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Graduate School
Washington State University



Policies and Procedures Manual 2015-2016

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Washington State University

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 the 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 his/her designees in consultation with the 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. The Graduate School defines several broad areas of responsibility. These are:

- To serve as an advocate for graduate students.
- To articulate a vision of excellence for the university's graduate community, including standards for faculty, students, curriculum, and research direction.
- To provide quality control for graduate education.
- To maintain equitable standards across all academic disciplines.
- To define what graduate education is (e.g., to define instructional and other features of graduate courses, curricula, etc. that distinguish them from undergraduate or continuing or professional education).
- To bring an institution-wide perspective to all post-baccalaureate endeavors.
- To provide an interdisciplinary perspective.
- To enhance intellectual community among faculty and graduate students.
- To serve as an advocate for graduate education.
- To emphasize the importance of adequately training the future professoriate.
- To develop ways for graduate education to contribute to and enhance undergraduate education.
- To provide (or support the provision of) graduate student services.
- To 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.
  (Council of Graduate Schools, 2004, *Organization and Administration of Graduate Education*)

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

Professional degrees (e.g., Ed.D, D.N.P., D.V.M. and Pharm.D.) are considered academically equivalent to graduate degrees; however, because of the unique nature and requirements of many of these programs, various aspects 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	Graduate School/Program	Graduate School/Programs; appeals of college-level decisions may be made to the Dean of the Graduate School	Reviewed by the 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	Reviewed by the Graduate Studies Committee during approval process	Graduate School	Graduate School

		Dean of the Graduate School			
Ed.D. Doctor of Education	Graduate School/Program	Graduate School/Program; appeals of college-level decisions may be made to the Dean of the Graduate School	Reviewed by the Graduate Studies Committee during approval process	Graduate School	Graduate School
D.V.M. Doctor of Veterinary Medicine	College of Veterinary Medicine	College of Veterinary Medicine; appeals of college-level decisions due to procedural or policy 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
Pharm.D. Doctor of Pharmacy	College of Pharmacy	College of Pharmacy; appeals of college-level decisions due to procedural or policy 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.B.A. Master of Business Administration	Carson College of Business	College of Business; appeals of college-level decisions due to procedural or policy 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

1. Programs

The Graduate School has four principal functions related to programs. The first is to review and recommend 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 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 (including WSU) 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 will commence an annual assessment process designed to facilitate program review and continuous quality improvement in a proactive

manner. There may be circumstances that lead to an alteration of these basic parameters, such as funding crises or leadership changes.

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. Many of these standards will conform to larger university standards, but they are frequently more restrictive and differ, as appropriate, by broad discipline area.

2. Students

Most of the daily activities of the Graduate School relate to graduate students. The most prominent of these in terms of staff involvement and time is usually graduate admissions. 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/or colleges, because ultimately, program faculty are responsible for recruiting.

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. Later in this document, we provide general policies meant to add clarity and equity for our programs, faculty, and students.

Mentoring

Program faculty bear 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.

Advocacy

Though the Graduate School does not itself deliver all student services to graduate students, it is the principal advocate for all graduate students on campus; and, as 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, such as 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 on campus that might have an impact on graduate student retention and must have in place clear policies and procedures for handling student grievances against faculty, staff, and other students.

3. Faculty

As a research-intensive university, Washington State University hires faculty that are expected to be fully engaged in graduate education and mentoring of Ph.D. 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 Graduate Dean'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, using the annual review process, and the graduate program, through criteria established and approved in program bylaws, to perform this important function.

The Graduate Dean must be a constant advocate for the hiring of strong 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 significant 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 important, the Graduate Dean is involved in pushing the limits of knowledge at WSU, engaging 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 Graduate Dean provides guidelines for the roles of non-tenure system faculty (clinical faculty, visiting research faculty, and adjunct faculty such as researchers at national labs, professionals from government and industry, etc.) in graduate education. Frequently, such scholars participate by teaching courses and serving on student committees. Qualifications and limits for participation of non-tenure track faculty in graduate programs are defined within the bylaws of each graduate program as approved by the program faculty, Dean of the Graduate School, the Graduate Studies Committee, and the Faculty Senate. All adjunct 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 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.
- Setting university-wide enrollment goals for the number of graduate students.
- Planning and conducting graduate program assessments followed by appropriate recommendations for each program.
- 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 educational experience.
- Coordinating budgetary issues for graduate education with the central administration.
- Increasing applicant and admission pools with diverse and well-qualified individuals.
- Increasing the diversity of the graduate student population.
- Improving yields for inquiry, applications, and enrollments, particularly in strategic areas of excellence.

- Improving graduate student retention rates.
- Increasing the number of entering students capable of paying most or all of tuition costs (for example, increasing number of Fulbright 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 Health and Wellness 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 admissions process.
- Developing strong 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. 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 Graduate Dean and, as appropriate, his or her assistants, 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 Graduate Dean 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 increasing role of the Graduate Dean in fund-raising means increased contact with alumni, as well as the establishment of Graduate School advisory boards from regional and appropriate national industries. These help the dean to establish realistic fund-raising goals and strategies.

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 several regional campuses. We have, however, one Graduate School and the responsibility and authority for graduate education resides in the Graduate School. We are 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 Deans.** The Dean of the Graduate School, with the assistance of the Associate Deans, administers the diverse graduate programs throughout the multi-campus University within the policies and regulations established by the Graduate Studies Committee and the Faculty Senate.

2. **Staff.** The Graduate School staff provides administrative, financial, technical, marketing, fundraising, and statistics support to the Dean and Associate Deans.

3. **Graduate School Liaisons to Spokane, Tri-Cities, and Vancouver.** The Chancellor of each regional campus designates a ***faculty liaison*** to serve as the principal conduit for communication between the Graduate School and each campus. In addition, a designated ***staff liaison*** at each regional campus will coordinate administrative functions including matters related to admissions, enrollment, programs of study, matriculation, and graduation.

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 or defenses 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) and three graduate students (appointed for two-year terms), with one student representing a regional campus. At least two members of the Graduate Studies Committee must also be members of the Faculty Senate. The President of the Graduate and Professional Student Association, the Dean of the Graduate School, the Provost or designee, the Chancellor of WSU Spokane, the Chancellor of WSU Tri-Cities, and the Chancellor of WSU Vancouver serve as non-voting members.

The functions of the Graduate Studies Committee are the following:

- Review and appraise graduate educational policies, programs, and procedures.
- Recommend establishment, continuation, modification, and termination of graduate courses and degree programs.
- Advise the Dean of the Graduate School.
- Make policy recommendations regarding the granting of graduate scholarships, assistantships, and fellowships.
- Consult with the Academic Affairs Committee on those policies and procedures that jointly affect graduate and undergraduate education.

D. Governance of Graduate Programs

1. Graduate Program Bylaws

All graduate programs must have approved bylaws on file with the Graduate School. A graduate program is considered a program of study toward a specific degree. Masters' and doctoral programs within the same discipline may share common bylaws only if there is substantial overlap in program goals and requirements. Specializations and options within the same degree should also be included within the bylaws for that degree. Certificate programs do not require bylaws. Graduate programs may not operate under bylaws that have not been reviewed and approved by the WSU Graduate Studies Committee and the Faculty Senate.

In order for a program to offer a degree and advertise that degree as being offered at a specific campus (or campuses) or the Global Campus, the degree must be officially approved through the Faculty Senate process

to be offered ***at that site*** and the Washington Student Achievement Council (WSAC) must be notified. 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; however, the program is responsible for maintaining academic rigor, which will be reviewed during program assessment. Campuses that participate in delivering a program (offering courses, faculty functioning as major advisors, sites for research, etc.) but are not officially approved to offer the degree are called supporting campuses; the role of faculty at these sites must be defined by the program bylaws. (See Chapter 3, section B for more details.)

2. Approval of Graduate Program Bylaws

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

- Bylaws Preparation: Draft bylaws should be prepared by designated members of the graduate program. A template of such bylaws and generic draft bylaws are available from the Graduate School. (Please note: A program may 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 the Graduate Studies Committee 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 member faculty of the graduate program.
- Graduate School Review: After approval by the appropriate graduate faculty, bylaws will be reviewed by a representative 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
- Graduate Studies Committee Review: The Committee reviews bylaws in the order received. The Committee may approve the document as submitted or may request additional edits or clarification. If edits or clarifications are required, a Committee representative will communicate with the Graduate Program Director or designated representative. Once the Committee has approved the bylaws, the document will be forwarded to the Faculty Senate.
- Faculty Senate Review: The Faculty Senate's Graduate Studies Committee provides the final review and approval of all graduate program bylaws. Bylaws approved by the Graduate Studies Committee are sent to the Faculty Senate as information items. Approved bylaws, and a memo with the Graduate Studies Committee approval date, will be forwarded to the graduate program. The program's bylaws will be posted on the Graduate School's webpage and the program will be instructed to maintain a copy of the bylaws and Graduate Studies Committee approval memo in its files.

The mechanisms for graduate faculty to change program bylaws will be specified in the bylaws of that program. All changes must be approved by the Graduate School, Graduate Studies Committee, and Graduate Program Director as defined below.

3. Graduate Program Participants

Each graduate program shall designate a program director (faculty position), a graduate coordinator (faculty position), and an academic coordinator (staff position) with duties and responsibilities as outlined below. In some cases the program director will also fill the role of the graduate program coordinator. ***All faculty*** who are eligible for participation as thesis advisor or 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, continued, and 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 faculty belong. However, this is not required. When the department chair is also the graduate program director, s/he may delegate specific responsibilities 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 tenured member of the faculty 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, graduate 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. 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 is ranked among the top 50 Research Extensive Universities in the United States. Inherent in this ranking is our serious commitment to graduate education and the training of new Ph.D. scholars. WSU hires quality tenure and non-tenure track faculty members who desire to expand participation in graduate programs. In many cases their interdisciplinary credentials and expertise qualify faculty to participate in more than one graduate program. The determination of which faculty are appropriate to participate in which graduate programs is complex. Program faculty and directors are in the best position to determine who should teach graduate courses, advise graduate students, and serve on graduate committees. Vigorous 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.

Internal Non-Tenured Graduate Faculty. WSU non-tenured faculty, such as research, clinical, adjunct or affiliate faculty, may make important contributions to graduate education at WSU, including serving as a member, co-chair, or chair of master's or doctoral 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 non-tenured faculty for participation in the graduate program and the specific roles these individuals are eligible to fill within the program. The program director is responsible for submitting names of these individuals, their approved roles within the program, and their current curriculum vitae to the Dean of the Graduate School for final approval. This list should be reviewed annually by the program chair; changes and updates should be forwarded to the Dean of the Graduate School so that student Programs of Study and committee members may be approved in a timely manner

External Graduate Faculty. Professionals who are not WSU faculty (e.g., scholars, scientists, and professionals from government, business, or industry; researchers from national laboratories, etc.) may also participate in a graduate program and may participate on student committees ***if they are first approved as adjunct faculty for the university.*** Qualifications and limits for participation of these non-tenured track faculty must be clearly defined in the bylaws and they must be approved as graduate faculty of the program according to the program bylaws. The names, roles and current curriculum vitae

must be sent to the Dean of the Graduate school for final approval on an annual basis. Once approved, updated curriculum vitae must be submitted to the Graduate School every two years for these individuals.

External Committee Members (Non-Graduate Faculty). A non-tenured/non-tenured track faculty from another graduate program at WSU, any faculty from another university, or an individual from an appropriate government, business or industry organization, who is not designated as a participating graduate faculty of a program may be nominated and approved to serve on a graduate student committee on a case-by-case basis by the program upon written request by the program director to the Dean of the Graduate School. A current curriculum vita must be included with the written request. A WSU tenured/tenured track faculty member in good standing from another graduate program at WSU can serve as an *additional* committee member (see Chapter 7 and Chapter 8, Faculty Advisory Committee for details) in any graduate program if approved by the committee and program chair on the program of study. No CV or exception to policy is required.

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 graduate 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 committee must have at least three members. Unless specified otherwise in the approved program bylaws, the chair must be a permanent, 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 committee must be a permanent, WSU tenure-track faculty member and a member of the graduate faculty of the student's program. All committee members must hold a degree of comparable level to the degree sought by the candidate. Non-tenure WSU faculty (i.e., research, clinical, adjunct, affiliate) who are active participants within a graduate program may serve on, co-chair, or chair a committee ***if they are approved in the program bylaws and hold a degree of comparable level to the degree sought by the candidate.*** Adjunct faculty who are not WSU or WSU-affiliated USDA employees may not chair a committee; they may only co-chair or serve as a committee member.
- The doctoral committee must have at least three members. Unless specified otherwise in the approved program bylaws, the chair must be permanent, WSU tenure-track faculty member who is a member of the graduate faculty of the student's program. In all cases, two members of a doctoral committee must be a permanent, WSU tenure-track faculty who are members of the graduate faculty of the student's program. All committee members must hold a graduate doctoral degree comparable to the degree sought by the candidate. Non-tenure WSU faculty (i.e., research, clinical, adjunct affiliate) who are active participants within a graduate program may serve on, co-chair, or chair a committee ***if they are approved in the program bylaws and hold a degree of comparable level to the degree sought by the candidate.*** Adjunct faculty who are not WSU or WSU-affiliated USDA employees may not chair a committee; they may only co-chair or serve as a committee member.
- 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.
- See Chapter 7 (Master's Degree Requirements) and Chapter 8 (Doctoral Degree Requirements) for additional information on 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 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.** High quality graduate programs are those with notable faculty and systems for advising and mentoring graduate students who need sound advice during their early experiences in graduate school. 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 rapid 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 in a timely manner.
- Discuss laboratory, studio, or departmental authorship policy with graduate students in advance of entering into collaborative projects.
- 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 consultation with the Faculty Senate and approval 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 Faculty Senate, Provost and President. **Please 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 Washington State Legislature.

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 chair of the major graduate program 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 his or her 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 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, 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. All such requests will be fulfilled and will draw on a group of faculty (Graduate Mentor Academy) who have agreed to serve in this role and have received appropriate training. During the scheduling process, the Graduate School will notify the student, committee and department chair if a Graduate Mentor has been assigned to an exam.

Examination Failure: If no external Graduate School representative is present at an oral or written preliminary exam/ballot meeting or at a final examination/ballot meeting for a master's or doctoral student, a student who fails is granted a second examination. If a Graduate School representative is present at the first examination/ballot meeting and confirms that the examination process was administered fairly and according to Graduate School policy, and the representative supports the recommendation of the committee not to re-exam the student, the Dean of the Graduate School will decide whether or not a re-examination is warranted. The Graduate School will send a member of the Graduate Mentor Academy to preside over the second examination to protect the rights of the student, faculty, and program. See also Chapter 12, Graduate Student Rights and Responsibilities.

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 http://facsen.wsu.edu/eppm/). To facilitate this process, department and program chairs (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 graduate 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. Civil Rights and Equal Opportunity

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 http://old-www.wsu.edu/forms2/ALTPDF/EPM/EP15.pdf.

5. Graduate and Professional Student Grievance and Appeal Processes

Typically for graduate students, conduct issues often involve academic issues, and academic issues often involve conduct issues. Programs and departments should contact the Graduate School for advice on the appropriate office(s) to contact and process to follow regarding graduate student 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 their major professor or advisor to resolve matters if possible. The next level would be the director of the relevant graduate program. There are cases, of course, where this is difficult. In these cases, graduate students should make an appointment with one of the Associate 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 will result in the student continuing in good academic standing.

Professional students (D.V.M., Pharm. D. and M.B.A.) 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 only consider 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 Form

Electronic signatures are allowed by the Graduate School for the purpose of processing certain internal Graduate School student forms/processes. The use of any form of electronic signature as identified in section 6a below 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.

Proxy signatures (someone signing for another individual) are not acceptable unless the proxy has signed authorization from the individual for whom the proxy is signing. Such documentation must be attached to the form with the proxy signature. Electronic signatures are ***not*** accepted on the documents noted in section 6b below; there are no exceptions to this policy.

a. The electronic signature is a symbol, sign or process associated with an electronic form or record that has been made with the intent to sign such form or record. Examples include the following:
   - A name typed at the end of an email message by the sender, sent from the sender's account that requires an ID and password to access.
   - A click on an "I accept" or "Submit" button in a system that requires an ID and password (i.e. MyWSU).
   - Electronic signature processes associated with Adobe Acrobat files, such as EchoSign, which track the signature process.
   - A digitized or scanned image of an individual's signature that ***the individual*** has placed on the form is acceptable as long as the image is used only by the individual whose signature it is and

who has the authority and intent to sign the form. For scanned or digitized signatures, the electronically signed form must be sent as an attachment in an email message sent by the individual who signed the form, and this email must accompany the form when it is submitted. Departments that process forms with digitized or scanned signatures are responsible for verifying the authenticity of the signature via the email in which the form was sent.

b. Forms and documents that require an original signature in ink include the following:
    - Preliminary and final exam ballots and balloting memos
    - Memos requesting the dismissal (disenrollment) of a graduate student from a program
    - Memos denying reinstatement of a graduate student to a program
    - FERPA waiver forms
    - Correspondence to students regarding admission to or dismissal from a program
    - Formal grievances and appeal decisions
    - Medical documentation forms
    - Any form in which a current student waives his or her rights

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 course work averaging 3.0 or higher. This cumulative grade point average is taken from the graded undergraduate work or the graded graduate study of 12 semester hours or more 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 students whose previous work, as defined above, is below 3.0. Provisional status may be granted because of special departmental recommendations or other indications of outstanding potential. 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 their first semester of study, the program may choose not to reinstate the student.

In such cases the following alternative standards may apply:

a. Preparation for graduate study in a discipline. This may include:
   - Relevant undergraduate course work and demonstrated capability in core or required course work;
   - 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;
   - 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
d. and potential.
e. Evaluation of the quality of the undergraduate institution the applicant attended, and his/her
f. program of study as an undergraduate.
g. Personal interviews with the applicant.

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 they 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 necessary prerequisites except those at the 700- or 800-level.

A maximum of six hours of graduate course work with grades of "B" or higher (nine for non-thesis master's and doctoral degree) earned under NADC classification (and post-baccalaureate – class 5) may be applied to

graduate degree requirements. Post-baccalaureate students must complete and submit a Reserve Graduate Credit form for approval at the time of registration.

Time limits on the course work are the same as for transfer credit (see Chapter 4, Applications and Admissions).

2. Graduate Certificates

Graduate certificate students who are not concurrently enrolled in a regular graduate degree program are classified as NADC. 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.
- 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, i.e. enrolling in independent study, research and project course credit, research/dissertation credits, final examinations and/or similar course work designed for degree-seeking students (i.e. 700, 702, or 800 credits).
- Are not eligible for graduate assistantships, fellowships, or scholarships.
- Most are not eligible for financial aid; applicants must check with the WSU Financial Aid Office to verify eligibility.

3. Non-Degree Graduate (formerly UNDG)

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

- Required to pay graduate 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.
- Permitted to apply up to 6 hours of non-degree graduate status credit to the graduate degree requirements if admitted by the WSU Graduate School to a degree program. Use of non-degree graduate status credits will be held to the usual time restrictions for program completion.

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 non-degree 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 non-degree graduate status.

Students in the **Professional Certification Program** (PCP) are also classified as non-degree 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 non-degree graduate status and are allowed to remain as a non-degree graduate student for the semester after the expiration date of the non-degree graduate status. This applies only to students in the PCP.

C. Visiting Graduate Student (VGS)

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 studies for an advanced degree, may be admitted as Visiting Graduate Students.

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 Visiting Graduate Student does not guarantee admission to any particular course of study. Visiting Graduate Students 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 make formal application and submit complete credentials.

If a Visiting Graduate Student 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 Visiting Graduate Student to apply to the work for such a degree.

D. Visiting International and Reciprocal Exchange Graduate Students (VIGS)

International graduate students who wish to enroll in an exchange program 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. Such students must meet the following criteria:

1. Each student must complete an application for admission as a Visiting Graduate Student AND meet the following WSU Graduate School requirements:
   - Must have been admitted to a recognized foreign graduate school, be in good standing, and actively pursuing a graduate program at that institution.
   - Must be accepted by a WSU graduate degree granting department/program, WSU Graduate School and for reciprocal exchange program students, by WSU Education Abroad.
   - 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 Visiting International Graduate Student 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, he/she must make formal application and submit complete credentials as outlined in the Graduate School Policies and Procedures Handbook.

3. In order to qualify for the WSU Exchange Visitor program (J-1) 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 WSU International Students and Scholars (ISS) section. 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. All students must report to the WSU Office of International Students and Scholars (OISS) for orientation shortly after arrival at WSU (to be arranged between the supervising faculty member and OISS).

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

6. All students must reside in WSU on-campus housing unless otherwise approved.

7. All students will be admitted as non-degree graduate Exchange Visitors under the WSU Exchange Visitor program and issued a DS2019. The DS2019 will be sent to the supporting department by OISS for transmittal to the students.

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.

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 at WSU that individual program faculty are best qualified to determine program requirements 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. Regular degree programs at WSU include the Doctor of Philosophy, Doctor of Nursing Practice, and Doctor of Education degrees and numerous master's degrees. Professional doctoral degrees are offered in Veterinary Medicine and Pharmacy. A complete listing of these programs with links to their individual requirements may be found at http://gradschool.wsu.edu/degrees/. Information about online distance degree programs at graduate and undergraduate levels, as well as information about Graduate Certificates can be found at http://gradschool.wsu.edu/certificates/.

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 in class grades and a comprehensive examination) and academic research that is ideally publishable in a peer-reviewed academic journal, but that will minimally be assessed by submission and defense of a dissertation. Professional doctorates such as the Doctor of Veterinary Medicine (D.V.M.) 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 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 nursing practice and leadership, and prepares graduates to translate research and evidence into practice.

Academic Requirements for Doctoral Programs at WSU

The conditions specified below are the criteria that must be met in order for doctoral programs to be offered at Washington State University. The criteria are not directed toward a specific campus. They are considered the minimum necessary to offer doctoral programs and apply to doctoral programs at WSU Pullman and approved alternative sites including regional campuses. Satisfying these requirements is subject to approval by the degree-granting unit, the Graduate Studies Committee, 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 ***and*** 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 provost's office. 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 assessment. Campuses that participate in delivering a program (offering courses, faculty functioning as major advisors, sites for research, etc.) but are not officially approved to offer the degree are called supporting campuses; 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.** Students and faculty must have access to a discipline-specific research collection in library facilities on campus as well as access to library facilities at other institutions; additional access through remote lending services should be available, but should not be considered as the primary source for library materials.
- **Critical mass of students pursuing doctoral degrees.** For officially approved programs, a critical mass of students is defined as an average of 5 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 program review.
- **Sufficient laboratories and research facilities.** This includes access to appropriate computer 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 committee on a regular basis *and* contact with other supporting faculty.
- Access to all required core courses and doctoral level course work.
- 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 residency.

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 chair 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 course work 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 and other 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 student must request permission from the Graduate School and must apply and be accepted by each program to qualify for dual degrees. In addition, the student must fulfill all of 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 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 course work 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.

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 (see Section C in Chapter 6, 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 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 and President before implementation.

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

Concurrent professional (DVM, Pharm D) and graduate (master's, doctoral) degree programs may be established and administered through cooperative arrangements between the appropriate Colleges and the Graduate School. 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.
- Certificate programs 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.

- Certificate programs 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.
- Certificate programs may provide an opportunity for a discipline, or an inter-disciplinary group, to take their first steps in offering graduate-level programming.
- Certificate programs provide the opportunity for students to develop an expertise that may help in career advancement or changing careers.
- Certificate programs allow faculty the opportunity to assess student performance at the graduate level prior to formally admitting them to a master's or doctoral program.
- Certificate programs, 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 with Department or Program. They typically consist of 9 to 12 credits of graded coursework. 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 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.
- 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 any degree program.
- 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, Section 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 the semester in which he/she applies for a graduate certificate.

9. Graduate Minors

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. Only approved graduate minors will be identified on official WSU transcripts.

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 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 Preliminary Examination Scheduling Form.)
- Doctoral students seeking graduate minors are expected to meet all requirements for the doctoral degree and graduate minor. For those students who are required to declare or who are seeking a graduate minor, the graded graduate hours will probably exceed minimums required by the Graduate School, program, or department.

- Degree-granting units wishing to offer graduate minors must follow the same procedures used for curricula changes as outlined in the Educational Policies and Procedures Manual.

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 regional and Pullman campuses will interact to sustain programmatic excellence. The bylaws should state which campuses have been officially approved by the institution to offer degree associated with that program, and which campuses are support campuses (see Section 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 all the steps described in item 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 steps described in item 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.

C. Establishing New Graduate Programs

New program 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. A flowchart outlining the steps below is available. The process for establishing a new graduate program is as follows:

1. When a new degree is first being considered by a college, a Notice of Intent (NOI) is sent to the Provost's Office; the Graduate School distributes the NOI to the other colleges/campuses, internally. Upon approval of the NOI by the Graduate School and Provost, the full proposal is developed at the department level using the New Program Proposal Template.
2. During the development process, wide consultation needs to occur to ensure that the college, the branch campus, the Global Campus, and other potentially affected departments or colleges, as appropriate, are informed and supportive.
3. Next, the dean of the college and, if not a Pullman program, the chancellor of the regional campus or the vice president of Global Campus indicate college and campus approval -- and commitment of resources identified at those levels.
4. The full proposal is submitted to the Provost and the Dean of the Graduate School for review.
5. The Provost and Dean of the Graduate School review the proposal for the extent to which the program enhances the institution in terms of consistency with strategic plans, quality, responsiveness, and fiscal responsibility and, if supportive, electronically forwards the proposal to the Libraries and the Budget Office.

6. Upon favorable review, the Dean of Libraries and the Budget Director will forward their approval electronically to the Provost's Office. If the concerns of one or more parties cannot be resolved with the department/college, the Provost or designee may request a meeting to discuss outstanding issues. If no resolution is reached, the proposal will be returned to the originating college and campus.
7. The Provost's Office will electronically forward administratively approved proposals to the Faculty Senate Office for review and approval by the appropriate committees and the full Senate.
8. At the appropriate times, the Provost's Office will share the proposal with the other Public Baccalaureate Institutions. The sending unit will be able to track the proposal's progress electronically through each step of the process.
9. Following Faculty Senate approval, the Provost will notify the Board of Regents, as well as the WSAC and NWCCU.
10. The Provost's Office will notify the college and department when approvals are complete.

D. Alterations to Existing Graduate Programs

All changes to existing graduate programs are categorized as major curricular changes. Examples include offering a degree at another campus or to the Global Campus, dropping curricula or options, substantial changes in curricula or options, change in name of department or programs or degrees, change of graduation requirements, new or change to majors and minors. Minor curricular changes refer only to minor changes in individual courses. 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, Chapter VII (http://facsen.wsu.edu/eppm/). The Major Curricular Change Form is available from the Registrar's Office or on line at http://www.ronet.wsu.edu/ropubs/.

For extending an existing program to another location or to the Global Campus, a Notice of Intent must be submitted, along with a Proposal to Extend a WSU Pullman Degree Program to New Location(s) and/or the Global Campus. The new program approval process (see flow chart) must be followed. The Major Curricular Change Form should be completed for the Faculty Senate Phase. If a program chooses to ***move*** a degree program to a new location or to the Global Campus, and no longer offer it in Pullman, the proposal template to move a program should be used.

For other substantial changes such as the creation or discontinuation of a graduate program or degree requirements, 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. Study committee and/or accreditation recommendations should also accompany the proposal when applicable.

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 Graduate Studies Committee (GSC). The GSC makes recommendations to the Faculty Senate.

E. Definition of Graduate Level Courses

1. 500-Level Academic Courses. 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:

- 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.
- The course should be taught by a faculty member who a) has the terminal degree relevant to the course and is current in the course discipline 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.

2. 500- through 800-Level Professional Academic Courses. A **professional course** is a course offered in a professional doctoral curriculum such as the Doctor of Veterinary 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.

3. 600-Level Course. A 600-level course is generally for independent study, special projects, and/or internships. Credits are variable and grading is satisfactory/fail (S/F).

4. 702 Credit. 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.

5. 700/800-Level Research Credit. 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 or 800 level to document faculty and departmental efforts in graduate teaching. At the time

of enrollment, departmental personnel (e.g. the graduate coordinator) assign the committee chair as the instructor for this individual instruction course with a 100 percent effort. If a student has committee co-chairs, two instructors may be assigned, with 50 percent effort for each instructor. If the student has not yet chosen a 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 committee chair assignments for part-time graduate students who do not enroll in a 700 or 800 course section.

6. 702/700/800 Credit Policy. Because 702,700 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 702, 700 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, 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 conduct board and expulsion from WSU. For graduate students, academic integrity violation may also result in the loss of teaching and/or research assistantships. WSU's Standards of Conduct can be found at https://conduct.wsu.edu/.

7. Conjoint Courses. Quality graduate programs offer rigorous course work 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 allowable 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 absolutely 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. (Senate 5/10/79; amended Graduate Studies Committee 12/17/79)

To obtain approval from the 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 from the Registrar's Office or on-line 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 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 within graduate courses include addition or deletion of a course, establishment or deleting 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, (http://facsen.wsu.edu/eppm/). The Major Curricular Change Form is available from the Registrar's Office or on-line 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 or changes in prerequisites, or rewording course description which 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, (http://facsen.wsu.edu/eppm/). The Minor Curricular Change Form is available from the Registrar's Office or on line 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. Any correspondence sent by the department/program to the prospective student should be copied to the Graduate School so that it may be included in the student's official file. 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, and are not required to provide a reason for denial.

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 http://gradschool.wsu.edu/apply/.

A. General Policies

1. Inquiries. The Graduate School staff responds to all inquiries and forwards information to the appropriate degree granting unit (department, school, college).

2. Application Process. The Graduate School uses an on-line application and payment system. Paper applications and checks are generally not accepted. Prospective students must complete the on-line application for admission to the Graduate School. The application link can be found at: http://gradschool.wsu.edu/apply/. In order 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 10th for fall admission, and July 1st for spring admission. Students whose applications are not complete by these priority deadlines will be considered for admission upon request of the department or program. Departments may have earlier deadlines; applicants are responsible for checking with the relevant departments or programs to verify deadlines.

4. Application Requirements. Application requirements and procedures for meeting those requirements are listed on the Graduate School's website. Departments or programs may have additional requirements, such as GRE or GMAT scores; statements of professional interest; 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. Departments and 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); and
- 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) course work 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 their foreign credentials, including copies of official transcripts, from the WSU-approved Credential Evaluation Service (see the WSU Graduate School Apply website for specific information). 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. (Note: English translations will be required by the Credential Evaluation Service; please check the WSU Graduate School website for contact information.) The Credential Evaluation Service will make a determination on whether or not 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 his/her 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, Section 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 on the basis of 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 where there is 12 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.
- Schools must be accredited by a recognized accreditation association.
- Credits earned in a professional degree program (such as DVM, JD, MD or Pharm.D) 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, New Zealand, Nigeria, and Trinidad and Tobago 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 TOEFL 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 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 departmental/program requirements, and are recommended by a department / 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 department or program in which they seek a degree or graduate study. If the prospective student has not met all of the admissions requirements, but the department/program supports the student's admission, the department/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.

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, and are not required to provide a reason for denial.

9. Notice of Admission to Applicant. The Graduate School issues an admission certificate to the applicant when he/she 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.

10. Admission is 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 (for example, 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 graduate leave of absence.

11. Admission to a program for which the applicant currently holds a degree. An applicant may not be admitted to a degree program if he/she 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 than 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 his/her 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 of the admission requirements or submitted all of the admission documents. Such applicants may be admitted provisionally to the Graduate School upon recommendation of the department chair or program director and approval by the Dean of the Graduate School. Generally, the number of provisional admissions is limited to 10% of the total enrollment in the degree program for a given academic year. A student who is admitted provisionally does NOT qualify for financial aid, including any form of assistantship or fellowship. 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 their 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. (NADC; see additional information in Chapter 2).

- 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 fees.
- NADC students may take any course for which they have the necessary prerequisites except those at the 700- or 800-level.
- A maximum of 6 hours of graduate status credit with a grade of "B" or higher (9 hours for non-thesis master's and doctoral degree), which are allowable on a program of study and earned while under NADC classification (and post-baccalaureate – class 5) may be applied to graduate degree and graduate certificate requirements. Post-baccalaureate students must complete and submit a Reserve Graduate Credit form for approval at the time of registration.

2. Graduate (Formerly Undecided Graduate-UNDG): 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).

- Applicants for non-degree graduate status must complete the *Application for Admission to Non-Degree 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 non-degree admission should make every effort to complete the Non-Degree 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.

Admitted non-degree graduate students are subject to the following:

- Non-degree graduate students are permitted to enroll in courses only with permission of 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.
- Non-degree graduate students are required to pay graduate fees;

- Non-degree graduate students are permitted to remain in this classification for up to one calendar year.
- Non-degree graduate students are permitted to apply up to 6 hours of non-degree graduate status credit with a grade of 'B' or higher, and which are allowable on a program of study, to the graduate degree and graduate certificate requirements after admission by the WSU Graduate School to a degree 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. Further, ***there is no guarantee that they will be accepted into a degree-seeking program if they apply***. If the students apply on-line 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 on-line 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 prerequisite course requirements or be able to demonstrate equivalent knowledge and understanding for courses prior to enrollment.
- Meet all program and/or department 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. The student must pay all graduate tuition and fees for the courses in which they enroll. 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**.
- Students must be currently enrolled when they submit their *Application for Graduation for a Graduate Certificate*. Application should be made 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 Graduate Student (VGS). 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 Visiting Graduate Students (see additional information in Chapter 2). Admission requirements include the following:

- Visiting Graduate Students 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 Graduate School dean is required during the admission process.
- Prospective students do need not to submit a full transcript of credits.
- Admission to Washington State University as a Visiting Graduate Student does not guarantee admission to any particular course of study.

Visiting Graduate Students 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 make formal application and submit complete credentials.
If a Visiting Graduate Student 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 Visiting Graduate Student to apply to the work for such a degree.

5. Visiting International Graduate Student (VIGS) and Reciprocal Exchange Graduate Students.
International graduate students who wish to enroll in an exchange program 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). Such students must meet the following criteria:

a. Each student must apply for admission as a Visiting Graduate Student by completing an application form AND meet the following WSU Graduate School requirements:

- Have been admitted to a recognized foreign 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, WSU Graduate School, and for reciprocal exchange program students by WSU Education Abroad, as appropriate.
- 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 Visiting International Graduate Student 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, he/she must make formal application and submit complete credentials as outlined in the Graduate School Policies and Procedures handbook.

c. In order to qualify for the WSU Exchange Visitor program (J-1) 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 WSU International Students and Scholars (ISS) section. 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. All students must report to the WSU Office of International Students and Scholars (OISS) for orientation shortly after arrival at WSU (to be arranged between the supervising faculty member and OISS).

e. All students will automatically be charged for the international student health insurance plan on arrival (including the required insurance for any accompanying dependents).

f. All students must reside in WSU on-campus housing, if available.

g. All students will be admitted as non-degree graduate Exchange Visitors under the WSU Exchange Visitor program and issued a DS2019. The DS2019 will be sent to the supporting department by OISS for transmittal to the students.

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 the 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* form. 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 if 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 (i.e., 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 *Change of Program form* to update their Program of Study with the correct degree requirements.

4. Change of Department/Program
Students who wish to change their department/program (but maintain their degree level) must complete a *Plan and Degree 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 change of program 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 Change form*. Please contact the department or program for additional requirements. A new Program of Study must be submitted if the student changes department/program.
5. Pursuing a Master's Degree in a Different Discipline while in a Doctoral Program
Doctoral students at WSU are allowed to 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 doctoral program (on their doctoral Program of Study).
- The student must have the 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 semester hours may not simultaneously be counted as required credits toward both a baccalaureate degree and an advanced degree. Students must complete a Reserve Graduate Credit (seniors) 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.
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 of the student's major advisor, course instructor, and department/program chair administering the course and should be

submitted along with a Reserve 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.
- 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 on-line 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. A form for reserving graduate credits is available from the Graduate School and filed 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 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 leaving 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 on-line 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 form for reserving graduate credits is available from the Graduate School and must be filed by 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. 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 http://www.cgsnet.org/policy-papers-reports-and-resolutions. For addition 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. While 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, he/she 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.

Students 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 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.

Students 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 students must reapply via the on-line 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 on-line 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 a non-degree-seeking student (i.e., formerly Undecided [UNDG], Not A Degree Candidate [NADC], or enrolled 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.

1. Non-Degree (formerly UNDG) Students Pursuing Formal Admission to Graduate School. Non-degree students are permitted to apply up to 6 hours of non-degree credit to the graduate degree requirements after admission by the WSU Graduate School to a degree program. Use of non-degree graduate status credits must be approved by the student's 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.

2. NADC Students Pursuing Formal Admission to Graduate School. A maximum of six hours of graduate course work with grades of "B" or higher (nine for non-thesis master's and doctoral degree) earned under NADC classification may be applied to graduate degree requirements with the approval of the student's committee. Time limits on the course work 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.

3. 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. Course work taken as a certificate student may be reviewed as part of the admission-review process, but does not afford any preferential consideration for admittance 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 graduate 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.

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 which may constitute a conflict of interest.
- 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.
- Abstention from pursuit of degree in one's own unit and those that are directly administratively related to the faculty member's unit.

Application process will include:

- Complete application, proposed program of study and approval of unit supervisor received by the Graduate School.
- Calculation of GPA by the Graduate School.
- Preliminary review of application by a Graduate School Associate Dean, including proposed program and impact on applicant's unit and the unit to which application has been made.
- Departmental Recommendation Form sent to department/program.
- Departmental Recommendation Form received from department/program with recommendation 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 Graduate Studies Committee and recommendation to the Dean to approve or deny the application.
- Notification to the applicant and to the department/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.

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.
- Preparation in advance of admission of a general program of study with a stated timeline and departmental/program approval.

Application process will 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. Applicant must submit a copy of his/her current job description.

- Calculation of GPA by the Graduate School.
- Preliminary review of application by a Graduate School Associate Dean.
- Departmental Recommendation Form sent to department/program.
- Departmental Recommendation Form received from department/program with recommendation 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 Graduate Studies Committee and recommendation to the Dean to approve or deny the application.
- Notification to the applicant and to the department/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, he/she 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 of their degree requirements (see Section A.2 of this policy). 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 Section A.6 in this policy). Students in official internship leave status (see Section A.7 in this policy) 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 $25 fee if they are absent for one or two consecutive semesters (excluding the summer; see Section 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 dropped from the Graduate School (see Section A.4 in this policy).

b. Doctoral Students

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 of their degree requirements (see Section A.2 in this policy). Graduate leave is available to those students who must be away from campus for personal reasons (see Section A.6 in this policy). Students in internship leave status (see Section A.7 in this policy) 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 $25 fee if they are absent for one or two consecutive semesters (excluding the summer; see Section 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 dropped from the Graduate School (see Section A.4 in this policy).

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 Section A.2.a in this policy 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 up to four consecutive semesters (excluding the summer) must complete the reenrollment form and pay a nonrefundable processing fee before the student can register for classes. Students absent for three or four consecutive semesters (excluding the summer) must obtain departmental approval to re-enroll. 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 he/she wishes to be considered for readmission to a program. See Section A. 5. Non-degree seeking students are not eligible 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 OISS, in consultation with the Graduate School, prior to part-time enrollment during the academic year.* Exceptions to the continuous enrollment policy are noted in Section A.2.b. **Continuous doctoral status (CDS)**, explained in Section 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 Continuous doctoral status.*** *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 Students and Scholars 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 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 the WSU Health and Wellness 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 their tuition costs.

   iv. Students in **CDS** do not have to complete a reenrollment form or pay a reenrollment fee to register for two credits to defend.

   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, he/she 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 continuous doctoral status 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 (see Section 6, Official Leaves of Absence and Section 7, Internship Leave). Graduate leave does not extend the time limitations to complete the doctoral degree (see Chapter 6, Section 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 continuous doctoral status for more than 5 consecutive academic semesters (excluding summer). After 5 semesters, the student must enroll for 2 credits and defend to complete their program. Students who have an approved extension may continue in CDS until the final semester of their extension.

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 campus 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 Section 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 continuous doctoral status. Students who are approved for graduate leave while in continuous doctoral 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 Section A.7 for information and procedures. Only internship leave required by the student's program is available to doctoral students in continuous doctoral status. Students who are approved for internship leave while in continuous doctoral status will not be charged the $50 administrative fee.

3. Reenrollment for a Degree-Seeking Student

(This reenrollment policy does not apply to doctoral students in continuous doctoral status). A degree-seeking graduate student (who is not in continuous doctoral status) 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, or two consecutive semesters (excluding the summer), must complete the 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 continuous doctoral status, or on approved graduate leave or internship leave, *do not* have to complete the 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 three or more consecutive semesters (excluding the summer) is required to reapply and pay a nonrefundable application fee to the Graduate School if he/she wishes to be considered for readmission to a program. Readmission is not guaranteed. Doctoral students who drop out of

continuous doctoral status 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 or up to four consecutive semesters (excluding the summer) must complete the Reenrollment form. Reenrollment requires a nonrefundable processing fee. Students absent for three or four consecutive semesters (excluding the summer) must obtain departmental approval to re-enroll. The 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 five consecutive semesters (excluding the summer) is required to reapply and pay a nonrefundable application fee to the Graduate School if he/she 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 the degree-seeking student who is in active status and who is 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 Graduate Leave (including Medical Leave). Graduate Leave (including Medical Leave) does not extend the time limitations for degree completion (see Chapter 6, Section E). Extensions must be requested according to Graduate School procedures (see Chapter 6, Section 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 Graduate Leave through the Graduate School by completing the Graduate Leave form. The Graduate School must receive the Graduate Leave form no later than the 10th day of class 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 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 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 Health and Wellness Services Insurance & 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 also with Health and Wellness Services if the student seeks counseling regarding health insurance options during their leave. Graduate students must submit a Graduate Leave form, along with the Medical Leave Documentation form, to program advisor, program chair, and the Graduate School prior to the semester in which 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 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 program support and Graduate School approval in advance to extend the leave beyond the first year. *Extensions to Medical Leave are not guaranteed.* Students on approved Medical Leave do not have to complete a reenrollment form or pay a reenrollment fee.

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 Health and Wellness 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 graduate assistant benefits (i.e., tuition waivers will remain in place), health benefits, and his/her salary.

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 his/her graduate program. In the event that both parents are full-time graduate students at WSU, only one may take Parental Leave or the four consecutive weeks may be shared between them. (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 salary support.

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 their approved leave period and the research/teaching efforts of the department are not adversely affected. Programs should request salary 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. In addition to the temporary salary 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.

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 form 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.

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 salary 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.

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 section A.6 in this chapter) 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 may not be enrolled during the semester in which they have been approved for Internship Leave.

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 student who have completed all of 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 his or her faculty advisor. The graduate student does not have to register for credit for the internship unless it is required by their 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 Graduate 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 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 on-line registration site at the WSU student portal. Appropriate login information for this site will be included with the Admissions Certificate.

C. Appropriate Levels of Registration (Credit Load).

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. ***All*** full-time graduate students must register for at least one (1) 700 (masters), 702 (non-thesis masters) or 800 (doctoral) level research credit each semester to track faculty advisor effort. (Students should check with their departments for additional information and/or exceptions to this policy)

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.

While 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.

1. 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.

2. 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, 702, or 800 course at Washington State University during that semester or summer session. Students should contact WSU's Health and Wellness Services Insurance & Billing Office for counseling on health insurance options during their final semester at WSU.

3. 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.

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

5. Students on non-service appointments for the summer must enroll for a minimum of 3 hours during the eight-week summer session.

6. 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.

7. International students in F-1 and J-1 status should consult with the Office of International Students and Scholars (OISS) 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.

8. International students with valid academic, administrative, or medical reasons may be granted part-time enrollment authorization using the approved Reduced Course Load form. 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 OISS, in consultation with the Graduate School, prior to part-time enrollment during the academic year.

9. 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 or associates also must have approval of their supervisors in order to take an overload. Credit hours of enrollment in "Audit" status are not included in calculating the student's academic load.

10. 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 WSU's Health and Wellness Services Insurance & 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 in order 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. The student is responsible for tuition and fees associated with credits taken in excess of this 3-hour total in the summer sessions.

Loads in excess of 18 hours in a regular semester, or 8 or 10 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 or associates also must have approval of their supervisors in order to take an overload. Credit hours of enrollment in "Audit" status are not included in calculating the student's academic load.

B. Academic Evaluation of Students

All graduate programs must complete an annual review of each graduate student. The elements of annual review include:

- Cumulative record including admission and classification information, course work, research proposals and all examinations, i.e., advisory, placement, qualifying, preliminary and final examinations, and progress since last 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.
- During spring semester, the department/program chair will give written notification to each graduate student of his/her performance. After appropriate faculty have been consulted, the annual evaluation of those students 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 that they have met the requirements of the assistantship. See Chapter 9, "Evaluation and Certification" for additional information. 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 program GPA 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, 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 he/she earns a U (Unsatisfactory) grade for research credit for two terms (summer term included).

2. Probationary Continuing Enrollment. A graduate student who has completed his/her 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:

- If student has a cumulative GPA below 2.75 at the end of the first semester of study.
- If student has been provisionally admitted and has a cumulative GPA below 3.0 at the end of the first semester of study.
- If student fails to establish and maintain a cumulative GPA of 3.0 or above after more than one semester of study.
- If student has failed a preliminary or final exam for a second time.
- If 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 faculty committee, program chair, or representative; in such cases, the Dean of the Graduate School will review the case and make the final determination.
- If student has earned a U (Unsatisfactory) grade for research credits (702, 700, 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 faculty 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. Following a meeting between the graduate student and the program chair, the chair may favorably recommend reinstatement for that student through a petition 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 who, upon favorable recommendation, may petition the Dean of the Graduate School 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, who upon favorable recommendation, may petition the Dean of the Graduate School for approval to reinstate the student. The program chair 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 his/her research progress.

D. Degree Objectives and Requirements

Academic policies related to master's degrees and doctoral degrees are explained in Chapters 7 and 8, respectively. Professional degrees outside the Graduate School include the Doctor of Pharmacy (College of Pharmacy), Master of Business Administration (College of Business) and Doctor of Veterinary Medicine (College of Veterinary Medicine). For more information about these programs, please contact these programs and colleges directly.

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 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. The Graduate School recognizes some programs are designed for the part-time student and can be expected to require a longer completion period. As appropriate, departments may request an extension of this time limit as described in Section F.

2. Doctoral Degrees. Most students enrolled in doctoral degree programs at WSU require 4-6 years for completion of their program. 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.

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 of these deadlines. At least four months must elapse between preliminary and final examinations for doctoral degrees.

The Graduate School recognizes that part-time students may require a longer completion period. As appropriate, departments may request an extension of this time limit as described in Section 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. Students may request an extension of this time as described in Section F.

F. Procedure to Request Extension of Degree Program.

1. First Extension. A one-year extension may be requested by the thesis/dissertation 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 their thesis /dissertation chair. The thesis /dissertation chair must discuss this situation with the student and they should mutually outline a plan for completion within one year. The thesis /dissertation chair must then consult with the thesis/dissertation committee and, if all agree, forward to an Associate Dean of the Graduate School a memorandum for review requesting a one-year extension. The thesis/dissertation chair must explain why this exception is requested, and the thesis/dissertation chair should indicate the support of this request by the student's committee. An Associate Dean of the Graduate School will grant, or reject, the exception to policy and this decision will be communicated to the thesis/dissertation chair and recorded in the student's file.

2. Second Extension. If, after having been granted a first extension, a second extension for one year may be requested by using 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 request a second extension to their thesis/dissertation chair. The student must explain, in writing, why they were unable to complete the thesis/dissertation after a first extension. They also must develop a detailed time-line for completing the thesis/dissertation if they would be granted a second extension.

The thesis/dissertation chair must evaluate and approve the rationale and time-line for the requested second extension. The student must schedule and complete a thesis/dissertation committee meeting where the time-line 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. Once the thesis/dissertation advisor presents the circumstances for this request, the Chair 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 second extension.

If the faculty vote supports the action, the thesis/dissertation chair must write a memorandum to be reviewed by an Associate Dean of the Graduate School requesting a second extension. This memorandum must explain the rationale for this extension, provide the details of the time-line, verify the date of the thesis/dissertation meeting, and indicate that the thesis/dissertation committee concurs with the decision to request a second extension. This memorandum must be copied to the Chair of the degree granting unit.

The Associate 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 thesis/dissertation 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 time-line developed by the student and thesis/dissertation committee. The letter will indicate that third extensions are very rare.

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

The student must request a third extension to their thesis/dissertation chair. The student must explain, in writing, why they were unable to complete the thesis/dissertation after the second extension. They also must develop a detailed time-line for completing the thesis/dissertation if they would be granted a third extension.

The thesis/dissertation chair must evaluate and approve the rationale and time-line for the requested third extension. The student must schedule and complete a thesis/dissertation committee meeting where the time-line for completion is discussed.

A faculty meeting must be held where the students request for a third extension is discussed by the entire faculty of the degree granting unit. Once the thesis/dissertation advisor presents the circumstances for this request, the Chair 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 then writes a memorandum to the Dean of the Graduate School the rationale for the request, a detailed time-line for completion of the thesis/dissertation within one year, and any extenuating circumstances that need to be considered. This memorandum of request is submitted to the Graduate School.

The thesis/dissertation chair, or the Chair of the department, will be invited to meet with the Dean of the Graduate School to present the case. The Dean of the Graduate School will make a determination, after hearing all the facts to grant, or reject, the request for a third extension.

The Dean of the Graduate School will write a letter to the student and explain 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 and explain that they understand that this is their final opportunity to complete the thesis/dissertation degree. If the student is denied a third extension, the student may appeal the final decision of the Dean of the Graduate School to the Graduate Studies Committee only if the appeal is based on procedural irregularities. The written appeal to the Graduate Studies Committee due to procedural irregularities must be filed within 15 calendar days following a notice of decision from the Dean of the Graduate School regarding the third extension.

G. Program of Study

1. Definition.

The Program of Study (found at http://gradschool.wsu.edu/facultystaff-resources/18-2/) is an official form documenting the student's plan for courses to take as well as indicating his/her 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., anticipated graduation in spring, the Program of Study is due no later than the beginning of the preceding fall semester). For doctoral students, the Program of Study must be filed with the Graduate School before the end of the third semester of study (October 1st deadline for fall; March 1st deadline for spring). The student's advisor, in consultation with suggested committee members, should aid the student in the development of his/her proposed Program of Study.

2. General Requirements

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

i. Grade Requirement for Courses

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 lower) 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 http://www.registrar.wsu.edu/Registrar/Apps/AcadRegs.ASPX.)

Students on a graduate assistantship appointment may not carry a grade of "I" (incomplete) longer than one semester or summer session. Ordinarily, new or renewed appointments will not be approved for students who have earned a grade of "I" for longer than one semester or summer session.

iii. Undergraduate and/or Professional Level Coursework
Up to 6 credits of undergraduate-level credit (300- or 400-level) or professional-level credit (500P-level) for a thesis master's degree, and up to 9 credits of undergraduate-level credit (300- or 400-level) or professional-level credit (500P-level) for a non-thesis or doctoral degree may be used on the Program of Study with approval of the 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 15 minimum 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. 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 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 as part of the admission material. 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. Course work taken as a certificate student may be reviewed as part of the admission-review process, but does not afford any preferential consideration for admittance 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 graduate 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 and from their thesis or dissertation chair. Audited courses may not be used to fulfill program requirements. 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 student and faculty are mutually clear regarding 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." (Faculty Senate 5/4/78; Educational Policies and Procedures 9/2004)

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 the requirement.

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 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 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 Reserve 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 Reserve Graduate Credit (seniors) 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 Reserve Graduate Credit (seniors) 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 Reserve Graduate Credit (seniors) 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 course work (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 committee and the program director. However, graded graduate-level course work (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 course work (with a grade of B or higher) taken as a graduate student, but not taken towards a completed graduate degree, may be used toward a master's degree or a doctoral degree at WSU with the approval of the students 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 six 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 six.

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.

Transfer credit is requested formally by listing the courses on the Program of Study, obtaining 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 eligibility for transfer.

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 of 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:

- Extension courses, continuing education courses, special problems, special topics, thesis, workshops, and correspondence courses 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.
- 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 Extended University Services. 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 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 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 more than 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://www.registrar.wsu.edu/Registrar/Content/Cooperative_Course_Advisor.pdf

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 form (found at http://gradschool.wsu.edu/facultystaff-resources/18-2/) 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 chair will keep a copy for the program and submit the original Program of Study to the Dean of the Graduate School 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 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 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 working days of the final oral examination.*** Students should use the Final Dissertation/Thesis Acceptance Checklist when preparing the electronic copy for submission. In addition, the following must be submitted to the Dissertation/Thesis Acceptance clerk in the Graduate School within five working days of the final oral examination:

- All students must submit a 100% cotton fiber paper copy of the title page, abstract page, and signature page signed in black ink by all committee members.
- All students must submit a completed Hold Harmless/Copyright Acknowledgement form.
- Doctoral candidates have the option of submitting a copyright request for their dissertation when submitting it for publication.
- All doctoral candidates (with the exception of D.N.P. students) should submit a completed and signed Survey of Earned Doctorates.

1. **Dissertation Publishing and Copyright Information.** All institutions require that doctoral dissertations be published, and University Microfilms, International (UMI)'s ProQuest Dissertations & Theses Database is the recognized repository for dissertations. Washington State University has long subscribed to UMI to serve as the publisher, cataloger, and marketer of doctoral dissertations. 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. A publishing option guide, which explains these two options in detail, can be downloaded from the ProQuest website: http://www.proquest.com/products-services/dissertations/submit-a-dissertation.html. With either option, the student retains his/her copyright to the 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 UMI ProQuest; WSU does not collect these fees. Information regarding publishing, embargo options, and copyrighting the dissertation is available in the Graduate School's Digital Dissertation and Thesis Guidelines, and when submitting the dissertation via the on-line system. After the dissertations are processed by UMI 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. The doctoral dissertations are submitted in digital format (Adobe PDF) to UMI ProQuest Dissertation Publishing, and after processing are forwarded to the WSU Library. ***Doctoral students should follow UMI's instructions regarding file format during the submission process.*** Master's theses are submitted directly to the WSU Library. ***Master's candidates must submit their theses/dissertations in Adobe PDF format. (Exceptions can be made for documents not suitable for PDF format.)***

The WSU Graduate School requires a fully digital PDF version of the doctoral dissertation or master's thesis per the Digital Dissertation and Thesis Guidelines on the Graduate School's website. 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 (with the exception of D.N.P. students) are asked to complete the Survey of Earned Doctorates [PDF] 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 Graduate School 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 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. The Graduate School recognizes some programs are designed for the part-time student and can be expected to require a longer completion period. As appropriate, departments may request an extension of this time limit as described in Chapter 6 (General Academic Requirements).

B. The Program of Study

1. **University Requirements.** General university requirements and descriptions for the student's Program of Study are described in Chapter 6 (General Academic Requirements). The student's advisor, in consultation with suggested committee members, should aid the student in the development of their proposed Program of Study, which is then submitted to the chair of the appropriate graduate program. It is the chair's responsibility to assure that the program meets the minimum requirements of the respective program and Graduate School. The chair will submit the program to the Dean of the Graduate School for approval to assure that the program meets the minimum requirements of the Graduate School.

The Program of Study for a master's candidate should be submitted on forms 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 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 are required for the non-thesis master's degree.
- 26 hours minimum of graded course work
- 17 hours minimum of graded course work at the 500-level
- 9 hours maximum of non-graduate (300-400 level) graded course work
- 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.

Note: Graded course work at the 500-level may be used in place of the 702 credits only if the program submits a curriculum change that is officially approved via the Faculty Senate process. If the non-thesis curriculum is officially approved with a capstone (500-level) course in place of 702 credits, 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 of the program requirements.*

Program of Study for Thesis Master's Degree

- 30 hours minimum of total credits are required for the thesis master's degree.
- 21 hours minimum of graded course work
- 15 hours minimum of graded course work at the 500-level
- 6 hours maximum of non-graduate (300-400 level) graded course work
- 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.*

*Note: All full-time thesis and non-thesis master's degree students must register for one research credit of 700 or 702 each semester (excluding summers) to track faculty advisor credit.

Courses for audit may not be used for the Program of Study. Seminars approved for graduate credit number 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. For more information on general requirements and transfer credit, see Chapter 6, Section G.2, Program of Study.

2. Filing the Program of Study. After the proposed Program of Study form 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 programs and Graduate School. The chair 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.

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 master's committee and the approval of the chair of the program and submitted to the Graduate School. If program changes are made, the Change of Program 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.

C. Master's Degree Academic Policies

1. **Faculty Advisory Committee.** The master's committee is nominated on the master's Program of Study. For thesis and non-thesis programs, a master's committee should include at least three faculty members. During the first semester or summer session of enrollment, the chair of the major program should, in conjunction with the student, appoint an advisor to serve as chair of the student's master's committee until a permanent chair is obtained; ultimately, it is the student's responsibility to obtain a permanent chair and committee members for his/her graduate program committee. For additional information on bylaw committee requirements, see Chapter 1, Section D.

- Unless specified otherwise in the approved program bylaws, the chair of the committee must be a permanent, WSU tenure-track faculty member participating as a graduate faculty in the student's program. Non-tenure WSU faculty (research, clinical, adjunct, or affiliate) who are participating as graduate faculty within a program may serve on, co-chair, or chair a committee ***if approved in the program bylaws.***
- One other member of a master's committee must be a permanent, WSU tenure-track faculty member and a member of the graduate faculty of the student's programs.
- The third member must be a graduate faculty of the student's program but is not required to be a permanent WSU tenure-track faculty.
- All three committee members noted above must hold a degree of comparable level to the degree sought by the candidate.

- An additional committee member who holds the highest appropriate degree and whose special knowledge is particularly important to the proposed program, but is not a member of the graduate faculty, may be requested , subject to approval by the Dean of the Graduate School. This might be a non-tenured/non-tenured track faculty from another graduate program at WSU or from another university, or an individual from an appropriate government, business or industry organization, who is not designated as an official graduate faculty of a program; such an individual may be nominated and approved to serve on a graduate student committee on a case-by-case basis by the program upon written request by the program chair to the Dean of the Graduate School. A current curriculum vita must be included with the written request. A WSU tenured/tenured track faculty member in good standing from another graduate program at WSU can serve as an additional committee member in any graduate program if approved by the committee and program chair on the program of study. No CV or exception to policy is required.
- Committees may have more than three members; however, members must meet Graduate School policy and program bylaw guidelines. (See Chapter 1, section on Graduate Faculty, for more information.)
- It is imperative to avoid situations which may constitute, or may be construed as, a conflict of interest when forming a graduate student's committee.
- The Graduate School has the final approval for all graduate student committees.

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

Once approved, the master's Program of Study becomes the basis of the requirements for the degree. Subsequent alteration is made by submission of a Change of Program form with the endorsement of the master's committee and the approval of the chair of the major department/program and the Dean of the Graduate School.

The Dean of the Graduate School has the authority to remove a faculty member from a student 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.

2. Thesis/Non-Thesis Options and Requirements. The thesis is a scholarly, original study that is a significant contribution to the knowledge of the chosen discipline. The master's degree candidate's committee members must read and return drafts of theses to the student within a reasonable period of time. The Graduate Studies Committee recommends that committee members hold drafts for no longer than 30 days.

Prior approval for use of human subjects or animals in research is required. If the student plans to utilize human or animal subjects for research, he/she 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 the Washington State 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 (General Academic Requirements). 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.

3. 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 special problem. Non-thesis master's degree students may not have a formal examination; however, the committee must hold a ballot meeting, scheduled by the Graduate School, to determine if the student has satisfactorily met all of the program requirements.

The student must have completed or be enrolled in all the required course work, have a minimum cumulative GPA of 3.0, have met all admission contingencies, and be registered for the remainder of their research credits--a minimum of two credits of 700 (thesis option) or 702 (non-thesis option) (unless otherwise specified in the Faculty Senate approved curriculum) for the semester or summer session in which the final examination is to be taken. The scheduling form must be submitted to the Graduate School 10 (ten) or more working days prior to the anticipated examination. The candidate must present a typed draft copy of the thesis, complete in format, with the scheduling form. The Application for Degree must be completed in MyWSU (formerly Zzusis) if this is the student's initial application for degree. The graduation fee must be paid before the final exam is scheduled.

A member of the student's committee will be appointed by the Graduate School to serve as the Graduate School liaison regarding the examination process (balloting, etc.). A student, graduate program chair, 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/ballot meeting. This request will be held confidential. All such requests will be fulfilled by drawing upon a group of faculty, designated as the Graduate Mentor Academy that has agreed to serve in this role and has received training to do so. All repeat examinations or defenses will have such an independent, outside representative. During the scheduling process, the Graduate School will notify the student, committee and department chair if a Graduate Mentor has been assigned to an exam.

Examination Environment:

- For students participating in on-campus programs, final examinations shall be held during regular working hours of an academic session in an academic environment either on the Pullman or branch campus, or by videoconference over Academic Media Services (AMS) or similar technologies. **If held over AMS, at least one committee member must be physically present in the room with the student.**
- Students in approved Global Campus programs have the option of taking their final examinations during regular working hours of an academic session either on campus or via technology approved and available through the Global Campus. Arrangements are to be approved by the faculty committee and program chair and made in accordance with the Graduate School's examination environment policy and process.
- Individual programs may determine which faculty are eligible to vote, but in all cases, any faculty wishing to vote must be in attendance during all of the examination and must have participated in the assessment of the student's examination work. If a faculty member wishing to vote must leave the room or the online session during the examination, the examination is to be recessed until said member returns.

Exceptions to this policy regarding the examination environment, including when and where the examination is held, the use of technology, and the presence and participation of faculty, must be requested well in advance of the exam and will be made by the Dean of the Graduate School only under unusual circumstances.

Examination Process:

- Final examinations for thesis master's students are public. All faculty members, regardless of discipline, are encouraged to attend.
- The examination should not exceed two-and-one-half hours (including the student's seminar presentation).
- The examining committee shall include the members of the master's committee, whose chair presides, and any other member of the faculty in attendance.
- A member of the student's Committee will be appointed by the Graduate School to serve as the Graduate School liaison regarding the final examination process (balloting, etc.).
- Although any member of the public at large may attend a final examination, including an examination for a Global Campus program via approved Global Campus technology, only faculty members may ask questions and vote, assuming they have participated in the assessment of the student's examination work.
- All members of the master's committee must attend and vote.
- If a faculty member wishing to vote must leave the room or the online session during the examination or balloting discussion, the examination or discussion is to be recessed until said member returns.
- The Graduate School liaison will return all ballots and paperwork to the Graduate School. In situations in which faculty participate over AMS videoconference or other approved Global Campus technology, actual signed ballots may be sent to the Graduate School liaison immediately following the exam via confidential fax or emailed as a pdf file. No other format is acceptable. The Graduate School liaison should include these ballots in the packet for the Graduate School.

Under extraordinary circumstances, on the recommendation of the student's committee and upon the advice of the Graduate Studies Committee, the Dean of the Graduate School may approve alternate arrangements.

Final Thesis or Non-thesis Requirement:

- A copy of the examinee's thesis must be available for public inspection in the department/program offices for at least 5 (five) working days prior to the final examination. Copies must also be furnished to members of the candidate's committee at least 5 (five) working days before the final examination.
- In the case of a non-thesis degree, a written presentation will be offered at the discretion of the committee chair.
- The candidate's committee is responsible for approving all aspects of the final thesis ***before*** students may schedule the final examination. When committee members sign the Thesis Acceptance/Final Examination Scheduling Form, they indicate that a typed (or electronic) thesis, suitable in format for submission to the Library, has been given their approval. They also indicate their acceptance of the date, time, and place of the final examination.
- For non-thesis master, the Non-Thesis Final Examination Scheduling Form should be used.

Examination Outcome:

The candidate shall "pass" if the number of affirmative votes is equal to or greater than the minimum listed in the table below. If the number of votes exceed the numbers listed in the table, then a minimum of 75% of the examiners must cast an affirmative vote for the student to pass. In the event of a failed examination, a second and final attempt may be scheduled after a lapse of at least three months. When scheduling for a second exam, the scheduling form must be submitted at least 15 working 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 for a re-examination. The entire committee must be present and vote. A student who has failed two examinations will be terminated from the Graduate School. The only exception to this reexamination policy is 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. Should there be procedural irregularities or extenuating circumstance during the first or second examination, the student has the right to appeal to the Graduate School in the event of examination failure.

Table of Master Final Exam Votes

Number of Examiners Qualified to Vote	Minimum Number of Examiners Voting to Pass
3	2
4	3
5	4
6	4
7	5
8	6

4. **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 course work 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 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 maximum time allowed for completion of a doctoral degree is 10 years from the beginning date of the earliest course applied toward the degree. The Graduate School recognizes that part-time students may require a longer completion period. As appropriate, departments may request an extension of this time limit as described in Chapter 6 (General Academic Requirements).

Each program for a doctoral degree is considered individually. In all cases, work for the degree 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 of these deadlines. At least four months must elapse between preliminary and final examinations for doctoral degrees.

B. The Program of Study

1. University Requirements. General university requirements and descriptions for the student's Program of Study are described in Chapter 6 (General Academic Requirements). The student's advisor, in consultation with suggested committee members, should aid the student in the development of their proposed Program of Study, which is then submitted to the chair of the appropriate graduate program. It is the chair's responsibility to assure that the Program of Study meets the minimum requirements of the respective program and Graduate School. The chair 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 course work or research beyond the minimum requirements set by the Graduate School. All work taken by graduate students need not appear on their programs.

The doctoral Program of Study must be submitted to the Graduate School on the appropriate form before the end of the third semester of study (October 1st deadline for fall; March 1st deadline for spring). Preparation of the Program of Study is the responsibility of the student, the advisor, and the doctoral

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 course work (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 course work required on the Program of Study (15), none may be from non-graduate credit graded course work. No more than 9 credits of non-graduate credit graded course work (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 in the advanced degree program 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 shall include research and additional course work. 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 and 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, Section G.2, Program of Study.

Program of Study for Ph.D.

- 72 hours minimum total credits
- 15 hours minimum from graded graduate-level (500-level) courses
- 20 hours minimum 800-level research credits
- 9 hours maximum of non-graduate courses (300- or 400-level)
- courses for audit may not be used for the program of study

Program of Study of Ed.D.

- 72 hours minimum total credits
- 42 hours minimum from graduate approved graded courses
- 20 hours minimum 800-level research credits
- 9 hours maximum of non-graduate courses (300- or 400-level)
- courses for audit 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 or P/F may not be used as graded course 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.* Academic excellence is expected of students doing graduate work. Upon

recommendation from the head of the academic unit, the dean of the Graduate School can withdraw a student who is not progressing satisfactorily.

2. Filing the Program of Study. After the proposed Program of Study form is completed by the graduate student, it must be signed by each advisory committee member and submitted to the major program chairs and the chair of the minor program (if applicable) who 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 for approval to assure 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 committee and the approval of the chair of the program and submitted to the Graduate School. If program changes are made, the Change of Program 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.

C. Doctoral Degree Academic Policies

1. Faculty Advisory Committee. The doctoral committee is nominated on the doctoral student's Program of Study. A doctoral committee should include at least three faculty members. At the beginning of 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 committee until a permanent chair is obtained; ultimately, it is the student's responsibility to obtain a permanent chair and committee members for his/her graduate program committee.

- Unless specified otherwise in the approved program bylaws, the chair of the doctoral committee must be a permanent WSU tenure-track faculty participating as a graduate faculty of the student's program. Non-tenure WSU faculty (research, clinical, adjunct or affiliate) who are participating as graduate faculty within a program may serve on, co-chair, or chair a committee ***if approved in the program bylaws.***
- At least two other members of the doctoral committee must be permanent WSU tenure-track faculty and members of the graduate faculty of the student's program.
- All three members noted above must hold a graduate doctoral degree comparable to the degree sought by the student.
- A fourth member may be a member of the graduate faculty of the student's program but is not required to be permanent WSU tenure-track faculty.
- An additional committee member who holds the highest appropriate degree and whose special knowledge is particularly important to the proposed program, but is not a member of the graduate faculty, may be requested for approval by the Dean of the Graduate School. This might be a non-tenured/non-tenured track faculty from another graduate program at WSU or from another university, or an individual from an appropriate government, business or industry organization, who is not designated as an official graduate faculty of a program; such an individual may be nominated and approved to serve on a graduate student committee on a case-by-case basis by the program upon written request by the program chair to the Dean of the Graduate School. A current curriculum vita must be included with the written request. A WSU tenured/tenured track faculty member in good standing from another graduate program at WSU can serve as an additional committee member in any graduate program if approved by the committee and program chair on the program of study. No CV or exception to policy is required.
- If a minor is declared on the doctoral program, at least one member of the committee must be from the approved graduate faculty of the minor program. If this representative is a permanent WSU tenure-track faculty, he/she may fill the requirement of one of the WSU permanent tenure-track faculty

members on the committee. When no minor is declared, no outside member is required. However, when outside supporting work is included in the program, an outside member is recommended.
- Committees may have more than three members; however, members must meet Graduate School policy and program bylaw guidelines. (See Chapter 1, section on Graduate Faculty, for more information.)
- It is imperative to avoid situations which may constitute, or may be construed as, a conflict of interest when forming a graduate student's committee.
- The Graduate School has the final approval for all graduate student committees.

WSU faculty have the right to decline to serve on any specific student's committee. All committee members must sign the Program of Study. The doctoral committee is subject to approval by the Chair of the major and minor (if applicable) programs and the Dean of the Graduate School. This committee, once approved, has the responsibility of directing the student's progress, supervising the dissertation, and participating in the preliminary and final examinations. Other faculty members of the major and minor graduate programs may participate in the preliminary examination and any faculty member may participate in the final examination.

Changes to the doctoral advisory committee may be made by completing the Committee Change form.

The Dean of the Graduate School has the authority to remove a faculty member from a student 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.

2. **The Preliminary Doctoral Examination.** The preliminary doctoral examination is designed to determine the fitness of the student for pursuing a doctoral program in the field in which a degree is desired. The examination is intended to cover both major and minor disciplines (if a minor is declared). 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 committee from the minor program shall vote 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.

A preliminary examination is required of each doctoral student for advancement to candidacy for the doctoral degree. The student is responsible for scheduling the preliminary examination (oral exam and/or ballot meeting for written exam). It may be scheduled using the Preliminary Examination Scheduling Form, only after the Program of Study has been approved, a substantial portion of the required course work has been completed (six or fewer graded credits remaining to take), and when the student and committee chair believes the student is prepared for the examination. The student must be registered for a minimum of two hours of 800 credit as a regular graduate student at the beginning of the semester or summer session in which the preliminary examination is to be taken, and have at least a 3.0 cumulative grade point average and a 3.0 grade point average or higher on the program courses already taken before the preliminary examination may be scheduled. The preliminary examination must be scheduled with the Graduate School at least 10 working days before the examination is held.

A member of the student's committee will be appointed by the Graduate School to serve as the Graduate School liaison regarding the examination process (balloting, etc.). A student, graduate program chair, 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 a preliminary examination/ballot meeting. This request will be held confidential. All such requests will be fulfilled by drawing upon a group of faculty, designated as the Graduate Mentor Academy that has agreed to serve in this role and has received training to do so. All repeat examinations or defenses will have such an independent, outside representative. During the scheduling process, the Graduate School will notify the student, committee and department chair if a Graduate Mentor has been assigned to an exam.

Examination Environment and Process:

- For students participating in on-campus programs, preliminary examinations shall be held during regular working hours of an academic session in an academic environment either on the Pullman or branch campus, or by videoconference over Academic Media Services (AMS) or similar technologies.
- Students participating in approved Global Campus programs have the option of taking their preliminary examinations during regular working hours of an academic session either on campus or via technology approved and available through the Global Campus. Arrangements are to be approved by the faculty committee and program chair and made in accordance with the Graduate School's examination environment policy and process.
- All members of the doctoral committee must be present in the room at the oral examination and at the ballot meeting, and all must vote. If the program uses an examination committee, then all members of the committee must be present for the oral examination and the balloting meeting. All committee members are not required to be present for a written examination; however, the examination should be proctored.
- If the examination is administered via AMS videoconference, at least one member of the doctoral committee must be physically present in the room with the student. If the examination is administered via approved Global Campus technology, all committee members must be present during the examination session and subsequent balloting session.
- Individual programs may determine which faculty are eligible to vote, but in all cases, any faculty wishing to vote must be in attendance during all of the examination and must have participated in the assessment of the student's examination work. At the discretion of the major program (department) chair, members of the faculty from other programs and faculty members from the major and minor programs may be present, may ask questions, but shall not vote.
- All faculty wishing to vote must be in attendance during all of the oral examination and the balloting meeting. If a faculty member wishing to vote must leave the room or the online session during the examination or balloting discussion, the examination or discussion is to be recessed until said member returns.
- In situations in which faculty participate over AMS videoconference or approved Global Campus technology, actual signed ballots may be sent to the major program chair immediately following the exam via confidential fax or emailed as a pdf file. No other format is acceptable. The major program chair should include these ballots in the packet for the Graduate School.

Exceptions to this policy regarding the examination environment, including the use of technology and the presence and participation of faculty, must be requested well in advance of the exam and will be made by the Dean of the Graduate School only under unusual circumstances.

The content and conduct of a preliminary examination is the responsibility of the faculty of the degree-granting program and should be administered by the chair of that program or someone delegated by the chair. The department/program chair (or designee, i.e., student committee chair) shall be responsible for conducting a fair and searching examination and for affording a reasonable opportunity during the oral portion for all examiners to question the student. 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 days.

Examination Outcome:

At the conclusion of the oral examination or at the ballot meeting if only a written examination is given, the candidate's total performance on the examination should be discussed and ballots cast on the basis of the entire examination. The candidate shall pass if a minimum of three-fourths of those voting so indicate (see Table of Doctoral Preliminary and Final Exam Votes under Section 6 of this chapter).

In the event of a failed examination, a student will be re-examined for a second and final attempt. At least three months, but no longer than two academic semesters excluding summer, must lapse between a failed

examination and a re-examination. When scheduling for a second exam, the scheduling form must be submitted at least 15 working 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 for a re-examination. The entire committee must be present and vote. A student who has failed two preliminary examinations may not become a candidate for the doctorate and the student's enrollment in the Graduate School will be terminated. The only exception to this reexamination policy is 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. Should there be procedural irregularities or extenuating circumstance during the first or second exam, the student has the right to appeal to the Graduate School in the event of exam failure.

A minimum of four months must elapse between the successful completion of a preliminary examination and the scheduling of a final examination.

3. Doctoral Research. Prior approval for use of human or animal subjects in research is required. If the student plans to utilize human or animal subjects for research, he/she must contact the Office of Research Assurances (see Chapter 11 for additional policies and resources concerning research).

4. The Dissertation Requirement. 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) credits while preparing and defending the dissertation.

If the student plans to utilize human or animal subjects for research, he/she must contact the Office of Research Assurances (see Chapter 11 for additional policies and resources concerning research).

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

Washington State University participates in the UMI 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 UMI 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.

Following a passed oral examination, the student must submit the dissertation through the Graduate School's official dissertation submission process for final acceptance. Detailed instructions for submission of the dissertation can be found in Chapter 6 (General Academic Requirements).

5. **Scheduling the Final Defense Examination**. The completed Dissertation Acceptance/Final Examination Scheduling form must be submitted to the Graduate School at least 10 (ten) working days in advance of the examination date. It is necessary to present an electronic or paper draft copy of the dissertation that is complete in format at the time of scheduling. The examination must be scheduled at least four months, but less than three years, after satisfactory completion of the preliminary examination.

The ***Dissertation Acceptance/Final Examination Scheduling Form*** is to be signed by all members of the student's committee; committee signatures verify that a typed or electronic copy of the dissertation, suitable in format and content for submission to the library, has been given preliminary approval. Responsibility (including financial) for changes in format after the Dissertation Acceptance/Final Examination scheduling form is signed rests with the graduate program rather than with the student. Content changes are always the responsibility of the student. An Application for Degree form (found at

http://gradschool.wsu.edu/facultystaff-resources/18-2/) must be submitted to the Graduate School before a final examination may be scheduled. The graduate fee must be paid ***before*** submitting the Application for Degree form and prior to the final defense.

All fees, including the graduation fee and the optional copyright fee, must be paid before submitting the Application for Degree form and prior to the final defense. The Graduate School will schedule the student's final examination upon receipt of the completed Dissertation Acceptance/Final Examination Scheduling Form and a properly formatted, draft copy of the dissertation, which will be returned to the student.

At least 5 (five) working days prior to the oral defense, doctoral candidates must deliver a complete copy of the dissertation to the program chair. This copy can serve as the public copy and be displayed at a public place designated by the program. Program requirements for the number of copies of the dissertation to be distributed *prior* to the examination and *after* the examination vary. Students should check with their graduate program to ascertain program requirements.

6. Final Doctoral Defense Examination. A candidate for a doctoral degree must pass a final oral examination that primarily shall be a defense of the dissertation but may cover the general fields of knowledge pertinent to the degree. The student must have a minimum cumulative GPA of 3.0, have completed or be enrolled in all the required coursework, have met all admission contingencies, and be registered for a minimum of 2 (two) hours of 800 credit at the beginning of the semester or summer session in which the final examination is to be taken. Final examinations will include discussion of the completed dissertation (which is suitable in format and content for submission to the library). Under extraordinary circumstances, on the recommendation of the student's committee and program chair, the Dean of the Graduate School may approve alternative arrangements.

The candidate's committee is responsible for approving all aspects of the final dissertation ***before*** students may schedule the final examination. When committee members sign the Dissertation Acceptance/Final Examination Scheduling form, they indicate that a typed (or electronic) dissertation, suitable in format and content for submission to the Library has been given their approval; they also indicate their acceptance of the date, time, and place of the final examination.

The examining committee shall include the doctoral committee and any other members of the faculty in attendance. The chair of the student's committee will chair the final examination and be responsible for its conduct.

A member of the student's committee will be appointed by the Graduate School to serve as the Graduate School liaison regarding the examination process (balloting, etc.). A student, graduate program chair, 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/ballot meeting. This request will be held confidential. All such requests will be fulfilled by drawing upon a group of faculty, designated as the Graduate Mentor Academy that has agreed to serve in this role and has received training to do so. All repeat examinations or defenses will have such an independent, outside representative. During the scheduling process, the Graduate School will notify the student, committee and department chair if a Graduate Mentor has been assigned to an exam.

Examination Environment and Process:

- For students participating in on-campus programs, final examinations shall be held during regular working hours of an academic session in an academic environment either on the Pullman or branch campus, or by videoconference over Academic Media Services (AMS) or similar technologies. **If held over AMS, at least one committee member must be physically present in the room with the student.**
- Students participating in approved Global Campus programs have the option of taking their final examinations during regular working hours of an academic session either on campus or via technology approved and available through the Global Campus. Arrangements are to be approved by the faculty

committee and program chair and made in accordance with the Graduate School's examination environment policy and process.

- All final examinations are public, and all faculty members, regardless of discipline, are particularly encouraged to attend those of interest to them. Although any member of the public at large may attend final examinations, only faculty members may ask questions and vote.
- All members of the doctoral committee must be present at the oral examination and ballot meeting, and all must vote.
- All faculty wishing to vote must be in attendance during all of the oral examination and the balloting meeting, and must have participated in the assessment of the student's examination work. If a faculty member wishing to vote must leave the room or the online session during the examination or balloting discussion, the examination or discussion is to be recessed until said member returns.
- The final doctoral examination may not exceed two and one-half hours (including the student's seminar presentation).
- There is no separation into major and minor fields; all examiners vote on the total examination.
- In situations in which faculty participate over AMS videoconference or approved Global Campus technology, actual signed ballots may be sent to the Graduate School's liaison immediately following the exam via confidential fax or emailed as a pdf file. No other format is acceptable. The Graduate School liaison should include these ballots in the packet for the Graduate School.

Exceptions to this policy regarding the examination environment, including the use of technology and the presence and participation of faculty, must be requested well in advance of the exam and will be made by the Dean of the Graduate School only under unusual circumstances.

Examination Outcome:

The candidate shall pass if a minimum of three-fourths of those voting so indicate (see Table of Doctoral Preliminary and Final Exam Votes below). In the event of a failed final examination, a second and last attempt may be scheduled after a lapse of at least three months. When scheduling for a second exam, the scheduling form must be submitted at least 15 working 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 for a re-examination. The entire committee must be present and vote. A student who has failed two examinations will be terminated from the Graduate School. The only exception to this reexamination policy is 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. Should there be procedural irregularities or extenuating circumstances during the first or second exam, the student has the right to appeal to the Graduate School in the event of examination failure.

Table of Doctoral Preliminary and Final Exam Votes

Number of Examiners Qualified to Vote	Number of Examiners Voting to Pass
3	3
4	3
5	4
6	5
7	6
8	6

7. 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 academic program:

- If the applicant is admissible to the Graduate School and to the doctoral program to which he/she 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 his/her 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 he/she 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 of the 15 minimum credit core requirements must be graded course work at the graduate (500) level and taken at Washington State University. 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

As aids to graduate education, Washington State University has teaching, research, and staff assistantships available for qualified graduate students from recognized colleges and universities who are pursuing programs of study leading to advanced degrees at WSU.

Teaching assistantships (TA) are available to qualified graduate students in academic departments. The usual service required is half-time (20 hours per week) for the academic year. Appointments may, in some instances, be made for less than half-time at correspondingly reduced salaries (and tuition waivers). Research assistantships (RA) are available in many departments and special programs. Students should contact their department to inquire about teaching and research assistantships.

Staff assistantships (SA) are available for service to some academic departments and administrative offices. For further information, students should visit the Graduate School's websites.

Fellowships or Traineeships are available in some departments and programs through grants from government agencies and other private sources. These appointments are initiated by the departments and programs 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 Office of the Dean of the Graduate School will determine eligibility for admission to the Graduate School 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 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 in enrolled solely in a graduate certificate program, or undergraduate non-degree status) are not eligible for an assistantship.
4. Visiting graduate students (VGS and VIGS) are eligible for an assistantship if they meet all of the requirements for their visiting status.
5. 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 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 should 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 serve on the examination committee for each of the students to be evaluated.

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 or more may qualify for waivers of the non-resident and/or resident tuition. In addition, a limited number of work-study-funded graduate assistantships may be awarded by the Office of Financial Aid. These work-study-funded assistantships may be eligible for tuition

waivers. Students should check with non-academic areas for more information. Non-service appointees (fellows/trainees) do not qualify for resident tuition waivers.

1. To qualify for an in-state or out-of-state tuition waiver, *students must reside in the State of Washington.*
2. 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 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/ Non-resident waivers cannot be guaranteed beyond one year. 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 the tuition.
4. Because of the unique funding structure of Global Campus-based programs, the Graduate School does not provide tuition waivers to offset tuition for students admitted to Global Campus programs. 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.

The Graduate School does not provide tuition waivers during the summer; however graduate students on assistantships during the summer session may qualify for a tuition waiver through the Summer Session Program (TAs) or through a grant-funded position (RAs).

C. Required Research Training for Graduate Assistants

Mandatory training on the Responsible Conduct of Research is required of all graduate students, and it is an employment 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 will need to retake it after a five-year period. Students are not eligible for an assistantship until the training is complete. A grace period of one semester will be granted for international students who have not taken the training at the start of their assistantship. If the assistantship for the subsequent semester is processed late due to the student not completing the training in a timely manner, the student will be responsible for paying all late fees applied to the student's account and may lose their 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 appointments must enroll for a minimum of 10 hours per semester during the academic year, or a minimum of 3 hours during the eight-week summer session if on a summer assistantship.
- 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 or associates also must have approval of their supervisors in order to take an overload. Credit hours of enrollment in "Audit" status are not included in calculating the student's academic load.

E. Salaries

Salaries for full-time and half-time (monthly and nine-month) graduate assistantship appointments are flexible. A schedule 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 http://studentinsurance.wsu.edu/graduate-assistants/.

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 them to the Graduate School for admission, they often, at that time, 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 salary, 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 graduate school 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.
   - In those instances in which a 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**
   - Graduate teaching assistants 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 it or participate in the assignment of grades.
   - Graduate assistants will normally be appointed half-time (0.50 FTE) at a salary level listed on the graduate assistant salary schedule (see Section D above).
   - The Graduate School strongly discourages graduate assistants from working additional hours beyond their .50% FTE because the additional work often has a negative impact on the student's academic progress and time toward completing a degree. At the same time, the Graduate School realizes that work 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 .50% FTE appointment:
   - Ideally, the additional work should add to the professional development of students or support their specific career goals.
   - More than 5 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 the student to ensure that he/she is making good progress in the program. The following should be considered in the review process: (1) the student's current status in the department (performance and longevity); (2) the student's timeline for degree completion; and (3) how the work involved contributes to the student's academic work and progress. 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 them until they do.

3. Reappointment

- Reappointments normally will be approved if recommended by the department/program provided the student has maintained a 3.0 cumulative grade point average or higher in all work (including undergraduate course work) since initial admission to the Graduate School, and provided there are no outstanding incomplete grades of more than one semester or summer session's duration.
- 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.
- If, after formally accepting an assistantship, the student wishes to resign after April 15 to accept a position in another department or university, the student should notify the department of his/her resignation in writing as soon as possible.
- 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 their 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 their appointment period:

- remained enrolled full time (at least 10 credits);
- 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 0.5 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 he/she is granted an exception to policy based on extenuating circumstances. Exceptions to policy must be submitted by the department 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, 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 reminder 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

Departments and programs working with graduate assistants should provide adequate supervision and training so that assistants can be successful in their positions. Job 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.

Except in very serious cases of misconduct, a department that seeks termination of an assistantship mid-semester 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 the Graduate School's Policies and Procedures. The decision is held in abeyance pending the outcome of the appeal. In the event that 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 pro-rated 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 and Professional Student's Grievance Procedures set forth in the Graduate School's Policies and Procedures.

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 file an Application for Degree (http://gradschool.wsu.edu/facultystaff-resources/18-2/) found at form in the Graduate School by the deadline of the semester in which they wish to graduate. The graduation requirements of the Graduate School (as published in the Graduate School Policies and Procedures Manual) 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. Departmental 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 departmental requirements may be substituted at the option of the student upon approval by the master's or doctoral committee, by the department chair, 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.

Each program for a doctoral degree is considered individually. 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 for advancement to candidacy for the doctoral degree. See Chapter 8 (Doctoral Degree Requirements) 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 that he/she is officially a doctoral candidate.

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 sent a To-Do list outlining the discrepancies. To correct the discrepancies, the student will be required to submit a signed Change of Program form.

D. Report of Graduation Results

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 President's Office for official signature approval. After approval, diplomas are printed and mailed to graduates.

E. Commencement Participation and Receipt of Degree

Commencement on the Pullman campus is scheduled every December and May; commencement on the urban campuses is schedule only in May. 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 form for the appropriate semester. December candidates will be invited to the December or the following May ceremony. Doctoral students who complete all of their degree requirements during spring may attend the May ceremony. Doctoral students must have everything complete and must have submitted their final dissertation to the Graduate School office.

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 along with the appropriate legal documentation that his or her 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 as long as 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 an employment 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.

On-line training for Responsible Conduct of Research, Lab Management module: https://myresearch.wsu.edu/login.aspx?ReturnUrl=%2fdefault.aspx

- Data management and laboratory ethics: http://www.ogrd.wsu.edu/documents/DM_Lab_Notebooks.pdf
- Managing conflict of interest in research and scholarship: http://www.ogrd.wsu.edu/policies.asp
- Policy for responding to allegations of scientific misconduct: http://officeofresearch.wsu.edu/Documents/PDF/MisconductPolicy.pdf
- 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: http://www.ogrd.wsu.edu/memos/memo8/default.asp.

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: http://www.publishing.wsu.edu/copyright/copyright_protects.html
- Patent/copyright obligations from employee to employer: http://www.ogrd.wsu.edu/rac/documents%5CFullFile.pdf
- Faculty Manual: http://facsen.wsu.edu/faculty_manual/2013facman_updatedTOC061413a.pdf.

D. Animal Subjects and Approval

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 (i.e. chemicals that may be carcinogens, teratogens, mutagens, flammable, corrosive, explosive, etc.) in research may be obtained at the web site 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: http://public.wsu.edu/~forms/HTML/BPPM/45_Research/45.65_Pesticide_Policy_Overview.htm.

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: http://www.ogrd.wsu.edu/ec_faq.asp

Chapter Twelve
Graduate Student Rights and Responsibilities

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://www.wsu.edu/~ombuds/

B. Student Conduct

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. The Graduate Student Code of Rights and Responsibilities 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. Student disciplinary proceedings for misconduct, including plagiarism and cheating, are covered by the policies and procedures in the Student Conduct Code.

The *Standards of Conduct for Students*, WAC 504-26, can be downloaded at the Office of Student Standards and Accountability website: http://conduct.wsu.edu/.

The Graduate Student Code of Rights and Responsibilities appears in its entirety in Section E at the end of this chapter, and can be downloaded from the Graduate School's Policies and Procedures website: http://gradschool.wsu.edu/policies-procedures/.

C. Student Rights of Appeal Related to Academic Work

1. **Appeal of Course Grades.** Graduate students should refer to the WSU Academic Regulations, Rule 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 his/her 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 University President, functions to review academic grade appeals forwarded by any departmental chair, dean, Graduate School Dean, or university ombudsman. A detailed description of this committee and its processes may be found at http://president.wsu.edu/committees/academic-grade-appeals-board.html

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).

In these cases 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, he/she 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 Section E, Part 3 of this chapter.

A student will not be allowed to take a second and final examination after first examination failure 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 faculty committee and program chair 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 whether or not to re-examine the student. The student may appeal the decision by filing a formal grievance with the Graduate School. For details, see Section E, Part 3 of this chapter.

D. Students' 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

The Graduate Student Rights and Responsibilities document describes procedures for channeling graduate student complaints, grievances, and concerns to faculty, staff and administrators for appropriate action. In conjunction with this document, graduate students must adhere to the Graduate School's Policies and Procedures available on the Graduate School's website: http://gradschool.wsu.edu/policies-procedures/. While these rights and responsibilities outline the complaint process, students are encouraged to use the Graduate School Deans for guidance and advice on conflicts that may arise at any point during their course of study at the University.

This document covers policies and guidelines pertaining to academic advancement and grievances only. Student disciplinary proceedings for misconduct including plagiarism and cheating are covered by the policies and procedures in the Standards of Conduct for Students contained in WAC 504-26. For disciplinary matters, please view the information at the following links:

Student Conduct website:
http://conduct.wsu.edu/

Academic Integrity Standards and Procedures:
http://www.academicintegrity.wsu.edu/

Alcohol and Drug Policy:
http://old-www.wsu.edu/forms2/ALTPDF/EPM/EP20.pdf

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.

Requesting Reasonable Accommodations

Graduate students with identified disabilities should contact the Access Center before the semester that they plan to attend to 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: http://spokane.wsu.edu/students2/student-affairs/disability-resourcess.html
- Tri-Cities: http://www.tricity.wsu.edu/disability/
- Vancouver: http://studentaffairs.vancouver.wsu.edu/access-center)

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 time frame will be granted only upon a showing of good cause.

Working with the Access Center

- Submit documentation of disability (see http://accesscenter.wsu.edu/documentation-guidelines/) to the Access Center; 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.

The Access Center can be reached at (509) 335-3417 or access.center@wsu.edu. The website has additional information regarding documentation guidelines & types of accommodations. **Website:** http://accesscenter.wsu.edu/

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

Any graduate student who believes that he or she has been subjected to unlawful discrimination, including sexual harassment, or who believes his or her rights have been violated by a member of the academic community, is strongly encouraged to contact the Office for Equal Opportunity (http://oeo.wsu.edu/). If the complaint involves discrimination or harassment by a student, a complaint may also be filed with the Office of Student Standards and Accountability (http://conduct.wsu.edu/Default.asp).

Discrimination and Harassment
Information on discrimination and harassment and the University's policy prohibiting discrimination and sexual harassment can be found at: http://oeo.wsu.edu/sgbd/ .

Academic Dishonesty
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 WAC 504-26.

Information on academic dishonesty and related procedures can be found on the Office of Student Standards and Accountability website: (http://www.academicintegrity.wsu.edu/). Through the academic integrity violation process, the offending student will receive notice of the offense 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 dishonesty,
- obtaining unauthorized knowledge of exam materials,
- unauthorized multiple submissions of the same work or sabotage of others' work,
- knowingly furnishing false information to any University official, faculty member, or office,
- forgery, alteration, or misuse of any University document, record, or instrument of identification.

For a complete definition of academic dishonesty, see http://www.academicintegrity.wsu.edu/

With the advent of the internet and other information sources, further discussion of plagiarism is warranted. Webster's New World Dictionary defines plagiarism as taking "the ideas, writings, etc. from another and pass(ing) them off as one's own". Doing this is a clear example of academic dishonesty and, in fact, is a type of stealing. The person who wrote the original material worked hard to gain the appropriate expertise and also worked hard to express these ideas cogently. Furthermore, if you copy or plagiarize another's work, you are not learning and you are not advancing your own academic pursuits. Failure to properly cite other work is another form of plagiarism. If you cite other work, even when you rephrase it in an independent manner, you must follow conventional practices of good scholarship with proper citations. Your professors can help with this, if they are asked. It is, however, your responsibility as a graduate student to learn the proper manner to cite references and other sources of information in your discipline. The consequences of plagiarism are severe because it is serious misconduct and is a form of cheating.

In the event that 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 notifying the Office of Student Standards and Accountability, which will determine whether a violation took place and, if so, the sanction(s) to be imposed. Sanctions imposed may include failure of the class, loss of assistantship, and/or dismissal from the graduate program. Cases of academic dishonesty may also be reported to the Graduate School.

3. Graduate Student Complaint and Grievance Procedures for Academic Progress and Other Issues.

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 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 students should work with their major professor or advisor to resolve matters if possible. The next level would be the 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 one of the Associate 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 will result in the student continuing in good academic standing.

Complaint Procedures

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

b. 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.

c. If the complaint cannot be resolved at the department or program level, the student should contact the Associate Dean of the Graduate School designated by the Dean to hear student grievances (the Dean's designee).

d. The Associate Dean will review the complaint and, at his or her discretion, will recommend possible actions for resolution to the student as well as to the department/program chair, director, college dean, and/or faculty liaison.

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, etc.), the student may wish to appeal a specific decision made by the departmental or program faculty.

a. The student must make a formal grievance request to the Dean of the Graduate School in writing, with signature (email is not sufficient). The student must submit documentation describing his/her grounds for a formal grievance to the Dean. Formal grievances must be filed within 15 (fifteen) calendar days following a notice of decision. The original decision will be held in abeyance until the university has rendered a final decision.

b. The Dean will assign these formal grievances to one of the Associate Deans for full consideration and recommendation.

c. If the Associate Dean deems it appropriate, the matter will 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 days of being formed.

d. Recommendations for resolution of formal grievances will be acted upon by the Dean or the Dean's designee. A final decision will be made by the Dean of the Graduate School. The decision made by the Dean on academic matters is final.

Graduate Student Appeals

Appeal of the decision made by the Dean of the Graduate School can be made to the Provost 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. 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 notice 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.

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), 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 (email is not sufficient). Formal appeals must be filed within 15 (fifteen) calendar days following a notice of decision. The original decision will be held in abeyance while under appeal. 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:
http://www.pharmacy.wsu.edu/currentstudents/pharmfiles/studenthandbook14-15.pdf

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

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 (see the Graduate School's Policies and Procedures Manual). 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 data that graduate students may collect during their research. (For Responsible Conduct of Research training, visit http://myresearch.wsu.edu).

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.

a. Before data is collected the 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.

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

c. 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).

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 your ideas, avoid fraud or misconduct charges, defend patents, and provide a valuable resource for your own work.

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 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 and allows graduates to practice at the most advanced level of nursing. The DNP program provides students the opportunity to work in various health care settings under the guidance of experienced faculty mentors 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 utilize research and leadership in practice and to participate in research relevant to their practice. DNP graduates are prepared to translate research and evidence into practice, 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 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

Post-Bachelor's Doctor of Nursing Practice Program (includes all students applying to add a Nurse Practitioner specialty to their current nursing practice)

- A bachelor's in nursing from an accredited program; program must be offered by an 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.
- Current Washington State registered nurse (RN) licensure.

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/

Post-Master's Doctor of Nursing Practice Program
A bachelor's degree in nursing or another field from an accredited program and:

- A master's degree in nursing from a program accredited by either the Commission on Collegiate Nursing Education or the National League for Nursing Accrediting Commission 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.
- Current Washington State registered nurse (RN) licensure.
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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.

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 interview.

Applicants are also are required to submit evidence of CPR certification, certain immunizations, and other health-related documents. All graduate students must purchase liability insurance through WSU annually. Students will receive information about these requirements from the College of Nursing Graduate Programs Office.

A clinical background check is also required upon admission. In addition, Washington State Law RCW 43.43 requires that a disclosure statement must be made by applicants to clinical/internship sites concerning certain civil adjudications, conviction records of crimes against persons, and disciplinary board final decisions. 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, because of requirements for clinical placements and internships, if individuals have certain criminal convictions or other adjudications on their record, they may not be able to complete a degree, regardless of whether they were admitted to the program.

C. Obtaining a Master of Nursing (MN) Degree While Enrolled in the DNP

Students may have the option to earn a Master of Nursing (MN) thesis or non-thesis degree while enrolled in the Doctor of Nursing Practice program. To do this, students must maintain their DNP student status while completing all requirements for this MN degree including the completion of a thesis or clinical project. To earn this degree, students must:

1. Work closely with an academic advisor to establish a program of study.
2. Review all requirements for the MN degree.
3. Select a chair and committee for the Master's thesis or clinical project.
4. Be familiar with all Graduate School requirements regarding completion of the thesis or project.
5. Maintain status as a student in good standing, maintain a minimum 3.0 GPA in all graduate courses.
6. Complete and submit a Plan and Degree Level Change Form, available on the Graduate School website.
7. Complete the program of study for the master's degree and submit it to the Graduate School.

D. Maximum Time Limits for Completion of DNP

Most students enrolled in the DNP degree program require 3-5 years for completion of their program. The maximum time allowed for completion of the DNP degree is ten years from the beginning date of the earliest course applied toward the degree. The Graduate School recognizes that part-time students may require a longer completion period. As appropriate, The College of Nursing may request an extension of this time limit as described in Chapter 6 (General Academic Requirements).

E. Program of Study

1. University Requirements

The student, with the assistance of his/her advisor, should develop a proposed program of study, and complete, sign and submit the ***DNP Program of Study*** form to the Director of the DNP program. It is the

program director's responsibility to assure that the program of study meets the minimum requirements of the respective program and Graduate School. The program director will sign and submit the ***DNP Program of Study*** form to the Dean of the Graduate School for approval to assure that it meets the minimum requirements of the Graduate School. The ***DNP Program of Study*** 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 Nurse Practitioner (NP) Specialty Track
Minimum of 72 total hours of 500-level coursework and 1,000 practicum hours required

- 39 hours minimum of 500-level NURS courses for core DNP program
- 9 hours minimum of 500-level NURS courses for the DNP Project (NURS 557, 558, 559)
- 24 hours minimum of 500-level NURS courses from one Post-Baccalaureate DNP Specialty Track
    - Family Nurse Practitioner (FNP) Courses
    - Psychiatric Mental Health Nurse Practitioner (PMHNP) Courses
    - Advanced Population Health (APH) Courses
    - Completion of a *minimum* of 1,000 post-baccalaureate practicum hours

Program of Study for Post-Master's DNP General Program

Minimum of 32 total hours 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.

- 23 hours minimum of 500-level NURS courses for core DNP program
- 9 hours minimum of 500-level NURS courses for the DNP Project (NURS 557, 558, 559)
- Completion of a *minimum* of 1,000 post-baccalaureate practicum hours

Program of Study for Post-Master's DNP Program with Nurse Practitioner (NP) Specialty Track

Minimum of 56 total hours of 500-level coursework and 1,000 practicum hours required

- 23 hours minimum of 500-level NURS courses for core DNP program
- 9 hours minimum of 500-level NURS courses for the DNP Project
- 24 hours minimum of 500-level NURS courses from one Post-Baccalaureate DNP Specialty Track
- Family Nurse Practitioner (FNP) Courses
- Psychiatric Mental Health Nurse Practitioner (PMHNP) Courses
- Advanced Population Health (APH) courses
- Completion of a *minimum* of 1,000 post-baccalaureate 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 and leadership, and practice inquiry. Practicum experiences allow students to apply and integrate theoretical content, research findings, and assessment and intervention strategies into practice. Students typically engage in seminars with other students and faculty as part of practicum experiences.

The purpose of DNP practicum courses is to provide opportunities for students to gain professional experience with the supervision of faculty and the guidance of a preceptor. In most courses, students are expected to be involved in applying practical skills and knowledge gained through coursework in a role or roles appropriate to the program of study to the setting, and to the DNP role.

Practicum experiences are negotiated and arranged by students with support from course faculty and a campus-based Clinical Coordinator. 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-Bachelor's Studies: Students must complete a *minimum* of 1,000 hours of practicum experience in their post-bachelor's 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.

A. Program Progression

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

2. Students may repeat any DNP Project course (NURS 557, 558, 559) if they do not receive a passing grade. See the WSU policy concerning Repeat Courses.

3. Students may be required to complete additional practicum hours in any course with a practicum component, while enrolled in that course or in a subsequent semester, based on the recommendation of course or practicum faculty, the Graduate Curriculum and Progression Committee, and/or the Director of the Doctor of Nursing Practice Program.

4. Once students begin work on the DNP Project, they must remain continuously enrolled in a Project-related or other practicum course. This can be accomplished by enrolling and earning a passing grade in another DNP Project course or by enrolling in NURS 540 (FNP or PMHNP Program Internship – 1 credit) or NURS 595 (APH Program Internship – 1 credit) for a minimum of one credit (minimum 60 clinical/practicum hours) each semester.

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

G. 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.

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 and a written report describing their DNP Project for presentation to a Faculty Advisory Committee which 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 publication in a peer-reviewed journal.

2. Required Courses

The DNP Project is course-based and does not require the formation of a 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 3 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

H. Program Completion

1. 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 of 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.

2. 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.

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 Salary Grids.

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 describes the procedures for channeling graduate student complaints, grievances and concerns to faculty, staff and administrators for appropriate action. It is Chapter 12 of the Graduate School Policies and Procedures

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

Responsible Research Newsletter: The Responsible Research Newsletter is a publication of the Graduate School and Office of Research. Its goal is to promote academic integrity and responsible research practices among graduate students.

Graduate School Forms (available at http://gradschool.wsu.edu/facultystaff-resources/18-2/)

Academic Regulations: The University's academic policies and procedures

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) Waiver: If you have passed your preliminary exam and completed your formal program of study course work, you can apply for an ABD waiver by submitting this form.

Application for Degree: In order to submit the application for a degree, you must have an approved Program of Study on file at the Graduate School. To complete the form, log in at https://secure.wsu.edu/login/login.asp?dest=http://secure.wsu.edu/gradschool/AppForDegree/Application/FillForm.castle.

Application for Graduate Certificate: Application for a graduate certificate. See Deadlines and Procedures.

Committee Change: If you would like to change your committee members use this form. Be aware of dates and deadlines.

Committee Substitution: If you need to request a substitution for one of your committee members. Please submit the form in a timely fashion.

Continuous Enrollment Policies: Graduate School policies and procedures for maintaining continuous enrollment for degree-seeking students.

Change of Program: Submit this form if your approved program of study has changed. Be aware of the dates and deadlines.

Deadlines and Procedures for Graduation for master's and doctoral degrees: See all of the deadlines and procedures for graduation (including when to obtain an advisor and when to submit your application for degree).

Dissertation/Thesis Acceptance Checklist: Conformance and completeness checklist, due upon submission of final thesis or dissertation.

Exam Scheduling forms: Doctoral, interim preliminary, interim final, master's master's non-thesis, and preliminary exam forms.

Hold Harmless and Copyright Agreement: The hold harmless agreement/copyright acknowledgement form is due upon completion of submitting final thesis or dissertation.

Internship Leave Approval Form: For graduate students going on internship leave.

Graduate to Undergraduate Form: Graduate students who are no longer pursuing a graduate degree must submit this form and also apply to undergraduate admissions.

Hometown News Release: Submit the form for a hometown news release after you've completed your degree.

Incomplete Grade Agreement: This form is for the instructor and student to complete as an agreement to the reason for submitting an Incomplete "I" grade and expectations for completion.

Leave Forms: Medical, Internship, and Parental leave forms for students who wish to go on formal leave.

Petition Form (Graduate Student): Use this form to petition changes in enrollment and to academic calendar deadlines.

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.

Preliminary Exam: You must have an approved program of study on file, and permission from your committee to submit the scheduling form. Be aware of the deadlines.

Program of Study: Complete the program of study form for the master's degree or the doctoral degree.

Program of Study/DNP Completion Form: Complete the program of study form for the Doctor of Nursing Practice degree. The DNP Completion section is completed by the Program Director when the student has met all of the DNP requirements.

Reenrollment Form: At least one month before your return to school after an absence, you will need to submit the request for reenrollment form.

Required Votes to Pass Exams: The form lists the number of positive votes that a candidate needs to pass an exam.

Reserve Graduate Credit: Prior to enrollment in courses, you must submit the request for graduate credit for courses taken by class 5B and 5C students. ***Reserve Graduate Credit (seniors):*** The request for graduate credit must be submitted before seniors (maximum of 6 hours) are able to enroll in the courses.

Residency procedures: Requirements and instructions for acquiring Washington State residency.

Short-term Parental Leave: For the birth and adoption of a child.

Sponsored Graduate Student Support Memo: For departments to petition for Graduate Student Health Insurance, Non-Resident Waivers, and to provide tuition and fee guarantees and special agreement waivers. Contact the Graduate School finance area for more information.

Survey of Earned Doctorates: Upon submitting your final dissertation, this survey of earned doctorates is also due. The survey can also be found on-line at https://sed.norc.org/showRegister.do