

1 May 2020

Dear graduate students, faculty, and graduate coordinators:

This memo provides an up-date on the COVID-19 motivated changes in the Graduate School's procedures and deadlines.

### **1. Electronic option to replace wet ink on cotton pages (WIoCP) for theses and dissertations**

In my memo from 14 April, I indicated that the Graduate School was working on an electronic procedure to replace WIoCP, but that a bit more time was needed—with the hopeful roll-out date of 1 May. I can say that we are almost there for most committees.

The electronic process will utilize the GRM module within myWSU. On Monday (4 May), the Graduate School will send out instructions to 1) thesis-master's students and doctoral students who have applied for graduation in the Spring 2020 semester, 2) graduate coordinators, and 3) graduate training faculty. The instructions will also be posted on the Graduate School's forms web page. Next week, we will also conduct training sessions for graduate coordinators, who are already quite adept at GRM procedures, so that they can serve as a departmental resource. The process and the accompanying instructions have fared well under the limited testing we've been able to complete in the past two weeks. A key requirement is that students and faculty must read and follow the directions carefully. I know, that seems obvious, but not paying attention to instructions has been the major points of failure in the system. If you have questions, contact your graduate coordinator or the Graduate School [gradschool@wsu.edu](mailto:gradschool@wsu.edu)

Caveat: There is one glitch that we have not solved. Our ability to give non-WSU committee members access to myWSU, with required FERPA training, is not yet in place. For the time being, we will use a work-around. External committee members should send an email (from their official, password-protected, work account) that signifies their final approval of the thesis or dissertation to the program's graduate coordinator, who can then upload this documentation to the GRM. There will be more details in the instructions that will be sent out on Monday.

### **2. Review and extension of deadlines.**

I know that in the past two months, the Graduate School has sent several memos, with changing deadlines, as the COVID-19 pandemic has increasingly affected student and faculty accessibility to campus. Here is a review of deadlines as of today.

- 8 May (Friday) Last day to complete a final master's or doctoral defense as a Spring 2020 graduate or a doctoral preliminary exam for advancement to candidacy in the Spring 2020 semester. *No change.*
- 1 June (Monday) Final electronic paperwork and theses/dissertations are due to Graduate School for all Spring 2020 graduates. *This is a further extension* from 8 May for exams conducted after 8 March and represents 15 business days after exams completed on 8 May. Earlier submission is encouraged to allow the Graduate School to process degree clearances as quickly as possible so all Spring 2020 degrees can be conferred in a timely manner.

## 2. Deadlines and due dates, cont.

- 11 - 29 May Interim exam period for doctoral preliminary exams and final master's or doctoral defenses. Students do not need to enroll for the summer semester. Those completing their degree requirements will be part of the Summer 2020 graduating class. Final electronic paperwork and theses/dissertations are due to the Graduate School 15 business days after the defense date. Students will be eligible to participate in the August 2020 commencement ceremony. *No change.*
- 1 Jun - 31 Jul Period to complete preliminary exams and final defenses in the summer semester. Students are required to enroll for the summer semester, with a minimum of two hours of 700 or 800-level credits. Final electronic paperwork and theses/dissertations are due to the Graduate School 15 business days after the defense date. If students wish to participate in the August 2020 commencement ceremony, the Graduate School must receive the faculty ballots for the defense by 5 pm on Tuesday, 4 August. *Clarification.*
- 3 – 21 Aug Interim exam period for doctoral preliminary exams and final master's or doctoral defenses for students enrolled for the summer semester. Final electronic paperwork and theses/dissertations are due to the Graduate School 15 business days after the defense date. Those completing their degree requirements will be part of the Fall 2020 graduating class. *A previous memo incorrectly indicated that 14 August was the end of the interim period.*

The suspension of the policies regarding the exam environment will extend through 21 August. Specifically, the requirements held in abeyance are 1) "at least one committee member must be physically present in the room with the student" or otherwise a proctor must attend the exam; and 2) the exam must be conducted "in an academic environment."

## 3. Hold Harmless and Copyright Acknowledgement form for theses and dissertations

There has been some confusion because this form requires a witness. Students should submit the form to the Graduate School [gradschool@wsu.edu](mailto:gradschool@wsu.edu) from their wsu.edu email account. A Graduate School staff member will then sign as the witness, certifying that the form originated from the student's official, password-protected WSU account.

As always, if you have questions or need assistance, the Graduate School staff and leadership team are here to help you.

Best regards,

LMG

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Dean of the Graduate School