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| **CHAPTER-SECTION** | **OLD POLICY** | **CHANGE** | **COMMENTS** |
| Chapter 1, Section E.2 | Examination Failure  |  | No Change—Just added exam policy from different sections of handbook to Chapter 1 for clarification |
| Chapter 2, Section B.3 | Non-Degree Graduate Status |  | No Change—Just added policy language from Ch. 4 to Ch. 2 for clarification. Policy: Only credits earned in non-degree status with a grade of B or higher and which are allowable on a program of study may be used to meet degree requirements. |
| Chapter 3, Section E.4 | New Professional Policy credits |  | Newly approved professional policy (701 credit) added to this section. Policy was approved by Faculty Senate in Fall 2015 |
| Chapter 4, Section C.7 | Admission for Non-Degree-Seeking Students |  | No Change—Clarification that coursework taken as a non-degree student appears on the official graduate transcript and grades earned are calculated in the official graduate GPA |
| Chapter 4, Section E.1  | Reservation of undergraduate credit for seniors |  | No Change—Clarification that only reserved coursework with a grade of B or better can be transferred to the graduate transcript and used toward a graduate program |
| Chapter 5, Section A.2.a.viii | CDS—Students who need an extension could extend CDS for the entire time of the extension | **New Policy**-- Students who have an approved extension must enroll in a minimum of 2 research credits during one semester of their first extension. Students must be continuously enrolled in a minimum of 2 research credits during Fall and Spring semesters of their second or third extensions (unless they complete their degree before the extension expires). Students who are not in compliance with the CDS policy may be dropped from their program. | We have found that students who need extension(s) and who are not enrolled often do not connect with their committees; it is important to ensure that the student is committed to completing the degree and should be required to enroll to work with their faculty committee to finish. Enrollment also allows faculty to officially evaluate the progress of the student with an S/U grade. |
| Chapter 6, Section F. 1-3 | Extensions of Time to Degree—PhD students (usually on CDS) were not required to be enrolled during an extension | **New Policy language added to sections E1, E2, E3: NOTE:** Students must be enrolled for a minimum of two research credits during either the fall or the spring semester of a First Extension (enrollment is required in the semester of degree completion). **NOTE:** Students must be enrolled for a minimum of two research credits during both the fall and the spring semesters of a Second Extension or until degree completion. **NOTE:** Students must be enrolled for a minimum of two research credits during both the fall and the spring semesters of a Third Extension or until degree completion. | New policy is designed to encourage students to work closely with their committee to complete their degree in a timely manner. |
| Chapter 6, Section G.2.e | Program of Study—Transfer policy  | **New Policy:** Graded, graduate-level special topics courses from an accredited university may be transferable with committee, program and Graduate School approval. A syllabus for the special topics course must be submitted with the transfer request (program of study) so that a determination can be made. **Clarification:** Seminar courses (usually defined as a course with a series of seminar speakers), extension courses, continuing education courses, special problems courses, thesis courses (research credits), workshops, and correspondence courses will not receive graduate transfer credit. | Special topics courses were not accepted for transfer, but now may be under the conditions of the new policy. Clarification is included that seminar courses, i.e, involving a series of seminar speakers, are still not transferrable to a degree program of study. |
| Chapter 7, Section B.1 | Master’s Program of Study Requirements |  | No Change—Clarification was added to this chapter that audit or Pass/Fail courses may not be used on the program of study. |
| Chapter 8, Section B.1 | Doctoral Program of Study Requirements |  | No Change—Clarification was added to this chapter that audit or Pass/Fail courses may not be used on the program of study. |
| Chapter 8, Section C.2 | Preliminary Examination | **Clarification (highlighted in yellow**): Individual programs determine in their bylaws which faculty can participate in the graduate program and thus are eligible to vote. In all cases, any eligible faculty wishing to vote must be in attendance during all of the examination and must have participated in the assessment of the student’s examination work. At the discretion of the major program (department) chair, members of the WSU faculty from ***other*** graduate programs may be present and may ask questions. However, these faculty are not eligible to vote.  | No Change—Clarification was added on which faculty may vote in a preliminary exam.Formerly it read: Individual programs may determine which faculty are eligible to vote, but in all cases, any eligible faculty wishing to vote must be in attendance during all of the examination and must have participated in the assessment of the student’s examination work. At the discretion of the major program (department) chair, members of the faculty from other programs and faculty from the major and minor programs may be present, ask questions, but shall not vote.  |
| Chapter 9 | Graduate Assistantships—Service Requirements |  | No policy changes. Policy taken from the Assistantship Processing Memo was added to the Handbook: **Service Requirements for Assistantships:** * 1. Graduate student appointments usually require half-time service. Appointments may, in some instances, be made for less than half-time at correspondingly reduced salaries (and tuition waivers).
	2. Half-time service requires an average of 20 hours per week during the term of the appointment. Fractional appointments (less than half-time), when permitted, require work on a proportionate basis.
	3. During the term of the appointment, all graduate student service appointees are expected to be at work each normal workday, including periods when the university is not in session, with the exception of the legal holidays designated by the Board of Regents (see <http://www.hrs.wsu.edu> for official university holidays).
	4. There is no annual leave or sick leave associated with assistantship appointments.

No service to the university is required of fellows or trainees. |
| Chapter 9, Section D | Academic Load for Graduate Students |  | Clarification was added: NOTE: 100- and 200-level PE Activity courses do not count toward the minimum 10-credit enrollment requirement. |
| Chapter 12, Graduate Student Rights and Responsibilities  | Scholarship and Research  | Added: **Authorship**The Office of Research Guidelines for Authorship Determination can be found at <https://research.wsu.edu/office-research/policies/authorship/>.  |  |
| Chapter 14 | Professional Master’s Degree programs |  | Approved by Faculty Senate in Fall 2015; added to Handbook. Policy provides more flexibility with curriculum and committees to programs that are more professionally oriented.  |