

August 27, 2020

Dear Graduate Students:

The Graduate School's Policies and Procedures Manual updated for 2020-21 is available on the Graduate School website at: <https://gradschool.wsu.edu/policies-procedures/>. A detailed summary of changes is also on the website. Many general changes were made to improve consistency of language, terminology, and formatting throughout the manual. We would like to highlight some specific changes that you should know about.

The term "faculty advisory committee" is used consistently for the committees that supervise individual master's (non-thesis and theses) and doctoral students as recorded on the Program of Study. We explicitly emphasize the expectation that your advisory committee should meet with you annually (Chapter 6.B) to review your progress to date and discuss the focus for the next year, the path to the completing the degree, and career plans beyond graduate school. Situations which may constitute a real, perceived, or potential conflict of interest in the formation of faculty advisory committees are articulated in Chapter 1.D., 4.K.2 and related sections of Chapters 7 and 8.

The Program of Study is an agreement between the student and faculty advisory committee on course requirements for degree completion. Once the Program of Study has been approved by the Graduate School, courses that have been completed with a recorded grade cannot be removed from the Program of Study (Chapters 6.E.1, 6.E.2, 6.G.1, 6.G.2, 7.C, and 7.D). This policy includes transfer course work. This is not new policy, but emphasis was added to make it clear that a student cannot remove a course from an approved Program of Study because of a low grade or to extend the deadline for time-to-degree completion.

As announced previously, the Responsible Conduct of Research training requirements (Chapters 9.C. and 11.A) have changed. New and continuing graduate students who have not completed the Collaborate Institutional Training Initiative (CITI) RCR training at myresearch.wsu.edu should do so immediately. In the future, enrollment holds may be placed on your account if the training is not completed, even if you are not currently on an assistantship.

Using input from the Graduate Mentor Academy, the sections on protocols for prelim and final exams were revised to clarify the policy intent and how this aligned with acceptable procedures, recognizing that different disciplines and graduate programs have different (acceptable) norms for exam processes (Chapters 7.D, 8.D, 8.E, and 14.E).

Finally, we encourage you to look at the updated academic integrity statement (Chapter 12.E.2).

We hope you have a great semester. Please reach out to the staff and leadership team of the Graduate School whenever you have questions. We are here to support your graduate experience.

Best regards from the Graduate School staff and leadership team.

