Professional Student Grievance Procedures for Academic Progress and Other Complaints.**

The graduate student grievance process may involve several steps depending on the nature of the grievance. There are many avenues available to Washington State University graduate and professional students to resolve differences that may arise during the pursuit of an advanced degree. In general, the operational principal that should be followed is to maintain open communication at the most immediate point of access and to work upwards from there when appropriate. This means that the student should work with their major professor or advisor to resolve matters if possible. The next level would be the Department Chair or School Director. If the complaint involves a complex or multi-campus issue, the Dean of the College may get involved at this point in the process. There are cases, of course, where this is difficult. In these cases, graduate and professional students should make an appointment with one of the Associate Deans of the Graduate School for further advice. An important role of the Graduate School is to serve as an impartial arbitrator in these matters and to provide advice to both students and faculty that will result in the student continuing in good academic standing.

**Preliminary Grievance Procedures**

3.1 Students are encouraged to first consult with their faculty advisor.

3.2 If the advisor is unable to resolve the problem the student is encouraged to discuss the problem with the department/program chair, director, and/or faculty liaison.

3.3 If the grievance cannot be resolved at the department or program level, the student should contact one of the Associate Deans of the Graduate School, or any person of the Graduate School designated by the Dean to hear student grievances (the Dean’s designee).

3.4 The Associate Dean or Dean’s designee will review the grievance and, at his or her discretion, will recommend possible actions for resolution to the student as well as to the department/program chair, director, college dean, and/or faculty liaison. If the student is not satisfied with the resolution, he/she may file a formal grievance.

**Formal Grievance Procedures**

In some instances such as those related to academic and employment issues (e.g. failed examinations, termination of assistantship, etc.), the student may wish to appeal a specific academic decision made by the departmental or program faculty.

3.5 The student must make a formal grievance request to the Dean of the Graduate School in writing, with signature (email is not sufficient). Formal appeals must be filed within 15 (fifteen) calendar days following a notice of decision or within 15 calendar days after completing the Preliminary Grievance Procedures. The original decision will be held in abeyance while under appeal.

3.6 The Dean will assign these formal appeals to one of the Associate Deans for full consideration and recommendation.

3.7 If the Associate Dean deems it appropriate, the matter will be referred to an independent Committee on Graduate Student Rights and Responsibilities (CGSRR) for consideration and formulating recommendations of action to the Dean of the Graduate School. The CGSRR will operate with due respect to the rights of graduate students, faculty, and administrators including the conduct of interviews,
the right of all parties to review and address allegations, and the right to a fair hearing. The CGSRR will deliberate and render a recommendation to the Dean of the Graduate School or the Dean’s designee within 60 days of being formed.

3.8 Recommendations for resolution of formal grievances will be acted upon by the Dean or the Dean’s designee. A final decision will be made by the Dean of the Graduate School. The decision made by the Dean on academic matters is final.

**Appeals**

The graduate or professional student may appeal the final decision of the Dean of the Graduate School to the Provost if the appeal is based on procedural irregularities. The Provost will not reopen cases for the purpose of re-investigating the grievance. The student can seek judicial review within 30 days from the date of the final decision pursuant to the Administrative Procedures Act, RCW 34.05.010 et. seq.

**Professional Student Grievances**

Professional students within the College of Veterinary Medicine and the College of Pharmacy will follow College policies and procedures for the review of academic issues. Appeal of College level decisions can be made to the Graduate School.

*College of Veterinary Medicine Policies*
http://www.vetmed.wsu.edu/academic/studentsCurrent.aspx

*College of Pharmacy Policies*
http://www.pharmacy.wsu.edu/administration/AcademicPoliciesandProceduresfinal.5.10.06.pdf

Other programs also may have their own grievance procedures that should be followed before utilizing the Graduate School’s grievance procedures.

**Part 4: Satisfactory Progress towards Degree**

Graduate students are expected to make satisfactory progress in their studies and are responsible for meeting the Graduate School’s continuous enrollment policy, general academic requirements, and the specific requirements associated with their degree (see the Graduate School’s Policies and Procedures Manual). Programs may have additional requirements, and students are expected to contact their program director and/or faculty advisor for information on these requirements.

**Part 5 Scholarship and Research**

The following is information regarding data that graduate students may collect during their research. (For Responsible Conduct of Research training, visit http://myresearch.wsu.edu).

**Data Ownership**

In general all data collected at WSU is the property of WSU. It is useful to distinguish between grants and contracts. Data collected with grant funds remains under the control of WSU. Contracts typically require the researcher to deliver a product or service to the government or industry sponsor, and the product or service is then owned and controlled by the sponsor (government or industry). WSU and principal investigators have responsibilities and obligations regarding research funds and data collection.

4.1 Before data is collected the PI and project personnel should clearly understand who owns the data, who has the right to publish, and what requirements or obligations are imposed on the researcher or WSU.

4.2 Whenever a graduate student or postdoc leaves the lab a similar agreement should be negotiated between the PI and the graduate student or postdoc.

4.3 Collaborative research agreements regarding data ownership and use should be agreed to (in writing) prior to the collection of the data. In general, each member of the team should have continued access to the data/materials (unless a prior agreement was negotiated).

**Data Collection**

Data collection must be well-organized and detailed. The laboratory notebook (bound sequentially numbered pages, with signatures and dates) is often key to keeping daily records. Detailed records help establish good work practices, provide a history of your ideas, avoid fraud or misconduct charges, defend patents, and provide a valuable resource for your own work.
Data Storage and Protection

Once data has been collected it must be stored and protected to be of future use. Data storage must be done in such a way that results and conclusions can be clearly discerned from the data and materials that have been archived. The data and materials must be protected so that research findings can be confirmed and/or reanalyzed by others. If data and materials are not properly stored and protected they could significantly reduce the value of the research (or even render the research worthless).

For additional information on the Universities data policies see http://www.wsu.edu/~forms/HTML/EPM/EP8_University_Data_Policies.htm.

APPENDIX

Publications and Forms

Graduate School Publications
- **Graduate Catalog**: The Graduate Catalog, used by prospective and enrolled students, describes the courses offered at WSU and requirements for degree. The catalog also highlights the graduate faculty research interests.
- **Guidelines for Assistantships**: Access important assistantship documents including the Graduate Assistantship Processing Memo, Assistantship Waiver Memo, and Assistantship Salary Grids.
- **Academic Policies and Procedures**: The Graduate School’s Policies and Procedures Manual (2009) is available to each student admitted to the Graduate School, and used throughout a student's journey through the university. It serves as a guide for the WSU community to ensure proper advising leads to completion of a graduate degree.
- **The View Book**: The View Book is a guide for prospective students, and highlights the requirements for admission, and degree programs offered at the Pullman, Spokane, Tri-Cities and Vancouver campuses.
- **Graduate Student Rights and Responsibilities**: This document describes the procedures for channeling graduate student complaints, grievances and concerns to faculty, staff and administrators for appropriate action.
- **Guidelines for Good Practices in Graduate Education**: This document provides guidelines for faculty and graduate student interaction and expectations.
- **The Graduate School Communicator**: The Communicator is a two-page newsletter detailing resources for graduate students, news from GPSA and OGRD, and important dates and deadlines.
- **Responsible Research Newsletter**: The Responsible Research Newsletter is a publication of the Graduate School and Office of Research. Its goal is to promote academic integrity and responsible research practices among graduate students.

Graduate School Forms
- **Application for Degree**: In order to submit the application for a degree, you must have an approved Program of Study on file at the Graduate School. To complete the form, log in at https://secure.wsu.edu/login/login.asp?dest=http://secure.wsu.edu/gradschool/AppForDegree/Application/FillForm.castle.
- **Committee Change**: If you would like to change your committee members [PDF] use this form. Be aware of dates and deadlines. Word file.
- **Committee Substitution**: If you need to request a substitution for one of your committee members [PDF] Please submit the form in a timely fashion. Word file.
- **Change of Program**: Submit this form if your approved program of study [PDF] has changed. Be aware of the dates and deadlines. Word file.
- **Dissertation/Thesis Acceptance Checklist**: The hold harmless agreement/copyright acknowledgement [PDF] form is due upon completion of submitting final thesis or dissertation. Word file.
- **Deadlines and Procedures for Graduation**: See all of the deadlines and procedures for graduation [PDF] including when to obtain an advisor and when to submit your application for degree. Word file.
- **Digital Dissertation and Thesis Guidelines**: Access this to receive information regarding the submission of your dissertation or thesis. Word file [PDF].
- **Dissertation Agreement Form**: The Dissertation Agreement Form [PDF] is due when you submit your final thesis or dissertation.
**Fellows and Trainees Health Insurance Form:** Petition for Graduate Student Health Insurance [PDF] and Non-Resident Waiver. Word file.

**Final Exams Scheduling:** You must have an approved Program of Study (master's) [PDF] [Word] or Program of Study (doctorate) [PDF] [Word] on file with the Graduate School before you can schedule your final defense or exam. Non-Thesis Master [PDF] [Word] Thesis Master [PDF] [Word] Doctoral [PDF] [Word] Formatting Guidelines

**Graduate Certificate Application:** Application for a graduate certificate. See Deadlines and Procedures [PDF] Word file.

**Graduate Internship Approval Form:** For graduate students going on internship leave. [PDF] Word file.

**Graduate Leave Form:** [PDF] For graduate students who wish to go on official graduate leave.

**Hometown News Release:** Submit the form for a hometown news release [PDF] after you've completed your degree.

**Parental Leave:** For graduate students who wish to apply for short-term parental leave for the birth or adoption of a child.

**Petition Form (Graduate Student):** Use this form to petition changes in enrollment [PDF] and to academic calendar deadlines. Word file.

**Preliminary Exam:** You must have an approved program of study on file, and permission from your committee to submit the scheduling form [PDF]. Be aware of the deadlines. Word file.

**Program of Study:** Complete the program of study form for the master's degree or the doctoral degree [PDF]. Word file for doctorate. Word file for master's.

**Reenrollment Form:** At least one month before your return to school after an absence, you will need to submit the request for reenrollment [PDF] form. Word file.

**Reserve Graduate Credit:** Prior to enrollment in courses, you must submit the request for graduate credit [PDF] for courses taken by class 5B and 5C students. Word file.

**Reserve Graduate Credit (Seniors):** The request for graduate credit [PDF] must be submitted before seniors (maximum of 6 hours) are able to enroll in the courses. Word file.

**Survey of Earned Doctorates:** Upon submitting your final dissertation, this survey of earned doctorates [PDF] is also due. The survey can also be found on-line at http://survey.norc.uchicago.edu/doctorate/index.jsp

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**Graduate School Guidelines for Good Practices in Graduate Education**

WSU’s graduate programs are marked by outstanding faculty, modern and challenging curricula, first-rate students, and support systems that enhance student and faculty development. The best support systems include staff, comfortable office or laboratory space, resources necessary for scholarship and research, and policies and written guidance for students to meet programmatic and University requirements. These guidelines focus on the responsibilities of students and the expectations of faculty advisors, mentors, programs and departments. The purpose of these guidelines is to ensure that WSU faculty members and graduate students share the responsibility for creating a supportive environment—one that is community-minded in purpose and conducive to learning. Good working relationships among faculty members and graduate students require that they recognize and honor their respective responsibilities to ensure high quality graduate education and an environment where everyone acts ethically and professionally at all times. The following guidelines are intended to promote an understanding of graduate students’ responsibilities as members of the academic community of WSU.

**Expectations of Graduate Students**

WSU graduate students have a responsibility to:

1. Conduct themselves in a mature, professional, and civil manner in all interactions with faculty, staff, and other graduate or professional students, and undergraduates.
2. Learn the Graduate School’s Policies and Procedures, including important program deadlines, requirements and grievance procedures (see: www.gradsch.wsu.edu).
3. Learn their specific program requirements and procedures as delineated by their academic program.
4. Learn the standards of academic and professional performance established by faculty and their respective professional groups.

5. Maintain integrity in academics, research, independent scholarship, and professional development.

6. Communicate regularly with faculty advisors on matters related to progress within their graduate programs.

7. Acknowledge contributions of faculty advisors and others in work leading to conference presentations and publications.

8. Respect time constraints of faculty, particularly in email correspondence.

9. Respect the responsibilities of faculty advisors to evaluate students’ coursework and overall academic progress. Faculty, in turn, are responsible for monitoring the validity and quality of students’ research, teaching, and other scholarly activities.

10. Fulfill, in a timely manner, the requirements of their program, as prescribed by their program and the Graduate School.


12. Contribute positively to a collegial environment within the program and department.

13. Complete in a timely manner the Responsible Conduct of Research training.

14. Adhere to federal, state, University, and departmental rules and regulations regarding the use of animals, human subjects, dangerous and hazardous chemicals, biohazardous and radioactive materials or radiation in research.

**Expectations of WSU Programs and Departments**

Programs and departments play a key role in creating a positive and supportive environment for graduate students to success in their studies. Programs and departments have an expectation to:

1. Inform incoming graduate students of codes of professional and academic conduct expected of graduate students.

2. Inform graduate students about University and program requirements, including academic programs, committee formation and changes, and the nature and scope of theses and dissertations.

3. Evaluate graduate students yearly regarding their academic progress toward intended degrees, including notification in writing about satisfactory or unsatisfactory performance.

4. Encourage graduate students to participate in professional meetings, including the delivery of presentations of research or scholarly findings.

5. Assist graduate students in the timely completion of departmental or program requirements.

6. Provide students with a policy to guide collaborative projects and authorship.

7. Provide students with a graduate student manual or handbook that includes all departmental policies governing graduate student appointments, rights, and responsibilities as members of the academic community.

**Expectations of Faculty Advisors and Mentors**

High quality graduate programs are those with notable faculty and systems for advising and mentoring graduate students. Graduate students need advice and guidance during their early experiences in graduate school, especially from faculty whose interest goes beyond the advisor-director role to one of teacher and mentor. Departments and programs are responsible for encouraging effective mentoring and for ensuring that graduate students receive advice and mentoring during the course of their graduate studies.

A mentor is a faculty person who assists scholarly development, contributes to intellectual stimulation, and fosters professionally enriching relationships with graduate students. A faculty mentor is a peer-to-be, one who encourages and supports independent development and who nurtures a rapid transition from graduate student to colleague through insightful guidance, trust, and mutual respect.
Students should expect that mentors will interact with them on a regular basis, providing the guidance, advice, and intellectual challenge necessary to complete their degree programs. If the mentor relationship is not a good fit, and another appropriate mentor is available, the student may change mentors at any time, without fear of reprisal. Mentors and faculty advisors have an expectation to:

1. Interact in a professional and civil manner consistent with University policies. Particular attention should be paid to mentoring that involves diverse or nontraditional students.
2. Create an ethos of collegiality in classroom, laboratory or studio supervisory relationships that stimulates and encourages students to learn creatively and independently.
3. Develop clear understandings about specific research expectations and responsibilities, including timelines for completion of theses or dissertations.
4. Provide verbal and/or written comments and evaluations of students’ work in a timely manner.
5. Discuss laboratory, studio, or departmental authorship policy with graduate students in advance of entering into a collaborative project.
6. Acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyrights and patents.
7. Prevent faculty rivalries from interfering with their duties as advisors, committee members, instructors or colleagues.
8. Ensure that a graduate student’s assistantship experiences contribute to the student’s professional development and does not impede his/her progress toward a degree.
9. Excuse themselves from serving on graduate committees when there is a potential conflict of interest or even an appearance of a conflict of interest (for example, a familial relationship between the student and the faculty).
10. Refrain from requesting students to do personal work without appropriate agreement and compensation (see also the WSU Faculty Manual - Faculty Code of Professional Ethics and Duties).

**Expectations of Teaching Assistants (TAs)**

Regardless of how their assignments are crafted, TAs have the responsibility to meet the goals and objectives of their teaching assignments as articulated by course instructors and departmental administrators. TAs should strive for the highest quality of instructional pedagogy and delivery of services to students. All grading responsibilities should be fulfilled thoughtfully and in a timely manner. TAs who experience any difficulties with their assignments should immediately discuss these difficulties with the course instructor and/or departmental chair.

**Expectations of Research Assistants (RAs)**

Employment as an RA involves commitments, not only to thesis and dissertation research, but also to the goals and objectives or deliverables of the sponsored project providing the salary support. RAs should exercise the highest integrity in their research efforts and also be aware of responsibilities attendant to the University’s intellectual property and conflict of interest policies and procedures. Questions should be addressed immediately with the advisor and/or the principle investigator of the project.

**Expectations of Research Fellows (RFs)**

Recipients of research fellowships should understand and adhere to the goals and objectives of sponsoring programs. These goals and objectives may require completion of training modules or internships, the development of a scholarly document (e.g., thesis or dissertation), specific uses of support funds, and/or annual or quarterly reports. It is the responsibility of RFs to be aware of such expectations and to meet them as completely as possible within the specified deadlines.
Expectations of Staff Assistants (SAs)
Employment as an SA involves commitment to the unit providing the support. SAs should strive for the highest quality of service and responsibility in meeting the goals and objectives of their employing unit. Questions should be addresses immediately to the SA’s supervisor.

Graduate and Professional Student Grievance Procedures for Academic Progress and Other Complaints.
The graduate student grievance process may involve several steps depending on the nature of the grievance. There are many avenues available to Washington State University graduate and professional students to resolve differences that may arise during the pursuit of an advanced degree. In general, the operational principal that should be followed is to maintain open communication at the most immediate point of access and to work upwards from there when appropriate. This means that the student should work with their major professor or advisor to resolve matters if possible. The next level would be the Department Chair or School Director. If the complaint involves a complex or multi-campus issue, the Dean of the College may get involved at this point in the process. There are cases, of course, where this is difficult. In these cases, graduate and professional students should make an appointment with one of the Associate Deans of the Graduate School for further advice. An important role of the Graduate School is to serve as an impartial arbitrator in these matters and to provide advice to both students and faculty that will result in the student continuing in good academic standing.

Preliminary Grievance Procedures
3.1 Students are encouraged to first consult with their faculty advisor.
3.2 If the advisor is unable to resolve the problem the student is encouraged to discuss the problem with the department/program chair, director, and/or faculty liaison.
3.3 If the grievance cannot be resolved at the department or program level, the student should contact one of the Associate Deans of the Graduate School, or any person of the Graduate School designated by the Dean to hear student grievances (the Dean’s designee).
3.4 The Associate Dean or Dean’s designee will review the grievance and, at his or her discretion, will recommend possible actions for resolution to the student as well as to the department/program chair, director, college dean, and/or faculty liaison. If the student is not satisfied with the resolution, he/she may file a formal grievance.

Formal Grievance Procedures
In some instances such as those related to academic and employment issues (e.g. failed examinations, termination of assistantship, etc.), the student may wish to appeal a specific academic decision made by the departmental or program faculty.
3.5 The student must make a formal grievance request to the Dean of the Graduate School in writing; with signature (email is not sufficient). Formal appeals must be filed within 15 (fifteen) calendar days following a notice of decision or within 15 calendar days after completing the Preliminary Grievance Procedures. The original decision will be held in abeyance while under appeal.
3.6 The Dean will assign these formal appeals to one of the Associate Deans for full consideration and recommendation.
3.7 If the Associate Dean deems it appropriate, the matter will be referred to an independent Committee on Graduate Student Rights and Responsibilities (CGSRR) for consideration and formulating recommendations of action to the Dean of the Graduate School. The CGSRR will operate with due respect to the rights of graduate students, faculty, and administrators including the conduct of interviews, the right of all parties to review and address allegations, and the right to a fair hearing. The CGSRR will deliberate and render a recommendation to the Dean of the Graduate School or the Dean’s designee within 60 days of being formed.
3.8 Recommendations for resolution of formal grievances will be acted upon by the Dean or the Dean’s designee. A final decision will be made by the Dean of the Graduate School. The decision made by the Dean on academic matters is final.

Appeals
The graduate or professional student may appeal the final decision of the Dean of the Graduate School to the Provost if the appeal is based on procedural irregularities. The
Provost will not reopen cases for the purpose of re-investigating the grievance. The student can seek judicial review within 30 days from the date of the final decision pursuant to the Administrative Procedures Act, RCW 34.05.010 et. seq.

Other programs also may have their own grievance procedures that should be followed before utilizing the Graduate School’s grievance procedures.