Chapter 9.C

Section 5.C.2.

Institutional Training Initiative

Regarding definition of fellowships and traineeships: ... programs should be sent to the Graduate School liaison immediately (e.g., text or email). A scan, snapshot, or fax of the paper ballot should be submitted to Graduate School liaison for inspection by any interested parties. Upon recommendation from the head of the academic unit, the dean of the Graduate School can withdraw a student who is not progressing satisfactorily.

Chapter 6.H.

Previously, only doctoral students were required to submit their dissertations via ProQuest.

Chapter 7.D.

The thesis must be made available through the Washington State University Libraries for inspection by any interested parties. The student must send a PDF copy of a full draft of the thesis to the Graduate School at gradschool@wsu.edu, at the same time as the student submits the Scheduling Examination form to the program coordinator.

Chapter 7.E.

The student must upload a full draft of their thesis to ProQuest at dissertations.wsu.edu at the same time that student submits the Scheduling Examination form to the program coordinator. Any optional copyright, distribution and binding decisions must be paid for in full when uploading the draft; these selections will apply only to the final version approved by the Graduate School.

Chapter 8.C.1, end of section on Program of study requirements

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

Chapter 7.6.1 – master’s final exams

For students participating in on-site (campus or extension center) programs, at least one advisory committee member must be physically present in the room with the student during the oral final exam. Exceptions to the requirement for a committee member or an approved proctor to be present with the student during the examination may be granted system-wide or on a case-by-case basis due to the impacts of COVID-19.

Chapter 8.5.1 and 8.5.3 doctoral preliminary & final exams

If the oral examination and balloting meeting are conducted using videoconference technology (AMOS or Zoom), at least one advisory committee member must be physically present with the student during the examination. If the oral examination is conducted using in-person technology, no exceptions are allowed. If the oral examination is conducted using videoconference technology, the remote participants should communicate their ballot recommendations directly to the Graduate School liaison (e.g., text or email). A scan, snapshot, or fax of the paper ballot should be sent to the Graduate School liaison immediately following the exam via confidential fax or emailed as a pdf file from a WSU email account.

Chapter 7.6.4.c, Chapter 8.D.4, and Chapter 8.E.4 Ballot process for masters’ and doctoral exams

The Graduate School liaison is responsible for ensuring that all ballots and paperwork are returned in a single packet to the Graduate School as soon as possible and no later than five business days following the exam. For some programs, the graduate coordinator will keep the original paperwork (in a confidential file) and submit the ballots and packet electronically to the Graduate School as soon as possible and no later than five business days following the exam.

Chapter 9.A.5

no policy

Chapter 9.9, introduction, 2nd to last paragraph

Reporting definition of fellowships and traineeships: ... programs initiate these appointments...


non-service appointments non-service funding

Chapter 9.C

Required trainings, current name for RCR CIT training: Collaborative Institutional Training Initiative

There are several categories of non-degree seeking students. This statement was revised to allow those are admitted to pursue specific academic credentials (e.g., MGM or NADC) to contact for graduate leave when necessary.

For nearly two years, because of COVID-19, it has been policy to allow exams to be conducted entirely (by Zoom, with no faculty member or proctor in the room with the student). There have been very few negative impacts of this procedural change. Thus, it was decided to make this policy permanent. However pre-COVID, it was a best practice of many peer institutions to require a faculty member in the room for the benefit of the student (e.g., to assist with technical issues, provide a supportive environment or handle unexpected logistical issues such as others walking into the room if the student is on a public conference or classroom which has happened). Thus, the rewriting encourages the continued use of this practical approach.

This section was changed to reflect the current process, started during COVID-19, of conducting electronic balloting for final exams and preliminary exams.

For nearly two years, because of COVID-19, it has been policy to allow exams to be conducted entirely (by Zoom, with no faculty member or proctor in the room with the student). There have been very few negative impacts of this procedural change. Thus, it was decided to make this policy permanent. However pre-COVID, it was a best practice of many peer institutions to require a faculty member in the room for the benefit of the student (e.g., to assist with technical issues, provide a supportive environment or handle unexpected logistical issues such as others walking into the room if the student is on a public conference or classroom which has happened). Thus, the rewriting encourages the continued use of this practical approach.

This addition explains the new state of Washington requirement for attestation regarding sexual misconduct statement for all new employees, including graduate students in an appointment that my serve in a supervisory role with respect to undergraduate students.

The previous process of archiving master’s theses in the WSU Libraries was a manual process, and the effort required had become unsustainable, except with the modernization to a new research information management system (Eprints). Furthermore, this change streamlined and simplified the thesis submission process for master’s students. Also, it is likely to the benefit of the students to have their theses more widely available through ProQuest.

As above.

As above. Text is parallel to that in Chapter 8 regarding submitting a doctoral dissertation.

As above.

As above.

As above.
No clear policy on termination of an assistantship at the end of a semester when a current offer letter stipulates a multiple-semester appointment. Also, the policy was vague on what are the expectations for the student during the appeal process while termination is held in abeyance, given that the student is being paid.

If the termination is at the end of the semester when the student has a current multi-semester offer letter, reasons may include failure to meet contingencies stated in the offer letter, specifically maintaining a cumulative GPA > 3.0, making satisfactory progress toward degree requirements, and fulfilling assistantship service requirements and duties satisfactorily.

In the following paragraph: During the appeal process, while the student is still receiving the assistantship stipend, the department can request that the student continue to meet the requirement of twenty hours per week of service.

The first statement clarifies the required documentation from the department if there are perceived grounds for termination (non-renewal) of an assistantship after one semester in the case where there is a written letter of offer that stipulates a multiple-semester appointment. The intended process is similar to that for termination mid-semester, already described in Chapter 9.G.2, so it is clarified in this section. Additionally, there has been confusion about what it means to hold the termination in abeyance during the appeal process while the student is being paid, and this is now more clearly laid out.

Chapter 12.E.3.c

Heading reads: "Graduate Student Appeal Procedures"

Heading changed to: "Appeal of Graduate School resolution of formal grievances"

Clarification of headings: As written, it is not clear that this section deals with appealing decisions made by the Graduate School leadership as described in the previous section. No policy change.