

CHAPTER-SECTION	OLD POLICY	POLICY CHANGE OR NEW POLICY	COMMENTS/RATIONALE
Chapter 5.A.1.c	Non-degree seeking students are not eligible for graduate leave.	Non-degree seeking students who are pursuing certificates or administrator credential's are eligible to apply for graduate leave.	There are several categories of non-degree seeking students. This statement was revised to allow those are admitted to pursue specific academic credentials (opposed to UNDG or NADC students) to apply for graduate leave when necessary.
Chapter 5.A.6.a	Regarding submission deadline to apply for graduate leave: ... must receive this form no later than the end of the second week of classes.	... must receive this form no later than the 30th day of classes.	This is a policy change that was approved for the 2018-19 P&P, but was accidentally lost in 2020-21 version of the P&P
Chapter 6.G.1, Definition of program of study	For doctoral students, the Program of Study must be filed with the Graduate School before the end of the third semester of study (October 1 deadline for fall; March 1 deadline for spring).	For doctoral students, the Program of Study should be filed with the Graduate School before the end of the third semester of study and no later than the semester before the student anticipates taking the preliminary examination (October 1 deadline for fall; March 1 deadline for spring).	The requirement to submit the PoS the semester before the preliminary exam has been a long-standing policy, but was not articulated clearly in the P&P manual.
Chapter 8.C.2, doctoral program of study	The Program of Study must be submitted to the Graduate School during the third semester of study (October 1 deadline for fall; March 1 deadline for spring).	The Program of study should be submitted to the Graduate School during the third semester of study, and no later than the semester before the student anticipates taking the preliminary examination (October 1 deadline for fall; March 1 deadline for spring).	Same as above, in chapter specific to doctoral degree requirements
Chapter 6.H.	Previously, only doctoral students were required to submit their dissertations via ProQuest.	As of Summer 2021, ProQuest provides these services for WSU's master's theses as well. There are several minor wording changes, additions and deletions to clarify this new policy of using ProQuest to also archive master's theses.	The previous process of archiving master's theses in the WSU Libraries was a manual process, and the effort required had become unsustainable, especially with the modernization to a new research information management system (Exploro). Furthermore, this change streamlines and simplifies 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.
Chapter 7.D.	The thesis must be made available through the Washington State University Libraries for inspection by any interested parties.	The thesis must be made available through ProQuest and the Washington State University Libraries for inspection by any interested parties.	As above.
Chapter 7.E.	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.	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.	As above. Text is parallel to that in Chapter 8 regarding submitting a doctoral dissertation.
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.	The head of an academic unit can petition the dean of the Graduate School to allow a student to withdraw from a course if they are not progressing satisfactorily.	Clarification that the petition to the Graduate School is for withdrawal of a student is from an individual course, not for the entire semester. Withdrawal for the entire semester requires the cancellation of enrollment form via the Registrar's Office. No policy change.
Chapter 7.E.3 -- 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 an 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.	For students participating in on-site (campus or extension center) programs, it is recommended that at least one advisory committee member be physically present in the room with the student during an oral final exam. This faculty member can provide immediate logistical, technical and other support to the student during the exam. However, there is no requirement for a committee member or an approved proctor to be present with the student during the examination; examinations can be conducted with all participants attending virtually as long as connectivity throughout the exam can be maintained for the student and all committee members.	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 in a public conference or class room--which has happened)). Thus, the rewriting encourages the continued use of this practice if possible.
Chapter 8.5.3 and 8.E.3 doctoral preliminary & final exams	If the oral examination and balloting meeting are conducted using videoconference technology (AMS or Zoom), at least one advisory committee member must be physically present in the room with the student during the (preliminary or 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.	If an oral examination is conducted using videoconference technology, it is recommended that at least one advisory committee member be physically present in the room with the student during the preliminary exam. This faculty member can provide logistical, technical, and other support to the student during the exam. However, there is no requirement for a committee member or an approved proctor to be present with the student during the examination; examinations can be conducted with all participants attending virtually as long as connectivity throughout the exam can be maintained for the student and all committee members.	as above
Chapter 7.E.4.c, Chapter 8.D.4 and Chapter 8.E.4. Ballot process for master's and doctoral exams	Ballots must be completed in ink, by checking the appropriate box (pass or fail), signed, and dated. The ballots are collected by the Graduate School liaison, who keeps the individual ballots confidential, but announces to the committee whether or not the student passed. In situations in which balloting faculty participate via videoconference or other approved Global Campus technology, the remote participants should communicate their ballot recommendations directly to the Graduate School liaison (e.g., text or email). A scan, snapshot, or fax of the paper ballot should be sent to the Graduate School liaison immediately following the exam via confidential fax or emailed as a pdf file from a WSU email account.	Ballots must be completed electronically in the GRM module within myWSU. The Graduate School liaison will have access to the completed ballots; while keeping the individual ballots confidential, the Graduate School liaison will announce to the committee whether or not the student passed. External committee members who are not WSU faculty may not have access to myWSU. Such participants should communicate their ballot recommendations directly to the Graduate School liaison (e.g., text or email). A scan, snapshot, or fax of the paper ballot should be sent to the Graduate School liaison immediately following the exam, and this ballot should then be submitted electronically to the Graduate School via email to gradschool@wsu.edu.	This section was changed to reflect the current process, started during COVID-19, of conducting electronic balloting for final exams and preliminary exams.
Chapter 7.E.4.c, Chapter 8.D.4 and Chapter 8.E.4. Ballot process for master's 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 balloting packet electronically to the Graduate School via email...	The Graduate School liaison is responsible for ensuring that all ballots and the ballot memo are submitted electronically to the Graduate School as soon as possible and no later than five business days following the exam.	As above.
Chapter 9.A.5	no policy	adding point #5: The Graduate School requires that, to comply with state of Washington law (RCW 28B.112), any student desiring to be considered for an assistantship must declare whether the student is the subject of any sustained findings of sexual misconduct in any current or former employment or is currently being investigated for, or have left a position during an investigation into, a violation of any sexual misconduct policy at the applicant's current or past employers. The SMS form will be sent to graduate students after they have accepted an offer of admission.	This addition explains the new state of Washington requirement for attestations regarding sexual misconduct statement for all new employees, including graduate students on an assistantship that may serve in a supervisory role with respect to undergraduate students.
Chapter 9. introduction, 2nd to last paragraph	Regarding definition of fellowships and traineeships: ... programs initiate these appointments...	... programs initiate these awards...	Correcting terminology to be consistent with fellowships and traineeships being non-service awards, in contrast to assistantship appointments. No policy change.
Chapter 9.D. and Chapter 5.C.2.	non-service appointments	non-service funding	Change the word appointment, which implies an assistantship-like requirement of service, to funding, to emphasize the non-service nature of support such as scholarships and fellowships. No policy change.
Chapter 9.C	Required trainings, correct name for RCR CITI training: Collaborate Institutional Training Initiative	Collaborative Institutional Training Initiative	Typo correction; no policy change

Chapter 9.G.1 and 2	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 2nd 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 this clarification is embedded in that 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.

The proposed changes have been reviewed by the assistant Attorney General. 26 Jan 2022