

Graduate Student Handbook

Washington State University



Graduate School

WASHINGTON STATE UNIVERSITY

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Contents

Your Graduate School	3
GPSA	3
Access Center and Human Resources	3
Academic Integrity and Student Conduct	3
Assistantships	4
Assistantship Pay Deposits	4
Payroll Deduction	4
Deadlines	5
Establishing Residency	5
Family Resources	5
Filing your Program of Study	5
Forms	6
Friday Focus Newsletter and Social Media	6
Funding Opportunities	6
Fellowships Workshop	6
External Funding	6
GPSA Travel & Registration Grants	6
Leave Policies	7
Libraries	7
Medical Insurance and Health & Wellness Services	7
Policies and Procedures	8
Professional Development Initiative	8
Responsible Research	8
Selecting a Committee	8
Student Rights and Responsibilities	8
Transportation	9
Tuition and Finances	9

Your Graduate School

The WSU Graduate School aims to advance graduate education and enhance the experiences of our graduate students. We provide oversight for the policies and standards of graduate education, and advocate for graduate education, research, diversity, and integrity.

The Graduate School is the admissions and programs office for your graduate degree. We process your paperwork, approve your program of study and your committee, and ultimately award your diploma.

Our offices are located in the French Administration Building, Room 324. Feel free to drop by and acquaint yourself with our staff!

Graduate & Professional Student Association (GPSA)

The GPSA is the representative body for graduate and professional students at WSU. Connect with them at <http://studentinvolvement.orgsync.com/org/gpsa/> home to find out about how they can serve you.

Access Center and Human Resources

Accommodations for students with documented disabilities are provided by the Access Center. Services include transportation, oral exams, extended exams, audio textbooks, sign language interpreters, note takers, and large print exams and materials, and more. 509-335-1566; 217 Washington Building; accesscenter.wsu.edu.

Academic Integrity and Student Conduct

All members of the WSU community are responsible for maintaining and promoting the principles of truth and academic honesty. When an academic integrity violation occurs it is not just against the rules, but against the greater philosophy of higher education. Academic integrity violations devalue a student's college experience and preparation for the future. Academic Integrity issues at WSU are managed by the Office of Student Conduct (<http://conduct.wsu.edu>). Also note the responsible research section on page 7.

Washington State University's academic policy is available online at <http://AcademicIntegrity.wsu.edu>. Another rich resource is <http://gradschool.wsu.edu/plagiarism>. These sources will give you guidance as a student and teaching assistant.

Assistantships

Assistantship appointments provide financial support to a graduate student who engages in teaching, research, and/or service. Most assistantships include a tuition waiver, health insurance, and monthly stipend. Graduate assistants are required to work a minimum of 20 hours per week during the semester in which they receive the assistantship.

Graduate Teaching Assistant (GTA) may assist faculty in teaching undergraduate courses and labs, grading examinations, problem sets, or lab assignments, setting up displays for lectures and labs, or preparing or maintaining laboratory equipment.

Graduate Research Assistant (GRA) conducts academically significant research under the direction of a faculty member who is generally a principal investigator on a grant or contract.

Graduate Staff Assistant (GSA) provides academic and administrative program support such as academic advising, program planning, and assisting with the administration of student services offices.

Assistantship Pay Deposits

We recommend students use direct deposit to ensure fast arrival of funds. You may sign up at <http://payroll.wsu.edu/stntpay/directdep/directdep.htm> through Payroll Services.

Payroll Deduction

Graduate students on half-time (20 hrs./wk.) assistantship appointment may pay their mandatory fees through payroll deduction during the fall and spring semesters. To be eligible for this program, students must sign up each semester in which they wish to take advantage of this opportunity. Students may enroll in the program only after their assistantship appointment has been entered on the payroll system by the hiring department. Students can verify the projected fee amount and projected semi-monthly deduction amount by viewing their Online Earnings Statement here: <http://webpbs.wsu.edu/mai-menu.htm>.

Deadlines

The deadlines and procedures for doctoral and master's degrees are spelled out for you at <http://gradschool.wsu.edu/deadlines>. Instructions include when to submit your committee request form, your program of study form, your preliminary and final exam forms, and when you should apply for graduation. All the forms you need are on the website, too, at <http://gradschool.wsu.edu/forms>. We also send out notices in your Friday Focus newsletter about upcoming deadlines—so be sure to open and read the newsletter that arrives in your WSU email box every Friday.

Establishing Residency

If you are a domestic student and want to save thousands of dollars each semester on your tuition, you should establish Washington state residency as soon as possible. Pay attention and begin to gather the information you need as soon as you arrive at WSU because you will need to submit documentation to become a resident. Washington state rules apply—these are not WSU regulations. To find out how to establish your residency, go to this website: <https://gradschool.wsu.edu/establishing-residency/>.

Family Resources

<https://gradschool.wsu.edu/graduate-student-resources/>

- Childcare and Schools
- Housing
- Leave policies
- Healthcare
- Food resources and assistance
- Thrift Stores
- Farmer's markets

Filing your Program of Study

The Graduate School's online Policies and Procedures Manual will walk you through all the steps for filing your program of study. Check out <https://gradschool.wsu.edu/chapter-seven-b/> for all the details.

Forms

We've provided all the forms you need on our website at <https://gradschool.wsu.edu/forms>.

Friday Focus Newsletter and Social Media

Each Friday the Graduate School sends a newsletter to admitted graduate students' WSU email accounts. Friday Focus informs graduate students of events, announcements, deadlines, procedures, and funding opportunities. Be sure to read your WSU email to keep up to date on your opportunities. Follow the Graduate School on Facebook and Twitter to keep updated on announcements, events, job opportunities, and interesting news.

Funding Opportunities

There are a number of graduate fellowships and scholarships for graduate students, both internally and externally. Visit <https://gradschool.wsu.edu/scholarships-fellowships-awards/>. We also encourage you to talk with your academic advisor regarding scholarship opportunities available through your department.

Prestigious Fellowships Workshop

Each spring and fall, the Graduate School provides workshops to assist students in applying for a number of prestigious fellowships. To find out about these opportunities, visit <https://gradschool.wsu.edu/fellowships/>.

External Funding

The Office of Research (ORSO) may be able to help you identify funding for conducting research. You can sign up to receive weekly targeted funding email alerts with new funding opportunities in your research area: <http://informer.or.wsu.edu/HowToFindFunding.aspx>

GPSA Travel & Registration Grants

The GPSA offers grants to assist students in presenting research by helping cover costs associated with attending major conferences and professional meetings. Read more about them at <http://studentinvolvement.orgsync.com/org/gpsa/Travel>.

Leave Policies

The Graduate School requires graduate students to be continuously enrolled while pursuing their graduate education; however, there are various options for students to take leave from their studies including parental leave, internship leave, medical leave, and services such as Peace Corps or military. Leave status allows you to be away from graduate school for a specified period of time and return without having to re-enroll. To read about the different types of leave and their policies, visit <https://gradschool.wsu.edu/chapter-five-a6-7/>.

Libraries

WSU libraries maintain millions of books, journals, films, videos, newspapers, microfilms, technical reports, maps, manuscripts, art, and photographs. Visit any of the libraries in person, or visit <https://wsulibs.wsu.edu>.

Medical Insurance and Health & Wellness Services

<https://studentinsurance.wsu.edu/>

WSU offers insurance to international students and eligible graduate student assistants. Most international students are required to maintain the International Student Health Insurance Plan (iSHIP) while enrolled at WSU. Graduate Assistant plans are provided by AmeriBen, including the option to enroll dependents. Low-cost insurance plans are also available through the Washington Health Benefit Exchange (<https://www.wahbexchange.org/>), and Health & Wellness Services offers a Financial Assistance Program for eligible students.

All students taking 7 or more credits pay a health fee to maintain the availability of basic health services and programs on campus. The health fee does not cover all services available at the medical clinic and is not an insurance plan, but provides a medical and vision clinic, pharmacy, and health promotion services. <https://hws.wsu.edu/>.



Policies and Procedures

The Graduate School's Policies and Procedures Manual is designed to provide you with all the information you need to navigate through your degree. Graduate students are required to meet the regulations and policies of the Graduate School Policies and Procedures Manual. Requests for exceptions to policy must be submitted in writing by the student to his/her major professor or the chair of his/her graduate program or department. If approved by the graduate program, these requests are then forwarded to the Graduate School for final approval.

<https://gradschool.wsu.edu/policies-procedures/>

Professional Development Initiative

The Graduate School and Graduate and Professional Student Association (GPSA) have partnered to provide graduate students professional development workshops throughout the academic year. All workshops are free and broadcast to all campuses. To find out about the academic year workshops, visit <https://gradschool.wsu.edu/pdi> for the schedule.

Responsible Research

The Graduate School advocates for high ethical standards in student research, and requires that all graduate students complete the online Responsible Conduct of Research training, which takes about 20 minutes. Students awarded an assistantship are required to take the training before their appointment paperwork can be processed. You can complete the training online by visiting <https://gradschool.wsu.edu/responsible-research/> and clicking on "Complete the online training now." This website also provides additional information about research practices at WSU.

Selecting a Committee

The Graduate School website <https://gradschool.wsu.edu/students/> provides doctoral and master's degree students information by semester as well as the forms for selecting an advisor and a committee for your dissertation/thesis. This website is a good place to start on the pathway to earning your degree.

Student Rights and Responsibilities

The Graduate School Student Code of Rights and Responsibilities describes policies and guidelines to academic advancement and related grievance procedures. The website <https://gradschool.wsu.edu/chapter-twelve/> provides

resources on student conduct, academic dishonesty, discrimination, sexual harassment, and drug and alcohol policies. There are several helpful links from this website to help you understand the scope of your rights and responsibilities and how to take action if you experience or see a violation.

Transportation

Students ride the WSU transit for free. For a bus schedule, visit <http://www.pullman-wa.gov/52-departments/pullman-transit/1165-routes-schedules>. Students can also rent Green Bikes and Zipcars, or catch a ride with Zimride or Uber. To find out everything about transportation in the Pullman area, visit <https://grad-school.wsu.edu/gsotransportation/>.

Tuition and Finances

All the information you need to know about your tuition and finances is provided online at <https://gradschool.wsu.edu/student-finance-page>. You can find out what your cost of attendance is with or without an assistantship, when tuition is due, and how to pay. You can also find out how to use payroll deduction and what the tax implications are for your fellowships, scholarships, and assistantships.

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