

Current PhD-NEP sequence:

Program Degree Plan

All PhD students complete a curriculum comprised of required courses and electives. Additionally, you will complete several required milestones including a portfolio and preliminary exam, dissertation, and final exam.

Fall semester 1 (10 credits) NEP 505 Seminar (1) NEP 520 Research Methods (3) NEP 580 Biochemistry (3) NURS 526 Statistics 1 (3)	Spring semester 1 (10 credits) NEP 505 Seminar (1) NEP 525 Adv Human Nutrition (3) NEP 526 Nutritional Epidemiology (3) NURS 527 Statistics 2 (3)
Fall semester 2 (12 credits) NEP 582 Adv Ex Physiology (3) NEP 586 Physical Activity Epidemiology (3) PHARMSCI 577 Bioethics (3) Elective (3)	Spring semester 2 (9-12 credits) College Teaching (3) Electives (6-9)

PhD Track: This degree program consists of 19 credits of core and a minimum of 53 credits of specific coursework, for a total minimum of 72 credits. From the total, a minimum of 48 credits are graded and a minimum of 24 are dissertation.

Core Courses: College Teaching Seminar, NEP 505, NEP 520, NEP 525, NEP 526, NEP 582, NEP 586, NEP 800 (minimum of 24 credits), and Electives (minimum of 15 credits) NEP 580, NURS 526, NURS 527, and PHARMSCI 577.

Students are eligible to take their preliminary exams after spring semester 2. Once the preliminary exam is passed, students finish elective credits and register for NEP 800 credits until dissertation is complete. (minimum 24 credits).

Revised PhD-NEP sequence

<p>Fall semester 1 (10 credits) NEP 505 Seminar (1) NEP 520 Research Methods 1 (3) TMP 550 Biochemistry for the health sciences (3) NURS 526 Statistics 1 (3)</p>	<p>Spring semester 1 (10 credits) NEP 505 Seminar (1) NEP 521 Research Methods 2 (3) NEP 600 Independent Study Rotations (3) NURS 527 Statistics 2 (3)</p>
<p>Fall semester 2 (10 credits) NEP 505 Seminar (1) NEP 582 Adv Ex Physiology (3) NEP 586 Physical Activity Epidemiology (3) Elective (3)</p>	<p>Spring semester 2 (10-13 credits) NEP 505 Seminar (1) NEP 525 Adv Human Nutrition (3) NEP 526 Nutritional Epidemiology (3) ED_PSYCH 521 College Teaching (3) Elective (0-3)</p>

PhD NEP Track: This degree program consists of 25 credits of core and a minimum of 47 credits of program specific coursework, for a total minimum of 72 credits. From the total, a minimum of 41 credits are letter graded, 7 are S/F graded, and a minimum of 24 are dissertation.

Core Courses: TMP 550 (3), ED_PSYCH 521 (3), NEP 505 (4), NEP 520 (3), NEP 521 (3), NEP 600 (3), NURS 526 (3), NURS 527 (3),

Program Specific Courses: NEP 525 (3), NEP 526 (3), NEP 582 (3), NEP 586 (3), NEP 800 (minimum of 24 credits), and Electives (minimum of 11 credits)

Students are eligible to take the preliminary exams after spring semester 2. Once passed, students finish elective credits and register for NEP 800 credits until the dissertation is complete.

Department of Nutrition & Exercise Physiology (NEP)
Rationale Statement for modifying course requirements for the PhD in NEP

The PhD track is one of three graduate pathways within the Department of Nutrition & Exercise Physiology (NEP). In this research-focused, dissertation-based program, students currently take an existing 3-credit research methods course (NEP 520). NEP 520 covers essentials of research methodology and study design, with a focus on nutrition- and exercise-related research, as well as clinical and public health implications. However, meetings with our first two cohorts of MS and PhD students revealed that students require additional training in methods to better prepare them for careers as research scientists.

A proposed course, Advanced Research Methods (NEP 521), will provide more in-depth research methodology training, focusing on additional technical aspects of study design and measurement than can be covered in NEP 520. In addition, NEP 521 will include practical training in data management, working with the IRB, and writing scientific manuscripts and grant applications. These are essential skills for professional researchers but beyond the scope of NEP 520, in part because these skills are not relevant to the MS-CPD students who make up most students enrolled in the course.

Current students are required to take Pharmsci 577. The new NEP 521 course will include the most relevant elements of Pharmsci 577: research ethics and the IRB, as well as grant writing and data management. Thus, we are dropping the requirement for Pharmsci 577.

Additionally, with feedback from students and faculty, we are introducing a required Independent Study (NEP 600) for first year PhD students in the spring semester. This will serve as an opportunity for students to have regular structured interactions with research graduate faculty in NEP, in the form of “lab” rotations. The Instructor of Record for NEP 600 will be the NEP PhD Program Director, but students in this course will spend 5–7-week periods with 2-3 different faculty, by mutual agreement between the student, program director, and the hosting research graduate faculty member. By adding this course, first-year PhD students will have an earlier opportunity to become familiarized with the faculty and research opportunities that may lead to their dissertation topic. An example syllabus for NEP 600 will be submitted under separate cover; this course will be graded S/F.

Apart from these changes, we are updating course numbers and/or course names as follows:

- The required course *Biochemistry* (NEP 580) is now offered as TMP 550
- The required course *College Teaching* received a new course number: EDPSYCH 521
- The total number of elective credits is reduced to bring the total credit load back down to 72

We have updated each semester’s credit load based on these changes (see attached program degree plan).

The proposed program changes are not expected to impact faculty, facilities, and students at any of the WSU campuses.

Department of Nutrition & Exercise Physiology (NEP)
Rationale Statement for modifying course requirements for the MS thesis track in NEP

The MS thesis track is one of three graduate pathways within the Department of Nutrition & Exercise Physiology (NEP). In this research-focused, thesis-based program, students currently take an existing 3-credit research methods course (NEP 520). NEP 520 covers essentials of research methodology and study design, with a focus on nutrition- and exercise-related research, as well as clinical and public health implications. However, meetings with our first two cohorts of MS and PhD students revealed that students require additional training in methods to better prepare them for careers as research scientists.

A proposed course, Advanced Research Methods (NEP 521), will provide more in-depth research methodology training, focusing on additional technical aspects of study design and measurement than can be covered in NEP 520. In addition, NEP 521 will include practical training in data management, working with the IRB, and writing scientific manuscripts and grant applications. These are essential skills for professional researchers but beyond the scope of NEP 520, in part because these skills are not relevant to the MS-CPD students who make up most students enrolled in the course.

Current students are required to take Pharmsci 577. The new NEP 521 course will include the most relevant elements of Pharmsci 577: research ethics and the IRB, as well as grant writing and data management. Thus, we are dropping the requirement for Pharmsci 577.

Apart from these changes, we are updating course numbers and/or course names as follows:

- The required course *Biochemistry* (NEP 580) is now *Biochemistry for the Health Sciences* and offered as TMP 550
- The elective course *College Teaching* received a new course number: EDPSYCH 521

We have updated each semester's credit load based on these changes (see attached program degree plan).

The proposed program changes are not expected to impact faculty, facilities, and students at any of the WSU campuses.

Current MS-NEP sequence (proposed revisions on next page):

Program Degree Plan

All MS-Thesis students complete a structured curriculum comprised of required courses and electives, and preparation of a culminating thesis project. The minimum credit load by semester and year are indicated in the table below:

Fall semester 1 (10 credits) NEP 505 Seminar (1) NEP 520 Research Methods (3) NEP 580 Biochemistry (3) NURS 526 Statistics 1 (3)	Spring semester 1 (10 credits) NEP 505 Seminar (1) NEP 525 Adv Human Nutrition (3) NEP 526 Nutritional Epidemiology (3) Elective (3)
Fall semester 2 (7 credits) NEP 582 Adv Ex Physiology (3) NEP 586 Physical Activity Epidemiology (3) NEP 700 Thesis (1)	Spring semester 2 (5 credits) NEP 700 Thesis (5) Electives

MS Thesis Track: This degree program consists of 11 credits of core and a minimum of 21 credits of track-specific coursework, for a total minimum of 32 credits. From the total, a minimum of 26 credits are graded and 6 are thesis.

Core Courses: NEP 505, NEP 520, NEP 580, and NURS 526

Thesis Track Courses: NEP 525, NEP 526, NEP 582, NEP 586, NEP 700, and Electives

Time Limit: All work for a master's degree must be completed within **six years upon acceptance into the program** (including semesters registered and on-leave).

Course Requirements & Degree Progress Tracking

Revised MS-NEP sequence:

<p>Fall semester 1 (10 credits) NEP 505 Seminar (1) NEP 520 Research Methods (3) TMP 550 Biochemistry for the health sciences (3) NURS 526 Statistics 1 (3)</p>	<p>Spring semester 1 (10 credits) NEP 505 Seminar (1) NEP 521 Advanced Research Methods (3) NEP 525 Adv Human Nutrition (3) NEP 526 Nutritional Epidemiology (3)</p>
<p>Fall semester 2 (7-13 credits) NEP 505 Seminar (1) NEP 582 Adv Ex Physiology (3) NEP 586 Physical Activity Epidemiology (3) NEP 700 Thesis (0-3) Electives (0-3)</p>	<p>Spring semester 2 (4-10 credits) NEP 505 Seminar (1) NEP 700 Thesis (3-6) Electives (0-3)</p>

MS NEP Thesis Track: This degree program consists of 16 credits of core and a minimum of 18 credits of program specific coursework, for a total minimum of 34 credits. From the total, a minimum of 24 credits are letter graded, 4 are S/F graded, and 6 are thesis.

Core Courses: TMP 550 (3), NEP 505 (4), NEP 520 (3), NEP 521 (3), and NURS 526 (3)

Program Specific Courses: NEP 525 (3), NEP 526 (3), NEP 582 (3), NEP 586 (3), and NEP 700 (6)

Example List of Readings for NEP 521

Week 1 Session 1

Fihn SD. Combating misrepresentation of research findings. JAMA Network Open 2019; 2:e192553.

Stephanie M. Lee. Here's How Cornell Scientist Brian Wansink Turned Shoddy Data Into Viral Studies About How We Eat. BuzzFeed News 2018; <https://www.buzzfeed.com/stephaniemlee/brian-wansink-cornell-p-hacking?elqTrackId=52756685347a48b3b060b37a7c7f4196&elq=047fd8a8db0745>

Tom Bartlett. Spoiled Science How a seemingly innocent blog post led to serious doubts about Cornell's famous food laboratory. The Chronicle of Higher Education 2017.

Gowri Gopalakrishna. Prevalence of questionable research practices, research misconduct and their potential explanatory factors: a survey among academic researchers in The Netherlands.

W. Gardner et al. Authors' reports about research integrity problems in clinical trials. Contemporary Clinical Trials 26 (2005) 244–251.

Steve Kolowich. Meet Retractions Watch, the Blog That Points Out the Human Stains on the Scientific Record. The Chronicle of Higher Education 2015.

<http://chronicle.com/article/Meet-Retraktion-Watch-the/233373?cid=cp1>

Week 3 Sessions 5 and 6

Bucky Harris. Preparing a Manuscript for Peer Review. 2013.

Department of Biology, Bates College. How to Write a Paper in Scientific Journal Style and Format. 2008. <http://abacus.bates.edu/~ganderso/biology/resources/writing/HTWsections.html>

Department of Biology, Bates College. Almost Everything You Wanted to Know About Making Tables and Figures. 2008. <http://abacus.bates.edu/~ganderso/biology/resources/writing/HTWtablefigs.html>

Peter Cummings. Responding to Reviewers' Comments on Submitted Articles. ARCH PEDIATR ADOLESC MED/ VOL 156, FEB 2002. <http://www.archpediatrics.com/>

Martin S. Hagger. How to Get Your Article Rejected. Stress and Health 2012. wileyonlinelibrary.com DOI: 10.1002/smi.2458

Week 5 Session 10

Douglas R. Seals and Hirofumi Tanaka. Manuscript peer review: a helpful checklist for students and novice referees. Advances in Physiology Education 2000; 23:52-58.

Department of Nutrition & Exercise Physiology
Rationale Statement for adding new required graduate course in research methods

The Department of Nutrition & Exercise Physiology (NEP) hosts three distinct graduate training pathways: a master's degree with coordinated program in dietetics (MS-CPD); a master's degree with a research focus (MS-NEP), and a research-focused PhD program. Students enrolled in all three tracks currently take an existing 3-credit research methods course (NEP 520). NEP 520 covers most of the essentials of research methodology and study design, with a focus on nutrition- and exercise-related research, as well as clinical and public health implications. However, meetings with our first cohort of MS-NEP and PhD students revealed that students require more advanced training in research methods to better prepare them for careers as research scientists.

A proposed course, Advanced Research Methods (NEP 521), will provide more in-depth training by focusing on additional technical aspects of study design and measurement than can be covered in NEP 520. In addition, NEP 521 will include practical training in data management, working with the IRB, and writing scientific manuscripts and grant applications. These are essential skills for professional researchers but beyond the scope of NEP 520, in part because these skills are not relevant to the MS-CPD students, who make up most students in that course.

Washington State University – Health Sciences Spokane
Department of Nutrition and Exercise Physiology
NEP 521 – Spring 2022 Course Syllabus

Instructor of Record

Glen Duncan, PhD, RCEP

Email: glen.duncan@wsu.edu Phone: 509-358-7875

Office hours: HERB 316C – By appointment

Course Logistics

Course Title	Advanced Topics in Exercise Physiology and Nutrition
Academic Hours	3-0-3 (lecture-lab-total)
Meeting Time/Place	TU, TH 4:10 – 5:25pm/Spokane Academic Center (SAC) 347 or via Zoom
Pre-requisites	Admission to NEP graduate program

Course Communication

WSU Spokane and Pullman use the Canvas Learning Management System. If you have not used Canvas before, please take a few minutes to become familiar with the system:

<https://news.wsu.edu/2020/10/14/opens-canvas-pilot-spring-2021/>

How do I access Canvas?

1. Go to <https://wsu.instructure.com/>
2. Log in with your WSU Network ID and Password

Course Format, Objectives, and Student Learning Outcomes

This course builds upon NEP 520 (Research Methods) to engage NEP MS / PhD students in hands-on skill-building and application of research methods to the planning and conduct of research in the exercise and nutrition sciences that involve human subjects. The following broad topics will be covered in spring 2022: research ethics, protection of human research subjects and IRB applications, data handling, effective communication and presentation, grant writing, advanced measurement, and critical review and synthesis of primary literature.

Students will develop skills and knowledge in:

- Ethical concerns and scientific practices in human research
- Planning for and designing new research studies
- Advanced measurement methodologies in the exercise and nutrition sciences
- Data management and data handling
- Manuscript writing and publishing
- Advanced grant writing, with emphasis on NIH funding mechanisms.

Course Expectations & Requirements

Each student will be **expected** to participate in class discussions and will be **required** to complete and turn-in written assignments on-time. For the WSU semester system, a one-semester lecture credit is assigned a minimum of 45 hours, of which 15 hours are spent in instructor-led activities and 30 hours are spent in outside activities. Thus, students will spend approximately 45 hours in instructor-led activities and 90 hours in outside activities for this 3-credit hour course.

Reading List & Learning Materials

- The course Canvas page contains essential information about this course including the syllabus, links to the lecture slides, and readings.
- There is no textbook required for this class. Readings are provided by the instructor as needed. Readings are curated from electronic textbooks, scientific articles, government reports, and online resources. A representative list of readings is provided as an addendum to this syllabus.

Methods of Assessment & Grading Scale

Course assessment will be based on the following graded components:

Assignment		
1	20%	Written: Scientific Abstract
2	30%	Written: Research Proposal Specific Aims
3	30%	Data analysis and interpretation project
4	20%	Oral: Research Proposal Specific Aims, Background, and Methods

Grading Scale – Based on % of Total Points Achieved	
A = 93-100%	C+ = 77-79.9%
A- = 90-92.9%	C = 73-76.9%
B+ = 87-89.9%	C- = 70-72.9%
B = 83-86.9%	F = <70%
B- = 80-82.9%	

Policy on Late Assignments:

Late assignments are not allowed unless the instructor grants explicit permission ahead of time. Late assignments will result in a penalty of 10% off the final grade, up to 1-week following the published due date. Assignments submitted after 1-week following the published due date will not be graded.

Topic Outline The outline below is a guideline. Consult **Canvas** regularly for weekly topics, reading assignments, and additional assignments. Folders will contain readings for each session, and these are provided ahead of time so you can read them before class.

Week	Topics and Activities	What's due	Instructor
1	1. 1/11 – Course introduction and overview 2. 1/13 – Bioethical foundations of human research		Glen Duncan Bill Kabasenche
2	3. 1/18 – Office of Research Assurances (WSU ORA) 4. 1/20 – Human Research Protection Program and Institutional Review Board (WSU HRPP & IRB)		WSU ORA WSU HRPP/IRB
3	5. 1/25 – Writing scientific manuscripts 6. 1/27 – Writing scientific manuscripts (continued)		Glen Duncan Glen Duncan
4	7. 2/01 – Writing the abstract 8. 2/03 – No class – work collaboratively on abstracts		Glen Duncan N/A
5	9. 2/08 – Poster and oral presentations 10. 2/10 – Reviewing scientific manuscripts	Assignment 1	Glen Duncan Glen Duncan
6	11. 2/15 – Reviewing scientific manuscripts 12. 2/17 – Grants 1: Overview of research funding opportunities		Glen Duncan WSU ORAP
7	13. 2/22 – Grants 2: Organization of NIH research proposals 14. 2/24 – Grants 3: Organization of NIH fellowship proposals		Glen Duncan James Nguyen / Paul Panipinto
8	15. 3/01 – Grants 4: Anatomy of your Specific Aims 16. 3/03 – Grants 5: Drafting Specific Aims		Mike McDonell Kait Hirchak
9	17. 3/08 – Advanced measurement 1: Cardiopulmonary measurement 18. 3/10 – Advanced measurement 2: Metabolic measurement		Hans Haverkamp Patrick Solverson
10	Spring Break – No Classes		
11	19. 3/22 – Advanced measurement 3: Environmental measurement 20. 3/24 – Advanced measurement 4: Survey methods	Assignment 2	Ofer Amram Lena Le
12	21. 3/29 – Student-led selection of primary research papers 22. 3/31 – Student-led selection of primary research papers		Glen Duncan Pablo Monsivais
13	23. 4/05 – Data 1: Intro to data management and statistical software 24. 4/07 – Data 2: Organizing, structuring, and manipulating data files		Ofer Amram Ofer Amram
14	25. 4/12 – Data 3: Cleaning and recoding data, deriving new variables 26. 4/14 – Class Discussion/Presentation of Assignment 3	Assignment 3	Ofer Amram Ofer Amram

15	27. 4/19 – No class – work collaboratively on presentations 28. 4/21 – No class – work collaboratively on presentations		N/A N/A
16	29. 4/26 – Student presentations session 1 30. 4/28 – Student presentations session 2	Assignment 4 Assignment 4	Glen Duncan Pablo Monsivais

Academic Integrity

Academic integrity is the cornerstone of higher education. As such, all members of the university community share responsibility for maintaining and promoting the principles of integrity in all activities, including academic integrity and honest scholarship. Academic integrity will be strongly enforced in this course. Students who violate WSU’s Academic Integrity Policy identified in Washington Administrative Code (WAC) 504-26-010(4) will receive no points on the assignment or exam, will not have the option to make up the assignment or exam, will not have the option to withdraw from the course pending an appeal, and will be reported to the Center for Community Standards.

Cheating includes, but is not limited to, plagiarism and unauthorized collaboration as defined in the Standards of Conduct for Students, WAC 504-26-010(3). You need to read and understand all [the definitions of cheating](#). If you have any questions about what is and is not allowed in this course, you should ask course instructors before proceeding.

If you wish to appeal a faculty member's decision relating to academic integrity, please use the form available at communitystandards.wsu.edu. Make sure you submit your appeal within 21 calendar days of the faculty member's decision.

The Department of NEP expands upon the University’s statement of academic integrity. When a student enrolls in WSU, the student assumes an obligation to pursue academic endeavors in a manner consistent with the standards of academic integrity adopted by the University *and* the Department of NEP. The Department of NEP recognizes the importance of and encourages collaborative work, specifically in cases in which collaborative work is the chosen form of didactic instruction, including group projects and presentations. Thus, you may collaborate with classmates on specific assignments as stipulated in the course syllabus and with the instructor's explicit permission. **However, the guiding principle of academic integrity in the Department of NEP shall be that all your submitted work, such as assignments, examinations, reports, presentations, and projects, whether completed on your own or in collaboration with classmates where specifically deemed appropriate, must properly cite all outside sources used to complete such work. These sources must be cited in the standard format identified by the instructor for this course (e.g., AMA style). Assignments submitted electronically are subject to review by electronic plagiarism detection programs (e.g., SafeAssign). Illustrative, but not exhaustive, examples of outside sources used to complete assignments include peer reviewed journal articles, non-peer reviewed review papers or commissioned articles, white papers, newspaper or magazine articles, and social media and blog posts.** Students are reminded that they must adhere to the policies agreed to in writing when entering the Department of NEP, detailed in the student handbooks. Departures from this code may have serious consequences for academic standing in the class and/or continued enrollment in the program.

For additional information on academic integrity and plagiarism, the Department of NEP recommends that students read and review the following sources of information: [Student Handbook For Community Standards](#) and [WSU Plagiarism Information Site](#).

Course Evaluations

Student evaluations of courses/course materials and faculty teaching effectiveness are a valuable and important component of the department's commitment to providing quality learning experiences and contributing to our efforts to assure that students achieve the objectives of our degree programs. Thus, all evaluations are given thoughtful consideration as part of the annual faculty evaluation process and are read by the Department Chair and faculty instructor of record. Because the most effective way to impact positive changes is through constructive comments, we encourage you to provide feedback as you would wish to receive it. This will allow the faculty member to focus on improvements or affirm students' perspective on effective elements of the course.

Reasonable Accommodations

Students with Disabilities: Reasonable accommodations are available for students with documented disabilities or chronic medical conditions. If you have a disability and need accommodations to fully participate in this class, please visit your campus Access Center website (websites listed below) to follow published procedures to request accommodations. Students may also call or email the Access Center to schedule an appointment with an Access Advisor. All disability related accommodations are to be approved through the Access Center. It is a university expectation that students with approved accommodations visit with instructors (in person or via Zoom) within two weeks of requesting their accommodations to discuss logistics.

For more information contact a Disability Specialist on your home campus:

- Pullman or WSU Online: 509-335-3417 <http://accesscenter.wsu.edu>, Access.Center@wsu.edu
- Spokane: <https://spokane.wsu.edu/studentaffairs/access-resources/>
- Tri-Cities: <http://www.tricity.wsu.edu/disability/>
- Vancouver: 360-546-9138; <https://studentaffairs.vancouver.wsu.edu/student-wellness-center/access-center>

Policy Prohibiting Discrimination and Harassment (Executive Policy 15)

This policy expresses WSU's commitment to maintaining an environment free from discrimination, including sexual harassment. This policy applies to all students, faculty, staff, or others having an association with the University.

Discrimination, including discriminatory harassment, sexual harassment, and sexual misconduct (including stalking, intimate partner violence, and sexual violence) is prohibited at WSU (See WSU Policy Prohibiting Discrimination and Harassment (Executive Policy 15) and WSU Standards of Conduct for Students).

If you feel you have experienced or have witnessed discriminatory conduct, you can contact the WSU Office of Compliance and Civil Rights (CCR) and/or the WSU Title IX Coordinator at 509-335-8288 to discuss resources, including confidential resources, and reporting options. (Visit <https://ccr.wsu.edu/> for more information).

Most WSU employees, including faculty, who have information regarding sexual harassment or sexual misconduct are required to report the information to CCR or a designated Title IX Coordinator or Liaison. Visit <https://ccr.wsu.edu/file-a-complaint/> for more information.

Class Attendance and Absences (Academic Regulation 72)

Per Academic Regulation 72, students are responsible for ensuring that they attend all class meetings and complete all in-class and out-of-class work as assigned by the instructor. Students are also responsible for communicating with the instructor should they need to be absent.

- Attendance Policy
Students are expected to attend all class sessions unless there have been prior arrangements made or illness. Students should proactively communicate with the instructor of record to notify of absence and arrange to make up any missed work.
- Administrative Drops for Non-Attendance
Students who have not attended class meetings (including lectures, laboratories, and other meetings) during the first week of the semester or according to a prorated schedule for shorter sessions may be dropped from the course by the department. Students enrolled in online classes may be dropped if they have not logged into the class during the first week. Students should not assume that they have been dropped without checking their class schedules.
- Absences
Students should make all reasonable efforts to attend all class meetings. However, in the event a student is unable to attend a class, it is the responsibility of the student to inform the instructor as soon as possible, explain the reason for the absence (and provide documentation, if appropriate), and make up class work missed within a reasonable amount of time, if allowed. Missing class meetings may result in a reduction in a student's overall grade in the class.
 - University Sponsored. Any student who is required to participate in off-campus, university-sponsored activities such as field trips, musical performances, judging teams, intercollegiate athletic events, etc., should obtain an official Class Absence Request form from the faculty or staff member supervising the on- or off-campus activity. The form must contain specific information concerning the activity and date, be signed by the supervising faculty or staff member, and be submitted by the student at least one week in advance to the individual instructors of the student's classes. Alternative forms of the class Absence Request may also be provided by the supervising faculty or staff member and are acceptable for requesting university-sponsored absences. It is recommended, but not required, that a student not be penalized for absence from class provided a properly signed form has been filed with the instructor prior to the absence. These university-sponsored absences are subject to an instructor's attendance policy and are not intended to imply additional acceptable absences. In all instances, it is the student's responsibility to make up all work missed.
 - Military Service Members. Students who are members of the National Guard or a reserve branch of a military service are occasionally required to miss class for weekend drills, active duty, and related responsibilities and are entitled to make up the class (RCW 28B.10.270). In such a case, instructors must not penalize students for the absences and must allow them to make-up the missed work. In each instance, it is the responsibility of the student to inform the instructor of the duty before the absence, provide appropriate documentation if requested, and complete the missed work as soon as reasonably possible.
 - Flexible Attendance as an Access Accommodation. Some students have disabilities or chronic medical conditions of an episodic nature that may require flexibility regarding attendance. The Access Center recognizes that in some cases, allowing absences beyond those normally

allowed in a course is a reasonable accommodation. However, there are courses in which a specified standard of attendance may be an essential part of the course. When the Access Center determines that flexible attendance may be a reasonable accommodation, instructors will receive notification of approved accommodations and procedures for their consideration. Final determinations regarding flexible attendance will be determined on a case-by-case basis. See the Flexible Attendance Guidelines at the Access Center website and Rule 83. NOTE: The Access Center does not provide accommodations for acute illnesses such as the common cold or flu. In these cases, students are to work with their instructors as indicated under c.6. Other Absences.

- Reasonable Religious Accommodation. Washington State University reasonably accommodates absences allowing for students to take holidays for reasons of faith or conscience or organized activities conducted under the auspices of a religious denomination, church, or religious organization. Reasonable accommodation requires the student to coordinate with the instructor on scheduling activities necessary for course completion. Students requesting accommodation must provide written notification within the first two weeks of the beginning of the course and include specific dates for absences. Approved accommodations for absences will not adversely impact student grades. Absence from classes for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who feel they have been treated unfairly in terms of this accommodation may refer to Academic Regulation 104 - Academic Complaint Procedures. See also Academic Regulation 82, available at <https://registrar.wsu.edu/academic-regulations/>

Instructors must reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of the course. "Reasonably accommodate" means coordinating with the student on scheduling examinations or other activities necessary for completion of the course and includes offering different times for examinations or activities.

- Any student seeking reasonable accommodations under this section must provide written notice to the instructor, within the first two weeks of the beginning of the course and include the specific dates for absences. Absence from classes for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence.
- The instructor shall inform the student of the decision in writing within seven calendar days of the receipt of the request.
- Approved accommodations for absences will not adversely impact student grades.
- The university provides notice to students of this policy on the university's web site and in course or program syllabi, including grievance procedures.

Any student who believes that she or he has not been appropriately accommodated under this policy may seek review of the decision by sending a written request to the chairperson of the department offering the course, as soon as possible and no later than seven days after learning of the instructor's decision. After the chair's decision, the student or the instructor may appeal to the dean's office. Appeals to the dean's office must be presented in writing within seven calendar days of the chair's decision. The decision of the dean or associate dean shall be made within seven calendar days and is final. The University Ombudsman is available at any stage for advice or assistance in

resolving requests for accommodation. Students should understand that fairness in the assessment of student performance process is an important consideration in the educational process and that they do have a duty to cooperate in making alternate arrangements.

- Adverse Weather Conditions. When appropriate campus authorities declare a “Yellow / Delayed or Limited Operations” or “Red / Closed” campus condition (BPPM 50.40-46), or travel to instructional locations is unsafe, classes may be cancelled or delayed. When a student does not attend due to adverse conditions, the instructor will not penalize the student. See the Inclement Weather Policy online at each campus website and at the Office of the Provost website.
- Other Absences. Students must sometimes miss class meetings or other academic obligations affecting their grades due to extenuating circumstances. It is the responsibility of the student to provide a written explanation for the absence to the instructor as soon as it is reasonable to do so. When possible, students should provide appropriate documentation for their absence, but instructors cannot require written excuses from health care professionals.

As long as absences are not excessive, it is recommended, but not required, that the instructor provide and document reasonable arrangements. Determinations regarding the acceptance of an absence are the discretion of the instructor based on the attendance policy as stated in the class syllabus.

Students who attempt to gain advantage through abuse of any aspect of the absence policy (e.g., by providing an instructor with false information) may be referred to the Center for Community Standards.

- Emergency Notifications
While the Office of the Dean of Students does not excuse or verify student absences, in the event a student is going to be away from class for an extended period and is unable to contact the instructor in a timely manner, the Office of the Dean of Students may provide an emergency notification on the student’s behalf to the instructors, informing them of the student’s absence and the planned duration of the absence. An emergency notification should not be required or used to excuse a student’s absence.

It is the responsibility of the student to contact their instructors as soon as possible to plan for missed work. It is up to the instructor to determine what if any arrangements will be made for the student based upon the attendance policy as stated in syllabus.

- Request for Consideration
The Office of the Dean of Students and/or the Office of Civil Rights Compliance and Investigation may contact instructors on a student’s behalf when the student’s involvement in a matter implicating the WSU Policy Prohibiting Discrimination, Sexual Harassment, and Sexual Misconduct, Executive Policy #15 is having a significant impact on the student’s academic progress.

In such cases, the instructor is strongly encouraged to work with the student to address the student’s needs without compromising learning objectives. It is the responsibility of the student to contact the instructor to make these arrangements.

- Complaints

Students who wish to raise a concern about the instructor's arrangement regarding missed work may follow the Academic Complaint Procedure, outlined in Academic Regulation 104.

Campus Safety

Classroom and campus safety are of paramount importance at Washington State University and are the shared responsibility of the entire campus population. WSU urges students to follow the "Alert, Assess, Act," protocol for all types of emergencies and the "[Run, Hide, Fight](#)" response for an active shooter incident. Remain ALERT (through direct observation or emergency notification), ASSESS your specific situation, and ACT in the most appropriate way to assure your own safety (and the safety of others if you are able).

There is an all-campus safety alert system designed to alert all employees and students should there be closure because of weather or a safety concern. You may sign up to receive Campus Alerts by following instructions here: <http://spokane.wsu.edu/alert/> and learn more about the Campus Safety Plan here: <https://spokane.wsu.edu/campus-security/campus-safety-plan/>

Finally, all faculty, staff, and students should go to the *my.wsu* portal at <https://login.wsu.edu/> and register their emergency contact information for the Crisis Communication System (CCS). Enter your network ID and password and you will be taken to the *my.wsu* portal page. Look for the "Emergency Notification" box on the left side of the page and click on "Review or Update Your Emergency Contact" hyperlink to be taken to the registration page where you can enter your cell, landline, and email contact details as well as arrange for emergency text messages to be sent to your phone.

COVID-19 Policy

Students are expected to abide by all current COVID-19 related university policies and public health directives. These directives may be adjusted to respond to the evolving COVID-19 pandemic. Directives may include, but are not limited to, compliance with WSU's COVID-19 vaccination policy, wearing a suitable face covering, physically distancing, and sanitizing common use spaces. All current COVID-19 related university policies and public health directives are located at <https://wsu.edu/covid-19/>.

Students who do not comply with these directives may be required to leave the classroom; in egregious or repetitive cases, student non-compliance may be referred to the Center for Community Standards for action under the Standards of Conduct for Student