Graduate School
WASHINGTON STATE UNIVERSITY

Policies and Procedures Manual

2022-2023

All graduate students are required to abide by and meet the regulations and policies set forth in these most current and revised Graduate School Policies and Procedures, which are also available at http://gradschool.wsu.edu/policies-procedures. Any exceptions to this policy must be submitted in writing by the student through their major professor and chair of the major graduate program to the dean of the Graduate School, who may then consider such an exception.

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Chapter One - Administration of Graduate Programs

A. Executive Authority and Responsibilities of the Graduate School

Under the direction of the provost, Graduate School administration rests with the dean and the dean's designees in consultation with the Faculty Senate's Graduate Studies Committee. The policies and procedures of the Graduate School are designed to give structure and consistency to all of Washington State University's graduate academic programs regardless of location. These policies are meant to apply across departments and programs and be consistent with the specific policies and procedures of individual departments and programs. Based on best practices in graduate education as defined by the Council of Graduate Schools (2004, *Organization and Administration of Graduate Education*), the Graduate School identifies several broad areas of responsibility. These are to

- serve as an advocate for graduate students;
- articulate a vision of excellence for the University's graduate education enterprise, including standards for faculty, students, curriculum, and research direction;
- provide oversight for the quality control for graduate education;
- maintain equitable standards across all academic disciplines;
- define the standards of graduate education (i.e., to define instructional and other features of graduate courses, curricula, etc. that distinguish them from undergraduate or continuing or professional education);
- provide an institution-wide perspective for all post-baccalaureate endeavors;
- provide an interdisciplinary perspective;
- enhance the intellectual community among faculty and graduate students;
- serve as an advocate for graduate education;
- emphasize the importance of adequately training the future professoriate;
- develop ways for graduate education to contribute to and enhance undergraduate education;
- provide (or support the provision of) graduate student services; and
- serve as an advocate for issues and constituencies critical to the success of graduate programs, especially integrity in research and scholarship, values and ethics in graduate education and scholarly work, and promotion of diversity and inclusiveness.

These broad responsibilities are carried out in a variety of activities related to programs, faculty, students, administration (especially research administration), and external constituents.

Because of the unique nature and requirements of many professional and professionally oriented degrees (e.g., D.V.M, M.B.A., M.D. and Pharm.D.), various aspects of these programs may be administered by entities other than the Graduate School. The following is a general summary of how these degrees are administered:

DEGREE PROGRAM	ADMISSIONS	ACADEMIC OVERSIGHT	PROGRAM & COURSE APPROVAL	GRADUATION CLEARANCE	PROGRAM EVALUATION
Ph.D. Doctor of Philosophy Ed.D. Doctor of Education	Graduate School & Program	Graduate School/Programs; appeals of college-level decisions may be made to the dean of the Graduate School	Reviewed by the Faculty Senate Graduate Studies Committee during approval process	Graduate School	Graduate School
D.N.P. Doctor of Nursing Practice	Graduate School & Program	Graduate School/Programs; appeals of college-level decisions may be made to the dean of the Graduate School	Reviewed by the Faculty Senate Graduate Studies Committee during approval process	Graduate School	Graduate School D.N.P. External Accreditation Association
D.V.M. Doctor of Veterinary Medicine	College of Veterinary Medicine	College of Veterinary Medicine; appeals of college-level decisions due to procedural irregularities may be made to the dean of the Graduate School	Reviewed by the Professional Health Sciences Committee during approval process	Registrar's Office	External Accreditation Association
M.B.A. Master of Business Administration	Carson College of Business	College of Business; appeals of college-level decisions due to procedural irregularities may be made to the dean of the Graduate School	Reviewed by the Academic Affairs Committee during approval process	Registrar's Office	External Accreditation Association
M.D., Doctor of Medicine	Elson Floyd College of Medicine	College of Medicine; appeals of college-level decisions due to procedural irregularities may be made to the dean of the Graduate School	Reviewed by the Professional Health Sciences Committee during approval process	Registrar's Office	External Accreditation Association
Pharm.D. Doctor of Pharmacy	College of Pharmacy	College of Pharmacy; appeals of college-level decisions due to procedural irregularities may be made to the dean of the Graduate School	Reviewed by the Professional Health Sciences Committee during approval process	Registrar's Office	External Accreditation Association

1. Programs

The Graduate School has four principal functions related to programs. The first is to review and make recommendations on proposals for new, revised, and extended programs. Typically, the review process focuses on whether the proposal conforms substantively to the curricular and other standards established by the University, though there is a growing trend to also judge whether the program could be competitive in its field.

The second program function of the Graduate School is new program development. One of the roles of the Graduate School is to inspire new intellectual—and frequently interdisciplinary—pursuits and not simply to respond to faculty initiatives. Given significant barriers to entry and the high costs associated with failure, it is incumbent upon the Graduate School to develop not only programs that are academically state-of-the-art but that are also marketable and feasible from a variety of perspectives, including fiscal feasibility.

The management of reviews for existing programs is the third, and one of the most important, of the Graduate School's program functions. For the sake of efficiency, many institutions conduct *department* reviews that purport to address both graduate and undergraduate programs; but, because graduate programs are frequently given limited attention in department reviews, many of the country's strongest research universities have found that graduate programs require separate review, despite the extra work and expense involved. This has been observed at WSU by the faculty in its 2006 Graduate Education Commission (GEC) Report and, based on those recommendations, the Graduate School implemented a review process designed to facilitate program review and continuous quality improvement in a proactive manner. The Graduate School also coordinates the annual reporting process for the assessment of student learning for graduate programs. Student assessment practices are reviewed during the program review process.

The fourth function of the Graduate School related to programs is the establishment of academic standards that govern graduate study. These include admission standards, minimum course requirements, definitions of good standing, content and format of theses and dissertations, etc.

2. Students

Most of the daily activities of the Graduate School relate to graduate students. WSU has a centralized graduate admissions process to ensure consistency of processing and a set of minimum standards for all applicants.

In addition to admissions, the Graduate School is also responsible, in part, for recruitment of students. This is a collaborative effort between the Graduate School, programs, departments and colleges, because ultimately, program faculty are responsible for recruiting.

a. Financial Support

A significant area of activity of the Graduate School is participation in the financial support of graduate students. At Washington State University, individual departments hold the budget for appointment of TAs and RAs. Determining the level of financial support and paying graduate students is a complex matter. Internal equity issues, legal requirements, tax codes, budget constraints and other important issues must be taken into consideration and, in some cases, conflicting regulations or rules must be resolved satisfactorily. The Graduate School provides general policies meant to add clarity and equity for WSU programs, faculty, and students.

b. Mentoring

Program faculty have the final responsibility for mentoring students through the timely completion of their degrees, but monitoring academic progress is becoming an increasingly important role of the Graduate School. This is partly a question of setting policies on such matters as minimum enrollment or registration requirements, minimum GPA, leaves of absence, maximum time to degree, etc. The Graduate School keeps records on individual student progress, notifying departments and students of upcoming time limits and the achievement or non-achievement of academic milestones. All students must have their academic and research progress evaluated and reported annually. Any situation that might negatively impact a student's timely progress to degree must be promptly reported to the Graduate School.

c. Advocacy

Though the Graduate School does not itself deliver all student services to graduate students, it is the principal advocate for all graduate students in the WSU system regardless of location; and, as this advocate, it actively pursues fair and responsible treatment of graduate students in all offices and departments of the University. It may be involved in academic and financial counseling of students; student development and enrichment activities, such as orientation; career counseling and placement services, including interview preparation; and student professional development in such areas as responsible conduct of research, proposal development, and the like. The Graduate School needs to maintain communication with any administrative unit or student organization across the WSU system that might have an impact on graduate student retention and must have clear policies and procedures in place for handling student grievances against faculty, staff, and other students.

3. Faculty

As a research-intensive university, Washington State University hires faculty who are expected to be fully engaged in graduate education and mentoring of doctoral students. There is no balloting process that results in the election of faculty to graduate faculty status held at the University level. Instead, the bylaws for each graduate program at WSU must clearly explain the qualifications and review process by which individual faculty may participate within that program. In general, faculty must maintain active research/scholarship programs (as evidenced by external funding, peer-reviewed publications in prestigious journals within the past 2-4 years, and the like). When consulted during this process, the dean of the Graduate School's role will likely be on the side of increased rigor, because the quality of graduate programs depends on this. Faculty are eligible to request consideration to serve as graduate faculty within any graduate program on campus and may so serve within multiple programs, if they are appropriately qualified and approved according to individual program bylaws.

It is imperative that the responsibility for ensuring the qualifications of faculty to participate in graduate education and, more importantly, the mentoring of doctoral students, be monitored and assessed rigorously. It is the job of the degree granting unit to perform this important function, using the annual review process, through criteria established and approved in program bylaws.

The dean of the Graduate School must be a constant advocate for the hiring of qualified faculty with research and scholarship agendas that contribute to the strategic development of graduate programs. For this reason, the Graduate School also is interested and involved in faculty development in coordination with the Office of the Provost. The Graduate School plays a role in new faculty orientation, so that new faculty understand practices and policies, give correct information to their graduate students, and know what sources of assistance and support are available to them. More importantly, the dean of the Graduate School engages

faculty in discussion of interdisciplinary research that could result in interdisciplinary training opportunities that increase the overall competitiveness of graduate study at the University.

The dean of the Graduate School provides guidelines for the roles of career-track faculty, adjoint, and adjunct faculty (e.g., researchers at national labs, professionals from government and industry) in graduate education. Frequently, such scholars participate by teaching courses and serving on student committees. Qualifications and limits for participation of career-track, adjoint, and adjunct faculty in graduate programs are defined within the bylaws of each graduate program as approved by the program faculty, dean of the Graduate School, and the Graduate Studies Committee, then provided to the Faculty Senate as an information item. All adjunct or adjoint faculty participating within a graduate program must be nominated to the dean of the Graduate School by the chair of the appropriate graduate program. After initial approval by the dean, these faculty may participate in those programs to the limits described by the program bylaws. For example, this may include teaching a graduate-level course, membership on committees, and/or chairing master's or doctoral advisory committees.

4. Administration

The Graduate School plays an integral role in the leadership of the University as a whole by participating in strategic planning, budgeting, and assessment to create an environment for world-class research, scholarship, and graduate education.

Activities include the following:

- Providing leadership in moving the university forward with strategic initiatives related to graduate education and research.
- Preparing and conducting graduate program reviews and providing appropriate recommendations for each program.
- Coordinating, supporting, and reporting on graduate program student assessment.
- Developing and promoting new initiatives and programs to foster excellence in graduate education.
- Developing new revenue sources to support and enhance graduate education.
- Initiating and nurturing relationships with a variety of external constituents to support and promote graduate studies.
- Advocating for graduate students and ensuring a positive education experience.
- Coordinating budgetary issues for graduate education with the central administration.
- Increasing applicant and admission pools with diverse and well-qualified individuals.
- Improving yields for inquiry, applications, and enrollments, particularly in strategic areas of excellence.
- Improving graduate student retention rates.
- Increasing the number of entering high-achieving domestic and international student scholars [for example, increasing number of Fulbright Scholars and Achievement Rewards for College Scientists (ARCS) Scholars].
- Developing competitive stipends and programs to attract and retain the highest qualified graduate students.
- Taking an active role in graduate student health insurance planning, budgeting, and collaborating with Cougar Health Services to obtain the most competitive and comprehensive insurance plan for graduate students.
- Developing policies and procedures based on best practices in graduate education to support and sustain graduate recruitment and programming.

- Encouraging and supporting departments and programs to develop new funding sources to support graduate students.
- Providing centralized information technology tools and platforms to departments and programs to assist them in the recruitment and admission process.
- Developing partnerships with academic units to promote the recruitment and retention plan.

One of the most important activities of the Graduate School is the collection, analysis, and dissemination of data related to graduate students, faculty, and programs, frequently in collaboration with Institutional Research. According to the Council of Graduate Schools:

> *Good data on graduate students and graduate programs are essential to effective oversight of the graduate enterprise on campus. Decisions about curriculum changes, future academic planning, the use of fellowship and assistantship resources and tuition waivers, and the academic quality of individual programs cannot be made effectively without reliable statistics. (p. 34, Organization and Administration of Graduate Education, 2004).*

5. External Constituents

As is the case for most senior administrators, the dean of the Graduate School and, as appropriate, the dean's associate and assistant deans, are active in the regional and national professional associations concerned with graduate education. The Council of Graduate Schools notes:

> *In the press of daily affairs, it is difficult to find time for professional activities, but they are essential if the graduate dean and his or her staff are to fulfill their larger obligations to graduate education broadly defined and to maintain the skills and information necessary to do their jobs at home. It is impossible to keep up-to-date on best practices in graduate education, recent research findings on student success, federal budget proposals, changes in the tax laws, and research funding levels without a steady stream of information from external associations and a network of contacts with other graduate deans. (p. 37, Organization and Administration of Graduate Education, 2004)*

Thus, the dean of the Graduate School also keeps contact with legislators interested in education and with institutional trustees, coordinated through appropriate channels in the university and in accordance with limitations/provisions of state law. The role of the dean of the Graduate School in fundraising includes contact with alumni and other regional and national stakeholders.

B. Administrative Structure of the Graduate School

Washington State University is a large, diverse, and complex public land-grant research university with faculty engaged in graduate education across the state and at our six campuses. However, WSU has one Graduate School, and the responsibility and authority for graduate education resides in the Graduate School. The Graduate School is committed to standards of flexibility, rigor, quality, and access that facilitate graduate education at all levels throughout our state. Each graduate program is responsible for its academic program (including the curriculum and examinations), the selection of faculty to participate in its graduate program, the recruitment of students to the program, and the monitoring of student progress. These should be coordinated efforts and, while they may be principally housed in one location, ample communication among participating faculty and the Graduate School will help ensure high quality graduate student experiences irrespective of location.

1. Dean and Associate or Assistant Deans

The dean of the Graduate School, in conjunction with the associate/assistant deans, administers graduate programs throughout the multi-campus University within the policies and regulations established by the Faculty Senate's Graduate Studies Committee.

2. Staff

The Graduate School staff provides administrative, financial, technical, marketing, fundraising, and data support to the dean and associate or assistant deans.

3. Graduate School Liaisons to Campuses

The chancellor of each campus outside of Pullman designates a ***faculty liaison*** (e.g., a vice chancellor for graduate education and research) to serve as the principal conduit for communication between the Graduate School and each campus.

4. Graduate Mentor Academy

Select faculty members are invited by the Graduate School to participate in the Graduate Mentor Academy, an entity with three primary functions:

- To display outstanding skills in mentoring graduate students that other faculty, especially new faculty, can observe and emulate.
- To represent the Graduate School in examinations where academic issues may arise.
- To provide input to the Graduate School for improvement or modification of current practices and procedures that will lead to the advancement of graduate education at WSU.

C. Faculty Senate Graduate Studies Committee

The Faculty Senate's Graduate Studies Committee is composed of one faculty member from each college that offers graduate training (appointed for three-year terms), one member of the libraries faculty, three graduate students (appointed for one-year renewable terms), with at least two geographic regions represented. At least one member of the Faculty Senate Graduate Studies Committee should also be a member of the Faculty Senate. The president of the Graduate and Professional Student Association, the dean of the Graduate School, the provost, all chancellors, and the registrar, or their designees, serve as ex-officio non-voting members.

The functions of the Faculty Senate Graduate Studies Committee are the following:

- Reviews and appraises graduate educational policies, programs, and procedures.
- Recommends establishment, continuation, modification, and termination of graduate courses and degree programs.
- Advises the dean of the Graduate School.
- Makes policy recommendations regarding the granting of graduate scholarships, assistantships, and fellowships.
- Consults with the Academic Affairs Committee and the Professional Health Sciences Committee on those policies and procedures that jointly affect graduate and undergraduate education or health professional programs.

D. Governance of Graduate Programs

1. Graduate Program Bylaws

All graduate programs are required to have approved bylaws on file with the Graduate School. A graduate program is considered a program of study toward a specific degree. Master's and doctoral programs within

the same discipline may share common bylaws only if there is substantial overlap in program goals and requirements. Certificate programs do not require bylaws. Graduate programs may not operate under bylaws that have not been reviewed and approved by the WSU Faculty Senate Graduate Studies Committee and forwarded to the Faculty Senate as an information item.

For a program to offer a degree and advertise that degree as being offered at a specific campus (or campuses, including Global Campus), the degree must be officially approved through the Faculty Senate and the Board of Regents process, and by the Northwest Commission on Colleges and Universities (NWCCU), WSU's accrediting body. In addition, the Department of Education needs to approve the degree if students in the program are to be awarded financial aid. Some programs may also require approval from their specific national accreditors. Graduate faculty within the program may be physically located at other campuses and function as major advisors at those sites if authorized by the program bylaws. The program is responsible for maintaining academic rigor, which will be evaluated during program review. Campuses and research extension centers that participate in delivering a program (e.g., offering courses, faculty functioning as major advisors, sites for research) but are not officially approved to offer the degree are called supporting sites. The role of faculty at these sites must be defined by the program bylaws (see Chapter 3.B for more details).

2. Approval of Graduate Program Bylaws

Review and approval of the bylaws for a new or existing graduate program requires four sequential processes:

- Bylaws Preparation: A template of such bylaws is available from the Graduate School. Using the template, draft bylaws should be prepared by designated members of the graduate program. **Note**: A program is encouraged to request an informal review of their bylaws before submitting them to the graduate program faculty for vote. This review will be conducted by representatives of the Graduate School, and feedback will be provided. This is ***not*** a formal review; after the bylaws have been formally submitted to Graduate Studies Committee, the Committee will provide additional comments.
- Graduate Program Review: The draft bylaws must be approved by the faculty members of the graduate program.
- Graduate School Review: After approval by the appropriate faculty, bylaws will be reviewed by an associate dean of the Graduate School for general compliance with the guidelines. If major inconsistencies, omissions, or errors are found, the document will be returned to the graduate program for further revision.
- Faculty Senate Graduate Studies Committee (GSC) Review: The GSC reviews bylaws in the order received. The GSC may approve the document as submitted or may request additional editing or clarification. If edits or clarifications are required, a GSC representative will communicate with the graduate program director or designated representative. Once the GSC has approved the bylaws, the document will be forwarded to the Faculty Senate as an information item. The program's bylaws will be posted on the Graduate School's webpage and the program is notified to maintain a copy of the bylaws in its files.

The mechanisms for graduate faculty to change program bylaws will be specified in the bylaws of that program. All changes must go through the process described above and be updated to be consistent with the bylaws template.

3. Graduate Program Participants

Each graduate program shall designate a program director (faculty position, often department chair or school director), a graduate coordinator (faculty position), and an academic coordinator (staff position) with duties

and responsibilities as outlined below. In some cases, the program director may also fill the role of the graduate program coordinator. ***All faculty*** who are eligible for participation as advisory committee chair for graduate programs within the University (as defined by Graduate School policies below) are ***eligible to apply*** for participation in ***any graduate program*** within the University. Therefore, the bylaws for each graduate program should clearly delineate the criteria by which such participation will be reviewed and continued or discontinued.

a. Responsibilities of the Graduate Program Director

The director of a graduate program is expected to provide overall academic leadership, develop and implement program policies, represent the interests of the program to the campus and University administrators, and call and preside at meetings of the program faculty. In many programs, the director will be the chair of the department to which the majority of the faculty belong. However, this is not required. When the department chair is also the graduate program director, specific responsibilities may be delegated to a faculty member designated as the Graduate Program Coordinator.

b. Responsibilities of the Graduate Program Coordinator (GPC)

The Graduate Program Coordinator (GPC) recruits, admits, and advises students in the graduate degree program. In addition, the GPC will serve as interim advisor to new graduate students in the program. The GPC should be a member of the program's graduate faculty and a WSU employee, and is the official representative of the academic unit that offers the graduate degree program. The GPC maintains familiarity with the policies and procedures of the Graduate School and provides overall coordination of graduate activities within the program. In addition, the GPC generally has the departmental signature authority for recommendations for admissions, and changes to programs of study, advisory committees, and majors. The director of the program may also serve as the GPC.

c. Responsibilities of the Graduate Academic Coordinator (GAC)

The Graduate Academic Coordinator (GAC) typically is a staff position that assists the department chair, director of the program, GPC, and program faculty with the administration of the graduate program, including recruitment, admissions, and academic implementation. The GAC provides support by ensuring that Graduate School and departmental policies and procedures are followed, assisting with graduate student recruitment, coordinating daily activities and information with the Graduate School, and processing forms and maintaining student records in the Graduate Research Management (GRM) module within myWSU. The academic coordinator often supports graduate students by providing information and guidance on program requirements and deadlines. In smaller units, the GPC may also fill the responsibilities of the GAC.

d. Faculty Participating in Graduate Programs

WSU hires quality tenure and career-track faculty, as well as adjunct and adjoint faculty, who participate in graduate programs as per WAC 250-61-100. In many cases, their interdisciplinary credentials and expertise qualify faculty to participate in more than one graduate program. Program faculty and directors are in the best position to determine who should teach graduate courses, advise graduate students, and serve on advisory committees. Graduate programs should be well-populated with active research scholars to serve as mentors. Faculty who participate in a graduate program are termed "graduate faculty" of that program. The list of graduate faculty should be reviewed annually by the graduate program director; changes and updates should be forwarded to the dean of the Graduate School so that student Programs of Study and advisory committee members may be approved in a timely manner.

i. ***Internal Career Track, Adjunct, and Adjoint Graduate Faculty.*** WSU career-track, adjunct or adjoint faculty, may make important contributions to graduate education at WSU, including serving as a member, co-chair, or chair of master's or doctoral advisory committees. The faculty within a graduate program are in the best position to determine how to utilize the talents of these individuals. The bylaws of each graduate program should clearly delineate the processes for nomination of WSU career-track, adjunct and adjoint faculty for participation in the graduate program and the specific roles these individuals are eligible to fill within the program.

ii. ***External Graduate Faculty.*** Professionals who are not WSU faculty (e.g., scholars, scientists, and professionals from government, business, or industry; researchers from national laboratories) may also participate in a graduate program and may participate on advisory committees ***if they are first approved as adjunct or adjoint faculty for the University***. Qualifications and limits for participation of these faculty must be clearly defined in the bylaws and they must be approved as graduate faculty of the program according to the program bylaws.

iii. ***External Advisory Committee Members (Non-Graduate Faculty)***

- ***Individual Advisory Committee Member Internal to WSU*****.** Individuals not officially participating as graduate faculty within a program (e.g., a faculty member from another WSU department or program) may serve on advisory committees as long as they are a member of the graduate faculty in their own program or discipline and their advisory committee appointment is approved by the Program Director.
- ***Individual Advisory Committee Member External to WSU.*** Individuals not officially participating as graduate faculty within any graduate program at WSU (e.g., a faculty member from another university or research entity) may be approved to serve as an advisory committee member for an individual student on a case-by-case basis. The advisory committee chair for that student should forward the name and a curriculum vitae of the desired committee member to the program director. With approval of the program director, the nomination (with accompanying CV or other documentation of expertise) is forwarded to the dean of the Graduate School for final approval.

iv. ***Guidelines for Minimum Requirements.*** 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 advisory 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 advisory committee must have at least three members. Unless specified otherwise in the approved program bylaws, the chair must be a 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 advisory committee must be a WSU tenured/tenure-track faculty member and a member of the graduate faculty of the student's program (see exception in Chapter 14, Professional Master's Degree Programs). All advisory committee members must hold a degree of comparable level to the degree sought by the candidate. Career-track,

adjoint, and adjunct faculty who are active participants within a graduate program may serve on, co-chair, or chair an advisory committee ***if they are approved in the program bylaws and hold a degree of comparable level to the degree sought by the candidate.***

- A Ph.D. advisory committee must have at least three members. Unless specified otherwise in the approved program bylaws, the chair must be WSU tenured/tenure-track faculty member who is a member of the graduate faculty of the student's program. In all cases, two members of a Ph.D. advisory committee must be WSU tenured/tenure-track faculty who are members of the graduate faculty of the student's program.
- All Ph.D. advisory committee members are normally expected to hold a Ph.D. On a case-by-case basis, the dean of the Graduate School may approve research active faculty, with other doctoral or equivalent degrees, to serve on a Ph.D. advisory committee. Career-track, adjoint, and adjunct faculty, who are active participants within a graduate program, may serve on, co-chair, or chair an advisory committee, ***if they are approved in the program bylaws and hold a Ph.D. (exceptions must be approved by the dean of the Graduate School)***.
- An Ed.D. advisory committee must have the same committee structure as a Ph.D. committee, except that committee members are expected to have an Ed.D. or Ph.D. degree. On a case-by-case basis, the dean of the Graduate School may approve research active faculty, with other doctoral or equivalent degrees, to serve on an Ed.D. advisory committee.
- 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.
- There are potential conflicts of interest when a recent WSU graduate serves on the advisory committee of another student. For three years after graduating from WSU, new faculty will require approval from the dean of the Graduate School to serve as an advisory committee member. The dean will assess the overlap of the new graduate with former students and faculty to ascertain where there may be perceived conflicts of interest.
- See Chapter 7 (Master's Degree Requirements), Chapter 8 (Doctoral Degree Requirements), Chapter 13 (Doctor of Nursing Practice (DNP) Requirements) and Chapter 14 (Professional Master's Degree Requirements) for additional information on advisory 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's advisory 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.

4. Expectations of Faculty Advisors and Mentors

Successful graduate programs are those with dedicated faculty and systems for advising and mentoring graduate students who need sound advice throughout their graduate career. These students deserve guidance from faculty whose interests go beyond the advisor-director role to one of teacher and mentor.

Departments and programs are responsible for encouraging and ensuring effective mentorship for graduate students during the course of their studies.

A mentor assists scholarly development, contributes to intellectual stimulation, and fosters professionally enriching relationships with graduate students. A faculty mentor is a peer-to-be, one who encourages and supports independent development; one who, through insightful guidance, trust, and mutual respect, nurtures a transition from graduate student to colleague. Students should expect that mentors will interact with them on a regular basis, providing the guidance, advice, and intellectual challenge necessary to help students complete their degree programs.

Graduate students should expect that advisors and mentors will do the following:

- interact in a professional and civil manner consistent with University policies governing nondiscrimination and sexual harassment;
- create an ethos of collegiality in classroom, laboratory, or studio supervisory relations that stimulates and encourages students to learn creatively and independently;
- develop clear understandings about specific research expectations and responsibilities, including timelines for completion of theses or dissertations;
- provide verbal or written comments and evaluation of students' work and progress toward degree in a timely manner;
- discuss laboratory, studio, or departmental authorship policy with graduate students in advance of entering into collaborative projects; and
- acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyrights and patents.

E. Graduate School Policy

1. Establishment of Policies

Graduate School policy is established and changed by action of the dean of the Graduate School after review and approval by the Faculty Senate, with oversight by the provost and the president. Periodic updates to these policies and procedures will be made in the spring prior to the fall semester in which they will become effective. Changes required by law will be made immediately with the appropriate notification to the Faculty Senate, provost, and president. **Note**: Recommendations for changes in policy should be addressed to the dean of the Graduate School.

The graduation requirements of the Graduate School, which must be met for completion of a graduate degree program, are those published in the Policies and Procedures of the Graduate School in effect at the time of the student's initial admission as a regular or provisional student. Departmental requirements are those in effect at the time the student files a *Program of Study*.

If a student is dropped from the University for failure to maintain continuous enrollment, the requirements of the Graduate School are those in effect at the time of re-admission to the Graduate School. Modification of certain aspects of Graduate School policy may be necessary to conform to legislation enacted by the State of Washington.

2. Exceptions to Policy, Petition Process, Accommodations

Any request for an exception to policy for an individual student should be submitted in writing through the major professor and director/chair of the major graduate program, by the program's graduate academic

coordinator via the Graduate Research Management (GRM) module in myWSU, to the dean of the Graduate School, who may then act upon the request. A petition process is available for a graduate student to petition for changes in course enrollment and academic calendar deadlines for the student's individual program. A *Petition* form is available on the Graduate School forms website: http://gradschool.wsu.edu/facultystaff-resources/18-2/.

Graduate students with disabilities that may require reasonable accommodation to meet the requirements of their academic studies and assistantship duties are encouraged to contact the Access Center. The Access Center will work with the student, the graduate program, and the Graduate School to ensure that reasonable accommodation is provided (see Chapter 12, Graduate Student Rights and Responsibilities).

Examinations: A student, department chair, graduate program director, advisory committee member, or any other concerned member of the WSU community may request an independent observer from the Graduate School for any graduate student examination. The name of the individual making the request will be held confidential. All such requests will be fulfilled by drawing on a member of the Graduate Mentor Academy, a group of faculty who have agreed to serve in this role and have received appropriate training. During the scheduling process, the Graduate School will notify the student, advisory committee, and department chair/program director if a Graduate Mentor has been assigned to an exam.

Examination (Preliminary and Final) Failure: In most cases of examination failure on a first attempt, the student is given an opportunity to take a second examination. In these cases, the Graduate School will send an official representative from the Graduate Mentor Academy to preside over the second examination to protect the rights of the student, faculty, and program and to ensure that the appropriate procedures are followed for a second examination. The Graduate School's examination procedures must be followed to schedule the second examination. If the student fails the examination a second time, the student will be dismissed from the Graduate School. The student may appeal the decision by filing a formal grievance with the Graduate School.

After the first examination failure, a student will not be allowed to take a second and final examination when the following criteria are met: The first examination must have had a representative from the Graduate Mentor Academy (appointed by the Graduate School) present for the oral examination and/or balloting meeting (if no oral examination was given). If this representative confirms that the examination process was fair and proceeded according to Graduate School policy, and if the representative agrees with the advisory committee and program chair/director that a re-examination is not an appropriate disposition of the case, then the dean of the Graduate School will review the case and make the final determination regarding whether or not to allow a second exam attempt by the student. The student may appeal the decision by filing a formal grievance with the Graduate School.

3. Institutional Responsibility to Current Graduate Students

In the event that a degree program is discontinued, the university will make every effort to assist currently enrolled graduate degree aspirants to complete their degrees within a reasonable period of time (see the Educational Policies and Procedures at https://facsen.wsu.edu/education-policy-and-procedure-manual/ see section called "Curricula"). To facilitate this process, department and program chairs/directors (or the appropriate dean) may do the following:

- encourage students to complete requirements in a similar or related degree track;
- waive or substitute departmental degree requirements (except the minimum total hours required); and/or

- permit students to take courses or conduct research at another institution when approved by the student's advisory committee and the Graduate School.

All financial obligations are the responsibility of the individual student, except as otherwise noted in these Policies and Procedures.

4. Compliance and Civil Rights Compliance

Washington State University subscribes to the principles and laws of the state of Washington and the federal government, including applicable executive orders, pertaining to civil rights, equal opportunity, and affirmative action. WSU's policy statement prohibiting discrimination and sexual harassment can be found at https://ccr.wsu.edu .

5. Graduate and Professional Student Grievance and Appeal Processes

Programs and departments should contact the Graduate School for advice on the appropriate office(s) to contact and process to follow regarding graduate student conduct and academic issues. There is no grievance process for applicants who are denied admission to a graduate program.

Many avenues are available to Washington State University graduate students to resolve differences that may arise during the pursuit of an advanced degree. For issues related to academic progress and other complaints by current graduate students, the graduate student complaint and grievance processes may involve several steps depending on the nature of the issue. If a graduate program has its own grievance procedures, these procedures should be followed before utilizing the Graduate School's grievance procedures. In general, the operational principal that should be followed is to maintain open communication at the most immediate point of access and to work upwards from there when appropriate. This means that the student should work with the designated major professor or advisor to resolve matters if possible. The next level would be the director/chair of the relevant graduate program. There are cases, of course, in which this is difficult. In these cases, graduate students should make an appointment with one of the associate or assistant deans of the Graduate School for further advice. An important role of the Graduate School is to serve as an impartial arbitrator in these matters and to provide advice to both students and faculty that would result in the student continuing in good academic standing.

Professional students (D.V.M, M.B.A., M.D. and Pharm.D.) should follow the grievance process established by their college. They may appeal the dean of the college's decision to the dean of the Graduate School if they believe there were procedural or policy irregularities in the grievance process. The dean of the Graduate School will consider only whether the college followed all procedural and policy requirements

Complaint, Grievance, and Appeal Procedures can be found in Chapter 12, Graduate Student Rights and Responsibilities.

6. Electronic Signatures on Graduate School Forms

Proxy signatures (someone signing for another individual), whether physical or electronic, are not acceptable unless the proxy has a signed authorization from the individual for whom the proxy is signing. Such documentation must be attached to the form with the proxy signature.

E-signatures are allowed by the Graduate School for the purpose of processing most internal Graduate School student forms/processes provided they comply with the policies outlined in BPPM 90.50, 90.51 and this section. An e-signature is an electronic sound, symbol, or process that is attached to or logically

associated with an electronic record and executed or adopted by a person with the intent to sign the record. The use of any form of e-signature is binding for the individual signing the document and will be accepted by the Graduate School as such. The electronic signature must be connected to the approved action either by attaching the form requiring a signature to the electronic signature or by providing details of what is being authorized in the sender's email (such as date, time, and place for an examination, as well as faculty member's location during the exam).

a. Examples of acceptable and unacceptable e-signature formats include the following:

1. A name typed at the end of an email message by the sender, sent from the sender's WSU account is acceptable. Professionals not associated with WSU can send an email from their work account provided it requires an ID and password to access.
2. A click on an "I accept" or "Submit" button or selecting and saving a status of "approved" from a dropdown menu, in a system that requires an ID and password (i.e., myWSU) is acceptable.
3. Electronic signature processes associated with Adobe Acrobat files which track the signature process in a final audit report are acceptable.
4. Electronic signatures generated by software packages that do not provide such process tracking in the form of a final audit report are **not** acceptable.
5. A digitized or scanned image of an individual's signature that ***the individual*** has placed on the form is acceptable if the image is used only by that individual. For scanned or digitized signatures, there must be an email record as in item 1, held in the department, that confirms the authenticity of the scanned signature.
6. A name typed on the signature line of the form, without further authentication as described in item 3, is **not** acceptable.

b. Electronic signatures are ***not*** accepted on the documents noted below; there are no exceptions to this policy. Forms and documents that require an original signature in ink include:

- preliminary and final exam ballots and balloting memos, when not submitted via myWSU;
- memos requesting the dismissal (disenrollment) of a graduate student from a program;
- memos denying reinstatement of a graduate student to a program;
- correspondence to students regarding admission to or dismissal from a program;
- formal grievances and appeal decisions; and
- medical documentation forms.

Note: Scans and faxes of forms that contain original signatures are considered original signatures; however, the originating department or individual should keep the original form on file.

Chapter Two - Classification of Graduate Students

A. Advanced Degree Candidates

1. Regular Degree-Seeking

This classification is for students admitted to the Graduate School with previous coursework averaging a 3.0 GPA or higher. This cumulative grade point average is taken from the graded undergraduate work or the graded graduate study of six or more semester hours taken after the receipt of the bachelor's degree. International students in this classification must have a grade point average equivalent to a U.S. grade of "B" or better in the last two years of coursework.

2. Provisional Degree-Seeking

This classification is for applicants whose previous work, as defined above, is below a 3.0 GPA, or who do not meet the other minimum qualifications for admission. Provisional status may be granted during the admission process because of specific program recommendations or other indications of outstanding potential.

For applicants who are considered under provisional admission, the following alternative standards may apply:

- **a.** Preparation for graduate study in a discipline, which may include:
  - relevant undergraduate coursework and demonstrated capability in core or required coursework;
  - in depth knowledge of subject matter;
  - exceptional artistic talent indicated by portfolio, recital or audition;
  - successful work experience and demonstrated professional development over a period of years; and/or
  - documentation of exceptional laboratory or methodological skills.
- **b.** A written statement of career objectives and reasons for pursuing graduate studies
- **c.** Letters of recommendation from persons qualified to evaluate the applicant's academic record and potential
- **d.** Evaluation of the quality of the undergraduate institution the applicant attended, and the program of study as an undergraduate
- **e.** Personal interviews with the applicant

An individual admitted to the Graduate School as a provisional degree-seeking student must maintain a 3.0 GPA or higher; auto-reinstatement for first semester students whose GPA fall between 2.75 and 2.99 does not apply to provisionally admitted students. If a provisionally admitted student falls below a 3.0 GPA in the first semester of study, the program may choose not to reinstate the student.

B. Non-degree Seeking Graduate Students

1. Not Advanced Degree Candidate (NADC)

This classification is for those students with a baccalaureate degree who apply to a graduate program but are not recommended by the graduate program for admission at the time of application. Generally, applicants are recommended to the NADC classification by the graduate program because the program has determined that the applicant is not academically prepared, and additional preparatory work is necessary before the applicant will be considered for admission. Admission as NADC does not obligate the graduate program to admit the student to a degree program at a later date.

- Students may be admitted as an NADC with less than a 3.0 cumulative GPA but must maintain a 3.0 GPA once admitted. These students may take any course for which they have the prerequisites except those at the 700- or 800-level.
- For additional information on coursework taken in the NADC classification and time limits on such coursework, see Chapter 4.J.

2. Graduate Certificates

Graduate certificate students who are not concurrently enrolled in a regular graduate degree program are classified as non-degree seeking students.

Students enrolled in certificate programs:

- are expected to meet all course requirements, to fully participate in all course activities, and to complete all assignments, exams, projects, and other requirements to earn credit and a grade;
- are expected to maintain a minimum 3.0 GPA requirement while enrolled as a part-time certificate student;
- may use such university services as the library, computing, and bookstore;
- are not eligible for all services provided to degree students who pay comprehensive fees, such as enrolling in independent study, research and project course credit, research/dissertation credits, final examinations and/or similar coursework designed for degree-seeking students (i.e., 700, 701, 702, or 800 credits);
- are not eligible for graduate assistantships, fellowships, or scholarships; and
- in most cases, are not eligible for financial aid; applicants must check with the WSU Financial Aid Office to verify eligibility.

3. Undeclared Graduate Student

This classification is for applicants who wish to explore graduate studies on a limited basis. Applications for Undeclared graduate status are processed by the Graduate School without departmental recommendation, and applicants are subject to the following rules:

- Required to pay graduate tuition and fees.
- Permitted to enroll in courses only with permission of the instructor and the department offering the courses. Some departments do not allow non-degree students to register for their courses. Students who register without departmental approval may be disenrolled.
- Permitted to remain in non-degree graduate status for up to one calendar year.
- For additional information on coursework taken in the Non-Degree classification and time limits on such coursework, see Chapter 4.J.

A separate application for admission is required if the student wishes to pursue an advanced degree. It should be noted that students who enroll under Undeclared graduate status may or may not choose to complete applications to a degree-seeking program in the Graduate School. Further, **there is no guarantee that they will be accepted if they apply.** If the students apply to a degree-seeking program and are accepted, they will be appropriately reclassified as Regular or Provisional. International students who require a student visa are not eligible for Undeclared graduate status.

Students in the **Professional Certification Program** (PCP) are also classified as Undeclared graduate status. The PCP 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. Students in this program are admitted

in Undeclared graduate status and can remain in this status for one additional semester beyond the usual one-year expiration date of the Undeclared graduate status. This extended status applies only to students in the PCP.

C. Visiting Domestic Graduate Student (VDGS)

Domestic students who wish to enroll for a single summer session or a single semester in the Graduate School at Washington State University, and who intend to return thereafter to the graduate school in which they are pursuing an advanced degree, may be admitted as VDGS. Such students must have been officially admitted to another recognized graduate school and be in good standing and actively pursuing a graduate program at present or during the past ten years at that institution. They need not submit a full transcript of credits but must apply for admission.

Admission to Washington State University as a VDGS does not guarantee admission to any particular course of study. VDGS will be permitted to register only in those courses for which they are judged to be eligible by a faculty advisor or the instructor in the course, and if space is available to accommodate registration. Registration of students admitted on this basis shall terminate at the end of the single semester or the single summer session for which the students enrolled. If students later wish to apply for admission to the Graduate School of Washington State University to work toward a degree, they must formally apply and submit complete credentials.

If a VDGS is later formally admitted and enrolls in coursework toward a degree at Washington State University, that student may petition the dean of the Graduate School for allowance of credit for courses taken as a Visiting Graduate Student to apply to the work for such a degree.

D. Visiting International Graduate Students (VIGS)

International graduate students who wish to enroll at Washington State University for up to one year and then return to the graduate school in which they are pursuing an advanced degree may be admitted as VIGS. Such students must meet the following criteria:

1. Each student must complete an application for admission as a VIGS AND meet the following WSU Graduate School requirements:
   - Must have been admitted to a recognized international graduate school, be in good standing, and actively pursuing a graduate degree at that institution.
   - Must be accepted by a WSU graduate degree granting department/program and WSU Graduate School.
   - Must submit TOEFL scores at the minimum level required by the department in which the student will be studying. Other English language proficiency requirements may be required by departments or the Graduate School based on proposed course of study or level of service appointments.
   - All documentation submitted by the applicant must be in English or official translations into English accompanied by the original foreign language document.

2. Admission as a VIGS is for the equivalent of up to one academic year (i.e., two semesters). If a student later applies for admission to the Graduate School to work toward a degree, the student must formally apply and submit complete credentials as outlined in the Graduate School Policies and Procedures Manual.

3. To qualify as a VIGS (J-1 visa) a student must submit a completed application form and statement of financial support for the student and any accompanying dependents. The support must meet or exceed the estimates as published each semester by the Graduate School. Such documentation may be in the form of original documentation from the home institution, WSU department (if funding is from WSU sources), documentation from other agencies, personal bank statements from the student (for dependent support), or a combination thereof.

4. Students will be admitted as a VIGS and issued an immigration document (DS2019). The DS2019 will be sent to the Graduate School by the Office of International Programs (OIP) for transmittal to the students.

5. All VIGS must report to OIP for orientation shortly after arrival at WSU (to be arranged between the supervising faculty member and OIP).

6. All VIGS must enroll in, and will automatically be charged for, the international student health insurance plan on arrival (including the required insurance for any accompanying dependents).

7. VIGS may be required by the J-1 sponsor to reside in WSU on-campus housing, if available.

E. Non-degree Seeking Undergraduate Student

Students in this category are seeking special status to enroll in courses for personal enrichment and are not seeking a degree. *Coursework taken in this category does not ever qualify for Graduate School degrees*. As soon as a student in this status wishes to pursue a graduate degree, the student should immediately contact Graduate School Admissions. Admission to WSU as a Non-Degree Seeking Undergraduate Student occurs through the WSU Office of Admissions and not through the Graduate School. Students need instructor approval prior to registration for any class.

F. Pathway Programs for International Students

Students in this category are not considered to be in a graduate status. The pathway program is designed to help potential international graduate students achieve English proficiency so they may succeed in Graduate School. For this purpose, pathway students are considered pre-graduate. After the student has successfully progressed through the pathway program, and matriculated into degree-seeking status, coursework that meets program requirements can be included on the *Program of Study*.

Chapter Three - Establishing and Modifying Graduate Programs

Graduate programs distinguish themselves by advanced, focused, and scholarly studies in one or more academic disciplines. Maintaining high academic standards requires a solid infrastructure that includes a critical mass of faculty engaged in research and scholarly productivity; graduate library, laboratory and research facilities; a critical number of graduate students and the opportunity for them to interact with graduate faculty and other students, teach classes, conduct research, and participate in colloquia and seminars; and adequate support services. In addition, students need ready access to all required core courses in their program.

The specific intellectual and other resource requirements for excellence vary considerably among graduate programs. Therefore, it is the philosophy of the Graduate School that individual program faculty are best qualified to determine program requirements, beyond the minimum standards established by the Graduate School, that will sustain rigor and excellence in their field of study. Graduate faculty have the responsibility to determine whether their program has the appropriate support and infrastructure to be able to maintain the academic standards needed for an excellent graduate program. Such determination should be based on the criteria outlined in the graduate program's bylaws.

A. Descriptions of Graduate Programs

Washington State University Graduate School offers world-class graduate and professional school opportunities in more than 70 fields of study. Degree programs at WSU include the Doctor of Philosophy, Doctor of Nursing Practice, and Doctor of Education degrees and numerous master's degrees. A complete listing of these programs with links to their individual requirements can be found at http://gradschool.wsu.edu/degrees/, including information about online degree programs and Graduate Certificates. Professional doctoral degrees are offered in Medicine, Pharmacy, and Veterinary Medicine and can be found at http://gradschool.wsu.edu/professional-degrees/.

1. Doctoral Programs

The Doctor of Philosophy (Ph.D.) is a research doctoral degree that is awarded in recognition of mastery of research methods (as evidenced by coursework grades and a comprehensive examination) and academic research that is ideally publishable in a peer-reviewed academic journal, but that will at a minimum be assessed by the submission and defense of a dissertation. Professional doctorates such as the Doctor of Veterinary Medicine (D.V.M.), Doctor of Medicine (M.D.), and Doctor of Pharmacy (Pharm. D.) degrees are awarded in certain fields where most holders of the degree are not engaged primarily in scholarly research, but rather in a profession, such as veterinary medicine, human medicine, or pharmacy, respectively. The Doctor of Education degree (Ed.D.) is a professional doctorate that prepares the student for academic, administrative, clinical, or specialized positions in education. At the same level of academic standards as the Ph.D. program, the Doctor of Nursing Practice degree (D.N.P.) focuses on advanced nursing practice, leadership, organizational change, and prepares graduates to translate research and evidence into practice.

Academic Requirements for Doctoral Programs at WSU
The conditions specified below are the minimum criteria that must be met for doctoral programs to be offered at any Washington State University campus. Satisfying these requirements is subject to approval by the degree-granting unit, the Faculty Senate's Graduate Studies Committee, the Office of the Provost, and the Graduate School.

- **Critical mass of faculty engaged in research and scholarly productivity.** Critical mass is defined as a ***minimum*** of 7 faculty in a single program or in closely related programs at a given campus, as well as

the availability of additional graduate faculty (including adjunct) in related disciplines. In order for a program to offer a degree and advertise that degree as being offered at a specific campus (or campuses), the degree must be officially approved to be offered ***at that site*** by the chair, dean, chancellor (if applicable), provost, and the Faculty Senate. The other public baccalaureate institutions will have a chance to comment, and the Board of Regents, the Washington Student Achievement Council (WSAC), and the Northwest Commission on Colleges and Universities (NWCCU, our regional accrediting agency) will be notified by the Office of the Provost. Graduate faculty within the program may be physically located at other campuses and function as major advisors at those sites if authorized by program bylaws; however, the program is responsible for maintaining academic rigor, which will be reviewed during program review. Campuses and research extension centers that participate in delivering a program (e.g., offering courses, faculty functioning as major advisors, sites for research) but are not officially approved to offer the degree are called supporting sites; the role of faculty at these sites must be defined by the program bylaws. National norms and external program evaluators suggest that a total of 10 to 12 faculty members in direct support of a doctoral program is more appropriate.

- **Graduate research library collections.** Students and faculty must have access to a discipline-specific research collection in library facilities (physical or electronic) at WSU as well as access to library facilities at other institutions.
- **Critical mass of students pursuing doctoral degrees.** For officially approved programs, a critical mass of students is defined as an average of five doctoral students per year enrolled full time at one campus in the same program.
- Regular contact with other doctoral students in other programs and locations is also required. Students whose primary place of study is at a supporting campus must have appropriate opportunity to interact with students at the degree-granting campus. This issue of critical mass is considered during new program approval and well as subsequent program review.
- **Sufficient laboratories and research facilities.** This requirement may be met through a combination of WSU facilities and access to other facilities as necessary. When non-WSU facilities are considered essential for a program, formalized written agreements with the owners/administrators of the required external resources are required to ensure access and availability.
- **Availability of financial support for full-time study.** Students must have sufficient support to imply that their primary commitment is to graduate study. This may include financial support from the individual student or from the institution in the form of fellowships, assistantships, or other resources.
- Opportunity for doctoral students to teach and conduct research with graduate faculty.
- Access to and interaction with chair and members of the doctoral advisory committee on a regular basis *and* contact with other supporting faculty.
- Access to all required core courses and doctoral-level coursework.
- Access to and participation in both formal and informal seminars and colloquia. These may include WSU and non-WSU sponsored activities.
- **Adequate support services.** These services should include a Graduate Coordinator, administrative support, admissions, advising, etc., at the location of the program.

2. Individual Interdisciplinary Doctoral Program

The Individual Interdisciplinary Doctoral Program (IIDP) at Washington State University offers an individually tailored Doctor of Philosophy degree. The program provides a unique opportunity for graduate students who wish to develop and achieve a doctorate outside the auspices of an established degree program. Interested persons and prospective interdisciplinary students are encouraged to make an appointment with the

program director to discuss how their interests and research endeavors might fit within the IIDP at WSU. Additional information may be found at http://gradschool.wsu.edu/individual-interdisciplinary-doctoral-degree/.

3. Master's Programs

The master's degree is awarded upon completion of one or more years of advanced graduate study beyond the bachelor's degree, with the length depending on the field of study and type of program. It recognizes heightened expertise in an academic discipline or professional field of study, gained through intensive coursework and, in most cases, the preparation of a culminating project, scholarly paper, thesis, or a comprehensive examination. Some master's degree programs are research-oriented (e.g., thesis Master of Science degree) but many are considered professional degrees. In the non-thesis and professional degrees, the program should include some mechanism to assess the student's integrative understanding of the discipline (e.g., special project, internship, examination). A listing of master's degree programs offered at WSU, with links to degree descriptions and requirements, is at http://gradschool.wsu.edu/degrees/.

4. Combined Degree Programs

The Graduate School offers a "Select Graduate Admissions" program for outstanding undergraduate students with top academic records to remain at WSU for a graduate degree by (1) extending an early offer of admission and support to outstanding candidates, (2) removing financial costs associated with regular application, and (3) potentially reducing the total number of combined semesters required to complete the undergraduate/graduate degree (without reducing the credit requirements for either). The details regarding admissions to this program are included in this Policies and Procedures Manual in Chapter 4.

5. Dual Master's Degree Programs (Internal to WSU)

A dual master's degree program allows a graduate student to concurrently enroll in two master's degree programs so that the student may complete both degrees simultaneously or in less time than is required to complete the two degrees if taken sequentially. The second degree may be added by submitting a completed *Add an Academic Program Degree Level* form signed by both the current program and the program being added. The student must fulfill all the requirements for each master's degree in accordance with the program and the Graduate School's policy on second master's degrees. Up to a total of 12 hours of graduate (500-level) credits that have been applied toward a master's degree at Washington State University may be applied toward a second master's degree. Such credit will be granted only for graded coursework earned at Washington State University and completed with a grade of "B" or higher. Application of such credit toward a student's program for a second master's degree is subject to departmental recommendation and approval by the Graduate School. No 600- or 700-level credits completed before fulfillment of all requirements for the first master's degree may be applied toward a second master's degree program.

If a dual-degree student's GPA in either program falls below the minimum required by the program and/or the Graduate School, and the student's enrollment is terminated in one or both programs, the student may be reinstated, in accordance with Graduate School policy, to only one of the programs (Chapter 6.C, General Academic Requirements). The student will no longer be eligible to participate in the dual master's degree program.

6. Dual Degree Programs (WSU and External Institution)

Dual degree programs are established via formal agreement between WSU and other accredited institutions, usually international universities, to provide opportunities for students to broaden their graduate education

experience. Students generally must meet admission and program requirements at WSU and the partner institution, and both WSU and the partner institution grant concurrent, independent degrees. These agreements generally are initiated by faculty and must be negotiated with the Graduate School and reviewed by the academic department chair, International Programs, and other units as appropriate. The final agreement must be approved by the provost, dean of the Graduate School, and other involved university officials, and may require review and approval by external entities before implementation.

7. Concurrent Professional/Graduate Programs (Internal to WSU)

Concurrent professional (DVM, Pharm D) and graduate (master's, doctoral) degree program agreements may be established and administered through cooperative arrangements between the appropriate Colleges and the Graduate School, with approval by the Office of the Provost. Students are referred to the guidelines for specific programs for detailed descriptions of these programs. Additional queries should be directed to the appropriate College or the Graduate School.

8. Graduate Certificate Programs

Washington State University offers graduate certificate programs in several areas for a variety of reasons. Certificate programs:

- often provide a more flexible response to an emerging societal need for specialized education;
- may provide an alternative access path to graduate education, especially for the working professional or for persons who have been out of school for some time;
- may serve as a recruitment method for students who first enroll in a certificate program, and then, upon successful completion, decide that they wish to continue with a related degree program;
- may provide an opportunity for a discipline, or an inter-disciplinary group, to take their first steps in offering graduate-level programming;
- provide the opportunity for students to develop an expertise that may help in career advancement or changing careers;
- allow faculty the opportunity to assess student performance at the graduate level prior to formally admitting them to a master's or doctoral program; and
- when constructed properly, will develop a new revenue stream for the university and faculty.

Formal graduate certificates convey that students have developed mastery of course material. Requirements for the Graduate Certificate vary by department or program but must meet the minimum standards noted below. They must include a minimum of 9 credits of graded coursework, and typically range from 9 to 12 graded credits. Once admitted as a part-time graduate certificate student, the student can take graduate certificate courses and/or graduate courses but must maintain a 3.0 GPA. Students currently enrolled in regular graduate degree programs (master's or doctoral) may concurrently enroll in graduate certificate programs with the approval of their advisory committee.

To qualify as a formal graduate certificate program, the program must conform to existing Graduate School academic standards and to existing policies outlined for graduate degree programs, including the following:

- Graduate certificate programs must use approved undergraduate or graduate coursework, with no more than one-third of the coursework being at the undergraduate (400) level.
- The student may be admitted to the Graduate School as a Graduate Certificate Student and have completed all appropriate prerequisite classes to take graduate coursework.
- Courses graded S/F cannot be used toward major or supporting work for a graduate certificate.

- The maximum time allowed for completion of a certificate is 6 years from the beginning date of the earliest course applied toward the certificate. Students may request an extension of this time as described in Chapter 6.F.
- Requirements regarding WSU tenured/tenure-track status and critical mass for faculty supporting the program are the same as those required for degree programs.
- A certificate fee is assessed at the time of completion of the certificate. The student must be enrolled during the semester in which the student applies for a graduate certificate.

9. Graduate Minors

Only Faculty Senate-approved graduate minors are available to Washington State University doctoral students. Although graduate minors are not required by the Graduate School, minors may be required by degree-granting units. Degree-granting units wishing to offer a graduate minor must follow the same procedures used for curricula changes as outlined in the Educational Policies and Procedures Manual. Faculty Senate-approved graduate minors are identified on the official WSU transcript.

Requirements for Approved Graduate Minors*:*

- Must include a minimum of 12 hours of graded graduate credit earned at Washington State University.
- Must be included on the *Program of Study*, signed by the chair of the minor degree-granting unit, and filed through and administered by the Graduate School.
- Must have at least one graduate faculty member from the minor area on the student's advisory committee.
- Must be included as part of the preliminary examination. (If the minor degree-granting unit does not wish to examine the candidate, it must be so indicated on the *Scheduling Examination* form.)
- Doctoral students seeking graduate minors are expected to meet all requirements for the doctoral degree and graduate minor. For those students who are seeking a graduate minor, the graded graduate hours will probably exceed minimums required by the Graduate School, program, or department.

B. Graduate Programs at Multiple Campuses

As a land-grant research university, WSU offers a variety of graduate programs throughout the state and in collaboration with national and international partner institutions. Such programs must maintain rigorous academic standards to prepare graduate students to excel in a global society. The following considerations apply to graduate programs and their interactions across the WSU campuses:

- Each graduate program is required to specify in its bylaws the ways in which campuses and extension sites will interact to sustain programmatic excellence. The bylaws should state which campuses have been officially approved by the institution to offer the degree associated with that program, and which campuses are support campuses (see Chapter 3.A.1).
- In some cases, a single degree program with a single set of bylaws and graduate faculty will be available to students studying at multiple campuses. These degree programs may or may not require a specific period of residence at the Pullman campus for some period of study.
- In other cases, separate degree programs in similar fields of study, with separate and distinct bylaws and graduate faculty, may be established at multiple campuses. In this case each campus must be separately authorized by the institution to offer the degree. These programs are referred to as "stand-alone programs" because the bylaws are applicable only to the degree program at a single campus.

- If a new and separate graduate program (stand-alone program) is established at a campus, even if a similar program in the same field of study already exists elsewhere in the WSU system, faculty developing the new program must follow the process described in Chapter 3.C below, including gaining approval to offer the degree at that site through the official WSU approval and notification process.
- If an established graduate program decides to expand its program to a supporting campus, or to the Global Campus, to include faculty or other resources, this must occur by appropriate amendment of the program bylaws and by following the process described in Chapter 3.D below to modify an existing graduate program.
- The maintenance of academic rigor and excellence will be assessed during program review. Programs should be prepared with appropriate documentation.

Graduate students may engage in graduate education at locations that do not offer formal degrees at a particular location or campus provided the faculty, department, deans, and chancellors agree on a process. There are three basic models or options currently used in the Washington State University system that offer students the opportunity to participate in graduate education.

- **Option 1**: Acceptance into the approved program and initial entry to one of the approved campus locations. Students spend their entire time on the campus where the program is approved.
- **Option 2**: Acceptance into the approved program and initial entry to the campus where the program is approved. Students spend at least one semester on the campus where the degree is approved. At this time the student is considered a student at that campus. The student then resides on another campus and works with a faculty member at that campus. This student is then a student with a recognized enrollment at that local campus.
- **Option 3**: Acceptance into the approved program with initial entry onto a contributing campus. Students do not spend any time at the campus where the program is approved. Students have recognized enrollment at the local campus.

C. Establishing New Graduate Programs

The process for developing new programs is overseen by the Office of the Provost, and proposals should be conceived and reviewed within the context of the Strategic Plans of the University, college(s), and department(s) in which the program will reside. Although they may originate at any campus, all proposals are developed and reviewed within a departmental and college context. The New Program Proposal Template should be used for all proposals. The process for establishing a new graduate program and templates can be found on the Office of the Provost's website.

D. Alterations to Existing Graduate Programs

All changes to existing graduate programs are categorized as major curricular changes. Many degree programs may have multiple options, specializations, or tracks, which in this document will be referred to commonly as plans. Examples of major curricular changes include, adding or dropping courses from a plan, substantial changes in curricula or plans, change in name of department or programs or degrees, change of graduation requirements, development of a new plan or minor. The complete list of major curricular changes and the procedures for accomplishing these changes are detailed in the Faculty Senate Educational Policies and Procedures Manual (https://facsen.wsu.edu/education-policy-and-procedure-manual/). The *Major Curricular Change* form is available from the Registrar's Office or online at http://www.ronet.wsu.edu/ropubs/. Minor curricular changes refer only to minor changes in individual courses.

Substantial degree changes that require a *Notice of Intent* and formal proposal can be found on the provost's website. These changes include discontinuing a degree, extending a degree, renaming a degree, and aligning or consolidating a degree. For these changes, the program approval process must be followed. The *Major Curricular Change* form should be completed for the Faculty Senate phase.

For substantial changes related to program or degree requirements, curricula, options, specializations and/or plans, complete information must be provided in memo form and attached to the *Major Curricular Change* form. This includes but is not limited to a full description and reasons for the proposed change, cost analysis (added cost or savings), facility needs, faculty/staff arrangements, enrollment data, and special considerations. Curriculum Committee and/or accreditation recommendations should also accompany the paperwork when applicable.

Major curricular changes are normally initiated from the faculty and program director or through the cooperative efforts of deans or directors of their respective units. As provided by the Faculty Senate Constitution, the Catalog Subcommittee considers all major curricular changes and submits recommendations to the Faculty Senate Graduate Studies Committee (GSC). The GSC makes recommendations to the Faculty Senate.

E. Definition of Graduate Level Courses

1. Academic Courses at the 500-Level

A **graduate course** is a course whose contents require a high level of cognitive processing, such as synthesis, conceptualizing, critical evaluation, and problem solving. A graduate course contains a significant communication, writing, and speaking requirement with the ultimate objective being to prepare the student to perform, critically evaluate, and communicate original research and scholarly activity.

The guidelines for a graduate course are as follows:

- The course should not be a survey and introduction course to the discipline. The course content should be commensurate with the expectation that students in the class already possess knowledge of the discipline equal to that of a typical undergraduate degree holder.
- The course should contain a writing, speaking, and communication component and include relevant required and suggested readings of research and scholarship in the discipline.
- A faculty member who (a) has the terminal degree relevant to the course and is current in the course discipline should teach the course or (b) is a current and recognized contributor to the course's discipline. (Requests for exceptions to this policy should be approved by the dean of the Graduate School.)
- The course size should be limited by course objective, funding, opportunity for student and faculty interaction, and the special requirements of the course.
- Some 500-level courses may be graded as S/F. These can be listed on a *Program of Study*, but do not count toward the minimum graded (A-F) credits.
- A graded course (A-F) can be taken under the Pass/Fail grading option; however, such P/F coursework cannot be applied to a student's *Program of Study*.

2. Graduate Capstone Course

A non-thesis master's curriculum may be approved with a **graduate capstone** (500-level) **course** in place of 701 or 702 credits.

The guidelines for a graduate capstone course are:

- The capstone course(s) should not be taken until at least half of the required graded credits for the degree have been successfully completed. In general, graduate capstone courses should not be offered as conjoint 400/500 level courses
- The capstone course should integrate the program's learning outcomes and include a means of assessing whether students demonstrate proficiency in these areas. The goal of the capstone course is to provide a culminating experience that demonstrates a student's ability to analyze and synthesize material across the *Program of Study* (see Chapter 3.A.3 and Chapter 7 introduction).
- The capstone course should include a project that represents a major component of the course. Team capstone projects should include a rubric or clearly defined means for the assessment of the contribution of individual students.
- Capstone courses may be graded S/F. If letter grades are assigned, students must earn a "B" or higher in all graded capstone courses in order to complete the degree. If a student receives a grade less than a "B," the department can petition the Graduate School for an exception to policy to allow the student to repeat the course one final time.

3. Professional Academic Courses at the 500- through 800-Level

A **professional course** is a course offered in a professional doctoral curriculum such as the Doctor of Veterinary Medicine, Doctor of Medicine or Doctor of Pharmacy. These courses are intended to impart a body of didactic, theoretical, and technical knowledge in support of obtaining comprehensive professional understanding and expertise.

4. Courses at the 600-Level

A 600-level course is generally for independent study, special projects, and/or internships. Credits are variable and grading is satisfactory/fail (S/F).

5. Non-thesis 701 Credits

The 701 credit is a graduate professionally oriented Master's Independent Capstone Project and/or Examination credit. 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). Faculty should set course requirements for each semester that a student is enrolled in 701 credits and provide an S/U grade at the end of the semester based on the student's performance in meeting those requirements. Generally, students enroll in a minimum of 2 credits of 701 in the semester in which they take their final examination or present their capstone project. In the event of a failure of the final examination, a U grade should be assigned for that semester's 701 credits. Two U grades for 701 credits will result in 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 whether the student has successfully or unsuccessfully met the requirements for that semester; the X grades should be changed by the faculty no later than the last semester of study.

6. Non-thesis 702 Credits

The 702 credit is a Master's Special Problems, Directed Study, and/or Examination credit. 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). Faculty should set course requirements for each semester that a student is enrolled in 702 credits and provide an S/U grade at the end of the semester based on the student's performance in meeting those

requirements. Generally, students enroll in a minimum of 2 credits of 702 in the semester in which they take their final examination or present their special project. In the event of exam failure, a U grade may be assigned 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. For 702 credits prior to Fall 2013, only the S/F grades may be used to replace the X grade. For 702 credits taken in fall 2013 and beyond, only the S/U grades may be used to replace the X grade.

7. Research Credits at the 700 and 800 level

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). Faculty should set requirements for each semester that a student is enrolled in research credits and provide an S/U grade at the end of the semester based on the student's performance in meeting those requirements. 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, a U grade may be assigned for that semester's 700 or 800 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. For 700 or 800 credits prior to Fall 2013, only the S/F grades may be used to replace the X grade. For 700 or 800 credits taken in Fall 2013 and beyond, only the S/U grades may be used to replace the X grade.

In addition, every semester, all full-time graduate students must enroll in a minimum of one credit hour of the appropriate 700, 702 or 800 level to document faculty and departmental efforts in graduate teaching. Full-time graduate students should enroll in 701 only in the semesters in which they are actively working on their capstone project or taking the final examination. At the time of enrollment, departmental personnel (e.g., the graduate coordinator) assign the advisory committee chair as the instructor for this individual instruction course at 100 percent effort. If the student has not yet chosen an advisory 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 advisory committee chair assignments for part-time graduate students who do not enroll in a 700 or 800 course section.

8. Credit Policy for 700, 701, 702, and 800

Because 700, 701, 702 or 800 credits are associated with students' work on research projects or special problems/directed study, a formal course syllabus is not required; however, students are still held accountable for meeting the expectations set by the faculty who are guiding their 700, 701, 702 or 800 work, and for the standards of conduct and the academic integrity requirements to which all WSU students are held accountable. Students found responsible for academic integrity violations in their research or special problems/directed study work for 700, 701, 702 or 800 credits may receive a U grade for unsatisfactory progress for that semester. Repeated and/or serious offenses may result in referral to the Center for Community Standards and expulsion from WSU. For graduate students, violations of academic integrity or

student conduct may also result in the loss of teaching and/or research assistantships. WSU's Center for Community Standards can be found at https://communitystandards.wsu.edu/.

9. Conjoint Courses

Quality graduate programs offer rigorous coursework to their students. The graduate classroom experience should be qualitatively different than in undergraduate programs. Departments and programs should avoid all practices that may dilute the classroom experience for graduate students, including the practice of offering conjoint courses. Consequently, conjoint courses should be only offered in rare circumstances.

The total number of graded credit hours from conjoint courses allowed on a student's *Program of Study* is determined by each graduate program. The number of conjoint courses in the program curriculum and the extent of their use on the *Program of Study* will be a factor in the Graduate School's overall evaluation of the quality of the graduate program.

When necessary, departments may submit, as a major curricular change, a request to establish a 500-level graduate course having the same two final digits as a currently offered or newly requested 400-level course. The courses must meet the usual graduate standards with respect to content level, uniqueness, and appropriateness. The two component courses of each conjoint listing must be scheduled together in the same classroom, with the same instructor, and the same basic meeting times. The 400-level course of a conjoint listing shall not be offered for graduate credit and students may receive credit in only one component of a conjoint listed course. Additional graduate-level work is required of students enrolled at the 500-level. This work may include additional readings, papers, class meetings, or other items as may be appropriate for work at this level. An introductory statement to the effect that conjoint courses have separate requirements for the 500-level listing will be included in the catalog description and course syllabus.

To obtain conjoint listing, the department should submit the *Major Curricular Change* form for courses with a detailed course syllabus, which indicates the specific requirements for 500-level enrollees and those for 400-level enrollees. The different requirements should be summarized on a separate sheet and approved by the department chair and dean of the college. The small class enrollment requirement will be fulfilled by enrollment of either five graduate students or ten students total. The dean of the Graduate School and provost may approve exceptions.

To obtain approval from the Faculty Senate Graduate Studies Committee for 500-level credit in a conjoint course, the course application must detail how the additional work required of graduate students will provide additional depth in several of the areas covered in the course and how the course will provide for significant time for graduate students to interact with the instructor.

F. Addition or Modification of Graduate Courses

1. New Graduate-Level Courses

New graduate-level courses are established by submission of the appropriate *Major Curricular Change* form, which is available online at http://www.ronet.wsu.edu/ropubs/. Major curricular changes are normally initiated from the faculty and chair of a program or through the cooperative efforts of deans or directors of their respective units. As provided by the Faculty Senate Constitution, the Catalog Subcommittee considers all major curricular changes and submits recommendations to the Faculty Senate Graduate Studies Committee (GSC). The GSC makes recommendations to the Faculty Senate.

2. Revision/Deletion of Existing Graduate-Level Courses

Changes to existing graduate programs are categorized as major curricular changes or minor curricular changes. Examples of major curricular changes involving graduate courses include addition or deletion of a course, establishment or deletion of a cross-listing with another department, establishment of conjoint listing, change in course number to a different level, change in course credit, or change in credit/contact hours. The complete list of major curricular changes and the procedures for accomplishing these changes are detailed in the Faculty Senate Educational Policies and Procedures, (https://facsen.wsu.edu/education-policy-and-procedure-manual/). The *Major Curricular Change* form is available online at http://www.ronet.wsu.edu/ropubs/. Minor curricular changes include a change in course number within the same level, editorial changes in course title, reduction of credit, addition of or changes in prerequisites, or rewriting of course description that does not substantially alter the course content. The complete list of minor curricular changes and the procedures for accomplishing these changes are detailed in the Faculty Senate Educational Policies and Procedures, (https://facsen.wsu.edu/education-policy-and-procedure-manual/). The *Minor Curricular Change* form is available online at http://www.ronet.wsu.edu/ropubs/.

Chapter Four - Applications and Admissions

The Graduate School is responsible for official admission decisions regarding all graduate students at WSU. The dean of the Graduate School makes these decisions with the input and advice from appropriate Graduate School staff, graduate programs, departments, and colleges. Programs and/or degree granting units and the Graduate School have the right to deny admission to any student, regardless of whether the student meets the minimum admission requirements, and are not required to provide a reason for denial.

The Graduate School's admission policies are closely aligned with admission criteria set by the Washington State Achievement Council (WSAC) for universities operating within the state of Washington. Additional information regarding WSAC can be found on their website: http://www.wsac.wa.gov/.

The following policies apply to all applicants to the Graduate School and graduate students at Washington State University, except as stated. Additional information regarding application and admission to Graduate School is found on the Graduate School website http://gradschool.wsu.edu/apply/.

A. General Policies

1. Inquiries

The Graduate School staff responds to all inquiries and forwards information to the appropriate program.

2. Application Process

The Graduate School uses an online application and payment system. Paper applications and checks are generally not accepted. Prospective students must complete the online application for admission to the Graduate School. The application link can be found at: http://gradschool.wsu.edu/apply/. For applications to be considered, all required sections must be completed.

Each application for admission is subject to an application fee, which is required at the time of application. This fee is ***not refundable*** and may not be credited against any other fees charged by Washington State University. Application fee waivers are granted on a limited basis at the discretion of the Graduate School. For the online application, WSU only accepts Visa and MasterCard credit cards or online Pay by Check through U.S. bank accounts. Checks sent by mail are not accepted.

3. Priority Deadlines

Applications and supporting documents should be submitted as soon as possible to the Graduate School, but no later than January 10 for fall admission, and July 1 for spring admission. Students whose applications are not complete by these priority deadlines will be considered for admission upon request of the program. Programs may have earlier deadlines; applicants are responsible for checking with the relevant programs to verify deadlines.

4. Application Requirements

Application requirements and procedures for meeting those requirements are listed on the Graduate School's website. Programs may have additional requirements, such as GRE or GMAT scores; statements of professional interest; letters of recommendation, or supplemental applications. Students are responsible for checking with the specific program or department to which they are applying for additional application

requirements. In addition, the application must be completed in its entirety, including listing ***all*** colleges and universities ever attended.

5. Transcript Requirements

Official transcripts are those mailed directly to the Graduate School from the registrar of the institutions attended; transcripts not sent directly from the registrar are not acceptable. The Graduate School will also accept electronic transcripts from U.S. institutions via the official electronic transcript process of the registrar's office of the institution. One set of official transcripts is required. All transcripts sent to the Graduate School as part of the application process become part of the Graduate School's official application file and cannot be returned or transferred. Programs are free to request additional transcripts as deemed appropriate. The following transcripts are required for admission to the Graduate School at Washington State University.

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

- transcripts from all accredited colleges or universities attended for any undergraduate coursework (including undergraduate coursework taken after the bachelor's degree);
- transcripts from the accredited colleges or universities from which any bachelor's degrees and/or graduate degrees have been granted or are expected; and
- transcripts from the accredited colleges or universities showing any graded graduate level (including doctoral) coursework taken after the bachelor's degree.

Applicants who attended school outside the United States or Canada must submit:
All official transcripts, mark sheets, grade reports, examination results, and degree certificates from all higher education institutions attended. The applicant ***may be*** required to order a course-by-course evaluation report of the applicant's foreign credentials, including copies of official transcripts, from the WSU-approved Credential Evaluation Service (if required, the WSU Graduate School will provide specific information to the applicant). When using a credential evaluation service, 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 service. The Credential Evaluation Service will decide on whether the applicant's degree is equivalent to a U.S. bachelor's degree. The final decision about the equivalency of any bachelor's degree rests with the dean of the Graduate School. ***The Graduate School reserves the right to determine whether a credential evaluation report is needed, or whether the applicant may have official transcripts and degree documents sent directly to the Graduate School from the institution attended.***

6. Transfer Credits

Students intending to request transfer credit for their *Program of Study* will need to submit official transcripts from colleges or universities showing such credit. See Chapter 6.G, Program of Study, for additional policy information on transfer credit.

7. General Admission Criteria

Applicants who have submitted complete application materials are considered for admission based on the following:

Coursework Requirements

- A cumulative grade point average of 3.0 (based on a 4.0 system) of graded undergraduate coursework, or a cumulative grade point average of 3.0 (based on a 4.0 system) from graded graduate coursework when there are six or more semester hours of graded graduate coursework taken after

the bachelor's degree. (**Note**: International transcript evaluation to determine a 3.0 GPA will depend on transcript format.)

- At the minimum, applicants must have or anticipate receiving a bachelor's degree from an accredited school before the start of the semester for which they have applied to graduate school.
- A recognized accreditation association must accredit schools.
- Credits earned in a professional degree program (such as DVM, JD, MD or PharmD) are not considered as graduate credits in the admission decision.
- 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.

English Proficiency Requirements. All international applicants must demonstrate a basic proficiency in English by submitting official Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or Michigan English Language Assessment Battery (MELAB) test scores. Applicants from Australia, Bahamas, Barbados, Botswana, Canada, Guyana, Kenya, United Kingdom, Republic of Ireland, Jamaica, Liberia, New Zealand, Nigeria, Trinidad and Tobago, and Zambia are exempt from the English proficiency requirement.

The date of the scores must be within two years of the expected semester of enrollment and sent directly to the Graduate School from the Educational Testing Service. International students who have or will have graduated with a baccalaureate or higher degree from an accredited four-year U.S. or Canadian college or university ***within*** two years of the expected semester of enrollment at the WSU Graduate School are not required to submit English proficiency test scores. Student copies of scores, or photocopies, are not official and will not be used in the admission evaluation process. International applicants who are currently working in the U.S. under an H-1B visa ***may be recommended by the WSU program chair/director for exemption from the English proficiency requirement*** if they can provide official documentation that they have been working/studying in the U.S. for a minimum of four years directly prior to the expected semester of enrollment.

The ETS institutional code for WSU and the minimum acceptable TOEFL/IELTS/MELAB scores can be found on the Graduate School website for International applicants: http://gradschool.wsu.edu/international-requirements/.

8. Approval of Admission

Degree-seeking applicants who have met all admission requirements of the Graduate School and the program requirements, and are recommended by a program, generally are admitted to the Graduate School. The dean of the Graduate School grants final approval of admission, assuming general admission requirements have been met and when evidence indicates a high probability of success in the prospective degree program. Applicants may not be considered regardless of a previous institution's credentials if their application is deemed inadequate, incomplete, or insufficient.

All prospective students must be accepted by the program in which they seek a degree or graduate study. If the prospective student has not met all the admissions requirements, but the program supports the student's admission, the program may request a Provisional Admission to the program (see below). Provisional admission has conditions that the student must meet within a specified time period. Contingencies are noted on the admission certificate that is sent to the student.

Programs and the Graduate School have the right to deny admission to any student, regardless of whether they meet the minimum admission requirements, and are not required to provide a reason for denial.

9. Notice of Admission to Applicant

The Graduate School issues an admission certificate when the applicant has been accepted for graduate study at Washington State University. Applicants who attend Washington State University before complete credentials have been submitted and approved do so at their own risk; they may be subject to dismissal if final credentials do not meet the conditions of the admissions certificate.

10. Admission Valid for One Term Only

The admitted student must enroll and complete the first semester of study to be considered a graduate student in active status. If the first semester of study is not completed for any reason (e.g., withdrawal due to medical reasons), the student must reapply to the Graduate School in order to return to the program to which the student was originally admitted. Admission is not guaranteed. Students who do not complete their first semester of study are not eligible for a graduate leave of absence.

11. Admission to Program for Which Applicant Currently Holds a Degree

An applicant may not be admitted to a degree program if the applicant currently holds a degree in that program. For example, an applicant who holds a Master of Science in Computer Science degree from another university may not be admitted to the Master of Science degree in Computer Science at WSU. An exception to policy may be submitted to the dean of the Graduate School if the program can substantiate that the WSU degree sought by the applicant is significantly different from the degree the applicant currently holds. For example, a Master of Science in Civil Engineering (with a major focus on Transportation) may be justified as a different degree than a Master of Science in Civil Engineering (with a major focus on Waste Water Treatment).

B. Provisional Admission

Provisional Admission is granted though an exception to policy by the dean of the Graduate School (or one of the dean's designees). Provisional admission may be granted for applicants whose academic record or test scores do not meet admission requirements, or for applicants who have not met all admission requirements or submitted all admission documents. Such applicants may be admitted provisionally to the Graduate School upon recommendation by the department chair or program director and with approval by the dean of the Graduate School. The number of provisional admissions is limited to 10% of the total enrollment in the degree program for a given academic year (based on the Washington Student Achievement Council (WSAC) admission standards). A student who is admitted provisionally does NOT qualify for any form of assistantship or fellowship (see Chapter 9.A for additional information regarding eligibility for assistantships and exceptions to this policy, with point 2 addressing provisionally admitted students). A provisionally admitted student must maintain a 3.0 GPA or higher; auto-reinstatement for first semester students whose GPA fall between 2.75 and 2.99 does not apply to provisionally admitted students. If a provisionally admitted student falls below a 3.0 GPA in the first semester of study, the program may choose not to reinstate the student.

C. Admission for Non-Degree-Seeking Students

1. Not Advanced Degree Candidate (NADC)

Students with a baccalaureate degree who apply to a graduate program but are not recommended for admission at the time of application may be recommended to the NADC classification by the graduate

program. Applicants who may qualify for admission as an NADC are not ready academically to be admitted into a degree program, and the program has determined that additional preparatory work is necessary before they will be considered for admission (see additional information in Chapter 2.B).

- Prospective students may be admitted with less than a 3.0 GPA, but they must maintain a 3.0 GPA once admitted.
- Admission as NADC does not obligate the department/program to admit the student to a degree program at a later date.
- NADC students are required to pay graduate tuition and fees.
- NADC students may take any course for which they have the prerequisites except those at the 700- or 800-level.
- Six (6) hours of graduate coursework (500-level) taken in the NADC classification may be used to calculate a GPA for admission into a graduate program. **Note**: 300 and/or 400-level coursework taken in the NADC classification will not be used to calculate the graduate GPA for admission to a graduate program.
- A total of 12 hours of coursework (300, 400 and 500-level) taken in the NADC graduate classification may be used on a *Program of Study* toward a degree seeking program with the restrictions noted below:
  - A maximum of twelve (12) hours of graduate coursework (500-level) with grades of "B" or higher earned under NADC classification may be used on the *Program of Study* if approved by the student's advisory committee and the program.
  - For 300 and/or 400-level coursework with grades of "B" or higher earned under NADC classification, a maximum of six (6) hours for a thesis master's or nine (9) for a non-thesis master's and doctoral degree may be applied to graduate degree requirements on the *Program of Study* if approved by the advisory committee and the program. **Note**: See minimum coursework requirements for the doctoral degree in Chapter 8.C.
- Use of non-degree graduate status credits must be approved by the student's advisory committee and will be held to the usual time restrictions for program completion.
- Post-baccalaureate students must complete and submit a *Reservation of Graduate Credit* form for approval at the time of registration.

2. Undeclared Graduate (UNDG; formerly Undecided Graduate)

Applicants who wish to explore graduate studies on a limited basis may want to apply to the non-degree graduate status (see additional information in Chapter 2.B.3).

- Applicants for non-degree graduate status must complete the *Application for Admission to Undeclared Graduate Status* and pay an application fee. This fee is not refundable and may not be credited against any other fees charged by Washington State University.
- Applicants for Undeclared admission should make every effort to complete the Undeclared Graduate Status application no less than one month prior to the beginning of the semester or summer session for which they wish to register.
- Applicants must have a bachelor's degree from an accredited post-secondary institution; the Graduate School may request transcripts to verify the applicant's credentials.
- International students are not eligible for this status due to immigration regulations.

Admitted Undeclared graduate students are subject to the following:

- Undeclared graduate students are permitted to remain in this classification for up to one calendar year.
- Undeclared graduate students are required to pay graduate tuition and fees.

- Undeclared graduate students are permitted to enroll in courses only with permission from the instructor and the department offering the courses. Some departments do not allow non-degree graduate students to register for their courses. Students who register without departmental approval may be disenrolled.
- Six (6) hours of graduate coursework (500-level) taken in the Undeclared classification may be used to calculate a GPA for admission into a graduate program. **Note**: 300 and/or 400-level coursework taken in the Undeclared graduate classification will not be used to calculate the GPA for admission to a graduate program.
- The NADC policy (see Chapter 4.C.1 above) for the use of credits taken in the non-degree graduate classification will apply if admitted to a graduate program.
- Use of non-degree graduate status credits will be held to the usual time restrictions for program completion.

Students who enroll under non-degree graduate status may or may not choose to complete applications to a degree-seeking program in the Graduate School. However, coursework taken as a non-degree graduate student will appear on the official graduate transcript, and the grades earned as a non-degree graduate student will be calculated in the official grade point average for the graduate career. If the non-degree graduate student's GPA falls below 3.0, which is the minimum GPA required for all graduate students, the student will be notified by the Graduate School and advised of the impact of that GPA on admission to a degree-seeking program. ***There is no guarantee that non-degree-seeking students will be accepted into a degree-seeking program if they apply***. If the students apply online to a degree-seeking program and are accepted, they will be appropriately reclassified as Regular or Provisional.

3. Graduate Certificate Student

Washington State University offers graduate certificate programs in several areas. Formal graduate certificates convey that students have developed mastery of course material. Graduate certificate programs are open to currently enrolled graduate students, as well as prospective students, who meet admission requirements. Students on academic probation and students suspended from the university for any reason are not eligible to enroll in certificate courses.

Prospective certificate program students (those students not currently enrolled in a graduate program at WSU) who wish to pursue a graduate certificate must apply online prior to enrollment in their first course, pay a non-refundable application fee, and indicate their interest in a specific certificate program listed on the application.

To qualify as a part-time certificate student (NADC classification), a prospective student must:

- Have a bachelor's degree from an accredited post-secondary institution.
- Meet all course prerequisites or be able to demonstrate equivalent knowledge and understanding for courses prior to enrollment.
- Meet all program admission requirements for the certificate program.
- Be admitted, upon recommendation from the academic unit, to the Graduate School as a certificate student. Once admitted as a part-time graduate certificate student, the student can take graduate certificate courses and/or graduate courses but must maintain a 3.0 GPA.
- Pay all graduate tuition and fees for the courses in which the student enrolls. Enrollment is on a space-available basis.

- Because the certificate programs are designed for part-time study without formal admission to a degree program**, international students in the US on student visas are not eligible to enroll solely in certificate courses.**
- Be currently enrolled when they submit their *Application for Graduation for a Graduate Certificate*. Application should be made during the semester in which they are completing their final certificate course(s) requirements.

Admission Requirements for Currently Enrolled Graduate Students: Currently enrolled degree-seeking graduate students (domestic and international) are eligible to concurrently enroll in a graduate certificate program. The student must fulfill all certificate requirements and complete the *Application for Graduation for Graduate Certificate* located on the Graduate School's website. Students must be currently enrolled to apply for a graduate certificate.

4. Visiting Domestic Graduate Student (VDGS)

Students who wish to enroll for a single summer session or a single semester in the Graduate School at Washington State University, and who intend thereafter to return to the Graduate School in which they are carrying forward a *Program of Study* for an advanced degree, may be admitted as VDGS (see additional information in Chapter 2.C). Admission requirements include the following:

- VDGS must apply for admission by completing an application form and paying a nonrefundable admission fee.
- They must have been officially admitted to another recognized graduate school and be in good standing and actively pursuing a graduate program. Written verification from the student's current dean of the Graduate School is required during the admission process.
- Prospective students do need not to submit a VDGS does not guarantee admission to any particular course of study.

VDGS will be permitted to register only in those courses for which they are judged to be eligible by a faculty advisor or the instructor in the course, and if space is available to accommodate registration. Registration of any students admitted on this basis shall terminate at the end of the single semester or the single summer session for which the students enrolled.

If students later wish to apply for admission to the Graduate School of Washington State University to work toward a degree, they must formally apply and submit complete credentials.

If a VDGS is later given formal admission and enters upon work toward a degree at Washington State University, that student may petition the dean of the Graduate School for allowance of credit for courses taken as a VDGS to apply to the work for such a degree.

5. Visiting International Graduate Student (VIGS)

International graduate students who wish to enroll at Washington State University for up to one year, and then return to the graduate school in which they are pursuing an advanced degree, may be admitted as Visiting International Graduate Students (VIGS; see additional description in Chapter 2.D). Such students must meet the following criteria:

a. Each student must complete an application for admission as a VIGS AND meet the following WSU Graduate School requirements:

- Have been admitted to a recognized international graduate school, be in good standing, and actively pursuing a graduate program at that institution. Written verification from the student's current graduate school dean is required during the admission process.
- Be accepted by a WSU graduate degree granting department/program and WSU Graduate School.
- Submit TOEFL, IELTS, or MELAB scores at the minimum level required by the department in which the student will be studying. Other English language proficiency requirements may be required by departments or the Graduate School based on proposed course of study or level of service appointments.
- Submit all documentation in English or official translations into English accompanied by the original foreign language document.

b. Admission as a VIGS is for the equivalent of up to one academic year (i.e., two semesters). If a student later applies for admission to the Graduate School to work toward a degree, the student must formally apply and submit complete credentials as outlined in the Graduate School Policies and Procedures handbook.

c. To qualify as a VIGS (J-1visa) a student must submit a completed application form and statement of financial support for the student and any accompanying dependent. The support must meet or exceed the estimates as published each semester by the Graduate School. Such documentation may be in the form of original documentation from the home institution, WSU department (if funding is from WSU sources), documentation from other agencies, personal bank statements from the student (for dependent support), or a combination thereof.

d. Students will be admitted as a VIGS and issued an immigration document (DS2019). The DS2019 will be sent to the Graduate School by WSU Office of International Programs (OIP) for transmittal to the students.

e. All VIGS must report to the (OIP) for orientation shortly after arrival at WSU (to be arranged between the supervising faculty member and OIP).

f. All VIGS must enroll in, and will automatically be charged for, the international student health insurance plan on arrival (including the required insurance for any accompanying dependents).

g. VIGS may be required by the J-1 sponsor to reside in WSU on-campus housing, if available.

6. Pathway Programs for International Students

International students in pathway programs are considered pre-graduate. Therefore, applicants to the pathway programs must contact International Programs for information regarding **admission.**

D. Change of Program and Degree Level and Addition of Programs

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 Degree in Same Program

Students in good academic standing who wish to be admitted to a Ph.D. degree program before the completion of a master's degree in the same program must submit the *Add an Academic Program Degree Level* form directly to the Graduate School before http://gradschool.wsu.edu/Documents/PDF/Plan_Degree_Level_Change_Form.pdfthe master's degree is conferred. The form requires a signature from the program director or department chair to admit the student to the program. **Note**: Admission to the higher (i.e., Ph.D., D.N.P., Ed.D.) degree is not guaranteed. Some programs may require students to submit departmental application materials to be admitted to the Ph.D. program in addition to completing the *Add an Academic Program Degree Level* formhttp://gradschool.wsu.edu/Documents/PDF/Plan_Degree_Level_Change_Form.pdf. A program may require the student to be considered along with all other applicants to the program. Please contact the program for additional requirements.

Students who are being dismissed from the Ph.D. program for academic deficiency or failure of a second attempt at an examination (qualifying, preliminary, or final), and who do not hold a master's degree in that discipline, may discuss admission to the master's degree program with the program director/department chair before they are officially dismissed. If the student qualifies for admission to the master's degree *and the program supports the student's admission*, the student and program director/department chair should complete and submit the *Add an Academic Program Degree Level* form to the Graduate School as soon as possible but before the student is officially dismissed.

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 (e.g., 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 will be evaluated via the Program's and the Graduate School's application process and 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 or Thesis/Non-Thesis within Current Program

Students ***who are in good academic standing*** and 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 *Plan and Degree Level Change* 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 programs may require students to submit departmental application materials to be admitted to the Ph.D. program in addition to completing the *Plan and Degree Level Change* form. Admission to the Ph.D. program is not guaranteed. A program may require the student to be considered along with all other applicants to the program. Please contact program for additional requirements. A new *Program of Study* must be submitted when changing from the master's degree to doctoral (and vice versa).

If the student wishes to change from thesis to non-thesis, or non-thesis to thesis, the *Plan and Degree Level Change form* must be completed, signed, and submitted to the Graduate School. If approved, the student must submit a *Program Change* form to update their *Program of Study* with the correct degree requirements.

4. Change of Program

Students who wish to change their program (but maintain their degree level) must complete a *Plan and Degree Level Change* 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 *Program Change* form 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 *Plan and Degree Level Change form*. Please contact the department or program for additional requirements. A new *Program of Study* must be submitted if the student changes programs.

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

Doctoral students at WSU may 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 coursework on their doctoral *Program of Study*.
- The student must have documented 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 *Add an Academic Program 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 *Add an Academic Program Degree Level* form. Please contact the department or program for additional requirements.

E. Admission for Students Working Simultaneously Toward Baccalaureate and Advanced Degrees

1. Undergraduate Senior Students

Seniors who have at least a 3.0 grade point average in the last 60 semester hours of graded undergraduate work at Washington State University may register for up to 6 semester hours toward a thesis master's degree, and up to 9 hours for a non-thesis master's or doctoral degree in the Graduate School ***in excess of that required to complete the bachelor's degree***. These six or nine semester hours may not be simultaneously counted as required credits toward both a baccalaureate degree and an advanced degree. Students must complete a *Reservation of Graduate Credit* form and submit it to the dean of the Graduate School for approval at the time of registration. Work done by undergraduates under other conditions may not be applied toward an advanced degree. **Note**: Only reserved coursework with a grade of "B" or higher can be transferred to the graduate transcript and used toward a graduate program.

Seniors who wish to enroll in 500-level courses for undergraduate credit must obtain approval of the major advisor and the chair of the department or program in which the course is being offered.

2. Undergraduates Other Than Seniors

Enrollment in 500-level courses by undergraduates, other than seniors, may be allowed only as an exception to policy under extraordinary circumstances clearly justifying such enrollment. Requests for such an exception to policy require recommendations from the student's major advisor, course instructor, and

department/program chair administering the course and should be submitted along with a *Reservation of Graduate Credit* form to the dean of the Graduate School for review and approval before any such enrollment.

3. Select Graduate Admission (SGA) Program

The SGA Program is to encourage outstanding undergraduate students with top academic records to remain at WSU for a graduate degree by:

- extending an early offer of admission and support to outstanding candidates;
- removing financial and other costs associated with regular application; and/or
- potentially reducing the total number of combined semesters required to complete the undergraduate/graduate degree (without reducing the credit requirements for either).

Graduate faculty may nominate a select few outstanding undergraduates who are in their junior year of study (with approval of the Graduate School, seniors may be nominated early in their senior year) and who rank in the top 10% of their discipline in their program. Nominations should be forwarded to the Graduate School via the graduate advisor or graduate coordinator. Students from the Honors Program should be co-nominated by the Honors College and the respective graduate program. Nominations should include a cover letter from the graduate coordinator (and the Honors College advisor, if appropriate) that nominates the student for the SGA program and documents the excellence of the nominee.

The student should be instructed to contact the Graduate School for special instructions for submitting an early admission application using the Graduate School's online application process.

- The student will need the names and email addresses of three faculty who know directly of the applicant's academic ability and performance in WSU courses for the application process.
- The student will need to include a brief statement of purpose in the application process.
- The student will need to meet any other program requirements for the admissions process.

The Graduate School will review the candidate's application and supporting documents submitted by the program. If accepted, the student will receive instructions for initiating the transition from undergraduate to graduate status.

Students accepted into this program would be eligible to reserve courses for graduate credit taken in their senior year if their cumulative GPA is greater than 3.0, they have completed 90 undergraduate hours for the first baccalaureate degree, and they are not registered for more than 15 semester hours in the semester or 12 semester hours in the summer session. Courses reserved for graduate credit are limited to a total of 12 credit hours and are restricted to graded credit hours. The student must file the *Reservation of Graduate Credit* form for reserving graduate credits by the 15th class day of the semester or by the 5th day of the summer session in which the student is enrolled for the graduate credits.

4. Students Targeted Towards Advanced Research Studies (STARS) Program

The WSU STARS program in the School of Molecular Biosciences and in Neuroscience gives select students with strong math and science backgrounds a chance to accelerate the learning process so they can earn a Ph.D. in as little as seven years after completing high school. The STARS program provides a seamless transition to graduate-level courses in a student's senior year.

The STARS program coordinator should send the names of STARS students in the spring semester of their junior year to the Graduate School, along with a planned Ph.D. *Program of Study* for each student. The STARS students should be instructed to contact the Graduate School at the end of their spring semester for special

instructions for submitting an early admission application using the Graduate School's online application process.

- The student will need the names and email addresses of three faculty who know directly of the applicant's academic ability and performance in WSU courses for the application process.
- The student will need to include a brief statement of purpose in the application process.
- The student will need to meet any other program requirements for the admissions process.

The Graduate School will review each candidate's application and supporting documents and process a departmental recommendation form for program approval. Once the departmental recommendation form is approved by the program director and the Graduate School, the student will receive instructions for initiating the transition from undergraduate to graduate status.

Students accepted into this early graduate admissions program would be eligible to reserve courses for graduate credit taken in their senior year if their cumulative GPA is greater than 3.0, they have completed 90 undergraduate hours for the first baccalaureate degree, and they are not registered for more than 12 undergraduate credit hours in the fall or spring semester of their senior year. Courses reserved for graduate credit are limited to no more than a total of 13 credit hours and are restricted to graded credit hours. A *Reservation of Graduate Credit* form is available from the Graduate School and must be filed by the student by the 15th class day of the semester in which the student is enrolled for the graduate credits.

F. Council of Graduate Schools Resolution

The Council of Graduate Schools has published a statement entitled "Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants" since the mid-1960s. The Resolution is concerned with the conditions surrounding the acceptance of offers of certain kinds of graduate student financial assistance, namely, scholarships, fellowships, traineeships, and assistantships for the next academic year. The general spirit of the Resolution is that students should have an opportunity to consider more than one offer and should have until April 15 to do so, that institutions and students should be able to view acceptances in force after April 15 as binding, that everyone should know what the rules are, and that an offer by the institution and its acceptance by the student constitute an agreement which both expect to honor. The Resolution acknowledges that students, after having accepted an offer, may change their minds and withdraw that acceptance. The intent of the Resolution is to provide a uniform and widely acceptable framework for so doing, one that provides protection for both student and institution. A link to the full text of this Resolution may be found at https://cgsnet.org/resources/for-current-prospective-graduate-students/april-15-resolution/.
For additional information, see Chapter 9 on Graduate Assistantships.

G. Unsuccessful Applicants and Accepted Students Who Decline the Offer of Admission

Admission to Graduate School is a competitive process. Because of limitations of faculty and facilities, it may be necessary to deny admission to some qualified applicants. Whereas a department to which an applicant applied may give unofficial notice of denial, all applicants who are denied admission are officially notified in writing by the Graduate School.

Admission to the Graduate School is term specific; consequently, the applications of accepted students who decline admission are canceled. If a student wishes to apply for admission to the Graduate School at a later date, the student must reapply.

All admission decisions are final. There is no appeal process for denied applicants. Departments and/or degree granting units, and the Graduate School, have the right to deny admission to any student, regardless of whether they meet the minimum admission requirements.

H. Change of Date of Admission/Re-application to the Graduate School

Admission to the Graduate School is term-specific and therefore the Graduate School will not update offers of admission or roll admission offers to a future semester.

Applicants who apply to the Graduate School (either as a degree-seeking or non-degree-seeking student) for a particular semester and who have ***not*** received a decision regarding their admission, or who are admitted, may request to update their application for admission by contacting the Graduate School no later than 30 calendar days into the semester for which they have applied. The Graduate School will update the application and notify the department of the change. The applicant's file will be reviewed for the updated term, and the department may approve or deny admission for that term; admission is never guaranteed. An application ***that has not been denied*** may be updated only twice.

Applicants who apply to the Graduate School for a particular semester and who are denied admission may ***not*** update their application for a future term; such individuals must reapply via the online application process and pay the non-refundable application fee.

I. Readmission after Resignation or Unapproved Absence

Students who have resigned from the Graduate School, who fail to maintain continuous enrollment status, whose official leave of absence status has expired, or whose time limit for completing the degree has expired, must reapply for admission to the Graduate School using the online application. Such students must pay the non-refundable application fee. Readmission is not guaranteed.

J. Change from Non-Degree Status to a Degree Program

WSU graduate students who are currently enrolled as an undeclared graduate student (UNDG)] or enrolled only in a Certificate Program must formally apply to the Graduate School and pay the nonrefundable application fee if they want to be admitted to an advanced degree program. Students in the NADC (Not a Degree Candidate) category may be considered for admission to a degree program upon completion of the *Plan and Degree Level Change* form and signature of the program or department chair.

1. Undeclared Graduate and NADC Students Pursuing Formal Admission to Graduate School

Six (6) hours of graduate coursework (500-level) taken in the non-degree graduate classification may be used to calculate a GPA for admission into a graduate program. **Note**: 300 and/or 400-level coursework taken in the non-degree graduate classification will not be used to calculate the GPA for admission to a graduate program.

A total of 12 hours of coursework (300, 400 and 500-level) taken in the non-degree graduate classification may be used on a *Program of Study* toward a degree-seeking program with the restrictions noted below:

- A maximum of twelve (12) hours of graduate coursework (500-level) with grades of "B" or higher earned under non-degree graduate classification may be used on the *Program of Study* if approved by the advisory committee and the program.

- For 300 and/or 400-level coursework with grades of "B" or higher earned under the non-degree graduate classification, a maximum of six (6) hours for a thesis master's or nine (9) for a non-thesis master's and doctoral degree may be applied to graduate degree requirements on the *Program of Study* if approved by the advisory committee and the program. **Note**: See minimum coursework requirements for the doctoral degree in Chapter 8.C.

Use of non-degree graduate status credits must be approved by the student's advisory committee and will be held to the usual time restrictions for program completion. The faculty in the graduate program have the authority to recommend denial of admission to any student.

Time limits on the coursework would be the same as for transfer credit. The faculty in the graduate program have the authority to recommend denial of admission to any student.

2. Certificate Student Pursuing Formal Admission to Graduate School

A certificate student may elect to apply for formal admission to the Graduate School and pursue an advanced degree. A determination of the applicability of any of the courses and credits earned while a certificate student will be made at the time of admission at the discretion of the academic department or graduate program where the degree is sought by the student filing a *Program of Study*. Department-approved courses will be stipulated as such on the student's *Program of Study* when it is submitted and will be reviewed by the Graduate School at that time.

It is expected that a core disciplinary curriculum will be present on this *Program of Study*. Coursework taken as a certificate student may be reviewed as part of the admission-review process but does not afford any preferential consideration for admission to a graduate program. The faculty members in the graduate program have the authority to recommend denial of admission to any student.

Currently enrolled degree-seeking graduate students are eligible to concurrently enroll in a graduate certificate program. Credits earned by these students while enrolled in the graduate certificate program may be credited toward course requirements for a master's or doctoral degree if the student's advisory committee approves those credits. The online application should be completed for admission consideration. The student must contact the Graduate School prior to submission of the application for further instructions.

K. Graduate Study for Faculty/Staff

1. Faculty

In special circumstances, faculty members may pursue programs of study leading to advanced degrees at Washington State University. Requests to do so are considered on a case-by-case basis by the dean of the Graduate School. Approval and denial are subject to all rules and regulations of the Graduate School.

a. Review of applications will include consideration of factors such as:
- abstention from service on the WSU Faculty Senate, Graduate Studies Committee, and Research and Arts Committee;
- avoidance of situations that may constitute a conflict of interest, including those that could arise due to the dual faculty-student roles;
- impact upon the unit in which a faculty member is appointed;
- preparation in advance of admission of a general program of study with a stated timeline; and

- abstention from pursuit of degree in one's own unit and those that are directly administratively related to the faculty member's unit. As a corollary, current graduate students should not be hired into faculty-title positions in the unit in which they are pursuing a graduate degree.

b. The application process will include:
- complete application, proposed program of study and approval of unit supervisor (letter of support) received by the Graduate School;
- calculation of GPA by the Graduate School;
- preliminary review of application by an associate dean of the Graduate School, including proposed program and impact on applicant's unit and the unit to which application has been made;
- recommendation received from program to admit or deny;
- review by the dean of the Graduate School and a decision to approve or deny the application;
- in exceptional cases, review by the Faculty Senate's Graduate Studies Committee and recommendation to the dean to approve or deny the application; and
- notification to the applicant and to the program.

2. Staff and/or Administrative Personnel

Staff and/or Administrative Personnel may pursue programs of study leading to advanced degrees at Washington State University. Requests to do so will be reviewed by the dean of the Graduate School. Approval is subject to all rules and regulations of the Graduate School.

a. Review of applications will include consideration of factors such as:
- abstention from service on University committees dealing with curricular decisions and policy/procedures for graduate education;
- avoidance of situations which may constitute a conflict of interest including those which could arise from pursuit of degree in one's own unit (in the case of academic department or program) and those which are directly administratively related to the staff member's unit of employment;
- impact upon the unit in which a staff member is employed;
- clear separation of supervision responsibility between the staff member's employer and advisory committee; and
- preparation in advance of admission of a general program of study with a stated timeline and departmental/program approval.

b. The application packet delivered to the Graduate School must include:
- completed application, proposed program of study approved by the academic department/program chair, statement of intent, and approval of the employing unit supervisor indicating the impact the study will have on the unit received by the Graduate School (a copy of the applicant's current job description must be submitted);
- calculation of GPA by the Graduate School;
- preliminary review of application by an associate dean of the Graduate School;
- recommendation received from program to admit or deny;
- review by the dean of the Graduate School and a decision to approve or deny the application;
- in exceptional cases, review by the Faculty Senate's Graduate Studies Committee and recommendation to the dean to approve or deny the application; and
- notification to the applicant and to the program.

3. Tuition Fee Waiver Programs

Qualified staff and faculty who wish to enroll under the tuition fee waiver program must follow regular Graduate School admission procedures, and meet the eligibility requirements and follow the enrollment procedures outlined in BPPM 60.70 (http://public.wsu.edu/~forms/HTML/BPPM/60_Personnel/60.70_Tuition_Waivers--Fall_and_Spring_Semesters.htm). Interested staff and faculty members should consult the Office of Human Resource Services for additional information.

L. Change of Status from Graduate to Undergraduate

Graduate students who wish to take undergraduate courses for a purpose other than pursuing a graduate degree may wish to do so in an undergraduate status. To change from graduate status to undergraduate status, a student must complete the *Graduate to Undergraduate Status* form. Once the form is approved, the student will be dropped from the Graduate School. In the future, if the student wishes to pursue a graduate degree, the student will need to formally reapply to the Graduate School and the program to which admission is desired. Admission is not guaranteed.

Chapter Five - Enrollment and Graduate Leave

A. Enrollment Policy

1. Enrollment Policy Overview

a. Master's Degree Students

All master's degree students are required to enroll for a minimum of 2 credits every fall and spring semester until they complete all their degree requirements (see Chapter 5.A.2). Graduate leave is available to those degree-seeking students who are in good standing but who must be away from campus for personal reasons (see Chapter 5.A.6 in this policy). Students in official internship leave status (see Chapter 5.A.7) are not required to register for credit unless their program requires it. If master's degree students do not register for credit or go into approved graduate leave or internship leave status, their absence is unapproved. Such students may reenroll and pay a nonrefundable processing fee if they are absent for no more than two consecutive semesters, excluding the summer (see Chapter 5.A.3). Reenrollment also requires departmental approval and is not guaranteed. Students who are absent for three consecutive semesters, excluding the summer, will be discontinued from the Graduate School (see Chapter 5.A.4).

b. Doctoral Students

i. **Prior to preliminary exams:** Prior to taking preliminary exams, all doctoral students are required to enroll for a minimum of 2 credits every fall and spring semester until they complete all their degree requirements (see Chapter 5.A.2). Graduate leave is available to those students who must be away from campus for personal reasons (see Chapter 5.A.6). Students in internship leave status (see Chapter 5.A.7) are not required to register for credit unless their program requires it. If doctoral students do not register for credit or go into approved graduate leave or internship leave status, their absence is unapproved. Such students may reenroll and pay a nonrefundable processing fee if they are absent for no more than two consecutive semesters, excluding the summer (see Chapter 5.A.3 in this policy). Reenrollment also requires departmental approval and is not guaranteed. Students who are absent for three consecutive semesters, excluding the summer will be discontinued from the Graduate School (see Chapter 5.A.4 in this policy).

ii. **After successful completion of preliminary exams:** After successful completion of preliminary exams, doctoral students are expected to continue to enroll for research credits each semester until they defend their degree. There is a three-year time limitation from the date of the preliminary exam to degree completion. Students who have taken their preliminary exams, have met all of their program requirements except completion of their dissertation, and do not have the funding to register for two or more research credits will be placed into Continuous Doctoral Status for a limited number of semesters. Students in Continuous Doctoral Status will be charged a $50/semester administrative fee and will have limited access to University resources. See Chapter 5.A.2 for detailed information about Continuous Doctoral Status.

c. Non-Degree-Seeking Students (Credential and Graduate Certificate Students)

Non-degree-seeking students who are absent for one semester or consecutive semesters not exceeding four (excluding the summer) must complete the *Request for Reenrollment* form, obtain program approval,

and pay a nonrefundable processing fee before the student can register for classes. A non-degree seeking student who is absent for five consecutive semesters (excluding the summer) is required to reapply and pay a nonrefundable application fee to the Graduate School if the student wishes to be considered for readmission to a credential or certificate program (see Chapter 5.A.5). Non-degree seeking students who are pursuing certificates or administrator credentials are eligible to apply for graduate leave.

2. Continuous Enrollment for Degree-Seeking Students

All full-and part-time degree-seeking graduate students at all campus locations must maintain continuous enrollment in the Graduate School, registering for each semester, excluding summer sessions, from the time of first enrollment until all requirements for the degree are completed. **Continuous enrollment is maintained by registering *for a minimum of 2 graduate credits per semester (excluding the summer)***. *International students who enroll for fewer than 10 credits must be approved by the Office of International Programs, in consultation with the Graduate School, prior to part-time enrollment during the academic year.* Exceptions to the continuous enrollment policy are noted in Chapter 5.A.2.b. **Continuous doctoral status (CDS)**, explained in Chapter 5.A.2.a meets the continuous enrollment requirement.

a. Continuous Doctoral Status (CDS)

Typically, doctoral students are able to complete their doctoral studies in a timely manner after completing their coursework and preliminary requirements. However, on occasion, doctoral students who have completed their coursework, preliminary exams and most of their research requirements do not have funding to continue to register for research credits; consequently, they must leave campus to finish their dissertation work. ***To meet the continuous enrollment requirement, doctoral students who have successfully completed their coursework and their preliminary exams and who DO NOT enroll for credit automatically will be placed into CDS.*** Students must complete their degree within three years of the date of the successful completion of their preliminary exam. CDS is not intended to replace a student's 800-research credit requirements.

i. Students in CDS are ***not enrolled for credit***. Students should contact the Financial Aid Office if they have questions regarding their financial aid/federal loan requirements. International students must consult with the Office of International Programs before going into CDS because of their immigration status and to complete the necessary departure paperwork. Also, CDS may apply during Curricular Practical Training (CPT) and Optional Practical Training (OPT) if the student has met the CDS criteria and has not defended. Once students defend, they are no longer eligible for CDS.

ii. *Doctoral students will be charged a $50 administrative fee each semester they are in CDS.* CDS allows students limited access to academic resources (i.e., faculty and staff counsel) and the University libraries. Students in CDS are eligible to apply for WSU campus health services for up to one year. Payment of a health fee will be required at the time of application at the beginning of each semester. For counseling on health insurance options while in CDS status, students should contact Cougar Health Services Insurance and Billing office to speak to a patient advocate.

iii. Doctoral students who enroll for a minimum of two credits will not have to pay the **CDS** fee that semester. When a doctoral student who has been in CDS enrolls for credit, the $50 administrative fee for that semester will be used to offset tuition costs.

iv. Students in CDS do not have to complete a *Request for Reenrollment* form or pay a reenrollment fee to register for two credits to defend. It may be necessary to contact the Graduate School to activate their enrollment status.

v. Students who **do not** want to be in CDS have the option of dropping from the Graduate School. If they want to reenroll after being officially dropped, they will need to reapply to the Graduate School and their program. Readmission is not guaranteed.

vi. If the $50 administrative fee is not paid by the student after two consecutive semesters (excluding the summer), the student will be dropped by the Graduate School. If the student chooses to reapply, the student will need to pay the unpaid administrative fees to be readmitted.

vii. CDS may be waived for medical reasons, military service, Peace Corps service, or required internship leave. This period of leave from CDS is considered official leave and the appropriate documentation must be submitted and approved in advance of the semester the student wishes to be on leave (Chapter 5.A.6, Official Leaves of Absence and Chapter 5.A.7, Internship Leave). Graduate leave does not extend the time limitations to complete the doctoral degree (Chapter 6.E).

viii. CDS is included in the time limitations to complete a doctoral degree. Specifically, students have three calendar years from the date of successful completion of the preliminary exam to complete their degree. Consequently, students may not be in CDS status for more than 5 consecutive academic semesters (excluding summer). After 5 semesters, the student must enroll for 2 credits and defend their dissertation to complete their program. **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.

b. Exceptions to Continuous Enrollment

Typically, degree-seeking graduate students enroll in credits every semester until degree completion; however, sometimes circumstances are such that degree-seeking students are unable to enroll for credits. Such circumstances may include illness, family issues, financial need, work, or other obligations. The exceptions to continuous enrollment discussed in this section address circumstances in which a degree-seeking student must be away from their studies and cannot enroll for credits. These students must complete the appropriate graduate leave or internship leave paperwork, obtain approval from their faculty advisor and program chair, and submit the paperwork to the Graduate School in advance of the semester they will be away. *Official leaves of absence, internship leave status, and absences not approved under this policy are included in the time limits to complete a degree.*

i. Graduate Leave of Absence. Degree-seeking students in active status and in good academic standing who must be away from campus for reasons such as medical issues, family obligations, job obligations, military service, and Peace Corps service, and who cannot maintain continuous enrollment in any given semester, may apply for an official graduate leave of absence. See Chapter 5.A.6 for additional information and procedures. Only graduate leave for medical reasons, military

service, and Peace Corps service is available to doctoral students in CDS status. Students who are approved for graduate leave while in CDS status will not be charged the $50 administrative fee.

ii. **Internship Leave.** Degree-seeking students who wish to go on an internship approved by their program and who do not need to register for credits for the internship may apply for internship leave status. See Chapter 5.A.7 for information and procedures. Only internship leave required by the student's program is available to doctoral students in CDS status. Students who are approved for internship leave while in CDS status will not be charged the $50 administrative fee.

3. Reenrollment for a Degree-Seeking Student

(**Note**: This reenrollment policy does not apply to doctoral students in continuous doctoral status). A degree-seeking graduate student (who is not in CDS) who does not maintain continuous enrollment or who is not on approved graduate leave or internship leave status, and who is absent for one semester (excluding the summer), must complete the *Request for Reenrollment* form before the student can register for classes. Reenrollment requires a nonrefundable processing fee because the student is returning from an unapproved absence. In addition, students must list any university-level coursework taken since they were last enrolled at WSU. Reenrollment also requires departmental approval and is not guaranteed. Students enrolling after being in CDS status, or on approved graduate leave or internship leave, *do not* have to complete the *Request for Reenrollment* form or pay the reenrollment fee.

4. Readmission for a Degree-Seeking Student

A degree-seeking graduate student who fails to maintain continuous enrollment or approved graduate leave or internship leave, and who is absent for two or more consecutive semesters (excluding the summer) is required to reapply and pay a nonrefundable application fee to the Graduate School if the student wishes to be considered for readmission to a program. Readmission is not guaranteed. Doctoral students who drop out of **continuous doctoral status (CDS)** are also required to reapply and pay a nonrefundable application fee to the Graduate School for readmission to a program.

5. Enrollment of Non-Degree Seeking Students

Non-degree-seeking students who are absent for one semester (excluding the summer) must complete the *Request for Reenrollment* form. Reenrollment requires a nonrefundable processing fee. Such students also must obtain departmental approval to reenroll. The *Request for Reenrollment* form must be completed, and the nonrefundable fee must be paid before the student can register for classes. A non-degree seeking student who is absent for two consecutive semesters (excluding the summer) is required to reapply and pay a nonrefundable application fee to the Graduate School if the student wishes to be considered for readmission to a program. Readmission is not guaranteed. Non-degree seeking students are not eligible for graduate leave.

6. Official Graduate Leave of Absence

The following official graduate leaves of absence are intended to provide a student seeking a degree or certificate, who is in active status and in good academic standing, with some continuing services during their time away from campus for the reasons stated below. Students may not be enrolled during the semester(s) in which they have been approved for a graduate leave of absence (including medical leave). Graduate leave (including medical leave) does not extend the time limitations for degree completion (see Chapter 6.E). Extensions must be requested according to Graduate School procedures (see Chapter 6.F).

a. Graduate Leave

Graduate leave is granted for students in active status (enrolled or in CDS) who must be away from their studies for one or more semesters for personal, family, job, financial, military or Peace Corps service, or other compelling reasons. ***Only graduate leave for medical reasons, military service, and Peace Corps service is available to doctoral students in continuous doctoral status.*** Students must apply for a graduate leave of absence through the Graduate School by completing the *Application for Graduate Student Leave* form. The Graduate School must receive this form no later than the 30th day of classes during the semester in which the leave is requested. If the student is not enrolled or in CDS, the student must follow procedures to either reenroll or reapply to their program before a graduate leave request will be considered. The leave must be approved by the student's advisory committee chair, program chair, International Programs (for international F-1/J-1 students only), and dean of the Graduate School. A student may be on graduate leave for a total of up to one calendar year during their studies, but leave time may be extended for special circumstances (e.g., for military and Peace Corps service) at the recommendation of the program and the approval of the Graduate School. *Graduate leave beyond one calendar year during a student's studies is not guaranteed.* Graduate leave entitles students to maintain access to library services if needed. At the end of the leave, the student will be able to reenroll for credits without completing the *Request for Reenrollment* form or paying the reenrollment fee. International students must submit information on their finances to the Graduate School if they require issuance of new immigration documents (Form I-20/DS-2019). Students should contact Cougar Health Services Insurance and Billing office for information related to health insurance options for the semester(s) on graduate leave.

b. Medical Leave

Medical leave is a special type of Graduate leave. Medical leave must be coordinated with the Graduate School, the student's program advisor and chair, International Programs (for international students only) and with Cougar Health Services if the student seeks counseling regarding health insurance options during their leave. Graduate students must submit the *Application for Graduate Student Leave* form, as well as the *Medical Leave* documentation form, to the program advisor, program chair, and the Graduate School prior to the semester in which the medical leave is needed, unless the leave is an emergency. This medical leave policy does not apply to specific program requirements or the terms and conditions of assistantships, fellowships, and other forms of financial aid. At the end of the leave, the student does not need to complete the *Request for Reenrollment* form or pay a reenrollment fee to reenroll in their program. Medical leave generally is limited to one calendar year during a student's graduate studies. Students who require medical leave for more than one calendar year must obtain approval from their program and the Graduate School in advance to extend the leave beyond the first year. *Extensions to medical leave are not guaranteed.*

Medical leave is granted by semester and is only applicable for the semester(s) in which the student is not enrolled. Medical leave cannot begin mid-semester; if the student must leave school in mid-semester, the University's policies and procedures related to cancelation of enrollment, refunds, continuation of benefits, and termination of assistantships (and other forms of financial aid) apply for that semester. Students should contact Cougar Health Services Insurance & Billing office for information related to health insurance options for the semester(s) on Medical leave.

c. Short-term Parental Leave

The Short-term Parental Leave plan provides up to four consecutive weeks of leave for the period directly before or after the birth or adoption of a child. During this time, the student continues to be enrolled and,

if on an assistantship appointment, the student will continue to receive the assistantship stipend, graduate assistant benefits (e.g., tuition waivers will remain in place), and health benefits.

i. **Eligibility.** The Short-term Parental Leave plan applies to all full-time enrolled graduate students at all campus locations anticipating the birth or adoption of a child. Eligible graduate students are those who have been full-time graduate students for at least one academic year (two academic semesters, not including the summer) at the time parental leave is taken. Students must maintain their full-time enrollment status during parental leave.
   - A full-time graduate student ***on an assistantship appointment*** is eligible for four consecutive weeks of ***paid*** parental leave from the graduate program. If both parents are full-time graduate students on an assistantship appointment at WSU, only one may be eligible for ***paid*** parental leave or the ***paid*** four consecutive weeks may be shared between them. However, both parents are eligible for 4 weeks of parental leave without tuition or stipend support. (Financial assistance as described below is available during the academic year appointment only.)
   - Full-time graduate students who are not on an assistantship may request parental leave without tuition or stipend support.

ii. **Financial Support for Graduate Assistants.** The Graduate School has established a process to provide temporary financial assistance to programs to enable them to continue to support students on graduate assistant appointments (during the academic year only) during Short-term Parental Leave. These funds will be provided by the Graduate School to ensure that the graduate student's funding is continued during the approved leave period and the research/teaching efforts of the department are not adversely affected. Programs should request stipend replacement funds for graduate assistants who seek parental leave via the *Short-term Parental Leave* form, which should be signed by the student, the faculty advisor and the Program Chair, and submitted to the dean of the Graduate School. These short-term replacement funds will be available for graduate assistants on any funding source, but only during the academic year. In addition to the temporary stipend funds, the Graduate School will maintain resident and non-resident tuition waivers for the assistant during the approved Short-term Parental Leave period, not to exceed the current appointment period. For students on grant funding, the Graduate School will provide flexible tuition waivers to replace the QTR during the approved Short-term Parental Leave period.

iii. **Short-term Parental Leave Academic Plan.** Faculty and other mentors are expected to work with graduate students to make fair and appropriate alternative arrangements during parental leave in the format of a written Parental Leave Academic Plan approved by the student's course instructors, if applicable, and the major advisor. Students should alert their program chair and advisor as soon as they know of the impending need for a leave so that any necessary work adjustments (for graduate assistants) and academic arrangements may be made. Students who are planning to request a parental leave should meet with their faculty advisor no less than ten weeks prior the proposed start of the leave to develop a plan for their academic work. The agreed upon plan should be attached to the *Short-term Parental Leave* form before it is submitted to the Graduate School. The Access Center should be consulted if there are medical issues that require reasonable accommodation. While graduate assistants will not be required to perform any duties during their period of parental leave, they may want to maintain a certain amount of involvement with their advisor during the parental leave period. This involvement should be mutually agreed upon by the student and the faculty member.

iv. **Short-term Parental Leave Procedures**. Parental leave may extend up to four consecutive weeks. Graduate students who seek parental leave should complete a *Short-Term Parental Leave* form, attach a copy of their academic plan for the leave, and have the form signed by their faculty advisor and program/department chair. The form must be submitted to the Graduate School no later than eight weeks prior to the anticipated start date of the leave. The student and graduate program will be notified in writing of the Graduate School's decision on the Short-Term Parental Leave request. In addition, if the student is on an assistantship appointment, the Graduate School will work with the program to provide funds for the continuation of the student's stipend during the leave period. After the period of approved leave, graduate assistants are entitled to return to their assistantship positions for the duration of their current appointment.

v. **Absences beyond Short-Term Parental Leave**. The Short-Term Parental Leave plan does not cover medical situations or complications due to childbirth. Programs may provide additional unpaid time off beyond the parental leave based on the student's documented needs, but university policies regarding reasonable accommodation and/or graduate leave must be followed. Graduate students should apply for an official leave of absence (see Chapter 6.A.6.a and 6.A.6.b) from their graduate studies if they anticipate being absent for an entire semester or more. Students should be advised that there is no guarantee of an assistantship position after returning from an absence ***beyond*** the Short-term Parental Leave.

7. Internship Leave

Internship Leave entitles graduate students in good standing to be away from the university in a full-time internship while maintaining access to student health insurance, faculty and staff counsel, and use of the University libraries. Students do not need to be enrolled during the semester in which they have been approved for Internship Leave. International students should contact International Programs regarding enrollment requirements.

Internship leave entitles graduate students who are currently in the Graduate Student Assistant (GSA) plan to maintain their eligibility for the GSA student health insurance on a self-pay (or department pay) basis. Internship leave is available for a period of up to one semester and may continue for an additional semester if the internship is continuous and part of the student's official course of study. Extensions to internship leave beyond two consecutive semesters must be recommended in advance by the program and approved by the Graduate School. *Extensions to internship leave are not guaranteed, and the student will not be eligible for student health insurance during the extension.* Internship leave should be used by doctoral students who have completed all their program requirements except their final program-required internship.

a. To be eligible for internship leave, a graduate student must be approved for an internship by the student's advisory committee chair. The graduate student does not have to register for credit for the internship unless it is required by the program.
b. The student must have registered for and completed at least one semester as a graduate student at WSU prior to going on internship leave. Graduate students can apply for internship leave by completing the *Internship Leave Approval* form and submitting it to the dean of the Graduate School one semester prior to the internship.
c. International students must consult with the Office of International Programs regarding employment eligibility. Internship leave through the Graduate School does not constitute employment authorization for immigration purposes.

B. Registration

The student is responsible for completing appropriate enrollment procedures each semester. The Graduate School sends an official Admissions Certificate to students accepted into a graduate program at WSU. This notification includes instructions for registration for the first semester of study. Students should contact their advisor (or the faculty or staff representative of the appropriate program of study) for advice concerning specific class requirements or recommendations. The student then registers for classes using the online registration site at the WSU student portal. Appropriate login information for this site will be included with the Admissions Certificate. After the thirtieth day of classes, course enrollment changes must be requested via a *Petition* form.

C. Appropriate Levels of Registration (Credit Load)

1. Full-time Students

Graduate students must register for a minimum of 10 credit hours to maintain full-time enrollment status in the fall and spring semesters. In general, full-time graduate students must register for at least one 700 (thesis masters), or 800 (doctoral) level research credit each semester to track faculty advisor effort. The exception is full-time graduate students in non-thesis (including professionally oriented master's programs) need not enroll in 701 or 702 credits each semester; these students should enroll in 701 or 702 credits in the semester in which they are actively working on their capstone project or taking the final examination (see chapter 14, Professionally Oriented Master's Degree Requirements). Students should check with their departments for additional information and/or exceptions to this policy.

2. Part-time Students

Graduate students must register for a minimum of 2 credit hours and no more than 9 credit hours to maintain part-time enrollment status in the fall and spring semesters.

Whereas graduate students may be required by their major program to register for a greater number of credit hours, they must enroll at least for the following minimums.

a. All full- and part-time degree-seeking students are required to *register for a minimum of 2 credits as a graduate student per semester (excluding the summer),* unless they are in continuous doctoral status, or approved graduate leave or internship leave status.

b. Students not on appointment as teaching, research, or staff assistants, and enrolling solely for the purpose of a) completing theses or special projects; b) taking preliminary examinations; or c) taking master's or doctoral final examinations, must register for a minimum of 2 semester hours of the applicable 700, 701, 702, or 800 credits at Washington State University during that semester or summer session. Students should contact Cougar Health Services Insurance and Billing Office for counseling on health insurance options during their final semester at WSU.

c. Graduate students on appointment as teaching, research, or staff assistants during the academic year must be enrolled full time for a minimum of 10 credit hours or 3 credit hours during the summer. The student is responsible for tuition and fees associated with credits taken in excess of an 18 hours during the fall or spring semesters and 3 hours total in the summer sessions.

d. Students on non-service funding must enroll for a minimum of 10 credit hours per semester during the academic year.

e. A normal academic load for a full-time graduate student is 10-12 credit hours; however, under specific circumstances, individual programs may require more. Students who regularly take a maximum full-time credit load of 18 credits should contact the Financial Aid Office regarding the credit limits for Satisfactory Academic Progress (SAP) for financial aid eligibility.

f. International students in F-1 and J-1 status should consult with the Office of International Programs for enrollment requirements. In general, international graduate students are required by the U.S. Department of Homeland Security to enroll for at least 10 credits during the regular academic year.

g. International students with valid academic, administrative, or medical reasons may be granted part-time enrollment authorization using the approved *Reduced Course Load* form from International Programs. This includes students who have completed all required courses and are enrolled for thesis/dissertation credits only. A reduced course load must be approved by International Programs, in consultation with the Graduate School and the academic department, prior to part-time enrollment during the academic year.

h. Loads in excess of 18 credit hours in a regular semester, or 8 or 10 credit hours in six- and eight-week summer sessions, respectively, are considered overloads and must have the approval of the major professor and the concurrence of the Graduate School. Students on appointment as teaching, research, or staff assistants or associates also must have approval of their supervisors to take an overload. Credit hours of enrollment in “Audit” status are not included in calculating the student’s academic load.

i. Students may enroll for a minimum of 2 graduate credit hours during a fall and/or spring internship but are not required to do so unless it is a program requirement. International students must consult with the Office of International Programs for employment authorization before committing to an internship experience. Students should contact Cougar Health Services Insurance and Billing Office for counseling on health insurance options during their internship semester.

Chapter Six - General Academic Requirements

A. Academic Load

An academic load of 10 credit hours per semester is required for a graduate student to be considered as a full-time student in the fall or spring semester. Full-time students may enroll for up to 18 credit hours, at no additional cost, if the curriculum is appropriate for that student. Part-time graduate students register for an academic load of 2 to 9 credit hours in fall and spring semesters. Students on appointment as summer teaching, research, or staff assistants are expected to register for 3 credit hours during the summer sessions. For additional information, see Chapter 5.C.

B. Academic Evaluation of Students

All graduate programs must complete an annual review of each graduate student (see exception to this policy in Chapter 14). The elements of annual review include the following:

- Cumulative record including admission and classification information, coursework, research proposals and all examinations, i.e., advisory, placement, qualifying, preliminary and final examinations, and progress since last review.
- It is expected that the advisory committee will meet with the student on at least an annual basis. This meeting should be part of the student's annual academic review.
- Qualitative assessment by faculty of progress in research and teaching, as appropriate.
- Statement as to the rate of progress, i.e., satisfactory or unsatisfactory.
- Expectations for the next review period.
- The department/program chair will give written notification of performance to each graduate student on an annual basis. After appropriate faculty have been consulted, the annual evaluation of those students whose GPA is considered deficient must be sent to the dean of the Graduate School to be placed in the student's official file.
- If an annual review for a student is less than satisfactory, a written copy of that review should be forwarded to the Graduate School.
- If the student was appointed to an assistantship for a semester, including the summer, or for the entire academic year, the department is responsible for ensuring that the student receives a review of their progress in fulfilling the responsibilities of the assistantship. In addition, every graduate assistant should certify having met the requirements of the assistantship (Chapter 9.F.4). Certification may be added to the student's annual review form or to the form that the department uses to review the student's assistantship work.

C. Minimum GPA (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 GPA for all coursework on the student's *Program of Study* 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 (Satisfactory) grade for all research credits (702, 701, 700, 800). One U (Unsatisfactory) grade for research credits indicates that the student is not making satisfactory progress. The student will be subject to dismissal from the program if a U (Unsatisfactory) grade is earned for research credit for two terms (summer term included). Research credits for which a U has been earned shall not count toward degree requirements.

2. Probationary Continuing Enrollment

A graduate student who has completed the 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 and is not available to students who have been provisionally admitted.

3. Termination of Enrollment

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

- The student has a cumulative GPA below 2.75 at the end of the first semester of study.
- The student has been provisionally admitted and has a cumulative GPA below 3.0 at the end of the first semester of study.
- The student fails to establish and maintain a cumulative GPA of at least 3.0 after more than one semester of study.
- The student has failed a preliminary or final exam for a second time.
- The student has failed a preliminary or final exam for the first time with a Graduate School representative present, and a second examination is not recommended by the advisory committee, program chair, or representative; in such cases, the dean of the Graduate School will review the case and make the final determination.
- The student has earned a U (Unsatisfactory) grade for research credits (700, 701, 702, 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, failure to assemble and maintain an approved advisory committee, 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 provisionally admitted graduate student who falls below a 3.0 GPA following completion of one semester or one summer session, or 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/director. Following a meeting between the graduate student and the program chair/director, the chair/director may favorably recommend reinstatement for that student by submitting a memo, via the GRM, 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 is below 3.0 follows the same procedure. The student must meet with the program chair/director who, upon favorable recommendation, may petition the dean of the Graduate School (routed through the GRM) 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 (Unsatisfactory) grades for research credits, the student must meet with the program chair/director, who upon favorable recommendation, may petition the dean of the Graduate School (routed through the GRM) for approval to reinstate the student. The program chair/director must identify the conditions for continuation of study in the petition request. If approval to continue is granted, the student will have one semester or summer session to improve research progress.

D. Degree Objectives and Requirements

Academic policies related to master's degrees and doctoral degrees are explained in Chapters 7 and 14, and Chapters 8 and 13, respectively.

E. Maximum Time Limits for Completion of Degree

1. Master's Degrees

Most full-time students enrolled in master's degree programs at WSU require 2-3 years for completion of their program. The Graduate School recognizes some programs are designed for the part-time student and can be expected to require a longer completion period. The maximum time allowed for completion of a master's degree is 6 years from the beginning date of the earliest course applied toward the degree, as listed on the official *Program of Study*. Coursework (either transfer or WSU credits) will not be removed from the approved *Program of Study* to circumvent this time limit for degree completion. As appropriate, departments may request an extension of this time limit as described in Chapter 5.F.

2. Doctoral Degrees

Most students enrolled in doctoral degree programs at WSU require 4-6 years for completion of their program. The Graduate School recognizes that part-time students may require a longer completion period. There are two time limitations for doctoral students:

a. The maximum time allowed for completion of a doctoral degree is 10 years from the beginning date of the earliest course applied toward the degree. This means that the courses (including transfer coursework) on the *Program of Study* remain valid only for 10 years from the earliest date of the course(s) applied toward the degree. Coursework (either transfer or WSU credits) will not be removed from the approved *Program of Study* to circumvent this time limit for degree completion.

b. *In addition*, the doctoral degree must be completed within 3 years of the date of the satisfactory completion of the preliminary examination.

It is imperative that students work closely with their programs to develop a timeline for completion that successfully accommodates both deadlines. At least four months must elapse between preliminary and final examinations for doctoral degrees.

As appropriate, departments may request an extension of this time limit as described in Chapter 5.F.

3. Certificates

Full-time students enrolled in certificate programs generally require 2-4 years to complete their certificate program; part-time students may require a longer completion period. The maximum time allowed for completion of a certificate is 6 years from the beginning date of the earliest course applied toward the certificate.

F. Procedure to Request Extension of Degree Program

Students pursuing a certificate may request an extension for completion via a request for an exception to policy submitted to the Graduate School through the GRM. Students pursuing degrees must follow the processes below.

1. First Extension

A one-year extension may be requested by the advisory committee chair as an exception to Graduate School policy in the following circumstances:

- Students who have not completed their master's degree within the 6-year time limit.
- Students who have not completed their doctoral degree within 3 years of the semester they pass their preliminary exam ***or*** within 10 years from the beginning date of the earliest course applied toward the degree. (Student must meet both deadlines.)

The student must make a formal request in writing to the student's advisory committee chair. The advisory committee chair must discuss this situation with the student, and they should mutually outline a plan for completion within one year. The advisory committee chair must then consult with the student's advisory committee and, if all parties agree, forward a memorandum through the program's academic coordinator, using the GRM, for review by the dean of the Graduate School, requesting a one-year extension. The advisory committee chair must explain why this exception is requested, and the advisory committee chair should indicate the support of this request by the student's advisory committee. The decision on this exception to policy will be communicated to the student, advisory committee chair and recorded in the student's file.
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).

2. Second Extension

After having been granted a first extension, a second extension for one year may be requested by following the procedure outlined below. The second extension is a serious matter and should be considered a final stage of the process to complete the degree.

The student must submit a request for a second extension to the student's advisory committee chair. The student must explain, in writing, why the thesis/dissertation was unable to be completed after a first extension. The student also must develop a detailed timeline for completing the thesis/dissertation if granted a second extension.

The advisory committee chair must evaluate and approve the rationale and timeline for the requested second extension. The student must schedule and complete a thesis/dissertation advisory committee meeting where the timeline for completion is discussed.

A faculty meeting must be held where the student's request for a second extension is discussed by the entire faculty of that graduate program. Once the thesis/dissertation advisor presents the circumstances for this request, the Chair of the degree-granting unit must ballot the faculty for their support of the request. The results of this balloting must be reported to the Graduate School (routed through the GRM) as part of the request for a second extension.

If the faculty vote supports the action, the advisory committee chair must submit a memorandum through the program's academic coordinator, using the GRM, for review by the Graduate School dean, requesting a second extension. This memorandum must explain the rationale for this extension, provide the details of the timeline, verify the date of the thesis/dissertation meeting, and indicate that the advisory committee concurs with the decision to request a second extension. This memorandum must be copied to the Chair of the degree granting unit.

The dean will render a decision to extend a second request. If the extension is granted, a letter will be sent to the student (and copied to the department or program chair, the chair of the advisory committee, and the dean of the Graduate School) explaining that this second extension is essentially a final opportunity to complete the thesis/dissertation by following the timeline developed by the student and advisory committee. The letter will indicate that third extensions are very rare. **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.

3. Third Extension

It is possible to obtain a third extension under exceptional circumstances (e.g., personal and/or family medical issues). The third extension is absolutely final. The following process will be used to request a third and final extension.

The student must submit a request for a third extension to the student's advisory committee chair. The student must explain, in writing, why the thesis/dissertation was unable to be completed after a second extension. The student also must develop a detailed timeline for completing the thesis/dissertation if granted a third extension.

The advisory committee chair must evaluate and approve the rationale and timeline for the requested third extension. The student must schedule and complete an advisory committee meeting during which the timeline for completion is discussed.

A faculty meeting must be held during which the student's request for a third extension is discussed by the entire faculty of that graduate program. Once the thesis/dissertation advisor presents the circumstances for this request, the Chair of the degree granting unit must ballot the faculty for their support of the request. The results of this balloting must be reported to the Graduate School as part of the request for a third extension.

If the faculty supports the request, the Chair of the degree granting unit must write a memorandum to the dean of the Graduate School explaining the rationale for the request, providing a detailed timeline for completion of the thesis/dissertation within one year, and including any extenuating circumstances that need to be considered. The memorandum of request, supported by the materials listed above, should be forwarded to the Graduate School by the program's academic coordinator, using the GRM.

If approved, the dean of the Graduate School will write a letter to the student explaining that this is a 3rd and final extension. The student will acknowledge receipt of this letter in writing to the dean of the Graduate School and the chair, explaining that the student understands that this is the student's final opportunity to complete the thesis/dissertation degree. **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.

4. Denial of Extension

If the student is denied an extension, the student may appeal the decision of the dean of the Graduate School using the Graduate School's grievance procedures in Chapter 12.E.3.

G. The Program of Study

1. Definition

The *Program of Study* is an official form documenting the student's plan for courses to take, milestones required by the department/program, as well as indicating research interests. For master's degree students, the *Program of Study* should be filed with the Graduate School as soon as possible, but no later than the beginning of the semester preceding the anticipated semester of graduation (e.g., if the anticipated graduation were spring, the *Program of Study* would be due no later than the beginning of the preceding fall semester). For doctoral students, the *Program of Study* should be filed with the Graduate School during the third semester of study and no later than the semester before the student anticipates taking the preliminary examination (October 1 deadline to take a spring preliminary exam; March 1 deadline to take a fall preliminary exam). The student's advisor, in consultation with suggested advisory committee members, should aid the student in the development of the proposed *Program of Study*.

2. General Requirements

a. Courses taken at Washington State University
All graded graduate-level coursework (with a grade of B or higher) taken toward a previous master's degree at WSU may be used toward a subsequent doctoral degree at WSU with the approval of the student's advisory committee and the program director.

i. Grade Requirement for Courses. Completed coursework cannot be removed from an approved *Program of Study*. 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.

ii. 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 below) 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 at https://registrar.wsu.edu/academic-regulations/.)

iii. Undergraduate and/or Professional Level Coursework. Up to 6 credits of graded undergraduate-level credit (300- or 400-level) or graded professional-level credit for a thesis master's degree, and up to 9 credits of graded undergraduate-level credit (300- or 400-level) or graded professional-level credit for a non-thesis or doctoral degree may be used on the *Program of Study* with approval from

the advisory committee and program chair. Non-graded (S, M, F) professional coursework may not be used toward the core graded course requirements on the *Program of Study*. Non-graduate (undergraduate or professional) credit hours may not be counted toward the minimum 15 graded graduate credit hour requirement for the Ph.D. *Program of Study*.

iv. Coursework on Pass/Fail Basis. All graduate students are eligible, with prior advisor approval, to take courses on a pass/fail (P/F) basis. Pass/Fail courses cannot be used to fulfill core program requirements nor do they count toward the total required credit hours (i.e., they cannot be used on a *Program of Study*). Credit hours earned under P/F are counted toward assistantship maximum or minimum hour requirements. Enrollment changes from graded to P/F courses will be allowed with the advisor's approval during the first three-week period following the beginning of classes. There is no limit on the number of hours a graduate student may take on a P/F basis.

v. Graduate Certificate Programs. A determination of the applicability of any of the courses and credits earned as a certificate student will be made at the discretion of the academic department or graduate program where the degree is sought by the student filing a *Program of Study*. Department-approved courses will be stipulated as such on the student's *Program of Study* when it is submitted and will be reviewed by the Graduate School at that time. It is expected that a core disciplinary curriculum will be present on this *Program of Study*. Coursework taken as a certificate student may be reviewed as part of the admission-review process but does not afford any preferential consideration for admission to a graduate program.

Currently enrolled degree-seeking graduate students are eligible to concurrently enroll in a graduate certificate program. Credits earned by these students while enrolled in the graduate certificate program may be credited toward course requirements for a master's or doctoral degree if the student's advisory committee approves those credits.

vi. Global Campus (Online) Programs. WSU graduate students are admitted to a campus (i.e., Pullman, Spokane, Tri-Cities, Vancouver, or Global Campus) and pay the tuition and fees associated with that campus. Before students may register for a course scheduled at another campus, including Global Campus (online) courses, they should consult with their program advisor to ensure the courses will count toward their *Program of Study* and then work with that campus Registrar to register for the course.

vii. Auditing Courses. Graduate students who elect to audit a course must have prior approval from the instructor of the course, via the *Enrollment Change* form found on the Registrar's website, through the second Friday of classes. After that, requests to audit a course require a *Petition* form, which additionally requires approval from the advisory committee chair and graduate program director. Audited courses cannot be used to fulfill core program requirements nor do they count toward the total required credit hours (i.e., they cannot be used on a *Program of Study*). Official recording of an audit on a transcript requires the instructor's signature and a discussion with the instructor regarding any specific expectations or requirements to fulfill the audit. Minimum requirements may include attendance at select or all classes and course readings for participation in class discussions. This agreement between the student and the instructor should be through written documentation but at the very minimum through verbal communication, so that the student and faculty mutually understand expectations.

"No university credit will be allowed for auditing courses, nor may students apply for or take special examinations for university credit in courses which they have audited."

viii. Foreign Language Requirement. Departments and programs have the option of requiring or not requiring a foreign language or languages. If one or more languages are required, the degree-granting unit is responsible for monitoring that requirement.

ix. Pathway Program Academic English Courses. Academic English courses in the pathway programs are taken for the purpose of satisfying the English language admission requirement. These courses are not graduate courses and cannot be used on a *Program of Study* towards a graduate certificate, master's, or doctoral degree.

b. Courses Taken in Post-baccalaureate, Post-degree, or Teacher Certification Programs
Students who have at least a 3.0 grade point average in their post-baccalaureate, post-degree or teacher certification work at WSU may reserve up to 6 semester hours of coursework with grades of "B" or higher for a thesis master's program, or 9 semester hours of coursework with grades of "B" or higher for non-thesis master's or doctoral work in the Graduate School ***in excess of that required to complete the program or degree***. The approval of the dean of the Graduate School is required prior to registering for the course(s). The student must complete a *Reservation of Graduate Credit* form and obtain the appropriate signatures before submitting it to the Graduate School for approval. If the student enrolls in the course prior to receiving approval, permission to reserve the course may not be given.

c. Courses Taken as Excess Undergraduate Credit at Washington State University
Seniors who have at least a 3.0 grade point average in the last 60 semester hours of graded undergraduate work at WSU may reserve up to 6 semester hours for thesis master's program, and 9 hours for non-thesis master's or Doctoral work in the Graduate School in excess of that required to complete the bachelor's degree providing the student earned the grade of "B" (3.0) or better in the course(s). The approval of the dean of the Graduate School is required prior to registering for the course(s). The student must complete a *Reservation of Graduate Credit* form and obtain the appropriate signatures before submitting it to the Graduate School for approval. If the student enrolls in the course prior to receiving approval, permission to reserve the course may not be given. Work done by undergraduates under other conditions may not be applied toward an advanced degree.

Seniors who wish to enroll in 500-level courses for undergraduate credit must obtain approval of the major advisor and the chair of the department or program in which the course is being offered.

Enrollment in 500-level courses by undergraduates, other than seniors, may be allowed only as an exception to policy under extraordinary circumstances clearly justifying such enrollment. Requests for such an exception to policy require recommendations of the student's major advisor, course instructor, and department/program chair administering the course and should be submitted to the dean of the Graduate School before any such enrollment.

d. Courses Taken as Part of the WSU Select Graduate Admissions (SGA) or Students Targeted toward Advanced Research Studies (STARS) Programs
Students accepted into the SGA program are eligible to reserve courses for graduate credit taken in their senior year if their cumulative GPA is greater than 3.0, they have completed 90 undergraduate hours for the first baccalaureate degree, and they are not registered for more than 15 semester hours in the semester or 12 semester hours in the summer session. Courses reserved for graduate credit are limited to

a total of 12 credit hours and are restricted to graded credit hours. The student must file the *Reservation of Graduate Credit* form for reserving graduate credits by the 15th class day of the semester or by the 5th day of the summer session in which they are enrolled for the graduate credits.

Students accepted into the STARS program are eligible to reserve courses for graduate credit taken in their senior year if their cumulative GPA is greater than 3.0, they have completed 90 undergraduate hours for the first baccalaureate degree, and they are not registered for more than 12 undergraduate credit hours in the fall or spring semester of their senior year. Courses reserved for graduate credit are limited to no more than a total of 13 credit hours and are restricted to graded credit hours. The student must file the *Reservation of Graduate Credit* form for reserving graduate credits by the 15th class day of the semester in which they are enrolled for the graduate credits.

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

Graded graduate-level coursework (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 advisory committee and the program director. However, graded graduate-level coursework (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 coursework (with a grade of B or higher) taken as a graduate student, but not taken toward a completed graduate degree, may be used toward a master's degree or a doctoral degree at WSU with the approval of the student's advisory 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.

Generally, the student should be admitted as a degree- or non-degree-seeking **graduate** student at the institution in which the course was taken. Any other enrollment status will be considered on a case-by-case basis as an exception to policy; however, coursework that has been used to meet the requirements of a baccalaureate or professional degree is not transferable.

A maximum of 6 graduate-level credits (with a grade of B or higher) taken at an accredited institution may be used toward a graduate 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 6.

Graduate certificate programs requiring less than 30 credits may also include transfer credits for graduate coursework. This transfer coursework must be comparable to one or more of the graduate certificate electives and cannot substitute for core courses. Transfer coursework must be less than 6 years old and have a 'B' or higher grade. Additionally, the transfer credits must be less than 40% of the graduate certificate credits. A course description and syllabus may be required for approval of transfer coursework on the graduate certificate.

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 or certificate program and ten years old for a doctorate program at the time of graduation. Once approved as transfer credit, this coursework cannot be removed from a *Program of Study*.

Transfer credit is requested formally by listing the courses on the *Program of Study*, obtaining advisory 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). In some cases, the Graduate School may require a course syllabus. 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 transfer eligibility.

Online coursework will be considered for transfer credit if it meets the transfer requirements stated in this policy. As with all transfer credit, Program faculty should screen and approve all courses from other colleges and universities before they are submitted to the Graduate School for transfer consideration. Pre-approval for the transfer of online courses will not be given; however, the Program and student may check with the Graduate School to determine if the online course is transferrable before it is taken. 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 from the department or program. Substantial justification should be included in the exception to policy request for coursework that exceeds the maximum time limits noted for a graduate degree.

Limitations to this policy include the following:

- 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. 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.
- Graded, graduate-level special topics courses from an accredited university may be transferable with advisory 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.
- Graduate credit from a non-accredited institution will not be accepted for transfer credit.
- 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.

f. Courses Earned by Correspondence

Credit earned by correspondence may be applied to remove undergraduate deficiencies but may not be used to satisfy course requirements on a graduate program. No credits received by special examination may be used to meet advanced degree requirements.

g. Workshops

Graduate credit is not given for workshops or continuing education courses taught on or off campus or sponsored by WSU Global Campus. Workshops or continuing education courses are not accepted from Washington State University or other universities.

h. Cooperative Courses

The WSU/UI Cooperative Course Program between Washington State University and the University of Idaho provides an opportunity for students at each university to take graduate and undergraduate coursework at the other university and apply it toward their degree program. Degree-seeking graduate students at WSU and UI may participate in the Cooperative Course Program through a simple registration and enrollment process developed jointly by the Registrar's Office at each university. Students are charged tuition at their home institution, and the student credit hours taken at the cooperative institution count toward their enrollment hours at their home institution for billing and financial aid purposes.

WSU graduate students may use UI cooperative courses—both graduate (500) level and undergraduate (300/400) level—on their *Program of Study*, if approved by the student's advisory committee and program chair. UI cooperative course numbers, titles, credits, grade points, and grades are listed on the UI transcript as courses taken at that institution. A copy of the UI transcript is provided to the WSU Graduate School for credit evaluation and processing. If the student earns a grade of "B" or better in the UI cooperative course, the course credits will be listed on the WSU student's transcript as transfer credit from the UI cooperative program. Cooperative courses taken pass/fail will not transfer. UI cooperative course grades are not transferred, and grade points are not averaged into the student's GPA on their WSU transcript.

The number of UI cooperative courses that may appear on a graduate student's *Program of Study* should not exceed half of the total graded credits required for the WSU degree. Programs of study that exceed this number must be reviewed by the dean of the Graduate School for an exception to policy on a case-by-case basis. In addition, WSU graduate students who take undergraduate-level (300 and 400) UI cooperative coursework may transfer only 6 credits of 300/400 level coursework toward a thesis master's degree program, or 9 credits of 300/400 level coursework toward a non-thesis or doctoral degree program. Additional 300/400 level UI cooperative courses will not transfer to the WSU student's *Program of Study*.

For more information regarding the cooperative program, please see http://schedules.wsu.edu/Coop and the cooperative course advisor information at http://registrar.wsu.edu/media/752454/cooperative_course_advisor.pdf

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3. Filing the Program of Study

Once determined, the *Program of Study* should be submitted to the Graduate School as soon as possible, but no later than the beginning of the semester preceding the anticipated semester of graduation for master's students and by the end of the third semester of study for doctoral students. The *Program of Study* must be on file prior to scheduling of the preliminary examination for doctoral students. After the proposed *Program of Study* is completed by the graduate student, it must be signed by each advisory committee member and submitted to the program chair of the major graduate program and the chair of the minor program (if applicable) who ensure that it meets the requirements of the program, department, and Graduate School. The academic coordinator will keep the original *Program of Study* and submit an electronic version through the GRM for approval to assure that it meets the minimum requirements of the Graduate School.

4. Changing the Program of Study

Changes made to the *Program of Study* must be documented with the appropriate signatures signifying the endorsement of the master's advisory committee and the approval of the chair of the program and submitted to the Graduate School on a *Committee Change* form.

5. Fulfilling the Program of Study

Once approved, the Program of Study becomes the basis of the requirements for the student's degree.

H. Submitting the Final Thesis or Dissertation to the Graduate School

After passing the final examination, an electronic copy of the corrected dissertation/thesis must be submitted following the Graduate School's guidelines for digital submission ***within five business days of the final oral examination***. Students should use the *Thesis/Dissertation Final Acceptance Checklist* when preparing the electronic copy for submission. In addition, the following must be submitted to the Graduate School within five business days of the final oral examination:

- As of Spring 2020, the Graduate School has replaced the requirement for hard copies (on 100% cotton pages, with ink signatures) for the front pages of theses and dissertations with an electronic process. All students must submit a copy of the title page, abstract page, and signature page through the GRM in myWSU, where it will be forwarded to all advisory committee members for electronic approval.
- All students must submit a completed *Hold Harmless Agreement and Copyright Acknowledgement* form.
- Masters and doctoral candidates have the option of submitting a copyright request for their thesis or dissertation, respectfully when submitting it for publication via ProQuest.
- All doctoral candidates (except for D.N.P. students) should submit a completed *Survey of Earned Doctorates* certificate.

1. Dissertation Publishing and Copyright Information

All institutions require that doctoral dissertations be published, and ProQuest Dissertations & Theses Database is the recognized repository for dissertations. Washington State University has long subscribed to ProQuest (formerly UMI) to serve as the publisher, cataloger, and marketer of doctoral dissertations. As of Summer 2021, ProQuest provides these services for WSU's master's theses as well. Please visit the ProQuest website for more information: www.proquest.com.

Students are given two publishing options: The Traditional Publishing option, which is free, and the Open Access option, which has a fee associated with it. Details of these two options are available at dissertations.wsu.edu. With either option, the student retains the copyright to the thesis or dissertation. ProQuest also offers an optional service in which they will register the student's copyright with the U.S. Copyright Office for an additional fee. Students also may request a publishing embargo, if needed.

All fees are payable directly to ProQuest; WSU does not collect these fees. Information regarding publishing, embargo options, and copyrighting the dissertation is available in the Graduate School's *Thesis and Dissertation Formatting and Submission Requirements* document available on the Graduate School's forms page, and when submitting the thesis or dissertation via the online system. After the theses or dissertations are processed by ProQuest, they are forwarded in electronic format to the WSU Library.

2. University Patent Agreements and Copyrighting

For information on patents, see http://commercialization.wsu.edu/. For additional information on copyrighting, contact the WSU copyright specialist in University Publications.

3. Digital Submission as PDF

Policies and procedures have been established by Washington State University to receive doctoral dissertations and master's theses in digital format. Master's theses and doctoral dissertations are submitted in digital format (Adobe PDF) to ProQuest Dissertation Publishing, and after processing are forwarded to the WSU Library. ***Students should follow ProQuest's instructions regarding file format during the submission process.***

The WSU Graduate School requires a fully digital PDF version of the doctoral dissertation or master's thesis per the *Thesis and Dissertation Formatting and Submission Requirements* document available on the Graduate School's forms page. The Graduate School will continue to perform the format check and provide guidelines to students when scheduling their final defense.

I. National Science Foundation Survey of Earned Doctorates and Graduate School Exit Questionnaires

Upon submitting the final dissertation, doctoral students (except for D.N.P. students) are asked to complete the *Survey of Earned Doctorates* from the National Science Foundation. The Survey of Earned Doctorates (SED) began in 1957–58 to collect data continuously on the number and characteristics of individuals receiving research doctoral degrees from all accredited U.S. institutions. All individuals, as they receive their research doctorate, are asked to complete the survey. The results of this annual survey are used to assess characteristics and trends in doctorate education and degrees. This information is vital for educational and labor force planners within the federal government and in academia. Each U.S. graduate school is responsible for providing the survey to their graduates and then submitting completed forms to the survey contractor.

The Graduate School may also have exit questionnaires for students completing a graduate program. These are intended to assess educational outcomes and provide important information related to program quality and effectiveness.

Chapter Seven - Master's Degree Requirements

All master's degree programs require that a candidate prepare a thesis, complete a special project, and/or pass a comprehensive examination. The thesis is a scholarly study, which makes a significant contribution to the knowledge of the chosen discipline. To successfully complete a master's degree program, candidates must satisfactorily demonstrate to the program graduate faculty that they can carry on a critical dialogue, integrating and interpreting material in their major and supporting fields. The Graduate School provides a semester by semester guideline to assist each graduate student in timely completion of all necessary documentation: http://gradschool.wsu.edu/students/.

A. Maximum Time Limits for Completion of Master's Degree

Most full-time students enrolled in master's degree programs at WSU require 2-3 years for completion of their program. The Graduate School recognizes some programs are designed for the part-time student and can be expected to require a longer completion period. The maximum time allowed for completion of a master's degree is 6 years from the beginning date of the earliest course applied toward the degree. As appropriate, departments may request an extension of this time limit as described in Chapter 6.F.

B. The Master's Advisory Committee

The advisory committee guides the student through the master's program, advises the student on required coursework, oversees the student's scholarly activities or research, reviews progress toward degree, and conducts the final exam. The master's advisory committee is nominated on the *Program of Study*. During the first semester or summer session of enrollment, the chair/director of the major program should, in conjunction with the student, appoint an advisor to serve as chair of the student's master's advisory committee until a permanent chair is obtained. Ultimately, it is the student's responsibility to obtain a permanent chair and advisory committee members for the graduate program. For additional information on advisory committee requirements determined by a program's bylaws, see Chapter 1.D. All programs are required to have bylaws. A major function of program bylaws is to define the eligibility of tenure-track and career-track faculty to be appointed as graduate faculty, and the allowed level of participation (e.g., serve on, co-chair or chair an advisory committee).

Master's advisory committee composition must meet the following minimum requirements:

- All members of the advisory committee must hold a degree of comparable level to the degree sought by the student (WAC 250-61-100).
- Each master's advisory committee must include at least three WSU faculty members, with current appointments.
  - Two of the members must be graduate faculty in the student's program.
  - At least one of these two members must be a tenured/tenure-track faculty.
  - The third member must be WSU faculty, but need not be graduate faculty in any program.
- *If a program is in the process of developing bylaws,* at least three advisory committee members must be WSU faculty in the program, and the advisory committee chair and one other member of the student's advisory committee must be tenured/tenure-track.
- Advisory committees may have more than three members; however, all members must meet Graduate School policy and program bylaws, and the majority of the advisory committee members must be graduate faculty in the program.
- Individuals who are not WSU faculty may be considered as additional (beyond three) advisory committee members.

- Such external advisory committee members must hold a degree comparable to that sought by the student and have special knowledge that is particularly important to the student's proposed program.
- Examples of such external advisory committee members would include faculty from another university or individuals from an appropriate government, business, or industry organization.
- Such an individual must be nominated to serve on an advisory committee by the program chair to the dean of the Graduate School, who makes the final decision. A current curriculum vita must be included with the request.

It is prudent to acknowledge, and when possible avoid, situations that may constitute or may be construed as a conflict of interest when forming a graduate student's advisory committee. Examples of potential perceived or real conflicts of interest include: 1) a new faculty member, who was a WSU graduate student, serving on the advisory committee of a former graduate peer; 2) a faculty member, who is the employer/supervisor of a staff member pursuing a degree, also serving on that staff member's advisory committee; and 3) faculty members whose impartiality may be impacted because of close professional or personal relationships that are separate from their WSU faculty roles.

The student is responsible for establishing and maintaining an advisory committee. WSU faculty have the right to decline to serve on any specific student's advisory committee. All advisory committee members and the major department chair/director must sign the *Program of Study*. Once the *Program of Study* has been filed with the Graduate School, changes may be made to the advisory committee composition by completing the *Committee Change* form.

The Graduate School dean has the final approval for all advisory committees. The dean also has the authority to remove a faculty member from a student's advisory 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.

C. The Program of Study

1. University Requirements

General university requirements and descriptions for the student's program of study are described in Chapter 6.G**.** The student's advisory committee chair, in consultation with the advisory committee members, should aid the student in the development of their proposed *Program of Study*, which is then submitted to the chair/program director. It is the chair/director's responsibility to assure that the program meets the minimum requirements of the respective program and Graduate School. The chair/program director will submit the *Program of Study* through the GRM to the dean of the Graduate School for approval to assure that the *Program of Study* meets the minimum requirements of the Graduate School.

The *Program of Study* for a master's candidate should be submitted to the Graduate School as soon as possible and no later than the beginning of the semester preceding the anticipated semester of graduation (e.g., for anticipated graduation in spring, the *Program of Study* is due no later than beginning of the preceding fall semester).

The following master's program requirements represent the minimum Graduate School requirements for the master's program of study; individual graduate programs may have additional requirements. All work taken by a graduate student need not appear on the *Program of Study*. A complete description of the program requirements for each degree is given in the Graduate Catalog.

Program of Study for Non-thesis Master's Degree

- 30 hours minimum of total credits
- 26 hours minimum of graded (A-F) coursework, which may include up to 9 hours of undergraduate 300-400 level graded coursework.
- 4 hours minimum of 702-level credit in the major, 2 of which must be taken in the semester of the final exam/project completion*
- Courses taken for audit or courses graded Pass/Fail may not be used on the *Program of Study*.

***Note:** Graded coursework at the 500-level as a capstone course may be used in place of the 702 credits provided it is officially approved via the Faculty Senate process. A ballot meeting is still required in the final semester in which the capstone course is taken to determine if the student has successfully met all the program requirements.

Program of Study for Thesis Master's Degree

- 30 hours minimum of total credits
- 21 hours minimum of graded (A-F) coursework, which may include up to 6 hours of undergraduate 300-400 level graded coursework.
- 4 hours minimum of 700-level credit in the major, 2 of which must be taken in the semester of the final exam and/or thesis completion*
- Courses taken for audit or courses graded Pass/Fail may not be used on the *Program of Study*.

Seminars approved for graduate credit numbered 500 or above that are graded other than P/F or S/F may be a part of the master's program. 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 and cannot be removed from the *Program of Study*. For more information on general requirements and transfer credit, see Chapter 6.G.2.

2. Filing the Program of Study

After the proposed *Program of Study* is completed by the graduate student, it must be signed by each advisory committee member and submitted to the program chair/director who ensures that it meets the requirements of the program and Graduate School. The chair/director or the graduate program coordinator will submit the *Program of Study* to the Graduate School via the GRM module in myWSU for approval to assure that it meets the minimum requirements of the Graduate School.

Once approved, the *Program of Study* becomes the basis of the requirements for the master's degree.

3. Changing the Program of Study

Subsequent alteration of an approved *Program of Study* must be documented with the appropriate signatures signifying the endorsement of the master's advisory committee and the approval of the chair of the program and submitted to the Graduate School via the GRM. If program changes are made, the *Program Change* form must be completed, signed and submitted to the Graduate School before a student may submit an Application for Degree.

4. Fulfilling the Program of Study

Once approved, the master's *Program of Study* becomes the basis of the requirements for the degree. The *Program of Study* serves as a contract between the student, the advisory committee, and the Graduate

School. Completed courses cannot be removed from the *Program of Study* to avoid repeating courses with a C- or to change the degree completion deadline.

D. Master's Degree Academic Policies: Thesis/Non-thesis Option

The thesis is a scholarly, original study that is a significant contribution to the knowledge of the chosen discipline. A non-thesis master's will include a culminating project, scholarly paper or comprehensive examination that assesses the student's ability to integrate understanding of concepts across the discipline. The master's degree candidate's advisory committee members must read and return drafts of theses or projects to the student within a reasonable period of time. The Faculty Senate's Graduate Studies Committee recommends that advisory committee members hold drafts for no longer than 30 calendar days.

Prior approval for use of human subjects, animals, or biohazardous materials in research is required. If the student plans to utilize human, animal, or biohazardous materials subjects for research, the student must contact the Office of Research Assurances (see Chapter 11 for additional policies and resources concerning research). Please note that departments/programs should ensure that all procedures have been followed and forms filed with the appropriate offices; they can also determine the appropriateness of such narrative within the thesis. The Graduate School only seeks verification that University approval has been granted.

No material in the thesis or special problem/project submitted to fulfill the requirements of a degree may be restricted in any way. The thesis must be made available through ProQuest and the Washington State University Libraries for inspection by any interested parties.

After passing the final oral examination for thesis students, the student must submit the thesis to the Graduate School for final acceptance. Details for submitting the thesis can be found in Chapter 6.H.

Non-thesis students may be required to take a comprehensive examination, or submit a written paper, and/or give an oral presentation as part of their non-thesis 702 project. Information regarding any non-thesis special problem/project option is available by contacting the degree-granting unit directly.

E. Master's Degree Academic Policies: Final Master's Examination

A final examination and/or balloting meeting is required for all master's candidates. This examination is intended to test the candidate's ability to carry out a critical dialogue integrating and interpreting material in the major and supporting fields with emphasis on the work presented in the thesis or non-thesis special problem/project. Non-thesis master's degree students may not have a formal examination; however, at a minimum, the advisory committee must hold a balloting meeting, scheduled through the Graduate School, to determine if the student has satisfactorily met all program requirements. Information regarding any non-thesis, special problem/project final exam requirements should be outlined in the graduate student handbook for the program.

1. Before Scheduling the Final Exam

a. The student must:

- register for a minimum of two hours of 700 (thesis option) or 702 (non-thesis option) credits (unless otherwise specified in the graduate program's Faculty Senate approved curriculum);
- have a minimum cumulative GPA of 3.0 and a minimum 3.0 GPA on the *Program of Study*;
- complete the Application for Degree in myWSU. The graduation fee must be paid before the final exam is scheduled; and

- wait a minimum of three months after a failed first attempt before scheduling a second attempt at the final exam.

b. The candidate's advisory committee is responsible for:
- approving all aspects of the project or thesis before the student schedules the final exam. A student completing a master's thesis will only have five business days after the final exam to make any requested changes to the thesis (Chapter 6.H); and
- verifying that the student will complete all program requirements by the end of the semester in which the final exam is taken.

2. Scheduling the Final Exam

- The student is responsible for filling out the *Scheduling Examination* form and obtaining the advisory committee signatures. The form should then be forwarded to the academic coordinator for review by the program chair and final submission to the Graduate School via the GRM.
- The *Scheduling Examination* form must be submitted to the Graduate School no later than 10 business days prior to the proposed date of the examination for a first attempt. If a student is attempting the final exam for a second time, the *Scheduling Examination* form must be submitted no later than 15 business days prior to the proposed date for the exam.
- For the thesis option:
  - The student must upload a full draft of their thesis to ProQuest at dissertations.wsu.edu at the same time that student submits the *Scheduling Examination* form to the program coordinator. Any optional copyright, distribution and binding decisions must be paid for in full when uploading the draft; these selections will apply only to the final version approved by the Graduate School. The *Scheduling Examination* form will ***not*** be processed until the Graduate School has received the thesis draft. Graduate School staff will advise the student if there are any formatting issues that need to be addressed before the thesis can be accepted by the Graduate School and ProQuest.
  - The thesis must be available for public inspection in the graduate program's office at least five business days prior to the final examination.
- When advisory committee members sign the *Scheduling Examination* form, they indicate that they have read and approved a printed or electronic draft of the thesis, suitable in content and format, for defense and submission to the Library (Chapter 6.H). They also indicate their acceptance of the date, time, and place of the final examination.
- A student, department chair, graduate program director, advisory committee member, or other concerned member of the WSU community may request that the Graduate School provide an independent observer to be present at any final examination/balloting meeting. This request must be made 15 business days in advance of the exam date. The name of the individual making the request will be confidential. All such requests will be fulfilled by drawing upon a member of the Graduate Mentor Academy. During the scheduling process, the Graduate School will notify the student, advisory committee and department chair/program director if a graduate mentor has been assigned to attend the exam.

3. Scheduling Requirements

- For a first attempt exam, the Graduate School usually appoints a member of the student's advisory committee, preferably the chair, to serve as the Graduate School liaison regarding the examination process.

- For a second attempt exam, the Graduate School will appoint a representative from the Graduate Mentor Academy to serve as the Graduate School liaison for the examination process.
- Proctored written examinations, oral examinations, and balloting meetings will be held during regular business hours in an academic environment (e.g., on a WSU campus or research and extension center).
- For students participating in on-site (campus or extension center) programs, it is recommended that at least one advisory committee member be physically present in the room with the student during an oral final exam**.** This faculty member can provide immediate logistical, technical, and other support to the student during the exam. However, there is no requirement for a committee member or an approved proctor to be present with the student during the examination; examinations can be conducted with all participants attending virtually as long as connectivity can be maintained throughout the exam for the student and all committee members.
- Students in approved Global Campus programs have the option of taking their final examinations on a WSU campus or via technology available through the Global Campus. The technical arrangements must be approved by the advisory committee, program chair, and the Graduate School.

4. Examination Process

The standard process for the master's final examination varies across disciplines and programs. However, the policies and procedures established for final exams by a graduate program should be outlined in the program's Graduate Student Handbook and must adhere to the guidelines provided here.

a. Written Exams

- Students in the non-thesis option may be given a comprehensive written exam as their final exam.
- The advisory committee is not required to attend the written final exam but must participate in the assessment of the examination/project and must attend the balloting meeting.

b. Oral Exams

- The student presentation of a thesis or project results is a public event. All faculty and students, regardless of discipline, are encouraged to attend. Audience members may be allowed to ask questions, but such questioning should not unduly influence the examination outcome.
- It is acceptable to conclude the public presentation and conduct a separate examination portion with only members of the advisory committee and program graduate faculty in attendance and asking examination questions. Again, the standard procedure of the program should be clearly described in the program's graduate handbook and applied consistently to all students.
- The examination portion of oral exam should not exceed two-and-one-half hours.
- If any graduate faculty intending to ballot must leave the room or the online session during the examination or balloting discussion, the examination or discussion must be recessed until the faculty member returns.

c. Balloting Meeting

- For oral exams, the ballot meeting must follow immediately after the conclusion of the student's oral exam.
- Only individuals casting ballots or appointed as a representative of the Graduate School are allowed to attend the balloting portion of the exam.
- All advisory committee members must be present at the oral exam and balloting meeting and must cast a ballot.

- Any graduate faculty in the program may ballot. Individual programs determine in their bylaws which faculty can participate in the graduate program and thus are eligible to ballot in examinations.
- As a best practice, graduate faculty choosing to ballot should have participated in the assessment of all components of the student's work being evaluated during the examination (e.g., read the thesis or master's project).
- Graduate Mentor Academy members, representing the Graduate School at an exam, do not ballot.
- Ballots must be completed electronically in the GRM module within myWSU. The Graduate School liaison will have access to the completed ballots; while keeping the individual ballots confidential, the Graduate School liaison will announce to the committee whether or not the student passed. External committee members who are not WSU faculty may not have access to myWSU. Such participants should communicate their ballot recommendations directly to the Graduate School liaison (e.g., text or email). A scan, snapshot, or fax of the paper ballot should be sent to the Graduate School liaison immediately following the exam, and this ballot should then be submitted electronically to the Graduate School via email to gradschool@wsu.edu.
- The student must be informed of the outcome immediately after the balloting meeting is adjourned.
- The Graduate School liaison is responsible for ensuring that *all* ballots and the ballot memo are submitted electronically to the Graduate School as soon as possible and no later than five business days following the exam.

Under extraordinary circumstances, on the recommendation of the advisory committee, the dean of the Graduate School may approve alternate arrangements for the examination environment and/or process.

5. Examination Outcome

The candidate shall pass if the number of affirmative ballots is equal to or greater than the minimum listed in the table below. If the number of ballots exceeds the numbers listed in the table, then a minimum of 75% of the ballots must be affirmative for the student to pass.

Table of Master Final Exam Ballots

Number of Ballots	Minimum Number of Affirmative Ballots
3	2
4	3
5	4
6	4
7	5
8	6

6. Second Attempt Exam

In the event of a failed first attempt, a second and final attempt may be scheduled after a lapse of at least three months. The exception to the allowance of a second attempt may occur if a member of the Graduate Mentor Academy (appointed by the Graduate School) presided over the student's first exam and agrees that a re-examination is not an appropriate disposition of the case (see Chapter 1.E.2, Examination Failure). When scheduling a second exam, the scheduling form must be submitted to the Graduate School at least 15

business days in advance of the exam day. A member of the Graduate Mentor Academy will be appointed by the Graduate School and must be present at re-examination. The entire committee must be present and vote. A student who has failed two examinations will be dismissed from the Graduate School. Should there be procedural irregularities or extenuating circumstances during the first or second examination, the student has the right to appeal to the Graduate School in the event of examination failure.

7. Taking More than One Examination During the Same Semester

- If a student is completing a master's and a doctoral degree in the same discipline, the master's final exam must be completed at least one semester prior to taking the doctoral final exam.
- A student may take two master's final exams (in different disciplines) in the same semester.
- A student may take a master's final exam in the same semester as a preliminary exam.
- A student may take a master's final exam and a doctoral final exam in the same semester, provided the degrees are in different disciplines and subject to the following conditions:
    - The student must obtain written approval from the advisory committees and program chairs/directors for each degree, and this approval must be submitted with the *Scheduling Examination* forms. The student will have to apply for graduation for both degrees and pay a separate fee for each graduation application.
    - The student is allowed take the doctoral final exam before the master's final exam.
    - The examinations must be scheduled on separate days, with a minimum of 15 business days in between the examinations. This period allows time for completion and submission of the thesis or dissertation within the five business day timeline stipulated in Chapter 6.H, before submitting the *Scheduling Examination* form to the Graduate School 10 business days in advance of the second exam.

F. Second Master's Degree

Up to a total of 12 hours of graduate credits that have been applied toward a master's degree at Washington State University may be applied toward a second master's degree. Such credit will be granted only for graded coursework earned at Washington State University and completed with a grade of "B" or higher. Application of such credit toward a student's program for a second master's degree is subject to departmental recommendation and approval by the Graduate School. No credit in 600- and higher-level courses completed before fulfillment of all requirements for the first master's degree may be applied toward a second master's degree program.

Chapter Eight - Doctoral Degree Requirements

"The doctoral program is designed to prepare a student for a lifetime of intellectual inquiry that manifests itself in creative scholarship and research, often leading to careers in social, governmental, business, and industrial organizations as well as the more traditional careers in university and college teaching. The program emphasizes freedom of inquiry and expression and development of the student's capacity to make significant contributions to knowledge. An essential element is the development of the ability to understand and evaluate critically the literature of the field and to apply appropriate principles and procedures to the recognition, evaluation, interpretation, and understanding of issues and problems at the frontiers of knowledge. All of this is most effectively accomplished in close association with those experienced in research and teaching.

"A central purpose of doctoral programs is the extension of knowledge, but this cannot be accomplished on all fronts simultaneously. Students must choose an area in which to specialize or a professor with whom to work. Individualized programs of study are then developed, and advisory committee members are selected. When all courses have been taken, the research finished, the dissertation written, and all examinations passed, the student will have acquired the knowledge and skills expected of a scholar and will have extended knowledge in the field." (The Council of Graduate Schools in the United States, October 1977)

The Graduate School provides a semester-by-semester guideline to assist each graduate student in timely completion of all necessary documentation: http://gradschool.wsu.edu/students/.

A. Maximum Time Limits for Completion of Doctoral Degree

Most students enrolled in doctoral degree programs at WSU require 4-6 years for completion of their program. The Graduate School recognizes that part-time students may require a longer completion period. The maximum time allowed for completion of a doctoral degree is 10 years from the beginning date of the earliest course applied toward the degree. As appropriate, departments may request an extension of this time limit as described in Chapter 6.F.

Each program for a doctoral degree is considered individually. In all cases, requirements for the degree, including defense of the dissertation, must be completed within three years of the date of the satisfactory completion of the preliminary examination. However, the courses on the *Program of Study* remain valid only for 10 years from the earliest date of the course(s) applied toward the degree. It is imperative that students work closely with their programs to develop a timeline for completion that successfully accommodates both deadlines. At least four months must elapse between preliminary and final examinations for doctoral degrees.

B. The Doctoral Advisory Committee

The doctoral advisory committee is nominated on the doctoral student's *Program of Study*. Prior to the third semester of study, the chair of the major program should, in conjunction with the student, appoint an advisor to serve as chair of the student's doctoral advisory committee until a permanent chair is obtained. Ultimately, it is the student's responsibility to obtain and maintain a permanent chair and advisory committee members for the graduate program. For additional information on advisory committee requirements determined by a program's bylaws, see Chapter 1.D. All programs are required to have bylaws. A major function of program bylaws is to define the eligibility of tenure-track and career-track faculty to be appointed as graduate faculty, and the allowed level of participation *(*e.g.*,* serve on, co-chair or chair an advisory committee).

Doctoral advisory committee composition must meet the following minimum requirements:

- All Ph.D. advisory committee members are normally expected to hold a Ph.D. All Ed.D. advisory committee members are normally expected to hold an Ed.D. or Ph.D. On a case-by-case basis, the dean of the Graduate School may approve research active faculty, with other doctoral or equivalent degrees, to serve on a Ph.D. or Ed.D. advisory committee.
- Each doctoral advisory committee must include a minimum of three graduate faculty, with current appointments.
    - At least two of these advisory committee members must be tenured/tenure-track faculty and members of the graduate faculty in the student's program.
    - Unless specified otherwise in the program's bylaws, the chair of the advisory committee must be a tenured/tenure-track faculty.
    - The third committee member does not need to be tenured/tenure-track faculty, and can be graduate faculty in any WSU graduate program.
- *If a program is in the process of developing bylaws,* the advisory committee chair and at least two other advisory committee members must be tenured/tenure-track WSU faculty in the program.
- Advisory committees may have more than three members; however, all members must meet Graduate School policy and program bylaws. The majority of advisory committee members must be graduate faculty in the student's program.
- Individuals who are not WSU faculty may be considered as additional (beyond three) advisory committee members.
    - Such external advisory committee members must hold a degree comparable to that sought by the student and have special knowledge that is particularly important to the student's proposed program.
    - Examples of such external advisory committee members would include faculty from another university or individuals from an appropriate government, business, or industry organization.
    - Such an individual must be nominated to serve on an advisory committee by the program chair to the dean of the Graduate School, who makes the final decision. A current curriculum vita must be included with the request.
- If a minor is declared on the doctoral program, at least one member of the advisory committee must be a graduate faculty member of the minor program. If this representative is tenured/ tenure-track, this representative may fill the requirement of one of the WSU tenured/tenure-track faculty members on the advisory committee. If no minor is declared, there is no requirement for an advisory committee member external to the student's major graduate program. However, when outside supporting work is included in the program, a member of the graduate faculty in the supporting program is recommended.

It is prudent to acknowledge, and when possible avoid, situations that may constitute or may be construed as a conflict of interest when forming a graduate student's advisory committee. Examples of potential perceived or real conflicts of interest include: 1) a new faculty member, who was a WSU graduate student, serving on the advisory committee of a former graduate peer; 2) a faculty member, who is the employer/supervisor of a staff member pursuing a degree, also serving on that staff member's advisory committee; and 3) faculty members whose impartiality may be impacted because of close professional or personal relationships that are separate from their WSU faculty roles.

The student is responsible for establishing and maintaining an advisory committee. WSU faculty have the right to decline to serve on any specific student's advisory committee. All advisory committee members and the major department chair/director must sign the *Program of Study*. Once the *Program of Study* has been filed with the Graduate School, changes may be made to the advisory committee composition by completing the *Committee Change* form.

The Graduate School dean has the final approval for all advisory committees. The dean also has the authority to remove a faculty member from a student's advisory 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.

C. The Program of Study

1. University Requirements

General university requirements and descriptions for the student's program of study are described in Chapter 6.G. The student's advisor, in consultation with suggested advisory committee members, should aid the student in the development of their proposed *Program of Study*, which is then submitted to the chair/director of the appropriate graduate program. It is the chair/director's responsibility to assure that the *Program of Study* meets the minimum requirements of the respective program and Graduate School. The chair/director will submit the *Program of Study* to the dean of the Graduate School for approval to assure that it meets the minimum requirements of the Graduate School. It is important to note that individual graduate programs may have special additional requirements or may require that individual students complete coursework or research beyond the minimum requirements set by the Graduate School. All coursework taken by graduate students need not appear on their programs.

The *Program of Study* should be submitted to the Graduate School during the third semester of study, and no later than the semester before the student anticipates taking the preliminary exam(October 1 deadline for a spring exam; March 1 deadline for a fall exam). Preparation of the *Program of Study* is the responsibility of the student, the advisor, and the doctoral advisory committee. Degree-granting units are autonomous in matters relating to the requirements for a minor (or minors) for each one of their doctoral students, including the option of not requiring a minor.

The core of the Doctor of Philosophy (Ph.D.) program must include a minimum of 15 semester hours of graded coursework (at the 500-level) beyond the bachelor's degree. It should include the most advanced courses appropriate to the field of study listed in the *Graduate Catalog* or approved for graduate credit since publication of the last *Catalog*. Of the minimum number of hours of core graded coursework required on the *Program of Study* (15), none may be from non-graduate credit graded coursework. No more than 9 credits of non-graduate credit graded coursework (300- or 400-level) may be used for the total credits for the *Program of Study*. Many doctoral programs have minimum requirements that exceed those described above; in all cases, students must comply with the minimum standards of their doctoral programs as outlined in the *Program of Study* approved for that student.

Seminars numbered 500 or above which are graded other than P/F or S/F may be part of the core program. Courses graded S/F may not be used in the core program. Only those master's degree and transfer courses at a level equivalent to 500-level courses, and applicable to the doctoral core program, should be listed in this category.

Any course included on the *Program of Study* in which a grade of "C-" or below is earned must be repeated but not on a pass/fail basis.

In addition to the core requirements, the *Program of Study* must include research and additional coursework. Credit in this category, plus that in the core program, must total at least 72 hours. A minimum of 20 hours of 800 credit is required. Unless otherwise specified, special projects, problems, and seminars may be included in this category if they are taken at Washington State University.

The doctoral program may not include courses graded P/F or courses taken as audit.

For more information on general requirements and transfer credit, see Chapter 6.G.2.

Program of Study for Ph.D.

- 72 hours minimum total credits
- 15 hours minimum from graded (A-F) graduate-level (500-level) courses
- 20 hours minimum 800-level research credits*
- 9 hours maximum of undergraduate 300- or 400-level graded courses
- courses for audit and courses graded Pass/Fail may not be used for the Program of Study

Program of Study of Ed.D.

- 72 hours minimum total credits
- 42 hours minimum from graded (A-F) graduate-level (500-level) courses
- 20 hours minimum 800-level research credits*
- 9 hours maximum of undergraduate 300- or 400-level graded courses
- courses for audit and courses graded Pass/Fail may not be used for the Program of Study

*__Note__: All full-time doctoral degree students must register for one research credit of 800 each semester (excluding summers) to track faculty advisor effort.

Any course graded S/F may not be used as graded coursework. Academic excellence is expected of students doing graduate work. 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. Graduate courses are those listed in the *Graduate Catalog* or have been approved for graduate credit since publication of the last *Graduate Catalog*. The head of an academic unit can petition the dean of the Graduate School to allow a student to withdraw from a course if they are not progressing satisfactorily.

2. Filing the Program of Study

After the proposed Program of Study is completed by the graduate student, it must be signed by each Faculty Advisory Committee member and submitted to the major program chair/director and the chair/director of the minor program (if applicable) who will ensure that it meets the requirements of the program and Graduate School. The chair will submit the Program of Study to the dean of the Graduate School via the GRM in myWSU for approval to ensure that it meets the minimum requirements of the Graduate School.

3. Changing the Program of Study

Changes made to the Program of Study must be documented with the appropriate signatures signifying the endorsement of the doctoral advisory committee and the approval of the chair of the program and submitted electronically to the Graduate School via the GRM. If program changes are made, the *Program Change*http://gradschool.wsu.edu/documents/2014/12/program-change.pdf form must be completed, signed, and submitted to the Graduate School before a student may submit an Application for Degree (found at http://gradschool.wsu.edu/facultystaff-resources/18-2/).

4. Fulfilling the Program of Study

Once approved, the doctoral Program of Study becomes the basis of the requirements for the degree. The Program of Study serves as a contract between the student, the advisory committee, and the Graduate

School. Completed courses cannot be removed from the Program of Study to avoid repeating courses with a C- or to change the degree completion deadline.

D. Preliminary Exam Policies

A preliminary examination is required of each doctoral student for advancement to candidacy for the doctoral degree. A preliminary doctoral examination is designed to determine the fitness of the student for pursuing a doctoral program in the chosen field. The examination is intended to cover both major and minor disciplines (if a minor is approved). The major examination may be written or oral (or both), at the discretion of the major program. The minor examination (when applicable) may be written or oral or both, or may be waived, at the discretion of the minor program. When the minor examination is waived, the member of the advisory committee from the minor program shall ballot with the major program. The minor program is notified if the student has less than a 3.0 grade point average on the student's minor work when the minor examination has been waived.

1. Before Scheduling the Preliminary Exam

a. The student must:
- have an approved doctoral Program of Study on file with the Graduate School;
- have completed a substantial portion of the required coursework (six or fewer graded credits remaining on the Program of Study);
- be registered for a minimum of two hours of 800-level research credits; and
- have a minimum cumulative GPA of 3.0 and a minimum 3.0 GPA on the Program of Study.

b. The candidate's advisory committee is responsible for:
- agreeing that the student is ready to take the preliminary exam; and
- verifying that the student is on track to complete all program requirements.

2. Scheduling the Preliminary Exam

- The student is responsible for filling out the *Scheduling Examination* form and obtaining the advisory committee signatures. The form should then be forwarded to the academic coordinator for review by the program chair and final submission to the Graduate School via the GRM.
- The *Scheduling Examination* form must be submitted to the Graduate School no later than 10 business days prior to the proposed date of the examination for a first attempt. If a student is attempting the preliminary exam for a second time, the *Scheduling Examination* form must be submitted no later than 15 business days prior to the proposed date for the exam.
- A student, department chair, graduate program director, advisory committee member, or other concerned member of the WSU community may request that the Graduate School provide an independent observer to be present at any final examination/balloting meeting. This request must be made 15 business days in advance of the exam date. The name of the individual making the request will be confidential. All such requests will be fulfilled by drawing upon a member of the Graduate Mentor Academy. During the scheduling process, the Graduate School will notify the student, advisory committee and department chair/program director if a graduate mentor has been assigned to attend the exam.

3. Scheduling Requirements

- For a first attempt exam, the Graduate School usually appoints a member of the student's advisory committee, preferably the advisory committee chair, to serve as the Graduate School liaison regarding the examination. Preferably, the advisory committee chair is the Graduate School liaison.
- For a second attempt exam, the Graduate School will appoint a representative from the Graduate Mentor Academy to serve as the Graduate School liaison for the examination process.
- Proctored written examinations, oral examinations, and balloting meetings will be held during regular business hours in an academic environment (*e.g.,* on a WSU campus or research extension center).
- If an oral examination is conducted using videoconference technology, it is recommended that at least one advisory committee member be physically present in the room with the student during the preliminary exam**.** This faculty member can provide logistical, technical, and other support to the student during the exam. However, there is no requirement for a committee member or an approved proctor to be present with the student during the examination; examinations can be conducted with all participants attending virtually as long as connectivity throughout the exam can be maintained for the student and all committee members.

4. Examination Process

The content and conduct of the preliminary examination are the responsibility of the faculty of the degree-granting program and the process should be outlined in the program's Graduate Student Handbook. The process must be consistent with the guidelines outlined here.

- Members of the advisory committee must be present (physically or by videoconference) for the entire oral examination. Other graduate faculty in the program are encouraged to attend and participate in the examination.
- It is at the program's discretion whether additional members of the WSU community (students, staff, faculty) are allowed to attend any oral presentation component of the examination and ask questions. Any questioning from a broader audience should not unduly influence the examination outcome.
- There is no time limit for either the written or oral portions of the examination, but all aspects of the examination (i.e., the evaluation of any written component, the oral presentation, and/or the balloting meeting) must be completed within 30 calendar days.
- If any advisory committee members, or graduate faculty intending to ballot, must leave the room or the online session during an oral examination or balloting discussion, the examination or discussion must be recessed until the faculty member returns.

Balloting Meeting

- For oral exams, the ballot meeting must follow immediately after the conclusion of the student's oral exam.
- Only individuals casting ballots or appointed as a representative of the Graduate School are allowed to attend the balloting portion of the exam.
- Advisory committee members must be present at the balloting meeting and must cast a ballot.
- Any graduate faculty in the program may ballot. Individual programs determine in their bylaws which faculty can participate in the graduate program and thus are eligible to ballot in examinations.
- As a best practice, graduate faculty choosing to ballot should have participated in the assessment of all components of the student's work being evaluated during the examination (e.g., read the research proposal or literature review).
- Graduate Mentor Academy members, representing the Graduate School at an exam, do not ballot.
- Ballots must be completed electronically in the GRM module within myWSU. The Graduate School liaison will have access to the completed ballots; while keeping the individual ballots confidential, the Graduate School liaison will announce to the committee whether the student passed. External

committee members who are not WSU faculty may not have access to myWSU. Such participants should communicate their ballot recommendations directly to the Graduate School liaison (e.g., text or email). A scan, snapshot, or fax of the paper ballot should be sent to the Graduate School liaison immediately following the exam via confidential fax or emailed as a pdf file, and this ballot should then be submitted electronically to the Graduate School via email to gradschool@wsu.edu.

- The student must be informed of the outcome immediately after the balloting meeting is adjourned.
- The Graduate School liaison is responsible for ensuring that *all* ballots and the ballot memo are submitted electronically to the Graduate School as soon as possible and no later than five business days following the exam.

Under extraordinary circumstances, on the recommendation of the advisory committee, the dean of the Graduate School may approve alternate arrangements for the examination environment and/or process.

5. Examination Outcome

The candidate shall pass if the number of affirmative ballots is equal to or greater than the minimum listed in the table below. If the number of ballots exceeds the numbers listed in the table, then a minimum of 75% of the ballots must be affirmative for the student to pass.

Table of Preliminary Exam Ballots

Number of Ballots	Minimum Number of Affirmative Ballots
3	3
4	3
5	4
6	5
7	6
8	6

6. Second Attempt Exam

In the event of a failed first attempt, a second and final attempt may be scheduled after a lapse of at least three months, but no longer than two academic semesters (excluding summer). The exception to the allowance of a second attempt may occur if a member of the Graduate Mentor Academy (appointed by the Graduate School) presided over the student's first exam and agrees that a re-examination is not an appropriate disposition of the case (see Chapter 1.E.2, Examination Failure). When scheduling a second exam, the scheduling form must be submitted to the Graduate School at least 15 business days in advance of the exam day. A member of the Graduate Mentor Academy will be appointed by the Graduate School and must be present at re-examination. The entire committee must be present and vote. A student who has failed two examinations will be dismissed from the Graduate School. Should there be procedural irregularities or extenuating circumstances during the first or second examination, the student has the right to appeal to the Graduate School in the event of examination failure.

7. Timing of the Preliminary Examination Relative to Final Exams

- A student may take a master's final exam in the same semester as a preliminary exam.
- In general, a doctoral final exam cannot be scheduled in the same semester as the preliminary exam. Four months must elapse between the successful completion of the preliminary exam and scheduling of the doctoral final exam.

E. Doctoral Final Exam Policies

All doctoral programs require that a candidate prepare a dissertation. The dissertation is a scholarly, original study that represents a significant contribution to the knowledge of the chosen discipline. The student must enroll for research (800-level) credits while preparing and defending the dissertation.

Approval for use of human subjects, animals, or biohazardous materials in research is required before research is initiated. If the student plans to utilize human subjects, animals or biohazardous materials for research, the student must contact the Office of Research Assurances (see Chapter 11 for additional policies and resources concerning research).

The doctoral advisory committee is responsible for ensuring that the student has followed an appropriate format and that the content is acceptable. The advisory committee members must read and return drafts of dissertations to the student within a reasonable period of time. The Faculty Senate Graduate Studies Committee recommends that advisory committee members hold drafts for no longer than 30 calendar days.

Washington State University participates in the ProQuest Dissertation Publishing program and submits all dissertations to this organization for publication upon acceptance. No material in the dissertation may be restricted in any way; the dissertation must be made available through the Washington State Libraries and ProQuest for inspection by any interested parties. If copyrighted material is included in the dissertation, written permission must be obtained from the copyright owner to reproduce the material in the dissertation. Such written permission must be submitted to the Graduate School at final acceptance.

A candidate for a doctoral degree must pass a final oral examination. This examination will be primarily a discussion and defense of the dissertation. However, the examination may cover the general fields of knowledge pertinent to the degree.

1. Before Scheduling the Final Exam

a. The student must:

- have completed all graded coursework required by the program or listed on the approved *Program of Study*;
- be registered for a minimum of two hours of 800-level credits;
- have passed the preliminary exam at least four months prior to scheduling the final exam. **Note**: students are expected to complete and defend their dissertation within three years of passing their preliminary exam and advancement to candidacy.
- have a minimum cumulative GPA of 3.0 and a minimum 3.0 GPA on the *Program of Study*;
- complete the Application for Degree in myWSU. The graduation fee must be paid before the final exam is scheduled; and
- wait a minimum of three months after a failed first attempt before scheduling a second attempt at the final exam.

b. The candidate's advisory committee is responsible for:

- approving all aspects of the final dissertation before the student schedules the final exam. The student will only have five business days after the final exam to make any requested changes to the dissertation (Chapter 6.H); and

- verifying that the student will complete all program requirements by the end of the semester in which the final exam is taken.

2. Scheduling the Final Exam

- The student is responsible for filling out the *Scheduling Examination* form and obtaining the advisory committee signatures. The form should then be forwarded to the academic coordinator for review by the program chair and final submission to the Graduate School via the GRM.
- The *Scheduling Examination* form must be submitted to the Graduate School no later than 10 business days prior to the proposed date of the examination for a first attempt. If a student is attempting the final exam for a second time, the *Scheduling Examination* form must be submitted no later than 15 business days prior to the proposed date for the exam.
- The student must upload a draft of their dissertation to ProQuest at www.dissertations.wsu.edu. For dissertations, copyright, distribution, and binding decisions must be made and paid for in full when uploading the draft; these selections will apply only to the final version approved by the Graduate School. The *Scheduling Examination* form will ***not*** be processed until the Graduate School has received the dissertation draft. Graduate School staff will advise the student if there are any formatting issues that need to be addressed before the thesis can be accepted by the Graduate School and ProQuest.
- The dissertation must be available for public inspection in the graduate program's office at least five business days prior to the final examination.
- When advisory committee members sign the *Scheduling Examination* form, they indicate that they have read and approved a printed or electronic dissertation, suitable in content and format, for defense and submission to the Library (Chapter 6.H). They also indicate their acceptance of the date, time, and place of the final examination.
- A student, department chair, graduate program director, advisory committee member, or other concerned member of the WSU community may request that the Graduate School provide an independent observer to be present at any final examination/balloting meeting. This request must be made 15 business days in advance of the exam date. The name of the individual making the request will be confidential. All such requests will be fulfilled by drawing upon a member of the Graduate Mentor Academy. During the scheduling process, the Graduate School will notify the student, advisory committee and department chair/program director if a graduate mentor has been assigned to attend the exam.

3. Scheduling Requirements

- For a first attempt exam, the Graduate School usually appoints a member of the student's advisory committee to serve as the Graduate School liaison regarding the examination process. Preferably, the advisory committee chair is the Graduate School liaison.
- For a second attempt exam, the Graduate School will appoint a representative from the Graduate Mentor Academy to serve as the Graduate School liaison for the examination process.
- The oral examination and balloting meeting will be held during regular business hours in an academic environment (e.g., on a WSU campus or research and extension center).
- If the oral examination and balloting meeting are conducted using videoconference technology, it is recommended that at least one advisory committee member be physically present in the room with the student during the oral final exam**.** This faculty member can provide logistical, technical, and other support to the student during the exam. However, there is no requirement for a committee member or an approved proctor to be present with the student during the examination; examinations can be

conducted with all participants attending virtually as long as connectivity can be maintained for the student and all committee members.

4. Examination Process

The standard process for the doctoral final examination varies across disciplines and programs. However, the policies and procedures established for final exams by a graduate program should be outlined in the program's Graduate Student Handbook and must adhere to the guidelines provided here.

- Presentations of dissertation results are public events. All faculty and students, regardless of discipline, are encouraged to attend. Audience members may be allowed to ask questions, but such questioning should not unduly influence the examination outcome.
- It is acceptable to conclude the public presentation and conduct a separate examination portion with only members of the advisory committee and program graduate faculty in attendance and asking examination questions. Again, the standard procedure of the program should be clearly described in the program's graduate handbook and applied consistently to all students.
- The examination portion of the oral exam should not exceed two-and-one-half hours.
- If any advisory committee members, or graduate faculty intending to ballot, must leave the room or the online session during the examination or balloting discussion, the examination or discussion must be recessed until the faculty member returns.

Balloting Meeting

- The ballot meeting must follow immediately after the conclusion of the student's oral exam.
- Only individuals casting ballots or appointed as a representative of the Graduate School are allowed to attend the balloting portion of the exam.
- Advisory committee members must be present at the balloting meeting and must cast a ballot.
- Any graduate faculty in the program may ballot. Individual programs determine in their bylaws which faculty can participate in the graduate program and thus are eligible to ballot in examinations.
- As a best practice, graduate faculty choosing to ballot should have participated in the assessment of all components of the student's work being evaluated during the examination (e.g., read the dissertation).
- Graduate Mentor Academy members, representing the Graduate School at an exam, do not ballot.
- There is no separation into major and minor fields; all examiners ballot on the total examination.
- Ballots must be completed must be completed electronically in the GRM module within myWSU..
- The Graduate School liaison will have access to the completed ballots;while keeping the individual ballots confidential, the Graduate School liaison will announce to the committee whether the student passed. External committee members who are not WSU faculty may not have access to myWSU. Such participants should communicate their ballot recommendations directly to the Graduate School liaison (e.g., text or email). A scan, snapshot, or fax of the paper ballot should be sent to the Graduate School liaison immediately following the exam, and this ballot should then be submitted electronically to the Graduate School via email to gradschool@wsu.edu.
- The student must be informed of the outcome immediately after the balloting meeting is adjourned.
- The Graduate School liaison is responsible for ensuring that *all* ballots and the ballot memo are submitted electronically to the Graduate School as soon as possible and no later than five business days following the exam.

Under extraordinary circumstances, on the recommendation of the advisory committee, the dean of the Graduate School may approve alternate arrangements for the examination environment and process.

5. Examination Outcome

The candidate shall pass if the number of affirmative ballots is equal to or greater than the minimum listed in the table below. If the number of ballots exceeds the numbers listed in the table, then a minimum of 75% of the ballots must be affirmative for the student to pass.

Table of Doctoral Final Exam Ballots

Number of Ballots	Minimum Number of Affirmative Ballots
3	3
4	3
5	4
6	5
7	6
8	6

6. Second Attempt Exam

In the event of a failed first attempt, The exception to the allowance of a second attempt may occur if a member of the Graduate Mentor Academy (appointed by the Graduate School) presided over the student's first exam and agrees that a re-examination is not an appropriate disposition of the case (see Chapter 1.E.2, Examination Failure). When scheduling a second exam, the scheduling form must be submitted to the Graduate School at least 15 business days in advance of the exam day. A member of the Graduate Mentor Academy will be appointed by the Graduate School and must be present at re-examination. The entire committee must be present and vote. A student who has failed two examinations will be dismissed from the Graduate School. Should there be procedural irregularities or extenuating circumstances during the first or second examination, the student has the right to appeal to the Graduate School in the event of examination failure.

7. Taking More than One Examination During the Same Semester

- If a student is completing a master's and a doctoral degree in the same discipline, the master's final exam must be completed at least one semester prior to taking the doctoral final exam.
- A student may take a master's final exam and a doctoral final exam in the same semester, provided the degrees are in different disciplines and subject to the following conditions:
  - The student must obtain written approval from the advisory committees and program chairs/directors for each degree, and this approval must be submitted with the *Scheduling Examination* forms. The student will have to apply for graduation for both degrees and pay a separate fee for each graduation application.
  - The student is allowed take the doctoral final exam before the master's final exam.
  - The examinations must be scheduled on separate days, with a minimum of 15 business days in between the examinations. This period allows time for completion and submission of the thesis or dissertation within the five business day timeline stipulated in Chapter 6.H, before submitting the *Scheduling Examination* form to the Graduate School 10 business days in advance of the second exam.

F. Second Doctoral Degree

Applicants holding a doctoral degree or having completed all requirements for the doctoral degree may be admitted to a second doctoral program at Washington State University under the following conditions and with the following provisions governing enrollment and the academic program:

- If the applicant is admissible to the Graduate School and to the doctoral program to which the applicant is applying and explanations for seeking a second doctorate are acceptable to the program, the applicant may be admitted as a degree-seeking graduate student in the doctoral program of the applicant's choice.
- While the process outlined above is underway, the applicant may be considered for admission as a not-advanced degree candidate (NADC) (not a degree candidate) in the program to which the applicant is applying for doctoral studies. If accepted by the Graduate School and the program concerned, the applicant may enroll as a NADC student without the usual restrictions controlling transfer of credit from NADC to degree-seeking status. The applicant for a second doctoral program who accepts NADC status should understand that this is not merely a formality prior to admission to a doctoral program. NADC status admission in no way implies ultimate admission to a doctoral program.
- The Academic Policies of the Graduate School will govern the enrollment and programs of all students studying for the second doctorate. There will be a special requirement that all the 15 minimum credit core requirements must be graded coursework at the graduate (500) level and taken at Washington State University. If the student has taken the first doctoral degree at WSU, the student must take a minimum of 15 core-graded credits toward the second degree; none of the research credits from the first degree may count toward the second degree. Second doctoral degree students (NADC status) will be eligible for appointment as teaching and research assistants for a maximum of two academic years and two summer sessions.

Chapter Nine - Graduate Assistantships

To facilitate graduate education, Washington State University has teaching, research, and staff assistantships available for qualified graduate students who are pursuing programs of study leading to advanced degrees at WSU. The assistantship provides a financial package that assists students in funding their graduate education.

A Teaching Assistantship (TA) is an appointment in which a graduate student's primary duty is teaching or serving as a teaching assistant. TAs are available to qualified graduate students in academic departments. Students should contact their department/program to inquire about TA opportunities.

A Research Assistantship (RA) is an appointment in which a graduate student is engaged in research under a faculty member's supervision. RAs are available in many departments and special programs. Students should contact their department/program to inquire about RA opportunities.

A Staff Assistantship (SA) is an appointment in which a graduate student engages in service that enhances the student's educational pursuits at WSU. These appointments require a letter of support from the student's faculty advisor.

For further information, students should visit the Graduate School's websites: https://gradschool.wsu.edu/student-finance-page/ and https://gradschool.wsu.edu/pullman-campus-jobs/.

Service Requirements for Assistantships

a. 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).
b. Half-time service (0.50 FTE) 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 proportional basis.
c. 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 classes are 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).
d. There is no annual leave or sick leave associated with assistantship appointments. For Short-term Parental Leave, see Chapter 5.A.6.c.

Fellowships or Traineeships are available in some departments and programs through grants from government agencies and other private sources. No service to the university is required of fellows or trainees. The departments and programs initiate these awards and inquiries should be directed to the relevant academic unit.

Students should contact the department in which the assistantship is desired. Some departments may require application materials or additional information.

A. Eligibility

The Graduate School will determine eligibility for an assistantship and will review and approve the terms of the proposed appointment. Graduate appointments are limited to those who are pursuing programs of study leading to advanced degrees at Washington State University.

1. Students admitted to the Graduate School in degree-seeking graduate status who have a 3.0 grade point average or higher are eligible for a graduate assistantship.
2. Provisionally admitted students in degree-seeking status with grade point averages above 2.75 may receive an initial appointment if recommended and justified by the department/program chair.
3. Students admitted in **non-degree seeking** classifications (formerly UNDG, NADC, including students enrolled solely in a graduate certificate program, or undergraduate non-degree status) are not eligible for a graduate assistantship.
4. International graduate students whose native language is not English and who have not previously held a teaching assistantship at Washington State University are required to take an English proficiency examination [the International Teaching Assistant (ITA) evaluation] before being granted a teaching assistantship. Departments/programs that plan to offer teaching assistantships to international students whose native language is not English must inform the students that they are required to take an English language proficiency examination before being granted a teaching assistantship. The department also must schedule the exam with the Intensive American Language Center before the date of the appointment. A faculty member from the requesting department will be required to attend the examination for each of the students to be evaluated.
5. The Graduate School requires that, to comply with state of Washington law (RCW 28B.112), any student desiring to be considered for an assistantship must declare whether the student is the subject of any sustained findings of sexual misconduct in any current or former employment or is currently being investigated for, or have left a position during an investigation into, a violation of any sexual misconduct policy at the applicant's current or past employers. The (sexual misconduct statement (SMS) form will be sent to graduate students after they have accepted an offer of admission.

B. Tuition Waivers

All graduate students admitted to the Pullman, Spokane, Tri-Cities, or Vancouver campuses who have been awarded a teaching, research, or staff assistantship of one-half-time (0.50 FTE) or more may qualify for waivers of the non-resident and/or resident tuition.

1. To qualify for a resident or non-resident tuition waiver, ***students must reside in the State of Washington*** (RCW 28B.15.014).
2. For newly admitted students who are U.S. citizens or permanent residents but who are not residents of Washington State, non-resident waivers are available but cannot be guaranteed beyond one year. These students should contact the Graduate School for information regarding residency requirements and establishing residency.
3. To qualify for the non-resident or resident tuition waiver, appointments must be for the full semester or for the full academic year. If an appointment terminates during the semester, a graduate student may lose all waivers and be responsible to pay full tuition. In special circumstances, a request may be made for the student to be responsible to pay a prorated portion of the tuition.
4. Waivers do not cover mandatory graduate student fees. Graduate students on an assistantship will be responsible to pay the mandatory student fees each semester, as well as a small portion of the tuition due that cannot, by law, be waived. For students on a half-time assistantship with full waivers, the amount to be paid for the current semester can be found at http://gradschool.wsu.edu/facultystaff-resources/712-2/.
5. The Graduate School does not provide tuition waivers to offset tuition for students admitted to Global Campus programs.

6. Students wishing to participate in special scholar programs in which tuition waivers are granted by the Graduate School must be admitted to a Pullman, Spokane, Tri-Cities, or Vancouver-based program to be eligible for the tuition waiver.
7. The Graduate School does not provide tuition waivers during the summer; however, graduate students on assistantships during the summer session may qualify for a teaching assistantship (TA) tuition waiver through the Summer Session Program or a qualified tuition reduction (QTR) through a non-state-funded assistantship appointment.

C. Required Training for Graduate Assistants

As key contributors to the WSU community, graduate assistants have a responsibility to maintain high standards of professional and ethical conduct. To this end, graduate students are required to complete two mandatory trainings: (a) Responsible Conduct of Research, and (b) Discrimination, Sexual Harassment, and Sexual Misconduct Prevention. Training requirements are described further in the Graduate Appointment Processing memo, specifically Section B: Eligibility. This memo is published each semester, and is available on the Graduate School web page https://gradschool.wsu.edu/assistantships/ under "Graduate Assistantship Processing Memo."

Mandatory training on the Responsible Conduct of Research (RCR) is required of all graduate students, and it is a service requirement for graduate assistants. This is a web-based training located at http://myresearch.wsu.edu. Students should take this training as soon as possible and are required to renew the training after five years. Students are not eligible for an assistantship until the RCR training is complete. Effective Fall 2020, graduate students are required to take the Collaborative Institutional Training Initiative (CITI) RCR training. This replaces the previous requirement for the WSU internal Responsible Conduct of Research Education module for graduate students.

All graduate students on assistantship are also required to complete the Discrimination, Sexual Harassment, and Sexual Misconduct Prevention (DSHP) training, offered online through the WSU Human Resource Services (HRS) at (http://hrs.wsu.edu/dshp). This training is mandatory for all WSU faculty, staff, and graduate students on assistantships, and must be renewed every five years.

For both RCR and DSHP training, a grace period of one semester will be granted for students who have not completed the training at the start of their assistantship. However, a hold will be put on their registration for future semesters, preventing processing of assistantships, until the trainings have been completed. To ensure timely processing of assistantships, students should complete the trainings in their first semester by the following deadlines: September 30th (Fall semester), January 31st (Spring semester) and June 30th (summer semester). If DSHP training is completed after these dates, this hold can be released if the student presents a certificate of completion to Graduate School. Graduate programs are responsible for ensuring students on assistantship complete the trainings before the deadline each semester and that the trainings are renewed every five years. If an assistantship is processed late because the student did not complete both trainings in a timely manner, the student will be responsible for paying all late fees applied to the student's account and may lose eligibility for the assistantship.

D. Academic Load for Graduate Assistants

While graduate assistants may be required by the major department/program to register for a greater number of credit hours than the normal academic load of 10-12 credits, they must enroll at least for the following minimums:

- Graduate students on appointment as teaching, research, or staff assistants during the academic year must be enrolled full time for a minimum of 10 credit hours, or 3 credit hours during the summer if on a summer assistantship.
- Students on non-service funding must enroll for a minimum of 10 credit hours per semester during the academic year, or a minimum of 3 credit hours during the summer if on appointment for the entire year.
- Credits in excess of 18 credit hours in an academic semester or 3 credit hours during the summer are ***not*** covered by tuition waivers.
- Credit hours of enrollment in "Audit" status are not included in calculating the student's academic load. Also, 100- and 200-level PE Activity courses do not count toward the minimum 10-credit enrollment requirement.

Note: Loads in excess of 18 credit hours in a regular semester, or 8 or 10 credit hours in six- and eight-week summer sessions, respectively, are considered overloads and must have the approval of the major professor and the concurrence of the dean of the Graduate School. Students on appointment as teaching, research, or staff assistants also must have approval of their supervisors to take an overload.

E. Assistantship Stipends

Stipends for full-time and half-time (by semester or by academic year) graduate assistantship appointments are flexible. However, it is expected that academic units will provide a consistent stipend for an entire academic year, assuming no change in the student's status. This stipend level will be communicated to the student with an official offer letter. Academic units are strongly discouraged from lowering stipend levels mid-academic year. An Assistantship Stipend Guide is available to departments on the Graduate School website at http://gradschool.wsu.edu/assistantships/. Graduate assistants who qualify also receive a health insurance benefit. Information about the health benefit can be found at https://gradschool.wsu.edu/graduate-assistant-medical-insurance/.

F. Assistantship Offer, Appointment, Reappointment, and Evaluation and Certification of Effort

Academic departments generally offer assistantships as part of their recruitment process. Once the applicant is evaluated by the Graduate School, the department reviews the applicant's credentials and application materials to make an admission decision. When the department notifies the applicant that they are recommending the applicant to the Graduate School for admission, they often extend an offer of assistantship, if available. The assistantship offer is made in a letter to the applicant, signed by the program director, department chair, or appointing authority, indicating the terms and conditions of the assistantship, and the stipend, tuition waiver(s), and health benefits associated with the assistantship. An offer letter template is available at: http://gradschool.wsu.edu/facultystaff-resources/712-2/. The letter should also include a copy of the Acceptance of Financial Support (below) and indicate that if interested, the student must accept the offer in writing no later than April 15.

1. Acceptance of Financial Support

- Washington State University subscribes to the Resolution of the Council of Graduate Schools in the United States regarding scholars, fellows, trainees, and graduate assistants. A link to the full text of this Resolution may be found at http://www.cgsnet.org/policy-papers-reports-and-resolutions.
- Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an

agreement that both student and university expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

- Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution.
- For instances in which an incoming student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer.
- It is further agreed by the institutions and organization subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

2. Appointment

- TAs are not authorized to teach a course that carries graduate credit**;** they may assist in a course carrying graduate credit but cannot have the major responsibility for delivering the curriculum or participate in the assignment of grades.
- Graduate assistants will normally be appointed half-time (0.50 FTE) at a stipend level listed on the Assistantship Stipend Guide (see 9.E above).
- The Graduate School strongly discourages graduate assistants from working additional hours beyond their 0.50 FTE because the additional time often has a negative impact on students' academic progress and time toward completing a degree. At the same time, the Graduate School realizes that these opportunities often can provide students with professional development, support their specific career goals, and/or provide additional financial resources. Consequently, the Graduate School recommends the following guidelines for programs that have graduate assistants who want to work additional hours beyond the 0.50 FTE appointment:
  - Ideally, the additional work should add to the professional development of students or support their specific career goals.
  - More than 5 additional hours per week is strongly discouraged.
  - In cases of more than 5 additional hours per week, the graduate program director should ***review and approve the additional work in writing*** and routinely screen to ensure that the student is making good progress in the program. The following should be considered in the review process: (1) the student's current status in the program (performance and longevity); (2) the student's timeline for degree completion; (3) how the work involved contributes to the student's academic work and progress; and (4) the number of additional hours of work per week expected of the student. The program director should ensure, ***in written memo to the dean of the Graduate School,*** that if the student does not complete the degree requirements in a timely manner that the department will continue to fund the student until the requirements are met.

3. Reappointment for the Next Academic Semester/Year

- Reappointments normally will be approved if recommended by the department/program provided the student has successfully performed the duties of the assistantship, maintained a 3.0 cumulative grade point average or higher in all work (including undergraduate coursework) since initial admission to the Graduate School. Continuation of an assistantship is contingent upon satisfactory academic performance as determined by satisfactory annual reviews, maintaining the minimum GPA required by the program (as stated in the program handbook and/or offer letter), and satisfactory progress in

research (e.g., at a department's discretion, a student who earned a U (unsatisfactory) grade for research credits might not be recommended for continued assistantship support).

- Departments should notify the graduate student in writing of the reappointment for fall semester as early as possible in the preceding spring semester and request the graduate student's acceptance of the reappointment for the following fall be submitted in writing no later than April 15.
- Time limitations for assistantships will be examined during program review. Programs should make every effort to support graduate students during their graduate studies with careful consideration for facilitating an optimal time to degree.

4. Evaluation and Certification of Effort

If a graduate student is appointed to an assistantship for a semester, including the summer, or for the entire academic year, the department is responsible for ensuring that the student receives a review of progress in fulfilling the responsibilities of the assistantship. In addition, all students appointed to an assistantship must certify annually that they have met the requirements of the assistantship. Certification requires both the student's and the department/supervisor's signature indicating that the student did all of the following during the appointment period:

- remained enrolled full time (at least 10 credits during the regular academic year, 3 in summer);
- maintained a 3.0 cumulative GPA during the period of the appointment; and
- met the service requirement of an average of 20 hours per week for 0.50 FTE as scheduled by the department/supervisor (or based on hours required for partial FTE appointment).

This certification requirement may be added to the department's annual review form and/or the assistantship review form. If the student did not meet one or more of these requirements, the student will not be reappointed to the assistantship, unless the student is granted an exception to policy based on extenuating circumstances. Exceptions to policy must be submitted by the department chair/program director to the dean of the Graduate School.

G. Termination of an Assistantship

1. Non-renewal at the End of the Semester

Assistantships are granted on a semester basis, unless specifically stated otherwise in a written letter of offer, and are renewed each semester at the discretion of the Graduate School and the department. Reasons for non-renewal may include, but are not limited to, academic deficiency, failure to make adequate research progress (RA), poor performance of required duties (TA or SA), violation of the University's academic integrity policies, or violation of the Standards of Conduct for Students. The Graduate School recommends that departments provide graduate assistants a written notice thirty (30) calendar days prior to the end of the current semester if an assistantship will not be renewed for the following semester. However, notice is not required.

2. Termination Mid-Semester or before the end of period stipulated in current offer letter

Departments and programs working with graduate assistants should provide adequate supervision and training so that assistants can be successful in their positions. Appointment responsibilities and clear expectations should be provided in writing, along with written feedback and opportunities for improvement in performance. Performance factors may include, but are not limited to, quality of work, quantity of work, job knowledge, working relationships, and attendance. For those students who encounter performance difficulties, supervisors are to contact the Graduate School for advice. In accordance with the procedures below, a supervisor may recommend termination of an assistantship mid-semester to the department chair or director, as applicable, for reasons such as continual deficient performance or misconduct while

performing the duties of the assistantship, misconduct while engaging in other educational activities, violation of the University's academic integrity policies, or violation of the University's Standards of Conduct for Students. If the termination is at the end of the semester when the student has a current multi-semester offer letter, reasons may also include failure to meet contingencies stated in the offer letter, specifically maintaining a cumulative GPA $\geq$ 3.0, making satisfactory progress toward degree requirements, and fulfilling assistantship service requirements and duties satisfactorily.

Except in very serious cases of misconduct, a department that seeks termination of an assistantship must have previously informed the assistant in writing of the specific deficient performance and/or misconduct and must have given the assistant a reasonable opportunity to correct the deficiencies. If the assistant fails to satisfactorily correct the deficiencies or conduct within the designated time, the department or director may issue a written notice of termination for cause.

The written notice of termination should state the specific reasons for the action and provide the assistant with an opportunity to appeal the decision. Termination of an assistantship is subject to appeal in accordance with the Graduate and Professional Student's Grievance Procedures set forth in Chapter 12.E.3. The decision is held in abeyance pending the outcome of the appeal. During the appeal process, while the student is still receiving the assistantship stipend, the department can request that the student continue to meet the requirement of twenty hours per week of service. If the student needs to be removed from a specific project immediately, the department should reassign the student to departmental funding and/or other duties until a final decision is made regarding the appointment.

If no appeal is filed, the department may proceed with the paperwork to terminate the appointment. Once the period for filing an appeal has ended, the termination of the appointment will occur retroactively as of the date of the termination notice and may result in the termination of the tuition waivers provided to the assistant as a benefit associated with the appointment. If the tuition waivers are terminated, the student may be responsible for the full tuition costs or a prorated in-state (and out-of-state, as applicable) tuition costs for that semester. If an appeal is filed, the student must remain in an assistantship position pending a decision by the dean of the Graduate School. If the appeal is denied, then termination is effective the date of the denial notice to the student.

3. Termination for Conduct Violations

Because current WSU enrollment is a condition of holding an assistantship, assistantships will terminate immediately upon withdrawal or disenrollment from WSU, or a final order of suspension or expulsion as a result of a violation of the Standards of Conduct for Students.

Assistantships may be terminated based on any other final orders as a result of a violation of the Standards of Conduct for Students. The termination of an assistantship is subject to appeal under the graduate student grievance procedures set forth in Chapter 12.E.3.

To appeal the findings or sanctions imposed by the Standards of Conduct for Students, the student must follow the appeal process outlined in the Standards of Conduct for Students.

Chapter Ten – Graduation

A. Graduation Requirements

Students who wish to graduate must complete an Application for Degree in myWSU by the deadline of the semester in which they wish to graduate. This application must be completed before a final examination can be scheduled. The graduation requirements of the Graduate School in effect at the time of the student's initial admission as a regular or provisional graduate student must be met for completion of a graduate degree program. Graduate program requirements for graduation are those in effect at the time the student files a *Program of Study*.

Subsequent changes in degree requirements of the Graduate School or in graduate program requirements may be substituted at the option of the student upon approval by the master's or doctoral advisory committee, by the department chair/program director, and by the dean of the Graduate School.

If a student is dropped from the University for failure to maintain continuous enrollment, the graduation requirements of the Graduate School are those in effect at the time of readmission to the Graduate School.

The time limit for the use of graduate credits toward a master's degree or a graduate certificate is six years from the beginning date of the earliest course applied toward the degree or certificate.

The time limit for the use of graduate credits toward a doctoral degree is ten years from the beginning date of the earliest course applied toward the degree. In all cases, work for the degree must be completed within three years of the date of the satisfactory completion of the preliminary examination. At least four months must elapse between preliminary and final examinations for doctoral degrees.

B. Certification of Candidacy for Doctoral Students

1. Preliminary Examination

A preliminary examination is required of each doctoral student (Ph.D. and Ed.D.) for advancement to candidacy for the doctoral degree. See Chapter 8.D for more information regarding the preliminary examination process.

2. Certification of Candidacy

Once the student has passed the preliminary examination, the Graduate School notifies the student of the official doctoral candidacy and the degree completion deadline.

C. Degree Audit

A degree audit is performed after the student submits an *Application for Degree*. The audit process involves checking the student's *Program of Study* and current transcripts to ensure that all academic requirements have been met. If there are changes that are not reflected on the *Program of Study*, the student will be notified of the discrepancies. To correct the discrepancies, the student will be required to submit a signed *Program Change* form.

D. Degree Clearance

Results are compiled by clearing all students who submit every Graduate School requirement for which they are being held. These held items, which include library, academic and financial requirements, are reported on the student's official To-Do list. Once cleared, degrees are posted on the WSU transcript and a list is given to the dean of the Graduate School for official signature approval. After university approval, diplomas are printed and mailed to graduates.

E. Commencement Participation and Receipt of Degree

Commencement on the Pullman campus is held every December and May; commencement on the other campuses is held in May only. Master's candidates who plan to complete their degree requirements in May or August may attend the May ceremony. Students are required to have an approved *Program of Study* on file when they submit the *Application for Degree* through myWSU the appropriate semester. December candidates will be invited to the December or the following May ceremony. Doctoral students who complete all degree requirements during spring may attend the May ceremony. Doctoral students must have everything completed and must have submitted their final dissertation to the Graduate School office to participate in commencement.

F. Diplomas

The Graduate School requires that a student's official name as listed in the WSU system (in the format first, middle, last) be listed on the diploma. Students may choose to have or not have their middle names on the diploma. If a student wants a different name listed on the diploma, the student must submit an official name change to WSU Payroll Office, along with the appropriate legal documentation that the student's name has changed. Diplomas are mailed approximately two months after the end of the term in which a student graduates. All requirements listed on a student's To-Do list must be received by the Graduate School before diplomas are released. Degrees are posted to transcripts approximately six weeks after the end of the term in which a student graduates. A letter verifying that the degree requirements are complete can be provided by the Graduate School before the degree is posted on the student's transcript if all degree requirements have been met.

G. Applying for Graduation for a Graduate Certificate

During the final semester in which the certificate coursework is being completed, students must submit to the Graduate School an *Application for a Graduate Certificate* with the appropriate departmental signatures by the application for degree deadline. A processing fee is required with the application.

Chapter Eleven - Special Issues Concerning Research

Research is an integral part of graduate student training. The Graduate School promotes high ethical standards among graduate students engaged in research activities and supports faculty in their efforts to educate students in the responsible conduct of research. Responsible research involves establishing an environment that fosters open communications, promotes best practices, and establishes a culture of integrity and scholarship. Information on human subjects; animal welfare; conflicts of interest; data acquisition, management, sharing and ownership; and publication practices and responsible authorship provide guidance to graduate students as they learn to become responsible researchers. This section of the policies and procedures manual provides an overview of links to policies, procedures, and resources that graduate students should access to be responsible researchers at WSU.

A. Research Conduct

All graduate students are required to complete training on Responsible Conduct of Research during their first semester as a graduate student; the training is a requirement for graduate assistants. Students should take this training as soon as possible and will need to retake it after a five-year period. This web-based training is located at https://myresearch.wsu.edu/login.aspx?ReturnUrl=%2fdefault.aspx. Additional information regarding research ethics may be found at the following sites.

Online training for Collaborative Institutional Training Initiative (CITI) Responsible Conduct of Research: https://myresearch.wsu.edu/login.aspx?ReturnUrl=%2fdefault.aspx

- Data management and laboratory ethics: https://orso.wsu.edu/
- Managing conflict of interest in research and scholarship: https://orso.wsu.edu/
- Policy for responding to allegations of scientific misconduct can be found at: https://research.wsu.edu/office-research/policies/ethics/
- State of Washington ethics policies: http://ethics.wa.gov/
- Office of Research Integrity, U.S. Department of Health and Human Services: http://ori.hhs.gov/

B. Grants to Graduate Students

The WSU Policy Statement for graduate students seeking support from foundations, federal agencies, or other sources outside the university can be found at: https://orso.wsu.edu/.

C. Patents and Copyrights

Graduate students should expect that advisors and mentors will acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyrights and patents. State and university policy and other information regarding patents and copyrights may be found at the following sites.

- Office of Commercialization: http://commercialization.wsu.edu/
- General information related to copyrights: https://printing.wsu.edu/copyright/
- Patent/copyright obligations from employee to employer: https://orso.wsu.edu/
- Faculty Manual: https://facsen.wsu.edu

D. Research Involving Animal Subjects

All vertebrate animal use in research, teaching and testing must comply with all university, state, and federal requirements as stated by the university Institutional Animal Care and Use Committee (IACUC). Faculty and

graduate students can find additional information regarding these obligations and requirements at http://www.iacuc.wsu.edu.

E. Research Involving Human Subjects

All research involving human subjects must be approved by the Institutional Review Board (IRB), a Presidential committee within the Office of Research Compliance. Additional information regarding these obligations and requirements may be found at http://www.irb.wsu.edu/

F. Research Involving the Use of Biohazards

Potentially biohazardous materials include (but are not limited to) recombinant DNA, genetically modified organisms, select biological agents and toxins as well as infectious agents or pathogens (human, animals, or plant). Information regarding biosafety requirements for use of biohazards in research may be obtained at the following sites.

- Institutional Biosafety Committee: http://www.bio-safety.wsu.edu/
- WSU Biosafety web site: http://www.bio-safety.wsu.edu/biosafety/

G. Research Involving the Use of Hazardous Chemicals

Information regarding the use of hazardous chemicals (e.g., chemicals that may be carcinogens, teratogens, mutagens, flammable, corrosive, explosive) in research may be obtained at the website of the Environmental Health and Safety, Laboratory Safety: http://ehs.wsu.edu/labsafety/import_index.html

If you need to ship hazardous chemicals, or chemicals that you think may be hazardous, refer to the Hazardous Materials Shipping website or call the shipping cell number (509) 432-3869 to reach a coordinator.

- Hazardous Materials Shipping: http://www.ora.wsu.edu/Shipping/
- Pesticides Policy: .

H. Research Involving the Use of Ionizing Radiation

Information regarding possession and use of sources of ionizing radiation, including materials or machines, for research, teaching, or service under the authority of the University may be obtained at the following sites:

- Safety Policies and Procedures Manual, Chapter 9.0, Radiation Safety http://www.wsu.edu/manuals_forms/HTML/SPPM/9_Radiation_Safety/9.00_Contents.htm
- Radiation Safety Office (www.rso.wsu.edu)

I. Conflict of Interest

Conflicts of Interest (COI) and Commitment Conflicts of Interest are not necessarily good or bad. What is important is how they are managed, and such conflicts must be acknowledged. A COI occurs when the personal and professional interests of a researcher, trainees, and collaborators conflict in certain areas. For example, these areas may include financial gain, work commitments, intellectual property, and personal matters. The Conflict of Interest Committee reviews conflicts and helps researchers devise plans to manage or eliminate conflicts. If you have a question or a concern about a potential conflict in your work group, contact the COI Coordinator at or.ora.coi@wsu.edu. WSU's Executive Policy 27 describes WSU's Conflict of Interest policy.

- WSU Conflict of Interest webpage: http://www.coi.wsu.edu/

- Executive Policy 27. Ethics, Conflict of Interest, and Technology Transfer: http://public.wsu.edu/~forms/HTML/EPM/EP27_Ethics_Conflict_of_Interest_and_Technology_Transfer.htm

J. Export Controls

The U.S. export control laws and associated regulations govern release of technology, technical data, software, and information to foreign nationals within or outside the U.S., and the ability to export or otherwise transact with certain individuals, entities and countries. Most projects at WSU are covered under a Fundamental Research Exemption, but research that has been limited by publication restrictions or foreign national exclusions is not exempted. Instruments and software are not exempted, even if the research that they are used to carry out is exempted. Please read the guidance offered at the link below to learn more about Export Controls: https://orso.wsu.edu/.

Chapter Twelve - Graduate Student Rights and Responsibilities

The University seeks fair and expeditious action on academic and conduct issues. Resolutions must uphold the highest standards of academic freedom and integrity, while honoring the rights and dignity of all individuals in the University community. This chapter describes policies and guidelines pertaining to academic advancement and related grievance procedures, and provides links to important resources regarding student conduct, academic dishonesty, discrimination, sexual harassment, and drug and alcohol policies.

A. Office of the University Ombudsman

The ombudsman is designated by the university to function as an impartial and neutral resource to assist all members of the university community. The ombudsman provides information relating to university policies and procedures and facilitates the resolution of problems and grievances through informal investigation and mediation. The office does not replace or supersede other university grievances, complaint or appeal procedures but is another avenue available to graduate students who wish to seek assistance in resolving concerns related to their graduate program. The contact information for the University Ombudsman's Office can be found at http://ombudsman.wsu.edu.

B. Standards of Conduct for Students

Student disciplinary proceedings for misconduct, including plagiarism and cheating, are covered by the policies and procedures in the *Standards of Conduct for Students*, WAC 504-26, which can be downloaded at the Center for Community Standards website: https://communitystandards.wsu.edu/. Further information regarding academic dishonesty is in Chapter 12.E.2.

C. Student Rights of Appeal Related to Academic Work

1. Appeal of Course Grades

Graduate students should refer to the WSU Academic Regulations, Rules 104 and 105 if they have a complaint about instruction or grading. This document can be found at http://registrar.wsu.edu/academic-regulations/. If the student wishes to appeal a grade that has led to a decision that the student be dismissed from the Graduate School (for academic deficiency or examination failure, for example), the student should make every effort to file the appeal as soon as possible and to work through the grade appeal process in a timely manner. Formal grievances submitted to the Graduate School regarding dismissal due to a failed examination or academic deficiency will not be delayed due to the grade appeal process. Formal grievance decisions made by the dean of the Graduate School will be based on the grades officially listed on the student's transcript. If the student's grade is changed due to a grade appeal decision made after the formal grievance process has been completed, then the program chair may request that the dean of the Graduate School review the case based on the grade change and make a determination regarding reinstatement.

2. University Grade Appeals Board

The University Grade Appeals Board, an official committee of the president of the University, functions to review academic grade appeals forwarded by any departmental chair, dean, Graduate School dean, vice chancellor for academic affairs, or university ombudsman.

3. Preliminary and/or Final Examination Committee Decisions

In most cases of examination failure, the student is given an opportunity to take a second and final examination (the exception is discussed below). The Graduate School will send an official representative to preside over the second examination to protect the rights of the student, faculty, and program. The Graduate School has trained a group of willing faculty members (Graduate Mentor Academy) in the appropriate procedures to be followed for a second examination. The Graduate School's examination procedures must be followed to schedule the second examination. These procedures are outlined in Chapters 7 and 8 of this manual. If the student fails the examination a second time, the student will be dismissed from the Graduate School. The student may appeal the decision by filing a formal grievance with the Graduate School. For details, see Chapter 12.E.3.

A student will not be allowed to take a second and final examination after first examination failure when the following criteria are met:

a. The first examination must have had a representative from the Graduate Mentor Academy (appointed by the Graduate School) present for the oral examination and/or balloting meeting (if no oral examination was given).
b. The representative confirms that the examination process was fair and proceeded according to Graduate School policy.
c. The representative agrees with the faculty committee and program chair that a re-examination is not an appropriate course of action. The student may appeal the decision by filing a formal grievance with the dean of the Graduate School. For details, see Chapter 12.E.3.

D. Student Rights to Privacy

Information specific to students' rights and protections under the Federal Educational Rights and Privacy Act (FERPA), as implemented by Washington State University, may be found at https://www.ronet.wsu.edu/Main/Apps/FerpaInfo.ASP.

E. Graduate Student Rights and Responsibilities

This section describes procedures for directing graduate student complaints, grievances, and concerns to the appropriate faculty, staff and administrators for action. Whereas this section outlines the complaint process, students are encouraged to seek guidance and advice from the Graduate School staff and leadership on academic advancement and grievances that may arise at any point during their course of study at the University.

Student disciplinary proceedings for misconduct including plagiarism and cheating are covered by the policies and procedures in WAC 504-26-415. For disciplinary matters, please view the information at the following links:

- Center for Community Standards website: https://communitystandards.wsu.edu/
- Office of Compliance and Civil Rights: https://ccr.wsu.edu/

1. Students with Disabilities

The Graduate School is committed to providing equal opportunity in its services, programs, and employment for individuals with disabilities. Reasonable accommodations are available for students with a documented disability. Students are responsible for initiating requests for reasonable accommodations and services that they need.

a. Requesting Reasonable Accommodations

Graduate students with identified disabilities should contact the Access Center before the semester that they plan to attend and initiate the accommodations process. Accommodations are unique for each

individual and some require a significant amount of time to prepare for, so it is essential that students notify the Access Center as far in advance as possible. Students with a disability that is identified during the semester should contact the Access Center as soon as possible to arrange for an appointment and a review of their documentation by an Access advisor. All accommodations must be approved through the Access Center located on each campus. Contact information for the Access Center at each campus can be found at the following websites:

- Pullman: http://accesscenter.wsu.edu/
- Spokane: https://spokane.wsu.edu/studentaffairs/access-resources/
- Tri-Cities: http://www.tricity.wsu.edu/disability/
- Vancouver: http://studentaffairs.vancouver.wsu.edu/access-center/
- Students not on one of these campuses should contact the Access Center in Pullman for more information.

All students requesting reasonable accommodation must meet with the instructor prior to or during the first week of the course to review all proposed accommodations in relation to course content and requirements. Exceptions to this timeframe will be granted only upon a showing of good cause.

b. Working with the Access Centers

- Submit documentation of disability online to the Access Center on your campus; if you have questions about what type of documentation is needed, please call to speak with an Access advisor.
- Schedule an appointment with the Access advisor following the submission and review of your documentation to determine appropriate accommodations.
- Promptly notify the Access Center of any problems in receiving the agreed-upon accommodations.
- Stop by at least once each semester to keep your registration with the Access Center and your accommodations current.

2. Complaints by and/or against Members of the University Faculty, Administration, or Students

A graduate student who believes that there has been unlawful discrimination, including sexual harassment, is strongly encouraged to contact the Office of Compliance and Civil Rights Compliance (CCR, https://ccr.wsu.edu/). If the complaint involves discrimination or harassment by a student, a complaint may also be filed with the Center for Community Standards (https://communitystandards.wsu.edu/).

a. Discrimination and Harassment

Information on discrimination and harassment and the University's policy prohibiting discrimination and sexual harassment can be found at https://ccr.wsu.edu/. All graduate students on assistantship are required to complete the Human Resource Services' Discrimination, Sexual Harassment, and Sexual Misconduct Prevention Training.

b. Academic Integrity

Students and faculty share in the responsibility of upholding and protecting academic honesty standards within the University. At Washington State University, all cases of academic dishonesty or academic misconduct, including cases of plagiarism, will be handled according to the process in WAC 504-26-415. Through the academic integrity violation process (see https://handbook.wsu.edu/academic-integrity-process/), the reported student will receive notice of the concerning information and will be given an

opportunity to respond. The Standards of Conduct for Students covers cheating, plagiarism, or other forms of academic dishonesty including but not limited to the following:

- unauthorized collaboration on assignments;
- facilitation of dishonesty including not challenging academic integrity violations by others;
- obtaining unauthorized knowledge of course assignments or exam materials;
- unauthorized multiple submissions of the same work for different course assignments;
- sabotage of another student's work;
- knowingly furnishing false information or data to any University official, faculty, or staff; and
- forgery, alteration, or misuse of any University document, record, or form of personal identification.

For a complete definition of academic dishonesty, see WAC 504-26-415 (https://apps.leg.wa.gov/WAC/default.aspx?cite=504-26-010).

Given the accessibility of electronic information, further discussion of commonly observed examples of plagiarism is warranted. Examples may include:

- copying material (e.g., copy and paste) from any source without proper citation;
- copying homework solutions from online sources such as CHEGG, Bartleby, StackExchange, and solutions manuals; or
- using an essay for hire service or copying material from another student

When submitting group projects, any example of plagiarism may result in the entire group facing disciplinary action. It is appropriate to ask professors for further clarification of proper protocol. In addition to increasing the availability of information, technology also provided enhanced methods for identifying copied work. Plagiarizing another's work denies learning opportunities and does not advance one's academic pursuits.

If a graduate student becomes aware of any incidents of academic dishonesty, the graduate student should report the incident to the appropriate faculty member. The faculty member is then responsible for contacting the reported student and for notifying the Center for Community Standards. Sanctions imposed by the faculty member may include failure of the assignment, test, or entire course. Sanctions may also lead to loss of one's assistantship (see Chapter 9.G) and/or dismissal from the graduate program. The Center for Community Standards will assign additional educational outcomes to a student found responsible for an academic integrity violation. For more information about possible outcomes from the community standards process, please visit https://handbook.wsu.edu/violations-and-possible-sanctions/. If a student is uncomfortable reporting another student to a faculty member, other resources include the ombudsman, the Graduate School, and the Center for Community Standards.

3. Graduate and Professional Student Complaint and Grievance Procedures

The graduate student complaint and formal grievance processes can involve several steps depending on the nature of the issue. There are many avenues available to Washington State University graduate students to resolve differences that might arise during the pursuit of an advanced degree. If a graduate program has its own grievance procedures, these procedures should be followed before utilizing the Graduate School's grievance procedures. In general, the operational principle that should be followed is to maintain open communication at the most immediate point of access and to work upwards from there when appropriate. This means that students should work with their major professor or advisor to resolve matters if possible. The next level would be the Program Director, Department Chair or School Director. If the complaint involves

a complex or multi-campus issue, the dean of the College may get involved at this point in the process. There are cases, of course, where this is difficult. In these cases, graduate students should make an appointment with a member of the Graduate School leadership team for further advice. An important role of the Graduate School is to serve as an impartial arbitrator in these matters and to provide advice to both students and faculty with the intent of helping the student continue in good academic standing.

a. Graduate Student Complaint Procedures

i. Students are encouraged to first consult with their faculty advisor.

ii. If the advisor is unable to resolve the problem, the student is encouraged to discuss the problem with the department/program chair, and/or an appropriate faculty liaison, such as the graduate program director or departmental ombudsman.

iii. If the complaint cannot be resolved at the department or program level, the student should contact a member of the Graduate School leadership team.

iv. The dean or the dean's designee will review the complaint and will recommend possible actions for resolution to the student as well as to the department/program chair, director, college dean, and/or faculty liaison.

b. Graduate Student Formal Grievance Procedures

In some instances, such as those related to academic and employment issues (e.g., failed examinations, termination of assistantship, dismissal from program), the student may wish to appeal a specific decision made by the departmental or program faculty.

i. The student must make a formal grievance request to the dean of the Graduate School in writing, with signature. An email is not sufficient; however, an electronic version of the signed appeal sent from the student's WSU email is acceptable. The student must submit documentation describing the grounds for a formal grievance to the dean. Formal grievances must be filed within 15 (fifteen) calendar days following a notice of decision. The dismissal will be held in abeyance until the university has rendered a final decision. However, progression through degree requirements (such as continued course enrollment, research activities, internships or clinical training activities) may be suspended.

ii. The dean may assign these formal grievances to one of the associate/assistant deans for full consideration and recommendation.

iii. If the dean deems it appropriate, the matter may be referred to an independent Committee on Graduate Student Rights and Responsibilities (CGSRR) for consideration and formulating recommendations of action to the dean of the Graduate School. The CGSRR will operate with due respect to the rights of graduate students, faculty, and administrators including the conduct of interviews, the right of all parties to review and address allegations, and the right to a fair hearing. The CGSRR will deliberate and render a recommendation to the dean of the Graduate School or the dean's designee within 60 calendar days of being formed.

iv. Recommendations for resolution of formal grievances will be acted upon by the dean or the dean's designee. The dean of the Graduate School will make a final decision. The decision made by the dean on academic matters is final.

c. Appeal of Graduate School Resolution of Formal Grievances

If the graduate student believes there was a procedural error or failure to follow WSU or Graduate School policy during the complaint or grievance process, an appeal of the decision made by the dean of the Graduate School can be made to the provost. The written appeal to the provost regarding procedural irregularities must be filed within fifteen (15) calendar days following the notice of the decision from the dean of the Graduate School in response to the formal grievance. The appeal must be copied to the dean of the Graduate School. If the dean of the Graduate School does not receive a copy of the appeal within fifteen (15) calendar days, the student's right to appeal will be waived and the dean's decision will be final. The provost will not reopen cases for the purpose of re-investigating the grievance.

d. Professional Student Grievance and Appeal Procedures

Professional students within the College of Veterinary Medicine (D.V.M. program), the College of Pharmacy (Pharm. D. program), the Elson S. Floyd College of Medicine (M.D. program), and the College of Business (M.B.A. programs) will follow College policies and procedures for grievances related to academic issues. Appeal of College level decisions can be made to the Graduate School if the professional student believes there was a procedural error or failure to follow WSU or College policies during the complaint or grievance process. The professional student must make a formal appeal request to the dean of the Graduate School in writing, with signature. An email is not sufficient; however, an electronic version of the signed appeal sent from the student's WSU email is acceptable. Formal appeals must be filed within 15 (fifteen) calendar days following a notice of decision. The original dismissal decision will be held in abeyance while under appeal. However, progression through degree requirements (such as continued course enrollment, research activities, internships or clinical training activities) will be suspended. The dean of the Graduate School will not reopen cases for the purpose of re-investigating the grievance.

College of Veterinary Medicine Policies for D.V.M. students:
http://courses.vetmed.wsu.edu/policies/

College of Pharmacy Policies for Pharm.D. students:
https://pharmacy.wsu.edu/documents/2021/08/pharmd-student-handbook.pdf/

College of Business Policies for M.B.A. students:
http://business.wsu.edu/graduate-programs/

Elson S. Floyd College of Medicine students:
https://medicine.wsu.edu/md-program/student-affairs/student-handbook/

4. Satisfactory Progress towards Degree

Graduate students are expected to make satisfactory progress in their studies and are responsible for meeting the Graduate School's continuous enrollment policy, general academic requirements, and the specific requirements associated with their degree. Programs may have additional requirements, and students are expected to contact their program director and/or faculty advisor for information on these requirements.

5. Scholarship and Research

The following is information regarding authorship and data that graduate students may collect during their research. (For Responsible Conduct of Research training, visit http://myresearch.wsu.edu).

a. Authorship

The Office of Research Guidelines for Authorship Determination can be found at https://research.wsu.edu/office-research/policies/authorship/.

b. Data Ownership

In general, all data collected at WSU is the property of WSU. It is useful to distinguish between grants and contracts. Data collected with grant funds remains under the control of WSU. Contracts typically require the researcher to deliver a product or service to the government or industry sponsor, and the product or service is then owned and controlled by the sponsor (government or industry). WSU and principal investigators have responsibilities and obligations regarding research funds and data collection.

i. Before data is collected, the principal investigator (PI) and project personnel must clearly understand who owns the data, who has the right to publish, and what requirements or obligations are imposed on the researcher or WSU.

ii. Whenever a graduate student or postdoc leaves the lab, a similar agreement shall be negotiated between the PI and the graduate student or postdoc.

iii. Collaborative research agreements regarding data ownership and use must be agreed to in writing prior to the collection of the data. In general, each member of the team should have continued access to the data/materials (unless a prior agreement was negotiated).

c. Data Collection

Data collection must be well-organized and detailed. The laboratory notebook (bound sequentially numbered pages, with signatures and dates) is often key to keeping daily records. Detailed records help establish good work practices, provide a history of students' ideas, avoid fraud or misconduct charges, defend patents, and provide a valuable resource for a student's own work.

d. Data Storage and Protection

Once data has been collected it must be stored and protected to be of future use. Data storage must be done in such a way that results and conclusions can be clearly discerned from the data and materials that have been archived. The data and materials must be protected so that research findings can be confirmed and/or reanalyzed by others. If data and materials are not properly stored and protected, it could significantly reduce the value of the research (or even render the research worthless).

For additional information on the Universities data policies see EP 8.
http://www.wsu.edu/~forms/HTML/EPM/EP8_University_Data_Policies.htm

Chapter Thirteen - Doctor of Nursing Practice (DNP) Requirements

A. Program Overview

The Doctor of Nursing Practice (DNP) program, like other graduate programs offered by the College of Nursing, is open to students seeking advanced education in nursing. The DNP program prepares nurses to be leaders in clinical practice (primary care, independent practice, and/or specialty), public health, organizational systems, policy development, and political action. It prepares graduates to be collaborative in practice commensurate with other doctorally prepared health care providers and leaders such as those in medicine and pharmacy. The DNP program provides students the opportunity to work in various health care settings, performing individual, family, and community health assessment and management. Students are guided by experienced faculty mentors, preceptors, and community experts. An integral part of the program is the completion of the Doctor of Nursing Practice (DNP) Project, which provides students with the knowledge and skills to translate health science and policy evidence into meaningful quality improvement projects to improve practice and the healthcare system, lead interdisciplinary care teams, measure health-related outcomes, and improve the health of individual patients, groups, populations, and communities.

Prospective students who have earned the Bachelor of Science in nursing degree select one of three areas of emphasis in the DNP Program: DNP Family Nurse Practitioner (FNP), DNP Psychiatric Mental Health Nurse Practitioner (PMHNP), or DNP Advanced Population Health (APH). Along with completing required didactic coursework, students will complete a minimum of 1,000 practicum hours. Graduates of the FNP and PMHNP programs are eligible to complete a national certification examination leading to state licensure as Advanced Registered Nurse Practitioners.

Prospective students who have earned the master's degree in nursing as population health/public health specialists, or nurse practitioners and want the DNP, complete an individualized *Program of Study* that includes a minimum of 32 credits and requires the completion of a minimum of 1,000 post-baccalaureate practicum hours.

B. Admission Criteria

1. Post-Bachelor's Doctor of Nursing Practice Program

Admissions requirements to the post-bachelor's Doctor of Nursing Practice program include:

- A bachelor's degree in nursing from an accredited program and accredited institution.
- Professional practice goals that are congruent with program's philosophy and focus.
- A minimum GPA of 3.0 or higher in both the bachelor's and, if applicable, the master's program.
- One year of full-time nursing practice is recommended; however, in the absence of one year of clinical practice, students will be required to work in a nursing clinical setting for the first year of the DNP program. This may necessitate part-time attendance of study for that year.
- Current, unencumbered registered nurse (RN) licensure is required. (Out of state students are recommended to obtain RN licensure in Washington State for clinical placement opportunities).

International students are eligible to apply only if they hold a current Washington State Registered Nurse (RN) licensure. International applicants must meet general Graduate School international applicant requirements. Please see http://gradschool.wsu.edu/international-requirements/.

2. Post-master's Doctor of Nursing Practice Program

This program includes all students applying to add a Nurse Practitioner specialty to their current nursing practice. Admissions requirements include:

- a bachelor's degree in nursing or another field from an accredited program AND
- a master's degree in nursing from an accredited program; accredited programs include:
  - graduate nursing program accredited by the Commission on Collegiate Nursing Education (CCNE) or the National League for Nursing Accrediting Commission (NLNAC) OR
  - a graduate nurse anesthesia degree from a program accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs of the American Association of Nurse Anesthetists OR
  - a graduate nurse-midwifery degree from a program accredited by the American College of Nurse Midwives Accreditation Commission for Midwifery Education;
- professional practice goals that are congruent with program's philosophy and focus;
- a minimum GPA of 3.0 or higher in both the bachelor's and master's program;
- one year of full-time nursing practice is recommended; however, in the absence of one year of clinical practice, students will be required to work in a nursing clinical setting for the first year of the DNP program (which may necessitate a part-time program of study for that year); and
- current, unencumbered registered nurse (RN) licensure is required (out of state students are recommended to obtain RN licensure in Washington State for clinical placement opportunities).

International students are eligible to apply only if they hold a current Washington State Registered Nurse (RN) licensure. International applicants must meet general Graduate School international applicant requirements. Please see http://gradschool.wsu.edu/international-requirements/.

3. Additional Admission Criteria

As part of the admission process, applicants must submit a written goal statement, official transcripts from all previous college-level work, a current Curriculum Vitae or resume, and three letters of reference from current or past supervisors, faculty members, or professional colleagues. Applicants will complete a pre-admission interview that may include responding to written interview questions or completion of a telephone or face-to-face interview.

Requirements for Students accepted to the DNP Program

- Evidence of current CPR certification, specific immunizations and/or immunity titers, recent two-step TB assessment. Additional requirements may be expected based on regional clinical consortium agreements.
- All graduate students must purchase liability insurance through WSU annually. Students will receive information about these requirements from the College of Nursing Graduate Program Office.
- All graduate students must complete of the IRB Training certificate (CITI training).
- A national background check is required upon admission and annually throughout the program.
- In addition, Washington State Law RCW 43.43 requires that a criminal disclosure statement concerning certain civil adjudications, conviction records of crimes against persons, and disciplinary board final decisions be completed by applicants to clinical/internship sites. Background inquiries may be made to local, state, and/or federal law enforcement agencies. Individuals may not be eligible for licensure in the state of Washington if they have certain criminal convictions or other adjudications on their record. Further, some clinical agencies will deny students placement if they have certain criminal convictions or other adjudications on their record. Without these placements, students may not be able to complete a degree, regardless of whether they were admitted to the program.

C. Maximum Time Limits for Completion of DNP

Most students enrolled in the DNP-FNP or DNP-PMHNP degree program require 3-5 years for completion of their program. The maximum time allowed for completion of the DNP degree for these specialty students is 5 years, from the beginning date of the earliest course applied toward the degree, in order to be eligible to sit for licensure as an NP. If courses are older than 5 years, the student will need to repeat the major courses in pathophysiology, advanced physical assessment, and advanced pharmacology.

DNP Advanced Population Health (DNP-APH) graduate students are not bound by the 5-year rule and may need longer to complete their clinical hours. DNP-APH students who anticipate degree completion taking longer than 5 years must work closely in collaboration with their advisor and set a graduation goal that is reasonable but no longer than ten years to completion.

D. Program of Study

1. University Requirements

The student, with the assistance of the student's advisor, should develop a proposed program of study, and then complete, sign, and submit the *Program of Study for DNP* form to the College of Nursing Graduate Program Coordinator who in consultation with the Director of the DNP program will assure that the *Program of Study for DNP* meets the minimum requirements of the respective program and Graduate School. The program director will sign and submit the *Program of Study for DNP* form to the dean of the Graduate School for approval to assure that it meets the minimum requirements of the Graduate School. The *Program of Study for DNP* form should be submitted no later than the end of the 4th semester of the student's program.

2. Course Requirements

Program of Study for Post-Baccalaureate's DNP with Family Nurse Practitioner (FNP) Specialty Track
Minimum of 74 total credits of 500-level coursework and 1,000 practicum hours required

- 38 credits minimum of 500-level NURS courses for core DNP program
- 9 credits minimum of 500-level NURS courses for the DNP Project (NURS 557, 558, 559)
- 27credits minimum of 500-level NURS courses from the FNP Post-Baccalaureate DNP Specialty Track
- Completion of a *minimum* of 1,000 post-baccalaureate practicum hours

Program of Study for Post-Baccalaureate's DNP with Psych-Mental Health Nurse Practitioner (PMHNP) Specialty Track
Minimum of 74 total credits of 500-level coursework and 1,000 practicum hours required

- 38 credits minimum of 500-level NURS courses for core DNP program
- 9 credits minimum of 500-level NURS courses for the DNP Project (NURS 557, 558, 559)
- 27 credits minimum of 500-level NURS courses from the PMHNP Post-Baccalaureate DNP Specialty Track
- Completion of a *minimum* of 1000 post-baccalaureate practicum hours

Program of Study for Post-Baccalaureate's DNP with Advanced Population Health (APH) Specialty Track
Minimum of 74 total credits of 500-level coursework and 1,000 post-baccalaureate practicum hours required

- 38 credits minimum of 500-level NURS courses for core DNP program
- 9 credits minimum of 500-level NURS courses for the DNP Project (NURS 557, 558, 559)
- 27 credits minimum of 500-level NURS courses in Population Health (PH) Courses
- Completion of a *minimum* of 1000 post-baccalaureate practicum hours

Program of Study for Post-master's DNP General (Non-Specialty) Program
Minimum of 33 total credits of 500-level coursework and 1,000 practicum hours required.
Completion of graduate level nursing theory and nursing research courses (3 semester credits; 5 quarter credits for each) is required. If not completed prior to admission, post-master's students must complete NURS 503 and NURS 504 as part of their DNP program of study in addition to the minimum number of hours described below.

- 24 credits minimum of 500-level NURS courses for core DNP program
- 9 credits minimum of 500-level NURS courses for the DNP Project (NURS 557, 558, 559)
- Completion of a *minimum* of 500 post-baccalaureate/clinical master's practicum hours
- Completion of a *minimum* of 500 post-master's practicum hours

3. Practicum Experiences and Requirements

Practicum experiences are hands-on, immersion experiences that allow DNP students to develop and demonstrate competence in the areas of clinical care, primary care, public health/population health, education, organizational systems, policy development, quality improvement, political action, leadership, and practice inquiry. For post-baccalaureate students: they must complete a *minimum* of 1,000 hours of practicum experience in their post-baccalaureate studies: 1) DNP nurse practitioner students will obtain a minimum of 500 of the 1000 hours in direct patient care supervised by a nurse practitioner or physician to meet certification requirements after graduation. Seminar hours are included as practicum hours. 2) For post-master's students: they must complete the *number* of hours required to ensure that the total number of practicum hours they have completed following completion of the bachelor's degree is 1,000.

The purpose of DNP practicum courses is to provide opportunities for students to gain professional experience in all the competencies listed above. Faculty and preceptor mentorship occurs across the curriculum. Graduates are expected to be dynamic leaders in the health care arena to assure that quality care, health safety, improved healthcare outcomes and health access occurs across all levels of society.

Practicum experiences allow students to apply and integrate all of the following into their advanced practice roles: theoretical content, research findings, clinical guideline development/ evaluation/revisions to meet Evidence Based Practice, leadership, collaboration, program evaluation, organizational system changes, assessment, intervention and clinical management strategies of individuals, families, and communities. Students typically engage in seminars with other students and faculty as part of practicum experiences.

Practicum experiences are defined by the specialty track in which the student is registered. Such clinical requirements are begun in collaboration with the lead faculty of the Specialty Track, the Clinical Placement Coordinator, and the student. Faculty approval is required before the student can begin working in any practicum site. The College of Nursing Graduate Student Handbook includes details about Clinical Placement Requirements.

Practicum Requirements for Post-Baccalaureate Studies
Students must complete a *minimum* of 1,000 hours of practicum experience in their post-baccalaureate studies. Seminar hours are included as practicum hours.

Practicum Requirements for Post-master's Studies
Students must complete the *number* of hours required to ensure that the total number of practicum hours they have completed following completion of the bachelor's degree is 1,000.

4. Program Progression

a. Students must maintain an overall grade of "B" (3.0 on the 4.0 grading scale) or higher to progress through each semester of the DNP Program.

b. Students must complete all the DNP and clinical specialty coursework before or concurrent with their registration for the DNP Project courses (NURS 557, 558, and 559).

c. Students must receive a grade of "B" (3.0 on the 4.0 grading scale) or higher to pass each DNP Project course (NURS 557, 558, and 559).

d. Students may repeat ***once*** any DNP Project course (NURS 557, 558, 559) if they do not receive a passing grade (B or higher). When repeated, only the last grade contributes to the grade point average and total hours earned; however, the original course grade and the repeated course grade is retained on the student's academic transcript.

e. Once NP students begin work on the DNP Project, they must remain continuously enrolled in at least one credit of an NP clinical course (NURS 540 for FNPs or NURS 599 for PMHNP) until the DNP Project courses are satisfactorily completed.

f. Students who do not enroll continuously in clinical/practicum courses for any reason must request a Leave of Absence from the program in accordance with the Graduate School's Leave of Absence policy (see Chapter 5.A.6) and College of Nursing guidelines.

g. The Advanced Population Health DNP student is not bound by this same criterion because they do not sit for a licensing exam after graduation.

E. DNP Project

The DNP Project is an integrative experience that synthesizes practice inquiry, leadership, and inter-professional practice. The focus of the project will be the development of a translational research project that requires the appraisal and translation of evidence to practice. Students will investigate a research question related to an area of nursing practice, the health care delivery system, or a health care policy issue. The project may take a variety of forms, but each project must demonstrate the use of evidence to improve clinical outcomes or to resolve the gap between evidence and improvement of evidence in clinical practice and community policy. The DNP Project is the final evidence of the knowledge and skills accrued throughout the entire DNP program. It should be taken in the last three semesters of study. Students should have completed all the core DNP courses and specialty track courses/clinical either before or concurrent with registering for this sequence (NURS 557, 558, 559).

1. Project Requirements

Project requirements include development and implementation of the DNP Project, analysis of findings/results, and dissemination of recommendations for best practice. The product produced by students in completing the DNP Project is a scholarly paper. An Executive Summary describing all aspects of the project will be presented to the student's preceptor. Students will prepare a poster or PowerPoint presentation and a written report describing their DNP Project for presentation to the faculty that includes invited members of the College of Nursing graduate faculty. Students will be encouraged to disseminate

findings of their research through presentation at a research conference and/or through publication in a peer-reviewed journal or repository.

2. Required Courses

The DNP Project is course-based and does not require the formation of a faculty advisory committee like the Ph.D. advisory committee. The course faculty for the series of three DNP Project courses serves as the major advisor for development of the scholarly paper and presentation. A community-based leader who serves as a preceptor and mentor for the DNP student may participate in reviewing and evaluating all major assignments produced for the Project courses. The course sequence required to complete the project includes three courses:

- NURS 557 – Concepts of DNP Project, 3 credits
- NURS 558 – DNP Project I: Data Collection and Program Design, 3 credits
- NURS 559 – DNP Project II: Implementation, Evaluation and Dissemination, 3 credits

F. Program Completion

- The *DNP Program Completion* form is to be completed and signed by the DNP Program director whose signature verifies that the student has met all the program requirements, including coursework and practicum hours, and is ready for final degree clearance at the Graduate School. The form should be submitted to the Graduate School immediately after final grades are submitted for NURS 559.

- Students must complete an *Application for Graduate Degree* following the instructions found here: http://gradschool.wsu.edu/graduation-application/ no later than the beginning of the semester in which the student enrolls in NURS 559. The graduation fee must be paid ***when*** submitting the Application for Degree online.

Chapter Fourteen - Professionally Oriented Master's Degree Requirements

A. Professionally Oriented Master's Degree Program Overview

A professionally oriented master's degree program is an academic graduate degree that prepares the student for a particular profession by emphasizing competency in a set of skills needed to practice in the profession. These professions are typically licensed or government-regulated and often require academic programs that prepare their professionals to be externally accredited. Professions such as nursing, architecture, engineering, accounting, audiology, speech-language pathology, and education often, but not necessarily, require a degree for licensing. The professionally oriented master's degree program relies heavily on curriculum and may include required internships, practicum, fieldwork or clinical hours, and/or a final capstone experience that applies the professional knowledge, skills and training to a problem within the profession. Unlike the professionally oriented degree, the Master of Science and Master of Arts degrees generally provide experience in research and scholarship and often require a written thesis or research project and often take longer than two years to complete.

B. The Professionally Oriented Master's Advisory Committee

Professionally oriented master's degree programs require that each student has an advisor and an advisory committee. During the first semester of enrollment, the chair/director of the major program should, in consultation with the student, appoint an advisor. The advisory committee may be a pre-determined committee (selected by program faculty in consultation with the program chair/director) that is used for an entire cohort, with a pre-determined chair. A student may petition the program chair/director for changes in the pre-determined committee composition if there are legitimate reasons for the change (e.g., a conflict of interest). All programs are required to have bylaws that stipulate whether career-track, emeritus, adjoint, or adjunct faculty can be approved as graduate faculty in the program, and whether they can chair, co-chair, or serve on a master's advisory committee.

Professional master's advisory committee composition must meet the following minimum requirements:

- All members of the advisory committee must hold a degree of comparable level to the degree sought by the student (WAC 250-61-100).
- Each professional master's advisory committee must include a minimum of three graduate faculty members, with current appointments.
    - The chair of the advisory committee must be graduate faculty in the student's program.
    - At least one additional member of the advisory committee must also be graduate faculty in the student's program.
    - The third advisory committee member can be from another program but must be approved as graduate faculty in the faculty member's home program.
- *If a program is developing bylaws,* at least three advisory committee members must be WSU faculty associated with the program. Unless stipulated in Faculty Senate's Graduate Studies Committee approved bylaws, at least one advisory committee member must be a tenure/tenure-track faculty in the student's graduate program.
- Committees may have more than three members; however, all members must meet Graduate School policy and program bylaws and the majority of advisory committee members must be graduate faculty in the student's program.

- Individuals who are not WSU faculty may be considered as additional (beyond three) advisory committee members. Such external advisory committee members must hold a degree comparable to that sought by the student and have special knowledge that is particularly important to the student's proposed program. Examples of such external advisory committee members would include faculty from another university or individuals from an appropriate government, business, or industry organization. Such an individual must be nominated to serve on an advisory committee by the program chair to the dean of the Graduate School, who makes the final decision. A current curriculum vita must be included with the request.

It is imperative to avoid situations that may constitute, or may be construed as, a conflict of interest when forming a graduate student's advisory committee. Examples include: 1) a new faculty member, who was a WSU graduate student, serving on the advisory committee of a former graduate peer; 2) a faculty member, who is the employer/supervisor of a staff member pursuing a degree, also serving on that staff member's advisory committee.

The student is responsible for establishing and maintaining an advisory committee. WSU faculty have the right to decline to serve on any specific student's advisory committee. All advisory committee members and the major department chair/director must sign the *Program of Study*. Once the *Program of Study* has been filed with the Graduate School, changes may be made to the advisory committee composition by completing the *Committee Change* form.

The Graduate School dean has the final approval for all advisory committees. The dean also has the authority to remove a faculty member from a student's advisory 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.

C. The Program of Study

1. University Requirements

The *Program of Study* for the professionally oriented master's degree is an official form documenting the student's plan for courses to take as well as for other degree requirements. General university requirements and descriptions for the student's program of study are described in Chapter 6.G. The *Program of Study*http://gradschool.wsu.edu/documents/PDF/ProgMast.pdf for a professionally oriented master's degree candidate should be submitted on the form provided by the Graduate School as soon as possible, but no later than the beginning of the semester preceding the anticipated semester of graduation (e.g., anticipated graduation in spring, the *Program of Study* is due no later than beginning of preceding fall semester). The approved professionally oriented master's *Program of Study* becomes the basis of the requirements for the degree. Subsequent alteration is made by submission of a *Program Change* form with the endorsement of the master's advisory committee and the approval of the chair of the major department/program and the dean of the Graduate School.

Every professionally oriented master's degree student must have an advisor. The student's advisor should aid the student in the development of the proposed *Program of Study*, which is then submitted to the chair/director of the appropriate graduate program. Alternatively, programs can include pre-determined coursework for their student cohorts as required by their professional curriculum if approved in advance by the Faculty Senate and Graduate School. In this case, there is not an individual *Program of Study* for each student and the program director should submit a completed *Program of Study: Professionally Oriented Cohort* form. It is the program chair/director's responsibility to assure that the *Program of Study* meets the minimum requirements of the respective professional graduate program and the Graduate School.

The following professionally oriented master's program requirements represent the minimum Graduate School requirements for the program of study; individual graduate programs may have additional requirements. Not all work taken by a graduate student need appear on the *Program of Study*. A complete description of the program requirements for each degree is given in the Graduate School Catalog.

Program of Study for Professionally Oriented Master's Degree

- 30 hours minimum of total credits
- 27 hours minimum of graded (A-F) coursework, which may include up to 9 hours of undergraduate 300-400 level graded coursework.
- 3 hours minimum of 701-level credit in the major, 2 of which must be taken in the semester of the final exam/project completion*
- Courses taken for audit or courses graded Pass/Fail may not be used on the *Program of Study*.

***Note**:* Graded coursework at the 500-level as a capstone course may be used in place of the 701 credits provided it is officially approved via the Faculty Senate process. A ballot meeting is still required in the final semester in which the capstone course is taken to determine if the student has successfully met all the program requirements.

Seminars approved for graduate credit numbered 500 or above that are graded other than P/F or S/F may be a part of the master's program. 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 and cannot be removed from the *Program of Study*. For more information on general requirements and transfer credit, see Chapter 6.G.2.

2. Filing the Program of Study

After the individual Program of Study is completed and signed by the graduate student, it must be signed by the advisory committee and submitted to the chair/director of the graduate program, who ensures that it meets the requirements of the program and Graduate School. The chair/director will submit the *Program of Study* to the Graduate School via the GRM for approval. If using the cohort *Program of Study*, each student does not sign the document and the chair/director will submit the completed form to the Graduate School via email to gradschool@wsu.edu.

3. Changing the Program of Study

Changes made to the *Program of Study* must be documented on a *Program Change* form with the appropriate signatures signifying the endorsement of the advisor and the approval of the chair of the program and submitted to the Graduate School. If program changes are made, the *Program Change* form must be completed, signed and submitted to the Graduate School before a student may submit an Application for Degree.

4. Fulfilling the Program of Study

Once approved, the professional master's *Program of Study* becomes the basis of the requirements for the degree.

D. Academic Evaluation of Students

Some professionally oriented master's degree programs have a standard curriculum that all students must take and that can be completed within a set timeframe, sometimes in less than two academic years. An annual

evaluation for students in good academic standing (Chapter 6.B) is not required in a program that takes one academic year (fall, spring) or three academic semesters (i.e., fall, spring, and fall) to complete. However, an annual evaluation should be performed if the student is not making adequate academic progress (i.e., not making progress to complete the program within the expected time-frame, repeating coursework, withdrawing from one or more courses, and/or having more than one incomplete on record). If the program takes two academic years or longer to complete, the program must do, at a minimum, an academic review of progress toward degree of all graduate students at the mid-point of their program (Chapter 6.B of this policy manual for more information on conducting an academic evaluation of students).

E. Capstone Project and/or Examination Requirements

Professionally oriented master's students may be required to take a comprehensive examination, and/or complete a capstone project (such as a written paper or oral presentation) as part of their professional master's requirements.

Regardless whether the program requires a final examination or 500-level capstone course, a balloting meeting of the faculty advisory committee (scheduled through the Graduate School) is required for all degree candidates to determine if the student has satisfactorily met all of the program requirements. During the balloting meeting, the faculty advisory committee must determine whether the student has passed the final examination and/or capstone project and has met the requirements of the degree program. Professionally oriented master's degree programs may wish to schedule multiple students at one balloting meeting of the faculty advisory committee. In such cases, a list of students and their IDs should be attached to the *Scheduling Examination* form.

1. Before Scheduling the Final Exam

a. The student must:

- have an approved *Program of Study* on file with the Graduate School
- have completed or be enrolled in all the coursework required by the program or listed on the *Program of Study*;
- be registered for a minimum of two hours of 701 credits (capstone credits) or be registered in the professional master's 500-level capstone course (as specified in the program's Faculty Senate-approved curriculum);
- have a minimum cumulative GPA of 3.0 and a minimum 3.0 GPA on the *Program of Study*;
- complete the Application for Degree in myWSU. The graduation fee must be paid before the final exam is scheduled; and
- wait a minimum of three months after a failed first attempt before scheduling a second attempt at the final exam.

b. The candidate's advisory committee is responsible for:

- approving all aspects of the capstone project; and
- verifying that the student will complete all program requirements by the end of the semester in which the final exam is taken.

2. Scheduling the Final Exam

- Depending on the program, the student may be responsible for filling out the *Scheduling Examination* form and obtaining the advisory committee signatures, or the program may submit the *Scheduling Examination* form for an entire cohort. In the former case, the student should forward the form to the

academic coordinator for review by the program chair and final submission to the Graduate School via the GRM.

- In either case, the *Scheduling Examination* form must be submitted to the Graduate School no later than 10 business days prior to the proposed date of the examination for a first attempt. If a student is attempting the final exam for a second time, the *Scheduling Examination* form must be submitted no later than 15 business days prior to the proposed date for the exam and/or balloting meeting.
- When advisory committee members sign *Scheduling Examination* form, they indicate their acceptance of the date, time, and place of the final examination and balloting session.
- A student, department chair, graduate program director, advisory committee member, or any other concerned member of the WSU community may request that the Graduate School provide an independent observer to be present at any final examination/balloting meeting. This request must be made 15 business days in advance of the exam date. The name of the individual making the request will be confidential. All such requests will be fulfilled by drawing upon a member of the Graduate Mentor Academy. During the scheduling process, the Graduate School will notify the student, advisory committee and department chair/program director if a graduate mentor has been assigned to an exam.

3. Scheduling Requirements

- For a first attempt exam, the Graduate School usually appoints a member of the student's advisory committee, preferably the chair, to serve as the Graduate School liaison regarding the examination process.
- For a second attempt exam, the Graduate School will appoint a representative from the Graduate Mentor Academy to serve as the Graduate School liaison for the examination process.
- Proctored written examinations, oral examinations, and balloting meetings will be held during regular business hours in an academic environment (e.g., on a WSU campus or research and extension center).
- For students participating in on-site (campus or extension center) programs, at least one advisory committee member must be physically present in the room with the student during an oral final exam**.**
- Students in approved Global Campus programs have the option of taking their final examinations on a WSU campus or via technology available through the Global Campus. The technical arrangements must be approved by the advisory committee, program chair, and the Graduate School.

4. Examination Process

The process for the master's final examination should be outlined in the program's Graduate Student Handbook and must adhere to the guidelines provided here.

a. <u>Written Exams</u>

- Students in the professional master's option may be given a comprehensive written exam as their final exam.
- The written examination may be proctored by a faculty member approved by the program chair/director.
- The entire advisory committee is not required to attend the written final examination but must participate in the assessment of the examination/project and ballot.

b. <u>Oral Exams</u>

- The student presentation of project results is a public event. All faculty and students, regardless of discipline, are encouraged to attend. Audience members may be allowed to ask questions, but such questioning should not unduly influence the examination outcome.
- It is acceptable to conclude the public presentation and conduct a separate examination portion with only members of the advisory committee and program graduate faculty in attendance and asking examination questions. Again, the standard procedure of the program should be clearly described in the program's graduate handbook and applied consistently to all students.
- The examination portion of the oral exam should not exceed two-and-one-half hours.
- If any advisory committee members, or graduate faculty intending to ballot, must leave the room or the online session during the examination or balloting discussion, the examination or discussion must be recessed until the faculty member returns.

c. Ballot Meeting

- For oral exams, the ballot meeting must follow immediately after the conclusion of the student's oral exam.
- Only individuals casting ballots or appointed as a representative of the Graduate School are allowed to attend the balloting portion of the exam.
- All advisory committee members must be present at the oral exam and balloting meeting and must cast a ballot.
- Any graduate faculty in the program may ballot. Individual programs determine in their bylaws which faculty can participate in the graduate program and thus are eligible to ballot in examinations.
- As a best practice, graduate faculty choosing to ballot should have participated in the assessment of all components of the student's work being evaluated during the examination (e.g., any written component of the 701 project).
- Graduate Mentor Academy members, representing the Graduate School at an exam, do not ballot.
- Ballots must be completed in ink, by checking the appropriate box (pass or fail), signed, and dated. The ballots are collected by the Graduate School liaison, who keeps the individual ballots confidential, but announces to the committee whether the student passed. In situations in which balloting faculty participate via videoconference or other approved Global Campus technology, the remote participants should communicate their ballot recommendations directly to the Graduate School liaison (e.g., text or email). A scan, snapshot, or fax of the paper ballot should be sent to the Graduate School liaison immediately following the exam via confidential fax or emailed as a pdf file from a WSU email account.
- The student must be informed of the outcome immediately after the balloting meeting is adjourned.
- The Graduate School liaison is responsible for ensuring that *all* ballots and paperwork are returned in a *single* packet to the Graduate School as soon as possible and no later than five business days following the exam. For some programs, the graduate coordinator will keep the original paperwork (in a confidential file) and submit the balloting packet electronically to the Graduate School via email to gradschool@wsu.edu.

Under extraordinary circumstances, on the recommendation of the advisory committee, the dean of the Graduate School may approve alternate arrangements for the examination environment and/or process.

5. Examination Outcome

The candidate shall pass if the number of affirmative ballots is equal to or greater than the minimum listed in the table below. If the number of ballots exceeds the numbers listed in the table, then a minimum of 2/3 of the ballots must be affirmative for the student to pass.

Table of Master Final Exam Ballots

Number of Ballots	Minimum Number of Affirmative Ballots
3	2
4	3
5	4
6	4
7	5
8	6

6. Second Attempt Exam

In the event of a failed first attempt, the student will be given a second attempt unless a member of the Graduate Mentor Academy (appointed by the Graduate School) presided over the student's first exam and agrees that a re-examination is not an appropriate disposition of the case (see Chapter 1.E.2, Examination Failure). A student who has failed two examinations will be dismissed from the Graduate School. Should there be procedural irregularities or extenuating circumstances during the first or second examination, the student has the right to appeal to the Graduate School in the event of examination failure.

APPENDIX - Publications and Forms

Graduate School Publications

Graduate Catalog: The *Graduate Catalog*, used by prospective and enrolled students, describes the courses offered at WSU and requirements for degree. The catalog also highlights the graduate faculty research interests.

Documents regarding Assistantships: Access important *assistantship documents* including the Graduate Assistantship Processing Memo, Assistantship Waiver Memo, and Assistantship Stipend Guide.

Graduate School Policies and Procedures: The Graduate School's *Policies and Procedures Manual* is available to each student admitted to the Graduate School, and used throughout a student's journey through the university. It serves as a guide for the WSU community to ensure proper advising leads to completion of a graduate degree.

Graduate Student Rights and Responsibilities: This document is Chapter 12 of the Graduate School Policies and Procedures Manual.

Friday Focus: Friday Focus is a two-page newsletter detailing resources for graduate students, news from GPSA and ORSO, and important dates and deadlines. Once you are enrolled, you will automatically receive Friday Focus in your WSU email.

Graduate School Forms

The following forms are available at http://gradschool.wsu.edu/facultystaff-resources/18-2/

Forms and Informational Websites	Description
Affidavit of Support	This is a form for international student sponsors to fill out to certify that there is financial support.
Add an Academic Program Degree Level	Submit this form if you wish to add a degree level. Contact Graduate Admissions for additional information.
All But Dissertation (ABD) Tuition Waiver	If you have passed your preliminary exam and have completed your formal program of study coursework, you can apply for an ABD waiver by submitting this form.
Application for Admission	WSU's online application
Application for Degree and Graduation	Instructions for applying for your degree and graduation in myWSU. You must have an approved program of study on file at the Graduate School.
Application for a Graduate Certificate	File your coursework for the certificate using this form during the semester in which you are completing the certificate requirements. You must be currently enrolled to apply for a graduate certificate.

Forms and Informational Websites	Description
Committee Change	If you would like to change your advisory committee members use this form.
Committee Substitution	Please submit the form in a timely fashion if you need to request a substitution for one of your advisory committee members.
Continuous Enrollment Policies for Degree-Seeking	Graduate School policies and procedures for maintaining continuous enrollment for degree-seeking students.
Deadlines and Procedures for Graduate Certificate	Follow the deadlines and procedures in this document when applying for a graduate certificate.
Deadlines and Procedures for Doctoral Degree	Current Semester deadlines and procedures. This includes information about when to obtain an advisor and when to submit your application for degree.
Deadlines and Procedures for Master's Degree	Current Semester deadlines and procedures. This includes information about when to obtain an advisor and when to submit your application for degree.
Enrollment Request for Careers - Undergraduate taking a graduate course	Undergraduates who want to enroll in graduate courses not for graduate credits but toward an undergraduate degree or enrichment purposes. Form must be submitted by the graduate academic coordinator of the department offering the course.
Graduate Student Leave, Application for	For graduate students wishing to go on official graduate leave.
Graduate to Undergraduate Status	Graduate students who are no longer pursuing a graduate degree must submit this form and apply to undergraduate admissions.
Graduation Checklist	A list of tasks to be completed in the semester in which you are planning to graduate.
Hold Harmless Agreement and Copyright Acknowledgement	Submit this form with your final dissertation or thesis.
Hometown News Release Form	To spread the joy of your award, scholarship, or graduation to your friends and family back home.
Instructor's Incomplete Grade Agreement	An agreement for instructors and students for submitting an incomplete grade and expectations for completion. **Note**: if an incomplete grade is not satisfied within one year, the grade will automatically convert to an 'F'. For example, if you received an Incomplete in fall 2019, you would have until the last day of class fall 2020 to satisfy the incomplete. For details about this policy, visit the registrar's academic regulations.
Internship Leave Approval	For graduate students seeking to participate in a semester internship.
Graduate to MBA Status	To change your status from graduate student to MBA student.

Forms and Informational Websites	Description
Medical Leave	Required along with Graduate Leave Form.
Petition to Add, Drop, or Withdraw from Courses	To change your enrollment status and add, drop, or withdraw from courses.
Plan and Degree Level Change Form	Submit this form if you wish to change your major or degree level. Contact Graduate Admissions for additional information.
Plan and Degree - Graduate Bridge Program	WSU graduate bridge students submit this form when completing their graduate pathway and progressing into their degree-seeking program.
Program of Study	Your program plan for completing your degree.
Program of Study: Professionally Oriented Cohort	For departments approved as professionally oriented master's programs; used to create the program plan for completing the degree.
Program of Study: External Committee Member Request	Submit this form with your Committee Request if you are proposing an advisory committee that includes a member who is not WSU faculty.
Program of Study: Change	Submit this form if your approved program of study has changed. Be aware of dates and deadlines.
Program of Study for DNP	Doctor of Nursing Practice program of study/completion form. Submit the completed form to the Graduate School.
Registrar's Academic Regulations	Graduate students must follow procedures in the Policies and Procedures Manual.
Request for Reenrollment	Complete at least one month before you return.
Required Ballots to Pass Exams	See the minimum positive votes needed to pass an exam.
Reservation of Graduate Credit	Form must be submitted 2 weeks prior to the semester in which you are requesting enrollment.
Residency Questionnaire	Residency Questionnaire, Requirements, and Instructions.
Scheduling Exam: Doctoral/Thesis Final, Non-thesis Final, and Preliminary Exams	Procedures for scheduling standard exams. Students must have an approved Program of Study on file at the Graduate School before scheduling examinations.
Scheduling Exam: Interim Final	An Interim Preliminary or final Exam may be requested in extenuating circumstances. The advisory committee chair must provide a rationale why the exam can only be scheduled during one of the periods on the form.
Scheduling Exam: Interim Preliminary	
Sponsored Student Tuition & Waiver	**Note**: The Graduate School has implemented a new procedure. Follow the directions on the link to the left.
Short-term Parental Leave	For the birth or adoption of a child.
Survey of Earned Doctorates	Submit along with your final dissertation.
Thesis and Dissertation Formatting and Submission Requirements	Instructions for finalizing and submitting your dissertation or thesis.

Forms and Informational Websites	Description
Thesis and Dissertation Word Template	Downloadable Thesis and Dissertation Template.
Thesis/Dissertation Final Acceptance Checklist	Conformance and completeness checklist. This form is due upon completion of submitting final thesis or dissertation.