

Graduate School Policies and Procedures Updates, Clarifications and Changes for Fall 2012

Chapter 1, Graduate Program Participants, Faculty Participating in Graduate Programs, Guidelines for Minimum Participation

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. In all cases, one 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 program. All committee members must hold a degree of comparable level to the degree sought by the candidate. 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 they are approved in the program bylaws and hold a degree of comparable level to the degree sought by the candidate.** ~~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 two other members of a doctoral committee~~ must be a permanent, WSU tenure-track faculty members ~~s~~ who ~~are is a~~ members of the graduate faculty of the student's program, ~~and who hold a graduate doctoral degree comparable to the degree sought by the candidate.~~ In all cases, two members of a doctoral committee must be permanent, WSU tenure-track faculty who are members of the graduate faculty of the student's program. All committee members must hold a graduate doctoral degree*~~

comparable to the degree sought by the candidate. 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 **they are approved in the program bylaws and hold a degree of comparable level to the degree sought by the candidate.***

- 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.

The Dean of the Graduate School has the authority to remove a faculty member from a student committee after consultation with the program/department chair, the dean of the college and the Provost when it is in the best interest of the student and the program.

Chapter 3, Definition of Graduate Level Courses

4. 702 Credit

The 702 credit is a Master's Special Problems, Directed Study, and/or Examination credit.

Credits are variable and grading is satisfactory/~~fail~~unsatisfactory (S,UF). Credit is awarded for a grade of S; no credit is awarded for a grade of U. The S/U grade does not carry any quality points and is not calculated in the grade point average (GPA). Faculty should set course requirements for each semester that a student is enrolled in 702 credits, and provide an S/UF grade at the end of the semester based on the student's performance in meeting those requirements. In the event of exam failure, a U grade should be recorded for that semester's 702 credits. Two U grades for 702 credits will lead to dismissal from the program. 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. ~~In the event of exam failure, an X grade may be recorded for that semester's 702 credits if the student plans to retake the exam. If the grade for the second exam is F, then an F grade will replace the X grade for the 702 credits for the semester in which the exam was first taken and failed. An F grade should also be recorded for the semester in which the second exam was taken and failed. If the grade for the second exam is S, then an S grade will replace the X grade for the 702 credits for the semester in which the exam was first taken and failed. An S grade should also be recorded for the semester in which the second exam was taken and successfully passed.~~

5. 700/800-Level Research Credit

Each graduate program has associated 700- (Master's) or 800- (Doctoral) level credits for research and advanced study. The 700-level credit is for students working on their master's research, thesis and/or examination. The 800-level credit is for doctoral research, dissertation and/or examination. Credits are variable and grading is satisfactory/unsatisfactory (S,U). Credit is awarded for a grade of S; no credit is awarded for a grade of U. The S/U grade does not carry any quality points and is not calculated in the grade point average (GPA). Credit is variable and grading is satisfactory/fail (S,F) for these courses. Faculty should set requirements for each semester that a student is enrolled in research credits, and provide an S/~~F~~U grade at the end of the semester based on the student's performance in meeting those requirements. In the event of exam failure, a U grade should be recorded for that semester's 700 or 800 research credits. Two U grades for 700 or 800 credits will lead to dismissal from the program. 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 700/800-level in the semester in which they take their final oral examination. ~~In the event of exam failure, an X grade may be recorded for that semester's 700/800 research credits if the student plans to retake the exam. If the grade for the second exam is F, then an F grade will replace the X grade for the 700/800 research credits for the semester in which the exam was first taken and failed. An F grade should also be recorded for the semester in which the second exam was taken and failed. If the grade for the second exam is S, then an S grade will replace the X grade for the 700/800 research credits for the semester in which the exam was first taken and failed. An S grade should also be recorded for the semester in which the second exam was taken and successfully passed.~~

In addition, every semester all full-time graduate students must enroll in a minimum of one credit hour of the appropriate 700 or 800 level 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. Departments 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.

Chapter 4, General Policies, Transcript Requirements

Applicants who attended school outside the United States or Canada must submit:

A course-by-course evaluation report of their foreign credentials, including copies of official transcripts, from the WSU-approved Credential Evaluation Service (see the WSU Graduate School Apply website for additional information). This report is required for completing the application for graduate admissions. Applicants must have all official transcripts, mark sheets, grade reports, examination results, and degree certificates from all higher education institutions attended sent directly to the Credential Evaluation Service. (Note: English translations will be required by the Credential Evaluation Service; please check the WSU Graduate School website for contact information.) The Credential Evaluation Service will make a determination on whether or not the applicant's degree is equivalent to a U.S. bachelor's degree. The final decision about the equivalency of any bachelor degree rests with the Dean of the Graduate School.

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.~~

- ~~*—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.~~

~~*—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.~~

~~Re-admission~~

~~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 must be readmitted to the Graduate School to continue studies.~~

~~Change of Degree Objective Within 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.~~

~~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.~~

~~Change of Department~~

~~Students who wish to change their department/program must complete a Change of Major card and submit it to the Graduate School for approval and processing.~~

Readmission, Changes of Program, Change of Degree Level, and Additions of Programs for Current Graduate Students (Note: International students must submit new financial

verification whenever they change programs and/or degree level to stay in compliance with their immigration status.)

1. Admission for Second Higher Degree in Same Program

Students who wish to pursue a Ph.D. degree after the completion of a master's degree in the same program must submit the *Change of Plan and Degree Level Form* **before** the master's degree is conferred. The form requires a signature from the program director or department chair. Note: Some departments may require students to submit departmental application materials to be admitted to the Ph.D. program in addition to completing the *Change of Plan and Degree Level Form*. Please contact department for additional requirements.

2. Admission for Second Graduate Degree in Different Program after degree completion

Students who wish to pursue another graduate degree in a different program **after** completion of the first graduate degree for which they were admitted (i.e., pursue a master's degree in math after completing a master's degree in physics, or pursue a Ph.D. in material sciences and engineering after completing a master's degree in Physics) must submit a formal online application to the Graduate School. The student must be readmitted to the Graduate School to continue studies. International students will be required to verify finances as part of the readmission process.

3. Change of Degree Level within Current Program

Students who wish to change their degree level (i.e., change from a Ph.D. to a master's degree or from a master's degree to a Ph.D. degree) within the same department/program must complete a *Change of Plan and Degree Level Form* and submit it to the Graduate School for approval and processing. The program director/department chair must approve the change by signing the form before it is submitted to the Graduate School. Note: Some departments may require students to submit departmental application materials to be admitted to the Ph.D. program in addition to completing the *Change of Plan and Degree Level Form*. Please contact department for additional requirements.

4. Change of Program

Students who wish to change their department/program (but maintain their degree level) must complete a *Change of Plan and Degree Level Form* and submit it to the Graduate School for approval and processing. To be eligible, the student must have successfully completed one

semester in the program to which they were admitted. The student must have a cumulative GPA of 3.0 or better. International students will be required to verify finances before the change of program is processed. The program director/department chair for the current program and the program director/department chair for the new program must approve the change by signing the form before it is submitted to the Graduate School. Note: Some departments may require students to submit departmental application materials to be admitted to the new program in addition to completing *Change of Plan and Degree Level Form*. Please contact department for additional requirements.

5. Pursuing a Master's Degree in a Different Discipline while in a Doctoral Program

Doctoral students at WSU are allowed to earn a master's degree in a different area of study under the following conditions:

- The student must be a currently enrolled doctoral student at WSU.
- The student must have completed one semester at WSU in the doctoral program.
- The student must have at least a 3.0 in the WSU doctoral program.
- The student must have the support of the program/department chair in both programs to pursue a master's degree in another discipline while working on the Ph.D. degree.

The *Change of Plan and Degree Level Form* must be completed, signed and submitted to the Graduate School before the semester in which the student wishes to pursue the master's degree. Note: Some departments may require students to submit departmental application materials to be admitted to the master's program in addition to completing the *Change of Plan and Degree Level Form*. Please contact department for additional requirements.

Chapter 6, Minimal 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.

The student is expected to earn an S grade for all research credits (702, 700, 800). The student will be subject to dismissal from the program if he/she earns a U grade for research credit for two terms (summer term included).

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.

3. Termination of Enrollment

The enrollment of a graduate student will be terminated under any one of the following conditions:

- 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.
- If s/he has failed a preliminary or final exam for a second time.
- If s/he has earned a U grade for research credits (702, 700, 800) for two semesters (including the summer term).

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~~ is below 3.0 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.

If the student becomes academically deficient because of two U grades for research credits, 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. The program chair must identify the conditions for continuation of study in the petition request.

~~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.~~

Program of Study, General Requirements (including Transfer Credits), Courses Taken At Washington State University

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.

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 a graduate-level course (all courses numbered 500 and above) and an undergraduate course (all courses numbered 499 or lower) will be changed to an "F" if the work is not completed within one academic year following the semester in which the "I" grade was assigned, unless a shorter time is specified by the instructor. The student may not repeat the course to remove an incomplete grade. Graduate students may not graduate with an "I" grade on their transcript. (See Academic Regulations, Rule 90h [here](#).)

~~Graduate s~~Students on a graduate assistantship appointment 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.

vi. **Online Programs**

Before students register in Online ~~Program~~ 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 ~~Online Programs~~through WSU Online 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 may 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 might 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 might 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)~~
- ✓ ~~T & L 519: Educational Media (3 credits)~~
- ✓ ~~Ed Ad 520: Seminar in Curriculum & Instruction (3 credits)~~
- ✓ ~~Ed Ad 522: Topics in Education (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 credits)~~

~~✓T & L 520—Topics in Ed: Gathering Evidence for Professional Certification (2 credits)~~

~~✓T & L 541—Professional Assessment Seminar [Professional Certificate Pre-Assessment Seminar] (3 credits)~~

~~✓T & L 543—Advanced Professional Assessment Seminar [Professional Certificate Culmination Seminar] (2 credits)~~

▪ ~~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.~~

~~Students should check the [WSU Online Programs](http://online.wsu.edu/future_students/degrees_and_certificates.aspx) website~~

~~(http://online.wsu.edu/future_students/degrees_and_certificates.aspx) to view all courses, as well as to determine which courses are flexible enrollment/self-sustaining. If they have any questions regarding their tuition waivers, students should contact the Graduate School. Note: All summer courses are self-sustaining.~~

Courses Taken as a Graduate Student at Other Accredited Institutions of Higher Learning (Transfer Credit).

Graded graduate-level course work (with a grade of B or higher) taken toward a master's degree at an accredited institution may be used toward a doctoral degree at WSU with the approval of the student's committee and the program director. However, graded graduate-level course work (with a grade of B or higher) taken toward a completed master's degree at an accredited institution may NOT be used toward another master's degree at WSU. All other graded graduate-level course work (with a grade of B or higher) taken as a graduate student, but not taken towards a completed graduate degree, may be used toward a master's degree or a doctoral degree at WSU with the approval of the students committee and program director.

In all transfer cases, 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.

A maximum of six graduate-level credits (with a grade of B or higher) taken at an accredited institution may be used toward a certificate program requiring 30 or more credits with the approval of the program and the Dean of the Graduate School. Individual certificate programs requiring 30 or more credits may choose to limit transfer credits to an amount less than six.

Transfer credits are subject to the usual time restrictions for master's or doctoral degrees and certificates, and approval by the academic unit and the Graduate School. Credits cannot be more than six years old for a master's program or certificate program, and ten years old for a doctorate program at the time of graduation.

Transfer credit is requested formally by listing the courses on the Program of Study or Application for Graduation for Graduate Certificate, 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. Exceptions to this policy may be made by the Dean of the Graduate School on a case-by-case basis upon recommendation of the department or program.

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. Doctoral research credit may be transferable only under special written agreements with other universities as approved by WSU and the Dean of the Graduate School. 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 an exception to policy request to the Dean of the Graduate School.~~
- Transfer credits allowed on a doctoral degree under special written agreements with other universities is subject to departmental recommendation and approval by 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.~~

Chapter 7—Master’s Degree Requirements, Faculty Advisory Committee

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.

The Dean of the Graduate School has the authority to remove a faculty member from a student committee after consultation with the program/department chair, the dean of the college and the provost when it is in the best interest of the student and the program.

Chapter 8---Doctoral Degree Requirements, Faculty Advisory Committee

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.

The Dean of the Graduate School has the authority to remove a faculty member from a student committee after consultation with the program/department chair, the dean of the college and the provost when it is in the best interest of the student and the program.