

Crop and Soil Sciences Graduate Student Handbook

Academic Year 2020-21

Department of Crop and Soil Sciences
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WELCOME

Welcome to the Department of Crop and Soil Sciences (CSS) at Washington State University! We offer M.S. and Ph.D. degrees in Crop Science and Soil Science, with the ability to focus research in a variety of specialized areas within each discipline. Current research foci in Crop Science include plant breeding, genomics, molecular genetics, agronomy, and weed science. We work with wheat, forages, barley, alternative grains (quinoa, spelt, oats), grain legumes, and brassicas. The Soil Science program features research in soil health, biogeochemistry, microbiology, nutrient management, the rhizosphere and vadose zone hydrology. Crop and Soil Science faculty also lead collaborative research on organic, sustainable and precision agriculture and cropping systems. Program options in human dimensional areas include agricultural education and rural sociology.

Our goal is to train tomorrow's leaders, scientists and educators to make valuable and lasting contributions in their chosen field or endeavor. To achieve this goal, CSS provides students the opportunity to develop in-depth knowledge in their field, to develop critical thinking skills and to conduct original, creative, cutting-edge research. CSS students have opportunities to teach in the classroom and in outreach programs. Students also have the opportunity to develop a breadth of knowledge across the varied CSS disciplines and beyond by interacting with colleagues and faculty working in research areas outside of their own.

We have a long-standing commitment to financially supporting our graduate students with a combination of funds from Washington State and from various private and governmental external grants. Since the availability of these funds fluctuates from year to year, we cannot guarantee support for all students throughout their entire programs. Nevertheless, we have an outstanding and consistent track-record of fully supporting productive and progressive students from the day they start to the day they complete their degree. Graduate students on formal appointment and receiving a stipend are considered full-time graduate assistants in the department. These appointments represent an agreement between the student and the department with each party having defined responsibilities. Academic responsibilities are defined in this handbook. Your advisor and committee define your research responsibilities. Being a graduate student is more than a full-time endeavor and requires your undivided attention and effort to succeed. Employment in addition to an assistantship is not permitted. Students generally devote half of their time to academic studies and half to research under the guidance of a major professor. Students are expected to complete their research project and thesis prior to graduation. Publication of the research is an expected outcome of the CSS graduate program.

Most agree that the time they spent in graduate school was some of the most challenging and rewarding in their life. Immerse yourself in the experience and take full advantage of the many social and professional opportunities coming your way. You will make many new and lasting friends from throughout the U.S. and world. Your time here will be filled with personal and professional growth, challenge, change, and accomplishment. At times you may want to give up. Don't. The CSS faculty and staff are dedicated to enriching your graduate experience and ensuring that it is World Class. We wish you every success in your program and your subsequent endeavors in crop and soil science-related professions.

Richard T. Kautig

INTRODUCTION

Policies and procedures regarding graduate education are set at three levels--- the university, college, and department. The [WSU Graduate Catalog](#) and the [Graduate School's Policies and Procedures](#) contain most of the general policies on admissions and programs. Please refer to these websites for current information. This handbook addresses departmental policies and procedures in addition to the aforementioned. Failure to follow these policies and observe the degree requirements inevitably results in complications and could delay or jeopardize completion of your degree. Please read this handbook carefully and refer it throughout your program of study here.

The 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 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.

Statement of Ethics

The CSS faculty and staff are committed to the basic values of:

Accountability
Integrity
Positive Attitude
Respect
Honesty
Passion
Quality
Work Ethic

By upholding these values, we strive for our students to develop scientific and professional values of their own. We highly encourage our students to reflect on and consider the following guiding principles:

1. Uphold the highest standards of scientific integrity and professional conduct, and an uncompromising commitment to the advancement of knowledge.
2. Honor the rights and accomplishments of others, and properly credit the work and ideas of others.
3. Strive to avoid conflicts of interest.
4. Demonstrate social responsibility in scientific and professional practice, by considering whom your scientific and professional activities benefit, and whom they neglect.
5. Provide honest and impartial advice on subjects about which they are informed and qualified.
6. As mentors of the next generation of scientific and professional leaders, strive to instill these ethical standards in students at all educational levels.

Adopted by ASA, CSSA, and SSSA

Standards of Conduct

Plagiarism and misconduct in research will NOT be tolerated. Students failing to follow standards of conduct dictated by the [Center for Community Standards](#) may face dismissal from Washington State University. If you are not sure what constitutes plagiarism, consult the [WSU Plagiarism Information site](#). If you are unsure what constitutes academic integrity, please review the [Academic Integrity Policy](#). Related, all graduate students are required to complete the web-based [CITI Responsible Conduct of Research and Conflict of Interest trainings](#) upon admission.

Mission, Objectives, and Learning Outcomes

Mission Statement

The mission of the Graduate Program in CSS is to provide fundamental training in basic and applied plant and soil sciences. Upon completion of their graduate program, students in CSS will be able to formulate, design, and implement research; evaluate and interpret data objectively; and communicate results of their work effectively in oral and written forms.

The CSS Graduate Program has four primary objectives:

1. Develop effective programs for students that allow them to become well educated and highly skilled individuals with the potential to be national and international leaders;
2. Conduct scientific research on globally relevant problems in crop and soil sciences and contribute this knowledge to their discipline;
3. Enhance the visibility and impact of graduate programs in crop and soil sciences;
4. Place students in lead academic, research, and industry positions.

Student Learning Outcomes (SLOs) are defined in four broad areas:

1. Knowledge of field. Understands the breadth and depth of knowledge associated with their discipline;
2. Scientific reasoning. Designs, conducts, analyzes, and interprets research effectively on important problems in their discipline;
3. Communication. Communicates effectively to a diverse group of people using appropriate traditional and emerging technological media;
4. Original contribution. Makes an original contribution to their discipline.

GRADUATE PROGRAM ADMINISTRATION

Graduate Program Bylaws

The Department of Crop and Soil Sciences Graduate Programs are governed by official bylaws, approved by the Graduate Faculty in Crop and Soil Sciences, The Graduate School, and the WSU Faculty Senate. The Department of Crop and Soil Sciences Graduate Program Bylaws define the qualifications for membership for the Crop and Soil Sciences Graduate Faculty, administration of the Crop and Soil Sciences Graduate Programs, composition of graduate student faculty advisory committees, and participation of Crop and Soil Science graduate students in the administration of the Crop and Soil Sciences Graduate Programs.

The Department of Crop and Soil Sciences Graduate Programs are administered by the Graduate Program Director who is also the department Chair. Duties of the department Chair related to the Graduate Programs in CSS are to provide overall leadership, develop and implement policies, represent the interests of the Graduate Program to campus and University administrators, be responsible for coordinating all Graduate Program administrative matters with the Graduate School, manage the departmental resources for graduate student support, coordinate CSS graduate course teaching assignments, and appoint a CSS Graduate Committee. The CSS Graduate Committee coordinates and

advises the department Chair on the Crop and Soil Sciences Graduate Program. Currently the committee is composed of the Crop Science and Soil Science Graduate Coordinators.

Areas in which the CSS Graduate Committee assists and advises the Chair include:

- Review, develop and update long-range goals for the CSS graduate programs and plans for their attainment. These ideas shall be presented at least once annually to a meeting of all faculty.
- Serve as a sounding board for new ideas, changes, etc., in academic or administrative areas.
- Provide guidance on administration of the CSS Graduate Programs.
- Lead the assessment process for the CSS Graduate Programs.
- Coordinate all activities related to recruitment of CSS graduate students.
- Develop and maintain recruiting materials, including web materials, as required.
- Review all student applications and, in conjunction with the department Chair and after consultation with appropriate CSS Graduate Faculty, determine the appropriate disposition of applications (acceptance or rejection) in a timely manner.
- Make recommendations regarding the use of departmental resources for providing financial support to graduate students, including assistantships, scholarships and awards.
- Regularly (at least annually) review the CSS graduate curriculum.
- Make recommendations to CSS Graduate Faculty regarding curricular revision. Such recommendations are forwarded to the department Chair to be presented to the Graduate Faculty for approval by majority vote.
- Prepare drafts of course or curricular change forms for revision and submission by the CSS department Chair.
- With approval by the CSS department Chair, other ad hoc committees may be appointed as needed. Changes to the existing Graduate Committee responsibilities must be approved by amendment of bylaws.

Department Chair

Dr. Richard T. Koenig, Chair, richk@wsu.edu

Graduate Coordinators

Crop Science

Dr. Kim Campbell, 379 Johnson Hall, 335-0582, kgcamp@wsu.edu

Dr. Ian Burke, 171 Johnson Hall, 335-2858, icburke@wsu.edu

Soil Science

Dr. Markus Flury, R&E Center Puyallup, 253-445-4522, flury@wsu.edu

Dr. Lynne Carpenter-Boggs, 247 Johnson Hall, 335-1553, lcboggs@wsu.edu

Academic Coordinators / Johnson Hall Graduate Center (JHGC)

Deb Marsh, 335-2615, marshdj@wsu.edu

Lisa Lujan, 335-9542, llujan@wsu.edu

Jill Staab, 335 0691, jill.staab@wsu.edu

The academic coordinators are responsible for coordinating graduate admissions, student appointments, initial student orientation, graduate student records, forms processing, preliminary and final exam scheduling, as well as curriculum issues such as the catalog and time schedule. The JHGC is your first point of contact upon arrival, and should be your first point of contact thereafter regarding academic policies and procedures. In addition, all Graduate School forms must be routed through the JHGC.

Graduate Student Representatives

In addition to the major advisor and the Graduate Coordinator, CSS students are represented by an elected graduate student representative. The graduate student representative acts as a liaison with the faculty and attends all faculty meetings except those involving personnel matters. He/she will communicate student recommendations to the faculty and will serve as their advocate. These representatives are elected by the graduate students and are the representatives for one academic year.

CSS Statewide Locations

Department of Crop and Soil Sciences, WSU-Pullman <http://css.wsu.edu>
WSU Puyallup Research and Extension Center <http://www.puyallup.wsu.edu/>
WSU Prosser Research and Extension Center <http://www.prosser.wsu.edu>
WSU Mt. Vernon Research and Extension Center <http://mtvernon.wsu.edu/>

GENERAL INFORMATION

Access Center

The Access Center (<https://accesscenter.wsu.edu/>) provides accommodations and services to incoming and current WSU students with disabilities, psychological or medical conditions, or temporary injuries that limit their access to the WSU environment.

Address Change

You can update your address by going to <http://my.wsu.edu/>. Paychecks will not be forwarded. International students are required by SEVIS to update their address within 10 days of any move.

Child Care Center

Full- and part-time child care for 6 weeks to 12-year-old children; call 335-8847. Child Care Resource & Referral Services offers information to all center and family day care homes in Whitman County, call 335-7625, or visit The Children's Center, Room 108.

Compton Union Building (CUB)

Please visit their [website](#) for a list of amenities including wireless internet access, increased student meeting space, an upgraded and relocated home for the Student Book Corporation (Bookie), and a multitude of new vendors. Should you need further assistance, please call 335-8426.

Counseling & Psychological Services

[WSU Counseling & Psychological Services](#) office offers free and confidential assistance to students with personal, social, and vocational problems. Stop by Washington Building, Room 302, call (509) 335--4511, or email counseling@wsu.edu for more information or assistance.

If you have a crisis situation after regular office hours, call: (509) 335-2159.

Email and List Serves

All correspondence regarding academic and business-related activities will be sent to your WSU e-mail address. This address will also be included in the CSS graduate student list serve upon your admission.

Greenhouses and Growth Chambers

The College of Agricultural, Human and Natural Resources' Office of Research operates the [Plant Growth Facility](#), a modern greenhouse complex for research on wheat and legumes, and other greenhouses along Grimes Way. Growth chambers are located in both sets of the greenhouses. To schedule greenhouse and growth chamber space, contact the greenhouse supervisor, Dan Dreesmann dreesmann@wsu.edu, (509)-335-5824. Greenhouse policies and regulations can be found online, along with the space request form. Greenhouse and growth chamber space is subject to charge and must be coordinated with the thesis or dissertation advisor. All people who use the greenhouses must take a Worker Protection Training course (about 1 hour) that is offered periodically by the greenhouse staff.

International Programs/SEVIS Information

The [International Programs Office of International Students Services](#) is located in Bryan Hall, room 108, phone (509) 335-4508, or email them at: ip.intlservices@wsu.edu. **Students are responsible for maintaining their legal status within the country.** If there are any changes to a student's I-20 (including gaining Permanent Residency), that student is responsible for reporting the change to the JHGC and Johnson Hall Business Center (JHBC).

All SEVIS information, including required entry and departure documents, is available through the International Programs office.

Keys and Card Access

To obtain keys for Johnson Hall, Vogel, your office, labs, greenhouses, etc., see the CSS main office in Johnson Hall 115. There is no initial charge for the keys; however, in the event that they are lost or the student leaves the University without returning them, the student will be billed a \$3.00 replacement fee per key. If the keys are not returned transcripts may be held by the Registrar's Office. Security is the responsibility of everyone, so please assume responsibility for locking your office and lab doors after regular hours. Access to Vogel and the Plant Growth Facility is through your WSU Cougar Card. Coordinate this access with your thesis or dissertation advisor and through the CSS main office staff.

Mail

Graduate students share mailboxes in Johnson Hall 115, marked A-Z for the first letter of your last (family) name. Please check this box regularly. Mail sent and received at the university should be official correspondence only. Personal mail should be sent to and from your private residence. Business correspondence can be left in the CSS office for mailing. Letters and packages should not be stamped, and must have the correct departmental return address:

Department of Crop and Soil Sciences
Washington State University
PO Box 646420
Pullman, WA 99164-6420

Offices and Desks

The Department of Crop and Soil Sciences will provide office space and desks for students on regular appointments. Office space is limited and you may have to wait for an opening. Contact the CSS office for a desk and space assignment.

Parking Regulations

Parking regulations are enforced every day, 24 hours a day, all year. If you have a car and intend to park on campus, you need to purchase a parking permit. You should also pick up and read the Parking Rules pamphlet. Permits and pamphlets are available at [WSU Transportation Services](#) located on the corner of Colorado and D Street. Phone: (509) 335-PARK.

Photocopying

The copy machine in the CSS office is to be used only for copying materials that are clearly related to a faculty research project, or to copy course materials for the course in which the student is a TA. Graduate students may not use the copy machine to copy any personal material such as classroom notes, term papers, books, theses, etc. When in doubt, consult your advisor. Copy machines available for personal use on campus are located at Cougar Copies in the CUB, WSU libraries, and the GPSA office.

Photo Identification Cards - Cougar Card

NOTE: This card is required to obtain access to the Vogel PBS building.

New students may obtain their Cougar Card in the [Cougar Card Center](#) located in the Compton Union Building (CUB), room 60. Returning students will continue to use their previously issued card. The Cougar Card Center is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. A \$15.00 replacement fee is charged for replacement cards. For any information or to report lost or found ID cards, call 335-CARD or visit their website.

Purchasing

Prior authorization is required for all purchases. Contact the faculty member whose budget you will be using before buying anything. It is not appropriate to make a purchase and then request a purchase order or reimbursement. Some type of purchase order is required before you make any kind of purchase. Refer to the options and tutorials provided here: [Purchasing | CAHNRS Business Center | Washington State University \(wsu.edu\)](#). Most research supervisors maintain "blanket" purchase orders at WSU facilities (Central Stores, Chemical Stores, Surplus Stores, etc.) and service centers (Physical Plant, Technical Services, etc.).

Safety

Safety at WSU is regulated by the [Washington State Department of Labor and Industries](#) and the US [Occupational Safety and Health Administration](#) (OSHA), through the [WSU Environmental Health and Safety \(EHS\) Office](#). A safe and healthy working environment at WSU is to be maintained at all times.

It is the responsibility of each graduate student to become familiar with safety policies and to follow safe procedures. Departmental policies and procedures regarding safety are detailed in the [WSU Safety Policies and Procedures Manual \(SPPM\)](#) available at the Office of Procedures, Records and Forms, while policies and procedures specific to individual labs are detailed in the Laboratory Safety Manual located in each lab. Information regarding physical and health hazards, entry routes, permissible exposure limits and precautions or controls for safe use, including emergency first aid procedures, and the name,

address and telephone number of the chemical manufacturer or supplier for all chemicals is available on [Safety Data Sheets](#) (SDS) located in the individual labs in which the chemicals are used. EHS is also responsible for laboratory and workplace safety, public health and environmental issues, hazardous materials and wastes (except radioactive materials), and training. All disposals of hazardous chemical wastes must be made through EHS.

Radioisotope use is governed by the [WSU Radiation Safety Office](#). Students using radioactive materials must complete online [Radiation Safety Training](#) prior to their use.

Greenhouse users on the Pullman campus must attend [Worker Protection Standard Training](#). This training is offered each semester by the CAHNRS Plant Growth Facility Manager, Dan Dreesmann, dreesmann@wsu.edu, 509-335-5824.

Students located at branch campuses or Research and Extension Centers should consult the safety committee and specific safety requirements at those locations. Many departmental employees have First Aid training. American Red Cross First Aid and CPR/AED classes are available to all graduate students through WSU University Recreation. Report all accidents and injuries, however minor, to your supervisor and the CSS administrative office (Johnson Hall 115 in Pullman) immediately, and complete an electronic [accident/illness Incident Report Form](#).

Staff Assistance

The CSS office staff will not type personal letters, class reports or similar materials for students. Typing of your thesis or dissertation is considered personal work.

Student Care Network ***If you are concerned about a student***

Are you concerned about the mental wellbeing of a student? If a student poses an immediate threat to self or others, call 911. To discuss your concern about a WSU student with a psychological counselor, anyone can call WSU Counseling and Psychological Services at 509-335-4511.

The Student Care Network is a resource for faculty, TAs, and others who are concerned about a student's well-being, behavior, or health. If you are worried about a student's academic performance, or behavior in or out of class, you may send an Student Care Network report at <https://studentcare.wsu.edu/>. You may also contact the Office of the Dean of Students directly at 509-335-5757.

Telephone

WSU telephones are available for local calls. Most graduate student offices have telephones or one can be found nearby. Students should consult their advisor or main office regarding authorization codes for long distance calls. In most cases, phones are restricted and an authorization code is required.

Thesis Library

The CSS office maintains a thesis/dissertation library of their graduates; please contact the main office staff for assistance.

Travel

Students are strongly urged to attend professional meetings; however, the department has limited funds to pay travel expenses of students. Student travel on official business should be coordinated and approved by faculty advisors. Travel grants that are awarded on a competitive basis include the GPSA travel grant, if you are presenting a quality paper at a professional meeting, the Crop and Soil Sciences

O.A. Vogel Washington State Crop Improvement Association Travel and Education Grant, and the Harry E. Goldsworthy Fund. Check with the CSS office about the availability of these departmental awards. Advisors may use grant or project monies to pay partial or full travel expenses for graduate students attending professional meetings. In addition, space may be available in University vehicles or some faculty members may share travel expenses. The department owns several vehicles available for official business and intended to provide low-cost transportation to local sites and businesses. WSU Motor Pool vehicles are another resource for approved business travel. Requests are made through the JHBC and should be placed early to ensure availability. A valid driver's license is required, along with your supervisor's permission and budget code numbers for the use charges. The use of personal vehicles is an exception to policy and must be justified and approved in advance in order to receive compensation for personal vehicle use.

In all cases, travel arrangements should be made using the most economical accommodations available. Please follow the procedures as outlined below.

Travel Authority

A travel authority is required for any travel (outside of Pullman) and must be completed prior to travel. Contact the [Johnson Hall Business Center \(JHBC\)](#) for more information. For authorized travel, a travel advance may be requested in order to help with anticipated expenses. Conference registrations may also be paid directly by the university if received at least 2 weeks before the registration due date. If registration payment requests are not received in time for the university to pay directly, the traveler will have to make the payment and will be reimbursed for the expense. Once your travel authority is approved, you can make airline reservations using local travel agents. Ask the agent to call the JHBC (335-3943) for approval to purchase airline tickets. The university pays the airfare directly for you. *Tickets for approved travel may not be purchased through online, discounted travel sites.*

The JHBC can generate 'Blanket TAs' for routine/repeat travel, such as collecting data at research sites. Usually done for an entire fiscal year, you should list all the places where the routine travel occurs. For instance, you may have a blanket TA for doing field research at a particular site. This can save a lot of paperwork so use this method when you are able.

Travel Expense Voucher (TEV)

Authorized travel expenses may be reimbursed up to a set amount for the travel destination. This is called the per diem rate. Check with the JHBC for these rates prior to travel so you can plan your expenses. You will need original, itemized receipts for all lodging and any expenses over \$50. If you share a room with WSU personnel, you will be reimbursed one-half of the room rate. A travel expense voucher (TEV) should be submitted by the fifth of the month following travel. If a travel advance is received, the TEV must be completed immediately upon return from travel. Reimbursements are generally received within three weeks of completing the TEV.

International Travel Requirement

The required [International Travel Registry](#) is an online registration system that provides WSU with a secure means of documenting international travel plans for undergraduate and graduate students participating in not-for-credit travel for WSU-related activities—including graduate research while enrolled in research credits.

ACADEMIC INFORMATION

Academic Calendar

The [Academic Calendar](#) provides relevant deadlines for registration, fees, applications, enrollment, and exams.

Catalog of WSU Courses

The [WSU Catalog](#) is found only online. It is used by both prospective and enrolled students to inform them of the courses offered at WSU and the requirements for each degree. It also highlights faculty research interests.

Continuing for Another Degree

To continue for another degree, you should contact the JHGC and appropriate Graduate Program Coordinator. A form must be filed for any of the following situations:

- Completed MS and continuing for a PhD in the same department.
- Not completing a PhD and continuing for a MS in the same department.
- Not completing a graduate degree and continuing as an undergraduate.
- New Application: Continuing a graduate degree program in a different department.

Cooperative Courses at the University of Idaho

Students [register for UI cooperative courses](#) directly via a special non-degree cooperative course application to the University of Idaho. Students will enroll at the U of I, and a placeholder of '900' with associated credit will be applied in myWSU for the term. After grades are issued, the WSU registrar will arrange for the credit to be transferred to WSU (limited to 500-level courses in which a B or better is earned). UI COOP coursework follows the Graduate School's transfer credit policy (limited to 500-level COOP coursework, in which a B or better is earned, and does not affect the WSU GPA).

The WSU and UI Registrar's websites have links to the cooperative listings of both institutions for each term, as well as applications forms and cooperative course policy and procedures. The academic (and grading) policies of the teaching institution apply.

Tuition for UI cooperative courses will be covered by the student's WSU tuition if enrolled full-time. Students enrolling in UI courses that are not officially identified as cooperative will be responsible for any associated tuition and fees.

Continuous Enrollment Policy

All full-time graduate students must register for a minimum of 10 credit hours each Fall and Spring semester, including at least one (1) research credit (CROP_SCI or SOIL_SCI 700, 702, or 800) to track the contributions of your Major Advisor. Full-time students on assistantship should maintain 10-12 credits to maximize their tuition waivers by enrolling in additional research credit. Part-time graduate students must register for a minimum of 2 credit hours and a maximum of 9 credit hours each Fall and Spring semesters. International graduate students with F-1 or J-1 visa status should consult with the Office of International Students and Scholars for enrollment requirements, which in general requires the same enrollment level as full-time graduate students.

Apart from exceptions for **graduate leave** for personal reasons or **internship leave**, all MS and PhD students (prior to preliminary examination) are required by the Graduate School to be continuously enrolled in a minimum of 2 graduate credits each semester, excluding summer, until they have completed all of the degree requirements on their Program of Study. Doctoral 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 graduate credits may be placed into **Continuous Doctoral Status**

for a limited number of semesters. Doctoral students in Continuous Doctoral Status will be charged a small administrative fee and will have limited access to University resources. Graduate students who are not enrolled for a semester (except doctoral candidates in Continuous Doctoral Status) and have not received approval from the Graduate School for graduate leave or internship leave are subject to the Graduate School's re-enrollment policy and will owe additional fees.

See [Chapter 5](#) of the *Graduate School Policies and Procedures Manual* for details on enrollment and leave policies.

Grades

700/800-Level Research Grades

700-level credit is for students working on their master's research, thesis and/or examination. 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). **In the event of exam failure, a 'U' grade should be recorded for that semester's 700 or 800 credits. Two 'U' grades for 700 or 800 credits will lead to dismissal from the program.** 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. 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. 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.

Incomplete Grades

Students will have up to one year (unless a shorter time is specified by the instructor) to complete work for which they received an 'I' grade. After one year the 'I' grade will become an "F" if work is not completed.

Grievances

Differences of opinion between graduate students and their major advisors and/or committee members may arise in the course of a graduate degree. Students and their faculty mentors are encouraged to communicate regularly and directly to resolve such differences. In the event that such communication does not resolve a concern, graduate students can pursue a formal [grievance process](#).

Should a concern not be resolved through informal communication, a student should submit a written grievance detailing the issue(s) to the following individuals in the order given:

1. The Major Advisor;
2. The Graduate Program Coordinator(s);
3. The Department Chair;
4. The Dean of the Graduate School.

At each stage of the grievance process, the individual addressed will be given two weeks in which to respond to the grievance in writing (not counting annual leave or holidays). Should the response be unsatisfactory, the student can then take the grievance and response(s) to the next individual on the list.

Graduate and Professional Student Association

All graduate students in the university who are currently enrolled in 10 or more hours are members of the [Graduate and Professional Student Association](#) (GPSA). GPSA represents the concerns of graduate students within the university and nationally. The Crop Science graduate program and the Soil Science graduate program each have one representative to the GPSA Senate (the governing body for GPSA), who are elected each spring for the next year. Many of the important advisory committees within the university itself have voting positions for graduate students.

Graduate School Policies and Procedures (GSPP)

Referenced frequently, the [Graduate School's Policies and Procedures manual](#) serves as a guide to students, faculty and staff to insure that proper advising occurs leading to the completion of a graduate degree.

Schedule of Classes

In addition to myWSU, the web version of the [Schedule of Classes](#) (SOC or Time Schedule) lists times and places for all courses offered each semester. Students may find this version easier to review.

Graduate Writing Center

The [Graduate Writing Center](#) offers a number of services to graduate and professional students who would like help with writing. Whether you bring in a polished draft of a dissertation or a brand new cover letter for a job application, the GWC is able to help. The GWC offers individual face-to-face appointments as well as walk-in hours. The GWC works with students to help them learn to revise and edit their own writing.

PROGRAM INFORMATION

GRE Requirements for Admission

All applicants to the **Soil Science** graduate program need to submit GRE scores. The scores need to be less than 5 years old. Any exception to this policy must be approved by a majority of the soils faculty. Submission of GRE scores is not required but is highly recommended for **Crop Science** graduate applicants in order to qualify for competitive fellowships and scholarships.

Degree Options (General)

Master of Science (MS) Thesis Option

Because research is an integral part of science, most students complete the thesis degree program. The thesis describes a research project conducted by the student. The thesis typically has three sections: a background or literature review that sets the stage for the research; a section with one or more chapters describing the actual research and containing data and analysis; and a general conclusion. Each of these parts may be contained within each chapter of the thesis when the chapter is formatted as a publication. The thesis should be formatted in a style that is consistent throughout, according to Graduate School guidelines. The final exam is in two parts. The first is a seminar presenting the results of research project. This is a public presentation. The second part is an oral exam that focuses on defense of the research project.

Master of Science (MS) Non-Thesis Option

In a few instances, students may wish to obtain advanced knowledge but do not want to write a traditional research thesis. Such students may elect the non-thesis option. This option must be chosen within the first semester following enrollment and with consultation and approval of the faculty mentor(s). Students in this option are required to take more coursework than is required of students in the thesis option. Students in the non-thesis option must complete a project and final report in lieu of the thesis. The final report needs to be approved by the major advisor and committee before scheduling the final exam. The final oral exam will focus more on broad knowledge and less on project defense than would an exam for the thesis option. More details are provided in the 'Final Exam' section of this handbook.

Doctor of Philosophy (PhD)

The PhD degree is awarded in recognition of excellence in scholarship and for making an original contribution to the advancement of science in one's field. The degree is awarded for originality and creative scholarship rather than for an accumulation of academic credits.

The PhD program is separated into the "initial" period preceding the preliminary examination and the "candidate" period following the preliminary examination. During the initial period, the student acquires knowledge and skills needed for his/her research program. Most of the academic program is completed during the initial period. The preliminary exam should be completed during the fifth semester of the PhD degree program. After passing the preliminary examination, the candidate concentrates on research, including original research, and preparation of the dissertation. The final oral examination should reflect that students have developed into mature scientists, which includes the ability to conceive and design research projects, to critically evaluate the literature, to gain knowledge of acceptable scientific behavior, and to think and discern outside the area of the dissertation. More details are provided in the 'Major Examination' section of this handbook.

Graduate Committee/Program of Study

Graduate students are ultimately responsible for their own progress in the program and completion of the degree. Faculty shall provide mentoring, financial support (when available), facilities, and equipment. Additionally, faculty are responsible for regular communication with their graduate students and for evaluating students both annually and through required examinations. It is critical that both MS and PhD graduate students are self-motivated and responsible for making sure that their research progresses and program requirements are met in a timely manner. See Appendix for the student-authored Advisor "Check-in" Guide for initial communication with your advisor. Expectations for graduate students, advisors, and programs are listed in the [Good Practices](#) document available from the Graduate School, and also in the Appendix.

Major Advisor

The major advisor is the thesis or dissertation advisor and is the graduate student's primary contact for all matters related to the program of study and thesis/dissertation research. The major advisor assists in selecting the student's faculty advisory committee, developing a program of study, and advising the student while he/she writes the thesis or dissertation research proposal. The major advisor monitors the student's academic and professional growth, reviews program changes, and is responsible for writing the annual student review of progress. While the major advisor generally supports their advisees financially in the program, such funding is provided at the discretion of the major advisor. In the event the major advisor is unable to provide continued funding, the student shall be responsible for seeking funding from other sources. The major advisor serves as the committee chair. The major advisor must be a member of the faculty for that program.

If the major advisor is located at a Research and Extension Center, a *campus advisor* should be identified who will support the academic development of the student if/when that student resides on the Pullman

campus for part of their program. If the student is conducting their research project at least partly on campus, then the campus advisor will be a co-advisor on the student's research with the major advisor. Although the major advisor is responsible for advising the student on experimental design, analysis and interpretation of data, and for reviewing initial drafts of theses/dissertations and papers, the student may be integrated into the campus advisor's research program. For those students whose research program focus is off-campus, the campus advisor will serve on the student's graduate advisory committee, answer day-to-day questions while the student is in Pullman and may invite the student to research group meetings, journal clubs, and similar activities.

Faculty Advisory Committee

All students have a thesis or dissertation faculty advisory committee. The roles of the Faculty Advisory Committee are listed below:

1. Meet at least once per academic year with the graduate student to assess performance and progress toward degree, and to propose goals for the upcoming year. (Students are encouraged to meet with their advisory committee members more regularly either individually or in small groups.)
2. Provide guidance and approval of the program of study.
3. Provide research guidance.
4. Administer the PhD preliminary exam.
5. Administer the final exam for MS and PhD students.
6. Review and approve the final thesis or dissertation.

The initial selection, or subsequent changes of a graduate student's faculty advisory committee, shall be determined jointly by the student and the student's major advisor and approved by the department Chair.

It is preferred that 'Crops' designated faculty and 'Soils' designated faculty serve as co-chair vs. sole chair when advising students in the other discipline.

CSS allows non-tenure track professionals internal to WSU (i.e. research, clinical, adjunct) and appointed as adjunct graduate faculty to act as chairs, co-chair or serve as member of the faculty advisory committee. Affiliate USDA-ARS researchers can act as major advisor but must co-chair the faculty advisory committee, per USDA-ARS Ethics regulations.

All committee members must hold a degree of comparable level to the degree sought by the candidate.

At a minimum, an MS committee must have one tenured/tenure track faculty who is graduate faculty in CSS. The second member must be graduate faculty in CSS but is not required to be permanent tenured/tenure track faculty. The third member may be from inside or outside of CSS, does not need to hold graduate faculty status, and does not need to be a permanent, tenured/tenure track faculty.

At a minimum, the PhD committee must have three WSU faculty members. At least two members of the doctoral committee must be permanent WSU tenure-track faculty and members of the CSS graduate faculty. The third member must be graduate faculty in any WSU graduate program but is not required to be tenure/tenure track faculty. An additional committee member who holds the highest appropriate degree and whose special knowledge is particularly important to student's program, but is not a member of the graduate faculty, may be requested for approval by the Dean of the Graduate School. A rationale will must be provided on the POS, and CV is required. All members of a doctoral committee must hold a doctoral degree.

If a minor is declared, one member of the faculty advisory committee must be from the Graduate Faculty of the minor program.

Any exception to the composition noted above, or to program bylaws, requires a memo to the Graduate School requesting an exception to policy.

The faculty advisory committee chair/co-chairs ensure that the student is making satisfactory progress towards a degree. The faculty advisory committee aids in developing the course program and provides guidance and expertise for the student's research. To ensure guidance in all aspects of their research, many students, especially PhD students, elect to have four or five faculty on their faculty advisory committee. In addition to advising the student, each committee member must read the thesis or dissertation, attend, and vote at the preliminary and final exam. Faculty advisory committee members often participate in the annual student evaluation. The department Chair must approve each faculty advisory committee.

Preparing the Program of Study

Policies and procedures, deadlines, and the Program of Study forms are found on the Graduate School [website](#).

The student works with the faculty advisory committee chair/co-chairs and other advisory committee members to develop the official program of study including a list of classes that have been and will be taken, and research that will be conducted. All students should become familiar with the Graduate School program of study requirements as outlined on the Graduate School website.

The POS should be submitted early in the second semester. It is the student's responsibility to have appropriate forms **typed**, proofread, and presented to the faculty advisory committee.

After the POS is developed, approved by the student's faculty advisory committee, and each member of the committee has signed, it is submitted to the JHGC/Academic Coordinator. The JHGC/Academic Coordinator will review the POS, obtain the Dept Chair's signature, and then upload the POS to the Graduate School. A copy is then provided to both the student and respective Graduate Coordinators. The Graduate School then reviews the POS and contacts the student and JHGC/Academic Coordinator both regarding any problems. Once any problems are resolved, the Dean of the Graduate school will approve the POS and send electronic notification to both the student and JHGC/Academic Coordinator.

Once approved by the Graduate School, the program becomes official and students are required to take all courses listed on the POS. **Any course included in the advanced degree program in which a grade of 'C-' or less has been earned must be repeated for credit.** Students may choose to take additional courses not on the POS without the need to revise the POS.

Program/Committee Changes

Revisions to the Committee/POS are possible, however a new POS is NOT prepared. Instead, changes are made via a 'Change of Program' or 'Change of Committee' form available on the Graduate School website. These proposed changes must be approved by the faculty advisory committee, and the department Chair prior to submission to the Graduate School for final approval. Submit all forms to the JHGC for review, Chair signature and upload to the Graduate School for their review and approval.

Seminar Requirements

CSS Department Seminars

All graduate students and faculty are expected to attend and participate in CSS departmental seminars where guests may include invited external speakers, internal speakers, selected graduate student speakers, perhaps industry speakers. Seminars are normally made available via videoconferencing to the Research and Extension Centers at Puyallup, Prosser, and Mt Vernon. It is highly recommended that

students in other degree programs (such as Molecular Plant Sciences), who are advised by CSS faculty, also attend departmental seminars.

Proposal and Exit Seminars

All graduate students are expected to present a final exit seminar on their research. All Ph.D. students are expected to present a seminar on their dissertation research proposal topic. These seminars are open to the public. Beginning Fall 2018, the CSS Department Seminar series will no longer be the venue where students deliver their proposal and/or exit seminars. Instead, these seminars are to be presented immediately prior to the comprehensive exam (PhD students), or final defense (MS and PhD students). Seminars should be no more than 30 minutes.

The proposal and/or exit seminars will be scheduled, arranged, and advertised to the department by the student and major advisor at least 2 weeks in advance. Advertisement should include a flyer posted on multiple bulletin boards in Johnson Hall, and sending the flyer/announcement to Samantha Crow (Samantha.crow@wsu.edu) for CSS News. Students should also reach out with a personal invitation to individuals they would like to have attend and provide specific feedback on their seminar.

Required Courses

Research Presentation

All Crop Science and Soil Science graduate students are required to take the CSS Research Presentations course (Crop Sci/Soil Sci 506, 2 credits). This course is generally offered in Fall and can be taken at any time during the graduate program, preferably before the end of your third semester. This course will enhance professional development opportunities for students and cover a wide range of presentation modes.

Special Topics, Washington State Tour

To provide graduate students with an introduction and overview of the diverse agricultural systems in Washington and to acquaint students with our statewide WSU faculty, staff, and graduate students, all incoming Crop Science and Soil Science graduate students are required attend the Graduate Student Statewide Tour at their earliest opportunity. The tour occurs sometime during the summer break, usually in May. Participating students must enroll for one credit of Crop Sci 512 or Soil Sci 502 *Special Topics: Statewide Tour* in the Fall semester that immediately follows the tour, to coincide with a required written summary and group presentation. The instructor of the Statewide Tour course rotates among Crops, Soils and Horticulture faculty. The tour is optional for students completing a second graduate degree in Crop Science or Soil Science at WSU. Students should only take Statewide Tour once.

Science Writing Workshop

Required for Crop Science and Soil Science PhD students, Crop Sci/Entom/Soil Sci 511 (2 credits, Spring semester, graded) assists students to: 1) Learn how to research and identify grant funding and journal resources for submission of grants or manuscripts; 2) Learn about grant and manuscript structure and effective writing methods that help to “tell a story” to best convey research ideas and results; 3) Engage in peer mentored writing groups to outline, draft and review grant proposals/concept proposals, or manuscripts; and 4) Produce a polished draft of either a research proposal or manuscript for submission. Enrollment is open to students from other programs. M.S. students may also enroll. It is recommended that students enroll in their second semester or later so they have a project outlined prior to taking the course.

Annual Review and Evaluations

The Graduate School requires an annual review of each graduate student. In CSS, this review includes performance and progress in the academic program (coursework), research, outputs (publications and

presentations), TA performance (when applicable) and expectations for future performance. These reviews have to be completed and discussed by the student and the major advisor. It is recommended that the review is circulated to the student's faculty advisory committee. Teaching Assistants are also evaluated at the end of the semester by their students.

If a student's progress is deemed unsatisfactory in one or more dimensions of the review, the faculty advisory committee will be consulted to determine if graduate student status should be continued. The department Chair will notify the student in writing of the faculty advisory committee's recommendation and forward a copy of the report to the Graduate School.

MILESTONES FOR COMPLETION OF GRADUATE DEGREE

Milestone	MS Degree	PhD Degree
Committee identified and agrees to serve	End of first or early in second semester.	End of first or second semester.
Research Topic identified	End of first semester.	End of first semester.
Initial Committee Meeting, Program of Study approved by committee and submitted to Academic coordinator	Early in second semester (thesis). End of first semester (non-thesis).	Recommended in second semester, but no later than third semester.
Enroll in Crop Sci/Soil Sci 506, Research Presentations	Second semester (Spring only).	Second semester (Spring only).
PhD Proposal Seminar and defense.	Not applicable.	By the end of the third semester.
Enroll in Crop Sci/Soil Sci 511, Science Writing Workshop	Not required.	Fourth semester (Spring only).
Statewide tour Special Topic completed	During first year (Fall only).	During first or second year (Fall only).
Coursework completed	End of fourth semester.	End of fourth semester.
Oral Preliminary Exam completed (PhD students). Scheduling Form required; fully signed copy due 12 working days in advance of the exam to the Graduate School, via the JHGC Academic Coordinator	Not applicable.	Fourth or fifth semester.
Thesis/Dissertation Research completed	One semester prior to expected graduation.	One semester prior to expected graduation.
First draft of Thesis/Dissertation submitted to advisor	At end of semester prior to expected graduation.	At end of semester prior to expected graduation.
Notice of Intent to Graduate submitted to advisor, committee, and academic coordinator	No later than first week of semester in which student expects to graduate.	No later than first week of semester in which student expects to graduate.
Application for Degree filed with the Graduate School	No later than first week of semester in which student expects to graduate.	No later than first week of semester in which student expects to graduate.
First draft of Thesis/Dissertation submitted to committee	During second month of last semester.	During second month of last semester.
Committee and Advisor revisions incorporated into Thesis/Dissertation	During third month of last semester.	During third month of last semester.
Final draft of Thesis/Dissertation submitted to Committee (final draft required for scheduling form signatures)	Minimum 1 month prior to exam date.	Minimum 1 month prior to exam date.
Exit Seminar	Scheduled at completion of degree requirements near defense	Scheduled at completion of degree requirements near defense
Final Examination scheduling form with committee signatures submitted to JHGC for Chair signature, simultaneous with e-copy of thesis/dissertation to the Graduate School (or ProQuest for PhD) and JHGC (display copy)	Scheduling Form must be submitted 12 work-days prior to exam.	Scheduling Form must be submitted 12 work-days prior to exam.
Final Examination	See Graduate School Deadlines	See Graduate School Deadlines
Revisions to Thesis/Dissertation completed and submitted to Graduate School	Five working days after examination.	Five working days after examination.
Graduation	If on RA/TA, four to five semesters after beginning study.	If on RA/TA, 6 -10 semesters after beginning study (depending on whether student begins with BS or MS).

CROP SCIENCE DEGREE REQUIREMENTS

Recommended Areas of Competency

The advisor and thesis committee will discuss course expectations of incoming students on an individual basis. Entering students should have a solid B.S. level background in mathematics, chemistry, and the biological sciences. If it is determined that an incoming student is deficient in any of these areas, they may be asked to make up those deficiencies by taking or auditing courses or by doing extra reading.

Recommended Deficiency Coursework	Title	Cr	Sem	Offered
SOIL SCI 201	Soil Science: A Living System	3	F, S	every year
CROP SCI 202	Crop Growth and Development	4	S	every year
STAT 212	Introduction to Statistical Methods	4	F, S, SS	every year
CHEM 102	Chemistry Related to Life Sciences	4	S, SS	every year
CHEM 345	Organic Chemistry I	4	F, S, SS	every year
CHEM 346	Organic Chemistry II	3	F, S, SS	every year
BIOL 420	Introduction to Plant Physiology	3	F	every year
CROP SCI 411	Crop Environmental Interactions	3	F	every year
PI P 429	General Plant Pathology	3	F	every year
SOIL SCI 441	Soil Fertility	3	S	every year
CROP SCI 445 Or	Plant Breeding	4	S	every year
MBIOS 301	General Genetics	4	F, S, SS	every year

HIGHLY RECOMMENDED FOR CROPS MAJORS MS/PHD

BIOL 517 Stress Physiology of Plants (3) – Spring even R
 BIOL 519 Intro to Population Genetics (3) – Fall R
 BIOL 521 Quantitative Genetics (3) – Spring R
 CROP SCI 512 Topics in Crop Science (V) – Fall/Spring
 CROP SCI 503 Adv Cropping Systems (3) - Fall
 CROP SCI 505 Adv Class & Molecular Breeding (3) – Fall Odd
 CROP SCI 545 Statistical Genomics (3) – Spring
 IPM 552 Pesticides and the Environment (3) – Spring
 MPS 525 Plant Molecular Genetics (3) – Spring
 PLP 521 General Mycology (3) – Fall
 SOIL SCI 541 Soil-Plant Microbioal Interact (3) – Fall
 STAT/AFS 511 Statistical methods for graduate researchers (4) – TBD
 STAT 512 Analysis of Variance of Designed Experiments (3) – Fall/Spring
 STAT 519 Applied Multivariate Analysis (3) – Fall
 STAT 530 Applied Linear Models (3) – Spring

RECOMMENDED FOR SPECIFIC DISCIPLINES IN CROP SCIENCE FOR MS/PHD

AFS 501 – Current Res Organic & Sustainable Ag (3) – Fall
 AFS 545 Sustainable Food Sys (3) – Spring
 AFS 590 Soc of Ag & Food Sys (3) – Spring even
 BIOL 504 Exp Methods in Plant Phys (3) - Fall
 BIOL 509 – Plant Anatomy (4) – Fall even
 BIOL 513 Plant Metabolism (3) – Fall even
 BIOL 534 Methods in Population Genomics (3) – Spring even
 BIOL 537 Plant Cell Biology (3) – Spring
 BIOL 566 Mathematical Genetics – Fall odd
 BIOL 576 Epigenetics & Systems Biology (3) – Spring odd
 BIOL 579 Mathematical Modeling in Biol (3) – Fall odd
 CROPS 555 Epigenetics in Plants (2) – Fall even
 E_MIC 586 Projects Electron Microscopy (2-3) – Fall

E_MIC 587 Topics in Electron Microscopy (1) – Fall (S/F grading)
 ENTOM 555 Agri Chemical Technology (3) – Fall
 H_D 505 Developing Effective Leadership (2) – Spring
 HORT 516 Adv Horticultural Crop Physio (3) – Spring
 HORT 521 Fruit Crops Management (3) – Spring even
 HORT 550 Bioinformatics for Research (4) – Spring
 MBIOS 503 Adv Molecular Biology I (3) – Fall
 MBIOS 578 Bioinformatics (3) - Fall
 MBOIOS 513 General Biochemistry (3) – Fall
 PLP 521 General Mycology (3) – Fall
 PLP 525 Field Plant Pathology & Mycology (3) – Summer even Yrs only
 PLP 535 Mol Genes Plant & Pathogen (3) – Spring even
 PLP 551 Epidemiology and Mgmt Plant Dis (3) – Spring even
 PLP 570 Techniques in Plant Pathology (3) – Fall
 SOIL SCI 514 Environmental Biophysics (2) – Spring
 SOIL SCI 515 Environmental Biophysics Lab (1) - Spring
 SOIL SCI 531 Soil Microbiology (3) – Fall even
 SOIL SCI 541 Soil-Plant Microbioal Interact (3) – Fall
 SOIL SCI 568 GIS Spatial Analysis (4) – Spring odd
 STAT 520 Statistical Analysis Qual Data (3) – Fall even
 STAT 565 Analy Microarray & Genom Data – Fall even
 STAT 574 Linear & Nonlinear Mixed Models (3) - Fall

BACKGROUND COURSES NEEDED FOR CROP SCIENCE GRADUATE STUDENTS

BIOL 301 General Genetics Spring
 CROP SCI//HORT 202 Crop Growth and Development Fall/Spring
 CROP SCI 305 Ecology & Mgmt of Weeds (3) – Fall
 CROP SCI 411 Crop Env Interactions (3) – Fall
 CROP SCI 445 Plant Breeding (4) – Spring even
 ENTOM 351 Ecol & Integrated Pest Mgt (3) – Spring
 HORT 480 Plant Genomics and Biotechnology (3) – Fall even
 MBIOS 303 Introductory Biochemistry (4) – Fall/Spring
 MBIOS 413 General Biochemistry (3) Fall
 PLP 429 – General Plant Pathology (3) - Fall
 SOIL SCI 201 [BSCI] Soil: A Living System Fall/Spring
 SOIL SCI 441 Soil Fertility Spring
 SOIL SCI 443 [M] Soil Management for Sustainable and Organic Farming Systems Fall
 STAT 212 Introduction to Statistical Methods Fall/Spring

Crop Science MS Course Requirements

Thesis Master's Degree

- 30 hours minimum total credit
- 21 hours minimum of graded course work, which consists of:
 - 15 hours minimum of graded course work at the 500-level including:
 - Crop Sci 510/Crop Sci 512: Research Presentations, 2 credits
 - Crop Sci 512 Special Topics: Statewide Tour, 1 credit
- 4 hours minimum of 700-level credit in major
- 6 hours maximum of non-graduate graded course work (300-400 level only)
- Courses graded S/F may not be used in the core program even if required by a specific program

Non-Thesis Master's Degree

- 30 hours minimum total credit
- 26 hours minimum of graded course work, which consists of:
 - 17 hours minimum of graded course work at the 500-level including:
 - Crop Sci 506: Research Presentations. 2 credits
 - Crop Sci 512 Special Topics: Statewide Tour, 1 credit
 - 4 hours minimum of 702 credit in major
- 9 hours maximum of non-graduate graded course work credit (300-400 level only)
- Courses graded S/F may not be used in the core program even if required by a specific program

Crop Science PhD Course Requirements

- 72 hours minimum total credits
- 15 hours minimum of graded, graduate-level (500-level) coursework beyond the bachelors degree **not including (but required)**:
 - Crop Sci 506: Research Presentations, 2 credits
 - Crop Sci 512 Special Topics: Statewide Tour, 1 credit
 - Crop Sci 511 Science Writing Workshop, 2 credits
- 20 hours minimum 800-level research credits
- 9 hours maximum of non-graduate graded course work credit (300-400 level only)
- Courses graded S/F may not be used in the core program even if required by a specific program

Crop Science PhD Teaching Experience Requirement

An educational delivery experience equal or equivalent to a semester teaching assistantship is required. Equivalent experience can include lecturing in a course multiple times, extension program delivery, course development or revision, and/or assistance with education courses.

Crop Science PhD Proposal and Preliminary Doctoral Examination

The PhD proposal and oral preliminary examination is an evaluation to determine if a student is qualified to be admitted into candidacy for the PhD degree. The proposal and preliminary exam assess knowledge of crop science, ability to think critically and independently, and ability to conduct independent research (form hypotheses, design experiments, collect and analyze data, put the research in context of the current state of knowledge, and draw conclusions).

PhD Proposal and PhD preliminary examination consist of three parts as described below: 1) a written proposal on the dissertation research; 2) defense of that proposal to the faculty advisory committee; and 3) an oral preliminary exam.

1. The PhD student must write a proposal on his or her research project. The proposal should evidence the student's understanding and critical evaluation of the research topic. The proposal must be an original document written by the student, but with input from the advisory committee, and cannot be taken from a previously written proposal. The research proposal should be initiated no later than the second semester into the PhD program and presented to the student's faculty advisory committee no later than the end of the third semester. The proposal should follow the Dissertation Proposal Format (see appendix.). Crops/Soils 511, offered in spring semester, is a support course for proposal development and other scientific writing. Specific details of the format should be discussed with the major advisor and the faculty advisory committee. The proposal will not be graded.

2. Before the end of the third non-summer semester of enrollment, the student will participate in a 2-hour (approx.) oral defense of the proposal with faculty advisory committee members. This defense is not scheduled through the graduate school. The proposal is subject to the approval of the committee. Documentation of completion of the proposal defense requirement will be through the Crops/Soils graduate program assessment rubric and should be turned into the JHGC/Academic Coordinator by the major advisor. When a student satisfactorily passes the proposal defense he/she will be qualified to take the oral preliminary examination. The PhD student also must present the proposal in the form of a seminar no later than in the fourth non-summer semester of enrollment (see Seminar Requirements section).
3. The oral preliminary examination, the official Washington State University examination for advancement to PhD candidacy, must be scheduled with the Graduate School [Preliminary Exam Scheduling Form](#). The oral examination should be scheduled in the fourth or fifth, non-summer semester of enrollment. The purpose of the oral preliminary exam is to allow faculty to have the opportunity to probe the depth of a student's knowledge of the whole field of Crop Science and the ability of the student to think critically and independently. The doctoral major advisor and faculty advisory committee will administer the preliminary doctoral exam.

All members of the student's faculty advisory committee must participate in all three parts described above, complete the assessment rubrics, and vote (for the oral proposal defense and preliminary exam). Any other members of the CSS graduate faculty may be present and may vote. Any faculty member who votes has to remain present for the entire duration of the exam. The examiners may pause the exam at any time to give a member time to leave the room and return. To pass the oral defense and the oral exam, the student has to receive a minimum of three-fourths passing votes from the voting faculty.

A student who fails any of the three components described above will be given the opportunity to retake that part. A student who fails any component the second time is terminated from the graduate program. See the graduate school website for policies.

Crop Science Final Oral Exam for M.S. thesis, M.S. non-thesis, and Ph.D.

After preliminary approval of the thesis/non-thesis project report/dissertation by the faculty advisory committee and department chair, and approval of the schedule by the faculty advisory committee, the final exam can be scheduled through the Graduate School (see the Preparing to Graduate section of this handbook).

The student will give thesis/non-thesis/dissertation exit seminar (see Seminar Requirements section). This seminar will be open to all faculty, students, and the public. If the defense date is more than two weeks after the seminar, the student should plan to give an additional short presentation to their committee prior to their defense.

The thesis/dissertation defense is an oral exam at which the student defends the background, approach, methods, interpretation, conclusions, etc., of the research. A M.S. non-thesis defense will focus on broad knowledge and less on project defense than would an exam for the M.S. thesis option. Faculty are encouraged to attend the exam and ask questions, but only members of the Faculty advisory committee thesis and CSS graduate faculty may vote. Any faculty member who votes has to remain present for the entire duration of the exam. The examiners may pause the exam at any time to give a member time to leave the room and return. To pass the oral defense, PhD students have to receive a minimum of three-fourths passing votes from the voting faculty, MS students need two-thirds passing votes up to 8 examiners (then three-fourths passing votes if more than 8 examiners).

Questions asked during the final exam are not limited to the thesis or dissertation research.

SOIL SCIENCE DEGREE REQUIREMENTS

Recommended Areas of Competency

To the extent possible, Soil Science graduate students should be knowledgeable in all five sub-disciplinary areas of Soils (chemistry, fertility, morphology, biology, and physics). However, because many students entering graduate school have received their BS and/or MS degrees from an area outside of Soil Science, it is sometimes not possible to take a graded course in each of these five areas as part of the graduate degree. Soil Science Faculty strongly recommend that a graded Soil Science course be taken in a minimum of three of the five sub-disciplinary areas in Soil Science. These courses can be obtained at any time during their educational career.

Special Soils Course Descriptions

Soils 502 – Advanced Topics

All graduate students in Soil Science are encouraged to enroll and to participate in this course. Sections of this course are designed to acquaint you with the literature in Soil Science. The course is organized on an informal basis by subject matter areas, with each area being the responsibility of a faculty member who specializes in that area. You may register and repeat this course for up to six credit hours, but not more than three credits per semester.

Soils 503 – Advanced Soil Analysis

Courses ranging from one to three credits are offered on specialized topics relating to instrumentation and soil analysis. Topics include site selection and characterization, flame emission and absorption, organic matter analysis, electronics, fluorescent antibody techniques, elemental analysis, microcomputer software, tracer techniques, N-15 mass spectrometry, and others. Students may develop an independent study course in consultation with their advisors and the graduate coordinator. The course should involve mastering the use of instruments or techniques, or developing new methodologies applied to research in soil science.

Soils 505 – Teaching Practicum

All Soil Science PhD degree candidates are required to enroll in Teaching Practicum (Soils 505) at least once prior to graduating. This course awards credit for serving as a Teaching Assistant (TA) in a course course. Foreign TAs must pass an English Proficiency Exam, which tests communication skills in English, prior to engaging as a TA and taking the Practicum. The type of teaching experience obtained depends upon several factors, including the nature of the course, the capabilities of the student, and the needs of the instructor. Experience could include lecturing in a lecture, discussion or laboratory section, preparing and grading exams or homework, or organizing laboratory or discussion sessions.

Soil Science Master's Degree (MS)

The MS in Soils is awarded to graduate students for substantial scholarly achievement beyond the baccalaureate degree. To earn this degree, a student is expected to demonstrate in-depth knowledge of a basic subject matter area in Soil Science and research competence in the form of a thesis or competence in the application of soil science in the form of a special project (non-thesis option). For both options, the student must demonstrate skill in critical thinking, scholarship, and written and oral communication through course work, the seminar course, and the thesis or project final report and examination. Both thesis and non-thesis options require the student to form a committee, develop a program of study and meet other requirements and timelines established in the aforementioned Milestones table. Students in the non-thesis option will have lower priority for state-funded assistantships and will generally be expected to self-fund their program.

MS Soil Science Suggested Course Options	Title	Cr	Sem	Offered
CROP SCI 503	Advanced Cropping Systems	3	F	every year
STAT 512	Analysis of Variance of Designed Exp.	3	F, S, SS	every year
SOIL SCI 368	Intro to GIS	3	F	every year
SOIL SCI 502	Advanced Topics in Soils	1-3	F, S, SS	every year
SOIL SCI 503	Advanced Soil Analysis	1-3	F, S, SS	every year
SOIL SCI 505	Teaching Practicum	1	F, S	every year
SOIL SCI 513	Environmental Soil Physics	3	F	odd year
SOIL SCI 533	Vadose Zone Processes	2	F	even year
SOIL SCI 514	Environmental Biophysics	2	S	every year
SOIL SCI 515	Environmental Biophysics Laboratory	1	S	every year
UI COOP SOIL 526	Soil Mineralogy	3	SE	every year
SOIL SCI 531	Soil Microbiology	3	FE	even year
UI COOP SOIL 537	Soil Biochemistry	3	FO	every year
SOIL SCI 541	Soil-Plant-Microbial Interactions	3	F	odd year
SOIL SCI 547 (online)	Soil Fertility Management	3	F	even year
SOIL SCI 568	ArcGIS and Spatial Analysis	4	S	every year

Thesis Master's Degree Course Requirements

- 30 hours minimum total credit
- 21 hours minimum of graded course work, which consists of:
 - 15 hours minimum of graded course work at the 500-level including:
 - Soil Sci 506: Research Presentations, 2 credits
 - Soil Sci 502 Special Topics: Statewide Tour, 1 credit
- 4 hours minimum of 700-level credit in major
- 6 hours maximum of non-graduate graded course work (300-400 level only)
- Courses graded S/F may not be used in the core program even if required by a specific program

Non-Thesis Master's Degree Course Requirements

- 30 hours minimum total credit
- 26 hours minimum of graded course work, which consists of:
 - 17 hours minimum of graded course work at the 500-level including:
 - Soil Sci 510/Soil Sci 502: Research Presentations, 2 credits
 - Soil Sci 502 Special Topics: Statewide Tour, 1 credit
- 4 hours minimum of 702 credit in major
- 9 hours maximum of non-graduate graded course work credit (300-400 level only)
- Courses graded S/F may not be used in the core program even if required by a specific program

Soil Science Doctoral Degree (PhD)

Soil Science PhD Course Requirements

- 72 hours minimum total credits
- 15 hours minimum of graded graduate-level (500-level) coursework beyond the bachelors degree **not including (but required):**
 - Soil Sci 506: Research Presentations, 2 credits
 - Soil Sci 502 Special Topics: Statewide Tour, 1 credit
 - Soil Sci 511 Science Writing Workshop, 2 credits
 - Soil Sci 505 Teaching Practicum, 1 credit (S/F)
- 20 hours minimum 800-level research credits
- 9 hours maximum of non-graduate graded course work credit (300-400 level only)
- Courses graded S/F may not be used in the core program even if required by a specific program

Soil Science Recommended Coursework

Soil Classification & Genesis	Title	Cr	Sem	Offered
SOIL SCI 368	Intro to GIS	3	F	every year
SOIL SCI 374	Intro to Remote Sensing	3	S	every year
SOIL SCI 452	The Landscape of Soil	3	F	even year
SOIL SCI 508	Environmental Spatial Statistics	3	S	every year
SOIL SCI 513	Environmental Soil Physics	3	F	odd year
SOIL SCI 514	Environmental Biophysics	2	S	every year
SOIL SCI 515	Environmental Biophysics Laboratory	1	S	every year
UI COOP SOIL 526	Soil Mineralogy	3	S	even year
SOIL SCI 531	Soil Microbiology	3	F	even year
SOIL SCI 541	Soil-Plant-Microbial Interactions	3	F	odd year
UI COOP SOIL 557	Advanced Soil Genesis and Classification	3	F	odd year
SOIL SCI 568	ArcGIS and Spatial Analysis	4	S	every year
STAT 512	Analysis of Var. of Designed Exp.	3	S, F, SS	every year

Soil Chemistry	Title	Cr	Sem	Offered
BSYSE 558	Groundwater Flow and Contaminant Transport	4	F	every year
CH E 585	Interfacial Phenomena	3	S	every year
CHEM 501	Advanced Inorganic Chemistry	3	S	every year
E MIC 586	Special Projects in Electron Microscopy	V 2-3	F, S	every year
GEOL 579	Groundwater Geochemistry	3	S	odd year
UI COOP SOIL 422	Environmental Soil Chemistry	3	S	even year
SOIL SCI 502	Advanced Topics	V 2-4	F, S, SS	every year
SOIL SCI 503	Advanced Soil Analysis	V	F, S, SS	every year
SOIL SCI 513	Environmental Soil Physics	3	F	odd year
SOIL SCI 521	Physical Soil Chemistry	3	S	odd year
UI COOP SOIL 526	Soil Mineralogy	3	S	even year
SOIL SCI 531	Soil Microbiology	3	F	even year
SOIL SCI 533	Vadose Zone Processes	2	F	even year
SOIL SCI 541	Soil-Plant-Microbial Interactions	3	F	odd year
STAT 512	Analysis of Var. of Designed Exp.	3	S, F, SS	every year

Soil Fertility	Title	Cr	Sem	Offered
BIOL 513	Plant Metabolism	3	F	even years
BIOL 517	Stress Physiology of Plants	3	S	even years
BSYSE 558	Groundwater Flow and Contaminant Transport	4	F	every year
CROP SCI 503	Advanced Cropping Systems	3	F	every year
SOIL SCI 468	ArcGIS and Geospatial Analysis	4	S	every year
SOIL SCI 513	Environmental Soil Physics	3	F	odd year
SOIL SCI 514	Environmental Biophysics	2	S	every year
SOIL SCI 515	Environmental Biophysics Laboratory	1	S	every year
SOIL SCI 531	Soil Microbiology	3	F	even year
SOIL SCI 541	Soil-Plant-Microbial Interactions	3	F	odd year
SOIL SCI 547 (online)	Advance Soil Fertility Management	3	F	even year
STAT 512	Analysis of Variance of Designed Exp.	3	F, S, SS	every year

Soil Physics	Title	Cr	Sem	Offered
BSYSE 558	Groundwater Flow and Contaminant Transport	4	F	every year
C E 550	Hydroclimatology	3	F	every year
CE 315	Fluid Mechanics	3	F, S	every year
CH E 585	Interfacial Phenomena	3	S	every year
E MIC 586	Special Projects in Electron Microscopy	V 2-3	F, S	every year
MATH 548	Numerical Analysis	3	F, S, SS	every year
SOIL SCI 442	Soil Fertility Lab	1	S	every year
SOIL SCI 513	Environmental Soil Physics	3	F	odd year
SOIL SCI 514	Environmental Biophysics	2	S	every year
SOIL SCI 515	Environmental Biophysics Laboratory	1	S	every year
SOIL SCI 521	Physical Soil Chemistry	3	S	odd year
SOIL SCI 531	Soil Microbiology	3	F	even year

SOIL SCI 533	Vadose Zone Processes	2	F	even year
STAT 512	Analysis of Var. of Designed Exp.	3	S, F, SS	every year

Soil Microbiology & Biochemistry	Title	Cr	Sem	Offered
BIOL (Bot) 563	Field Ecology	2	S	even year
BIOL 548	Evolutionary Ecology of Populations	3	S	odd year
BIOL 564	Molecular Ecology and Phylogeography	3	F	even year
CHEM 332	Physical Chemistry	3	S	every year
CHEM 345	Organic Chemistry I	4	F, S, SS	every year
E MIC 586	Special Projects in Electron Microscopy	V 2-3	F, S	every year
MBIOS 301	General Genetics	4	F, S, SS	every year
MBIOS 303	Introductory Biochemistry	4	F, S, SS	every year
MBIOS 426	Microbial Genetics	3	F	every year
MBIOS 442	General Virology	3	S	every year
MBIOS 501	Cell Biology	3	S	every year
MBIOS 513	General Biochemistry	3	F	every year
MBIOS 514	General Biochemistry	3	S	every year
MBIOS 550	Basic & Applied Microbial Physiology	3	S	every year
MBIOS 578	Molecular Biology Computer Techniques	3	F, S, SS	
SOIL SCI 513	Environmental Soil Physics	3	F, S, SS	odd year
SOIL SCI 514	Environmental Biophysics	2	S	every year
SOIL SCI 515	Environmental Biophysics Laboratory	1	S	every year
SOIL SCI 521	Physical Soil Chemistry	3	S	odd year
SOIL SCI 531	Soil Microbiology	3	F	even year
UI COOP SOIL 537	Soil Biochemistry	3	F	odd year
SOIL SCI 541	Soil-Plant-Microbial Interactions	3	F	odd year
STAT 512	Analysis of Variance of Designed Exp.	3	F, S, SS	every year

Soil Science PhD Proposal and PhD Preliminary Examination

The PhD proposal and oral preliminary examination is an evaluation to determine if a student is qualified to be admitted into candidacy for the PhD degree. The proposal and preliminary exam assess knowledge of crop science, ability to think critically and independently, and ability to conduct independent research (form hypotheses, design experiments, collect and analyze data, put the research in context of the current state of knowledge, and draw conclusions).

PhD Proposal and PhD preliminary examination consist of three parts as described below: 1) a written proposal on the dissertation research; 2) defense of that proposal to the faculty advisory committee; and 3) an oral preliminary exam.

1. The PhD student must write a proposal on his or her research project. The proposal should evidence the student's understanding and critical evaluation of the research topic. The proposal must be an original document written by the student, but with input from the advisory committee, and cannot be taken from a previously written proposal. The research proposal should be initiated no later than the second semester into the PhD program and presented to the student's faculty advisory committee no later than the end of the third semester. The proposal should follow the Dissertation Proposal Format (see appendix.). Crops/Soils 511, offered in spring semester, is a support course for proposal development and other scientific writing. Specific details of the format should be discussed with the major advisor and the faculty advisory committee. The proposal will not be graded.
2. Before the end of the third non-summer semester of enrollment, the student will participate in a 2-hour (approx.) oral defense of the proposal with faculty advisory committee members. This defense is not scheduled through the graduate school. The proposal is subject to the approval of the committee. Documentation of completion of the proposal defense requirement will be through the Crops/Soils graduate program assessment rubric and should be turned into the

JHGC/Academic Coordinator by the major advisor. When a student satisfactorily passes the proposal defense he/she will be qualified to take the oral preliminary examination. The PhD student also must present the proposal in the form of a seminar no later than in the fourth non-summer semester of enrollment (see Seminar Requirements section).

3. The oral preliminary examination, the official Washington State University examination for advancement to PhD candidacy, must be scheduled with the Graduate School [Preliminary Exam Scheduling Form](#). The oral examination should be scheduled in the fourth or fifth, non-summer semester of enrollment. The purpose of the oral preliminary exam is to allow faculty to have the opportunity to probe the depth of a student's knowledge of the whole field of Crop Science and the ability of the student to think critically and independently. The doctoral major advisor and faculty advisory committee will administer the preliminary doctoral exam.

All members of the student's faculty advisory committee must participate in all three parts described above, complete the assessment rubrics, and vote (for the oral proposal defense and preliminary exam). Any other members of the CSS graduate faculty may be present and may vote. Any faculty member who votes has to remain present for the entire duration of the exam. The examiners may pause the exam at any time to give a member time to leave the room and return. To pass the oral defense and the oral exam, the student has to receive a minimum of three-fourths passing votes from the voting faculty.

A student who fails any of the three components described above will be given the opportunity to retake that part. A student who fails any component the second time is terminated from the graduate program. See the graduate school website for policies.

Soil Science Final Oral Exam for M.S. thesis, M.S. non-thesis, and Ph.D.

After preliminary approval of the thesis/non-thesis project report/dissertation by the faculty advisory committee and department chair, and approval of the schedule by the faculty advisory committee, the final exam can be scheduled through the Graduate School (see the Preparing to Graduate section of this handbook).

The student will give thesis/non-thesis/dissertation exit seminar (see Seminar Requirements section). This seminar will be open to all faculty, students, and the public. If the defense date is more than two weeks after the seminar, the student should plan to give an additional short presentation to their committee prior to their defense.

The thesis/dissertation defense is an oral exam at which the student defends the background, approach, methods, interpretation, conclusions, etc., of the research. A M.S. non-thesis defense will focus on broad knowledge and less on project defense than would an exam for the M.S. thesis option. Faculty are encouraged to attend the exam and ask questions, but only members of the Faculty advisory committee thesis and CSS graduate faculty may vote. Any faculty member who votes has to remain present for the entire duration of the exam. The examiners may pause the exam at any time to give a member time to leave the room and return. To pass the oral defense, PhD students have to receive a minimum of three-fourths passing votes from the voting faculty, MS students need two-thirds passing votes up to 8 examiners (then three-fourths passing votes if more than 8 examiners).

Questions asked during the final exam are not limited to the thesis or dissertation research.

THESIS/DISSERTATION (AND PROPOSAL) GUIDELINES

Thesis/Dissertation Proposal

All students are expected to develop and carry out original, creative research projects. While the advisor and committee members serve as mentors, the student is expected to develop and demonstrate the ability to work independently; to design, conduct, and analyze experiments; and to prepare the work for publication in scientific journals. Doctoral students need to develop a dissertation proposal after consultation with their major advisor and faculty advisory committee. See the appendix for proposal format guidelines. This proposal forms the basis for the thesis/dissertation research.

Thesis or dissertation preparation involves synthesizing concepts by interpreting experimental and analytical data that are gathered for that purpose. It constitutes a major part of the creative scholarship in a master's or doctoral program. Experience in preparing and writing a research publication, as well as the peer-review process, are important goals of graduate programs.

General Thesis/Dissertation Format

All Doctoral programs and the Masters-Thesis option require that a candidate prepare a written document of their work (thesis or dissertation). The thesis or dissertation is a scholarly, original work that represents a significant contribution to the knowledge base of the chosen discipline. The chapters describing research results should be written as papers for publication. For the thesis or dissertation, the papers should clearly reflect the work of the student. This is especially necessary when thesis/dissertation chapters will be submitted for publication with multiple authors. If student is not first author, the paper cannot be used or must be revised to reflect only the student's original contribution. The chapters must also be paginated and formatted to give uniformity to the thesis or dissertation. Thesis and dissertation formatting requirements are posted on the [Graduate School's](#) website.

Students are expected to publish thesis or dissertation research in an appropriate scientific journal. If the student has not submitted thesis or dissertation results for publication within a reasonable amount of time after passing the final exam, the thesis/dissertation advisor will have the option of publishing the student's thesis or dissertation results with appropriate attribution to the student.

How to Proceed

Formal guidelines for preparation of the thesis or dissertation are available from the Graduate School. However, the following steps and schedule are recommended:

1. Select a problem and review background literature to gain a comprehensive understanding of the problem and what others have done in this research area. Prepare and defend your research proposal, preferably by the end of the second semester after beginning work on a graduate degree. Use feedback from the proposal defense to refine and improve your research questions and experiments.
2. Complete and summarize a literature review in written form. Develop theories and hypotheses, conduct experimental work, and collect data. Begin this phase as quickly as practical, and complete at least one semester ahead of the completion date for the degree.
3. Analyze, summarize and tabulate data, apply theories, and develop the written manuscript. Begin as early as possible on sections for which you have information (literature review, methods) and follow through to prepare a complete, typed draft for submission to the thesis/dissertation advisor at end of semester prior to graduation. Select a style from the scientific journal you wish to follow. Research papers prepared by professionals may be revised as many as a dozen times before

submission to a journal for editorial review. Graduate students should plan to revise drafts several times before the manuscript is given to the thesis/dissertation advisor.

- Comments from the thesis/dissertation advisor should be carefully considered and addressed while preparing the revised draft that is submitted to the graduate committee. This step in preparation of a thesis corresponds to the process involved in preparing a paper for a journal. The graduate committee should be allowed several weeks for the review process. See below for a suggested timeline. If problems surface involving interpretation or meaning of data, the committee may have to meet to resolve issues. Therefore, it is important to allow enough time for a thoughtful and thorough study of dissertation material.

Students on research appointments may continue to collect and analyze data, and write up results during the final semester or summer session. Research results generated after submission of the thesis or dissertation to the committee may not be included in the final product. If the advisor(s) consider it appropriate, the data collected during the final semester or summer session may be used in the final draft or may form the basis of future manuscripts submitted for publication in professional journals.

The Faculty recommends that the student be in residence (i.e., on-campus or at an off-campus station) during the semester that the thesis or dissertation is prepared so that the full benefit of consultation with the thesis committee can be realized.

The following thesis draft schedule allows a reasonable amount of time for completion of each step involved in thesis review and revision. Since faculty members are usually involved with other reviews, as well as regular duties, the following guidelines are suggested. You will notice that a minimum of 13 to 20 weeks is required from the time you submit your initial draft of your thesis or dissertation to your advisor to the time of your final oral exam.

7-12 weeks	Submit multiple drafts to major thesis/dissertation advisor, and campus advisor if appropriate, and allow time for incorporation of the appropriate number of corrections and revisions. Allow 7 to 10 days for each revision by advisor(s) and allow sufficient time for discussion with them.
2 weeks	Submit a revised draft for review by members of your graduate advisory committee. Because of the greater number of reviewers, allow <i>at least</i> two weeks for return of this draft.
2 to 4 weeks	Revise and correct draft.
2 weeks	Submit a "final" draft to each committee member <i>at least two weeks before your scheduling form is due.</i>

PREPARING TO GRADUATE

Students should consult the Graduate School's website early in the semester they expect to graduate to obtain information regarding policies, procedures and deadlines for thesis defense and graduation. Failure to meet the deadlines could require enrollment for an additional semester.

CSS requires students to submit an email 'Notice of Intent to Graduate' to their advisor and committee, and cc the JHGC Academic Coordinator (marshdj@wsu.edu). **The notice is due no later than the first week of the semester in which the student plans to graduate.** The notice should include a timeline consistent with the aforementioned schedule to show how draft submissions, reviews and final exam scheduling will be carried out in a timely and fair manner. This process does not override in any way the responsibility of the faculty advisory committee. Rather, it is meant to offer one more step in preparation by and for the student. Any faculty advisory committee member may deem that the thesis is not ready to be defended at any of the steps described in the process.

The final draft of the thesis or dissertation should be presented to the faculty advisory committee members for review at least two weeks before your scheduling form is due. Members of the faculty advisory committee are responsible for checking the thesis or dissertation for style and format. They

certify their approval that the thesis/dissertation is ready for defense when they sign the “final oral scheduling form”. Faculty advisory committee members cannot sign off on a final exam schedule form if they have not seen and/or had ample time to review the final draft of the thesis/dissertation.

The student is responsible for preparing the final exam scheduling form, scheduling the room, and submitting the form to the JHGC/Academic Coordinator for Chair signature no less than 12 working days in advance of the exam date (the final exam scheduling form is due to the Graduate School no later than 10 working days in advance of the exam date). In addition, a ‘display’ copy of the final draft of the thesis or dissertation must be provided by email to the JHGC/Academic Coordinator (marshdj@wsu.edu) simultaneous with providing the scheduling form so that the thesis/dissertation can be posted on a secure Sharepoint site for faculty review (aka display copy).

Check List for Graduation

- Review, in advance, the Graduate School’s deadlines and procedures for graduation ([MS](#)) ([PhD](#)).
- Submit Notice of Intent to Graduate no later than first week of the final term to your advisor and committee members, and cc the JHGC/Academic Coordinator (marshdj@wsu.edu).
- Set tentative defense date with faculty committee members and contact CSS office for room scheduling.
- Ensure all deadlines on timeline are met throughout final semester.
- Submit Application for Degree to the Graduate School by the deadline (very early in the final term)
- Arrange, announce, and deliver exit seminar.
- Finish thesis or dissertation final draft; send final draft to committee members.
- Obtain committee approval of thesis or dissertation final draft, approval of defense date and time and committee signatures on final exam scheduling form.
- Route scheduling form through JHGC/Academic Coordinator for Chair signature, and who will confirm rooms for the defense and assist with AMS arrangements.
- Submit ‘display’ copy of the thesis/non-thesis report/dissertation electronically to the JHGC/Academic Coordinator (marshdj@wsu.edu) to load on the faculty Sharepoint site.
- Conduct final exam, submit final copy of thesis/dissertation to Graduate School within 5 working days of defense, and submit two hard copies to the Academic Coordinator.

Note: It is the sole responsibility of the student to ensure that all deadlines set forth by the Graduate School are met. Failure to follow the CSS Policies and Procedures or to meet the deadlines set forth by the Graduate School will result in a delayed graduation date.

Thesis/Dissertation Binding

The student is responsible for providing two copies of the thesis/dissertation to the JHGC/Academic Coordinator simultaneous with submitting it to the Graduate School. The Department will pay to hard-bind two copies (one for the CSS library, the other for the Committee Chair/Advisor). Additional bound copies may be arranged at the expense of the student or on a budget provided by their advisor.

Exit Requirements

Before departure from CSS, students must leave a forwarding address with the JHGC/Academic Coordinator, schedule an exit interview with the department Chair, return all keys to the main office, and consult with their advisor about cleaning up samples, chemicals, etc., from the student’s research and office space.

GRADUATE ASSISTANTSHIPS

To the greatest degree possible, graduate students making good progress working toward their graduate degrees will be financially supported through research and teaching assistantships. This support may be provided by the student's advisor, or other committee members, graduate program department, or other WSU department. Apart from agreements made in written offers, there is no promise of financial support.

Graduate assistantships, when awarded by the Dept. of Crop and Soil Sciences and supporting a graduate student in Crop and Soil Science, provide the following minimum pay levels:

- For 0.5 FTE M.S. Assistantships: Step 42, plus summer pay at or above academic year assistantship levels.
- For 0.5 FTE Ph.D. Assistantships: Step 47 plus summer pay at or above academic year assistantship levels.

Assistantships provide support for the academic year. Additional allowances for fees, housing, summer support, all but dissertation status or other achievements may be awarded based on availability of funds.

Preparation for Employment Upon Arrival

Upon arrival in Pullman, students appointed to assistantships (TA or RA) should contact the JHGC/Academic Coordinator on or before the first date of employment to complete required forms such as an [I-9](#) for employment eligibility and W-4 for withholding taxes. **Section 1 of the I-9 must be completed on or before the date of employment.** Section 2 must be completed by WSU staff within the first 72 hours of employment. We prefer to take care of both sections prior to employment. WSU subscribes to the electronic submission process; paper copies are not accepted. Contact the Johnson Hall Business Center staff for assistance.

A variety of documents can be presented to show employment eligibility and are described in the I-9 link above, but most often presented are driver licenses and social security cards or state-issued birth certificates for domestic students, and passports and visa documents for international students.

Assistantships are considered taxable income and Federal tax will be deducted from your paycheck. There is no Washington State income tax.

Withholding guidelines for the W-4 are available on the [Payroll](#) website, for both domestic and international hires.

The W-4 requires a Social Security card. If you do not have a hard-copy social security card, you need to obtain one as soon as possible. For ease, international students can apply for a social security card during the required International Student Orientation (Fall semester only). A letter is required from the department in order to apply. This receipt given to the student needs to be presented to our department personnel staff as soon as possible to complete the appointment and assure a timely paycheck. Alternatively, students can obtain a social security card at a local office (Lewiston). Information and forms are available [here](#).

Payroll

Fall assistantships begin August 16, and end December 31. Spring assistantships begin January 1 and end May 15. Payroll checks for the last half of the month are issued 10 days after completion of the pay period (i.e., your first check will be September 10 or January 25). Payroll checks for the first half of the month are issued 10 days after the end of that pay period, generally on the 25th of the month. Direct deposit arrangements with the [Payroll](#) office are encouraged.

Residency Requirement and Tuition Waiver

The assistantship appointment exempts students from paying in-state tuition **if they are residing in Washington State** while enrolled at WSU. *Students are responsible to comply; in the event a waiver is removed, the student will be responsible for paying the full tuition charges.*

WSU will provide out-of-state tuition waivers for the first year of studies if you are not a resident of Washington State; however, an out-of-state tuition waiver cannot be guaranteed beyond one year. If you are not a resident of Washington State, you should begin the process immediately upon entrance to establish residency. Most required documents need to be in place for one year. Please review the [requirements](#) upon arrival to ensure a successful application. Students who have not established Washington State residency by the one-year limit will be required to pay out-of-state tuition, even if they have an assistantship.

Residency waivers are not up to departmental discretion, and the Graduate School will only grant out-of-state tuition waivers to domestic students for two semesters.

International students are not eligible to become residents. For international F1/J1 students, the assistantship appointment will exempt them from paying the out-of-state and in-state tuition if residing in Washington State while enrolled at WSU. *Students are responsible to comply; in the event a waiver is removed, the student will be responsible for paying the full tuition charges.*

No Tuition Allowed

There are some instances where tuition is not allowed on grants; the student is instead appointed as a Project Assistant at a higher salary, which covers the resident tuition normally charged to the grant. In these situations, the student is advised to register for payroll deduction of the tuition.

Payroll Deductions

Graduate students on assistantships may authorize Payroll Services to deduct the total amount of their tuition and fees owed over eight (8) pay cycles beginning the second pay date of the semester. Deductions may be authorized for: 1) full operating fee or residual operating fee; 2) service/activity/building fees; and 3) spouse and/or dependent medical insurance (fees vary). Payroll deduction is an optional service provided at a fee of \$8.00. Online forms must be completed each semester and must be submitted before the last date to pay tuition before late fees accrue (to avoid paying late fees). The [payroll deduction service](#) is not offered for summer appointments.

Residual and Mandatory Fees

All students on an assistantship are required to pay residual and mandatory fees (i.e., fees not covered by the tuition waiver) each semester of approximately \$1,000. The residual fee pays for CUB, Health and Wellness Services, Pullman Transit, the Student Recreation Center, and a small portion of tuition not covered by the assistantship. Partial waiver of the mandatory fees will be requested by the JHGC/Academic Coordinator for those students not residing in Pullman and unable to take advantage of the respective services.

Responsible Conduct of Research Training

The Graduate School requires all graduate students on an assistantship to complete the web-based [CITI Responsible Conduct of Research and Conflict of Interest Trainings](#). The processing of your assistantship may be delayed until this requirement is met.

Insurance

Graduate students on a paid assistantship are automatically enrolled in the Graduate Student Health Insurance Medical Plan (including dental). International students not eligible for the aforementioned plan will automatically be enrolled in the iSHP health insurance plan and are responsible for the premium. Likewise, domestic graduate students not eligible for the plan are invited to review the [Cougar Health Services](#) website for other available options and will be responsible for the related premiums. Health cards, plan information and effective dates can be found at the [Cougar Health Services](#) website.

Dependents such as spouse and/or children may be added to the insurance policy, but the student is responsible for the additional premiums. If premiums are being paid for a dependent, spring semester rates will be higher than fall semester rates because summer coverage is paid from spring premiums.

For student health needs covered by Health and Wellness, an appointment can be made by calling 335-3575. Health and Wellness facilities are located in the Washington Building on the WSU campus. At the beginning of the term, it sometimes takes a week or two for services to align in WSU systems, depending on a number of situations. If you need medical attention and your health card is not yet available, please contact Sally Makamson (509-335-5293) at Cougar Health Services. Explain your situation, graduate assistantship appointment status, etc. and she can arrange a visit for you.

The [PASS Program](#) enables spouses or partners of eligible graduate/professional students (Pullman campus only) to access health care services available at Health and Wellness Services (HWS). The PASS Program is not a substitute for health insurance.

Reappointments

Students must maintain a 3.0 grade point average (GPA) to be eligible for assistantships and be making satisfactory progress. Reappointment is also contingent upon the availability of funds.

English Proficiency Exam for International TA's

The University requires that TA's (whose native language is not English) pass an [International Teaching Assistant Exam](#) prior to beginning their TA duties. International Students must attend New International Student Orientation through the Office of International Students and Scholars.

Terms and Expectations

Graduate students on appointments enter into an agreement with the University that both parties are expected to honor. Graduate assistants must maintain a cumulative 3.0 GPA in all coursework subsequent to admission and maintain full-time enrollment (10-18 credit hours) for an entire semester.

A half-time appointment requires graduate appointees to work 20 hours per week in addition to their coursework and to be at work each workday, including periods when the University is not in session (e.g., Spring and Thanksgiving Breaks), with the exception of legal holidays. Graduate students do not earn sick leave or annual leave. Therefore, all leave and absences during normal work hours must be arranged with a student's major advisor and, if applicable, campus advisor. Graduate assistants and supervising faculty must certify the student's effort on the annual review form and on the post-graduate information form.

Research Assistant responsibilities may include research assigned by the student's advisor as well as thesis or dissertation research. Most Teaching Assistants should expect to spend up to 20 hours per week on TA duties. Work schedules must be arranged with the thesis or dissertation advisor and/or TA supervisors.

It is important to note that any change to the duration of the appointment that causes it to be for a period less than a full semester or any change in the percent of appointment may cause an immediate termination of the Qualified Tuition Reduction (QTR), Operating Fee Waiver (OFW) and/or non-resident waiver (NR). **If a student decides to terminate employment mid-semester, or if the FTE percentage is changed, the waivers may be removed and the student may then be responsible for paying the full tuition charges.**

For most students, the length of the appointment to a graduate assistantship is determined at the time of their initial appointment in the letter of offer of admission. Students with graduate assistantships are expected to perform their assistantship duties in a professional manner, while at the same time maintaining satisfactory academic and research progress toward their graduate degree. MS students are generally supported for 2 to 2.5 years; students working towards a PhD are normally supported for 2 to 3 years beyond the MS, or 4 years beyond the BS. All graduate assistantships are subject to the availability of funding. In the event that the major advisor is unable to provide continued funding, the student shall be responsible for seeking funding from other sources.

Students who want to withdraw from the appointment must consult with their major advisor and should carefully consider the implications. If resignation is required, a formal letter of resignation should be submitted to the department Chair. For details on resignation, contact the JHGC/Academic Coordinator.

APPENDICES

Example of the Graduate Student Annual Review Form

DUE February 28, 2020. Once complete and fully signed, email a combined pdf (annual review and CV) to Deb Marsh (marshdj@wsu.edu) AND be sure both student/advisor are included in the message. This will ensure all parties have a copy. Please retain originals until degree requirements are completed.

Crop & Soil Sciences Graduate Student Annual Review: January 1 – December 31, 2019

Annual review of graduate students is required by the WSU Graduate School. The evaluation period for this annual review is Jan 1 (or starting date) to December 31, 2019. Each student is responsible for completing Sections A and B, and then forwarding it **electronically** with a [curriculum vita \(CV\)](#) to their advisor in advance of the review meeting. **The student is responsible for arranging the annual review meeting.** The student’s advisor will complete Section C and review it with the student at the annual review meeting. Both parties will complete Sections D, and E (if applicable).

This form must be typed

Section A. Cumulative Record

Name:	
WSU ID#:	
Term Entered (i.e. Fall 2017):	
Degree Objective (MS or PhD):	
Degree Program:	
Advisor:	
Co-Advisor:	
Campus Advisor (if applicable):	
Other Committee Members:	
Number of committee meetings since last review:	
Date of most recent committee meeting:	
Program of Study approval date:	
<i>Or program of study anticipated filing date:</i>	
Cumulative GPA:	
Thesis/Dissertation subject or title:	
Thesis/Dissertation proposal approval date:	
<i>Or thesis/dissertation proposal anticipated approval date:</i>	
PhD proposal seminar date:	
PhD preliminary exam completion date:	
<i>Or anticipated preliminary exam completion date:</i>	
Anticipated term for exit seminar and final exam:	

Section B. Self Assessment

Performance, Skill Ratings	Excellent	Good	Average	Fair	Poor	NA
Academic Performance						
Research Performance						
Work Habits						
Technical Skills						
Rate of Progress						
Communication Skills						
Teaching Performance						
Professional Development						
Overall Rating						

Summarize your academic and research progress this past year. Please address the following items:

1. What academic/research goals did you propose to accomplish in your last review (*not applicable for first year students*)?
2. What have you accomplished this past year?
 - a. Discuss your academic and research progress. If your accomplishments did not meet your goals, discuss why.
 - b. Describe your publications to date. Please list published manuscripts and book chapters, manuscripts in preparation (and expected date of submission), abstracts (professional papers and posters presented).
 - c. List professional activities such as awards/scholarships, meetings attended, abstracts/papers published, presentations given, and teaching experience.
 - d. Discuss your departmental and professional service and development.
3. What are your greatest challenges and how will you overcome them?

Discuss your future directions and goals as follows:

1. Overall.
2. For the next review period.

Attach CV and forward with this form to your advisor for review. The student is responsible for arranging the annual review meeting.

Section C. Advisor's Assessment

Performance, Skill Ratings	Excellent	Good	Average	Fair	Poor	NA
Academic Performance						
Research Performance						
Work Habits						
Technical Skills						
Rate of Progress						
Communication Skills						
Teaching Performance						
Professional Development						
Overall Rating						

Take this opportunity to review the student's CV and provide suggestions for improvement.

Please provide an assessment of your student's research progress and accomplishments for the current review period (or research potential for a first year student). Comment on the student's strengths and weaknesses and provide specific recommendations or requirements on areas that need improvement. Consider the student's understanding of the scientific literature, recent proposal defense (PhD), seminar performance, and other research benchmarks.

Outline specific conditions or expectations that must be fulfilled prior to the next review and discuss the student's probable success in completing their degree requirements in a timely manner. If the probability is not good, please indicate why.

Section D. Recommendations

Overall assessment is _____ satisfactory or _____ unsatisfactory*

If the evaluation is **unsatisfactory, enrollment should be ___ continued or ___ discontinued
Conditions or recommendations for continued enrollment if evaluation is **unsatisfactory**:*

Before signing, discuss specific conditions to be fulfilled before next annual review and any differences in progress ratings and expectations.

Signature of Advisor: _____ Date: _____

Signature of Student: _____ Date: _____
My handwritten signature above acknowledges this evaluation has been discussed with me.

Comments on review by student may be attached.

Section E. Certification of Assistantship Duties

If the student served in an assistantship position during the past year, please have the student review and sign below, along with the student's faculty advisor or supervisor.

Student: The graduate assistantship position that you have held during this past year and the related tuition waivers were contingent upon factors as outlined in your offer letter. By signing below you certify you have met the following contingent factors for the preceding semester(s) during which you held an assistantship (check all that apply ___ Spring 2019 ___ Summer 2019 ___ Fall 2019):

- I remained enrolled full time (at least 10 [*3 cr in summer*] credits as defined in Graduate School policy manual, chapter 9) during the period of the appointment.
- I maintained a 3.0 cumulative GPA during the period of the appointment (or approved exception to policy)
- I met the service requirement of an average of 20 hours per week for 0.5 FTE as scheduled by my department/supervisor (or based on hours required for partial FTE appointment).

Student Signature Date

RA Advisor or TA Supervisor Signature Date

CSS Guidelines for Authorship on Manuscripts



Department of Crop and Soil Sciences

Guidelines for Authorship on Manuscripts Summarized February, 2010

From the Harvard Medical School Guidelines (referenced by the VP for Research/Graduate School; <http://www.hms.harvard.edu/integrity/authorship.html>):

- Everyone who is listed as an author should have made a substantial, direct, intellectual contribution to the work. For example (in the case of a research report) they should have contributed to the conception, design, analysis and/or interpretation of data. Honorary or guest authorship is not acceptable. Acquisition of funding and provision of technical services, patients, or materials, while they may be essential to the work, are not in themselves sufficient contributions to justify authorship.
- Everyone who has made substantial intellectual contributions to the work should be an author. Everyone who has made other substantial contributions should be acknowledged.
- When research is done by teams whose members are highly specialized, individual's contributions and responsibility may be limited to specific aspects of the work.
- All authors should participate in writing the manuscript by reviewing drafts and approving the final version.
- One author should take primary responsibility for the work as a whole even if he or she does not have an in-depth understanding of every part of the work.
- The main/first author should define authorship based on the above criteria.

From Michigan State University (<http://rio.msu.edu/authorshipguidelines.htm>):

Authorship - A person claiming authorship of a scholarly publication must have met the following criteria:

- Substantial participation in conception and design of the study, or in analysis and interpretation of data;
- Substantial participation in the drafting of the manuscript or in the substantive editing of the manuscript;
- Final approval of the version of the manuscript to be published;
- Ability to explain and defend the study in public or scholarly settings.

(Note: these criteria follow closely those recommended by several professional associations. See especially the International Committee of Medical Journal Editors, *Annals of Internal Medicine* 1988; 108: 258-65.)

Acknowledgment - Contributions that do not justify authorship should be acknowledged separately in the notes to the manuscript. These may include general supervision of a research group, assistance in obtaining funding, or technical support.

PO Box 646420, Pullman, WA 99164-6420
509-335-3475 • Fax: 509-335-8674 • <http://css.wsu.edu>

“Honorary Authorship” - A claim of authorship by, or assignment of authorship to, persons who may have been associated in some way with a study but do not meet the four criteria in item 1 may constitute an unethical research practice.

Graduate Student Authorship - “Faculty should be especially aware of their responsibility to safeguard the rights of graduate students to publish the results of their research.” (*MSU Research Handbook*, 1985, p. 16, section 4.3.1.)

Senior Author and Order of Authorship - The senior author is generally defined as the person who leads a study and makes a major contribution to the work. All the authors at the outset of a project should establish senior authorship, preferably in a written memorandum of understanding. This memorandum of understanding should reference the authors’ agreement to abide by their departments’ policy on authorship or this University default policy on authorship. At the outset of the study the Senior Author should discuss the outline of work and a tentative Order of Authorship with the study participants. As projects proceed, agreements regarding authorship may need to be changed. It is the responsibility of the senior author to assure that the contributions of study participants are properly recognized.

Disputes Over Authorship - Disagreements over authorship, e.g. who has a right to be an author or the order of authorship, should be resolved by the Senior Author in collegial consultation with the other authors. When this process cannot reach resolution, the Senior Author should arrange with his or her chairperson for arbitration by a knowledgeable and disinterested third party acceptable to all the authors. If the authors cannot agree on a mutually acceptable arbitrator, then the Vice President for Research and Graduate Studies shall appoint an arbitrator. During the arbitration process all the authors are expected to refrain from unilateral actions that may damage the authorship interests and rights of the other authors.

Accountability - Every author listed on a publication is presumed to have approved the final version of the manuscript. Each author is responsible for the integrity of the research being reported.

Plagiarism -The word *plagiarism* is derived from the Latin *plagiarius*, an abductor, and *plagiare*, to steal. The expropriation of another author’s text, and the presentation of it as one’s own, constitutes plagiarism. Plagiarism, in turn, constitutes misconduct in scholarship under University policies and procedures. Plagiarism in scholarly projects should be reported to one’s chairperson, dean, or the University Intellectual Integrity Officer. (American Historical Association, *Statements on Standards*, 1993, p. 13)

Distribution -This policy should be widely distributed, especially to each new faculty, graduate student and research staff member in academic units.

Rubric for Assessing Graduate Work in Crop and Soil Sciences

Rubric for Assessing Graduate Student Work in Crop and Soil Sciences

PROGRAM-LEVEL COMPETENCY TARGETS = 4.0 FOR M.S. STUDENTS AND 5.0 FOR PH.D. STUDENTS

1. KNOWLEDGE OF FIELD. Understands the breadth and depth of knowledge associated with their discipline.

6 - Mastering	5 - Effective	4 - Competent	3 - Developing	2 - Emerging	1 - Minimal	N/A
Clearly understands most or all of the concepts associated with the discipline as well as the challenges and embedded issues.		Understands some of the key concepts associated with the discipline. May or may not describe embedded issues.		Does not understand the key concepts, challenges, or embedded issues associated with the discipline; or does so minimally.		Unable to rate based on this work
Demonstrates accurate and nuanced use of disciplinary language, definitions, and terms appropriate to the audience the work is intended for.		Use of technical language, definitions and terms is generally accurate and appropriate for the audience the work is intended for.		Often misuses technical terms and concepts, and/or relies on overly general layperson's language.		
Demonstrates appropriate breadth AND depth of knowledge associated with the discipline.		Demonstrates appropriate breadth of knowledge associated with the discipline but lacks depth (or visa versa).		Demonstrates limited breadth and depth of knowledge associated with the discipline.		
Comments:						

2. SCIENTIFIC REASONING. Designs, conducts, analyzes and interprets research important to their discipline.

2a. Literature: Search, Selection, & Review.

6 - Mastering	5 - Effective	4 - Competent	3 - Developing	2 - Emerging	1 - Minimal	N/A
Uses appropriate, relevant, and high quality info sources to create a presentation that is current, well balanced and richly supported by the cited sources.		Uses a moderate number of respectable sources that, for the most part, cover the needed info. Some sources may be irrelevant or out of date, and/or key area(s) of the issue may not be addressed.		Minimal or no evidence of search, selection, or source evaluation skills.		Unable to rate based on this work
Evaluates most or all sources for quality, perspectives, relevance, and currency.		Only minimally evaluates sources for quality, relevance and currency		No evaluation of info sources is present.		
Identifies gaps in the literature and/or relevant gaps in their own knowledge or skills. Good knowledge of previous and current research in their discipline.		Shows some signs of evaluating info gaps in the literature or in their own knowledge or skills. Gaps in knowledge of previous and current research in their discipline.		Does not identify the info gaps or what they still need to know. Limited knowledge of previous or current research in their discipline.		
Comments:						

2b. Defining the Problem.

6 - Mastering	5 - Effective	4 - Competent	3 - Developing	2 - Emerging	1 - Minimal	N/A
Identifies a focused, unique, original problem that is challenging and well defined.		Identifies a somewhat focused problem that is interesting but not particularly challenging or is simplistic.		The problem, if identified, is confused or simplistic.		Unable to rate based on this work
		OR the problem is unsatisfactorily defined and characterized, with important omissions of key considerations.				
Potential for significant contribution of the research to their discipline		Limited potential for contribution of the research to their discipline or with more focus could prove to contribute significantly.		Contribution of the research to their discipline is not clear.		
Comments:						

College of Agricultural, Human, and Natural Resource Sciences, Office of Assessment and Innovation, and the Sustainable Food & Agricultural Systems Education Project

2c. Methodology & Data Presentation.

6 - Mastering	5 - Effective	4 - Competent	3 - Developing	2 - Emerging	1 - Minimal	N/A
Approach and methodology are complete, appropriate and correct for the problem. Has knowledge of emerging methodologies in their discipline.	Data collected and presented demonstrates a clear understanding of the info and its relationship with the problem.	Approach and methodology are related to the problem but do not fully address the problems due to flaws or inappropriate approach. Has limited knowledge of emerging methodologies in their discipline.	Data collected and presented adequately. Relationship of the data to the problem are not entirely clear.	Poor/inappropriate methodology approaches demonstrated, or approach and methodology are unrelated to the problem. Has no knowledge of emerging methodologies in their discipline.	Limited data collected or data/approach demonstrates little attention to or understanding of the problem	Unable to rate based on this work
Data presented appropriately - graphs and/or tables are complete, accurate, relevant, and contain appropriate headings, descriptors, significant figures, etc. Use of statistics is appropriate and presented clearly and completely. Interpretations drawn from statistical presentations are accurate.	Data presented are generally appropriately - graphs and/or tables contain relevant headings, but some details may be missing or unclear, such as units, significant figures, etc. Statistical information is generally understood and interpreted correctly.	Data presented are generally appropriately - graphs and/or tables contain relevant headings, but some details may be missing or unclear, such as units, significant figures, etc. Statistical information is generally understood and interpreted correctly.	Data presented are generally appropriately - graphs and/or tables contain relevant headings, but some details may be missing or unclear, such as units, significant figures, etc. Statistical information is generally understood and interpreted correctly.	Data presentation are incomplete, poorly labeled, confusing, or missing all together.		
Comments:						

2d. Data Analysis and Interpretation.

6 - Mastering	5 - Effective	4 - Competent	3 - Developing	2 - Emerging	1 - Minimal	N/A
Use and interpretation of info are accurate and thorough, including interpretation of data given in graphs and tables, as well as the overall results and conclusions given by each source.	Logical and highly insightful inferences from the info presented. Excellent job in integrating literature and data in appropriate and creative ways. Analysis demonstrates firm understanding of data. Alternate interpretations of, or inferences from, data are discussed appropriately and in detail.	Accurately uses and correctly interprets most of the info obtained from sources, including data given in graphs and tables, as well as the overall results and conclusions given by each source. One or more minor points may be overlooked or misinterpreted.	Generally makes logical inferences from the info presented, with only few or minor mistakes. Demonstrates a basic understanding of the data and some ability to connect literature and data to analyze evidence, but analysis is confusing in some spots or contains inaccuracies. Analysis generally reflects evidence reviewed, collected and presented. May provide brief, appropriate mention of alternative interpretations.	Little or no interpretation of data, instead is simply a restatement of facts and ideas found elsewhere. Misunderstands or misrepresents info given in their sources.	Limited or no logical inferences from the info presented. Does not appear to understand the info.	Unable to rate based on this work
Comments:						

2e. Conclusions and Recommendations.

6 - Mastering	5 - Effective	4 - Competent	3 - Developing	2 - Emerging	1 - Minimal	N/A
Conclusions are accurate, appropriate, and clearly linked to problem and data presented.	Conclusions and recommendations are balanced and qualified to account for uncertainties in the data or unpredictability of the system, and student's own biases.	Conclusions are reasonable but may not take into account all critical factors.	In a limited way, students consider uncertainties or other limitations of the conclusions or evidence.	Conclusions are inaccurate and/or unreasonable, do not reflect the research and data presented, or are merely a simplistic summary not tied to the original problem.	Conclusions and recommendations are biased and do not reflect the research and data, suggesting views were established before or in spite of the evidence.	Unable to rate based on this work
Comments:						

3. COMMUNICATION. Communicates effectively to a diverse group of people using appropriate traditional and emerging technological media.

6 - Mastering	5 - Effective	4 - Competent	3 - Developing	2 - Emerging	1 - Minimal	N/A
Captures and communicates the intended idea(s) accurately and clearly.		Captures and communicates the intended idea(s) accurately but parts are not clear.		Inadequately/inaccurately captures and communicates the intended idea(s) due to gaps and digressions. Little attention is paid to accuracy.		Unable to rate based on this work
Main points connect with the audience and are smoothly tied together.		Generally easy to identify main points and transitions are usually smooth.		Difficult to identify main points. Transitions may be rough.		
Compellingly conveys why the issue matters.		Background and context sufficient to indicate the issue is important.		Limited background info and context so not at all clear why issue matters.		
Visuals (graphs, tables, diagrams, etc) are clear, concise, and relevant.		Visuals (graphs, tables, diagrams, etc) generally support the written component, but some may be overly complex, simplistic, or redundant.		Not clear how the visuals (graphs, tables, diagrams, etc) add credibility to the topic.		
Polished, error-free, and engaging. Professional.		Contains errors, but errors do not distract from or misrepresent content and ideas.		Multiple errors in grammar, syntax, punctuation, etc., that obscure and/or misrepresents the content.		
Comments:						

4. ORIGINAL CONTRIBUTION. Demonstrates potential for original contribution to their discipline.

6 - Mastering	5 - Effective	4 - Competent	3 - Developing	2 - Emerging	1 - Minimal	N/A
Research demonstrates excellent potential for original contribution to their discipline. Research is unique, well organized, complete, and statistically sound.		Research demonstrates some potential for original contribution to their discipline. Research is unique but contains flaws in interpretation, organization, completeness and/or statistics.		Research contains serious flaws that would make it unpublishable. Not unique.		Unable to rate based on this work
Research prepares student for further productive research beyond graduate school.		Research prepares student for limited research beyond graduate school		Limited or no potential for student to do further research in this area.		
Comments:						

Rubric for Assessing Graduate Work in the Department of Crop and Soil Sciences*For use by committee*

Student's name: _____ Date: _____ MS___ PhD___ Crops___ Soils___
 Title: _____

Check one: Proposal seminar/defense _____ Prelim exam _____ Final seminar/defense _____

For each of the learning outcomes below, please choose the score which best corresponds to the overall level demonstrated in the student work using the attached rubric for guidance. (6/5 = *Mastering*; 4/3 = *Developing*; 2/1 = *Minimal*; N/A = *Unable to rate*). Please use whole numbers or increments of 0.5.

Learning Outcome	Score
1. Knowledge of Field. Demonstrates adequate breadth and depth of knowledge of the field in their area of research.	
2. Scientific Reasoning. Appropriately designs, conducts, analyzes, and interprets research effectively on important problems in their discipline.	
a. Literature: Search, Selection, and Review. Reviews the literature in a manner that demonstrates comprehensive knowledge of previous and current research in the field of study.	
b. Defining the Problem. Identifies a viable question within the field of study and effectively documents the contribution of the research to the area of study.	
c. Methodology and Data Collection. Designs and implements appropriate research experiments to test the hypothesis or the solve problem.	
d. Data Analysis and Interpretation. Analyzes and interprets research data appropriately. Demonstrates sufficient knowledge of appropriate concepts, theories, and emerging methodologies in their area of research.	
e. Conclusions and Recommendations. Presents conclusions and recommendations that are accurate, clearly linked to data presented, and take into account all critical factors.	
3. Communication. Communicates effectively to a diverse group of people using appropriate traditional and emerging technological media.	
4. Original Contribution. Demonstrates potential for original contribution to their discipline.	

Comments:

CSS Research Proposal Guidelines

REQUEST FOR PROPOSALS FOR GRADUATE PROGRAM STUDENT DISSERTATION PROPOSALS

These guidelines were compiled at the request of, and as an aid for, Ph.D. graduate students to develop their dissertation proposal as a component of their preliminary exam.

PURPOSE

The full dissertation proposal should present:

- The long term goals, objectives and scientific, significance of the proposed work; The suitability of the methods to be employed;
- The rationale for the research and benefits to society.
- The merits of the proposed project must be clearly stated.

PROPOSAL PAGE FORMATTING

- Number of pages: 8 - 15 not including references cited, timeline, and facilities (items E, F and G below). Individual Graduate Programs have different page requirements but most have a maximum of 15 pages. Students should check with Graduate Coordinators in their program area for specifics.
- Visual materials, including charts, graphs, maps, photographs and other pictorial presentations are encouraged and should be included in the 15-page limitation.
- Font: Cambria, Courier New,, Times New Roman or similar fonts: 11 points or larger.
- 10 point fonts are acceptable for figure captions, mathematical formulas and equations, table and diagram captions.
- Tables and figures can be embedded in text or listed at the end of the proposal at the discretion of the student's advisor
- No more than six lines of text within a vertical space of one inch.
- Margins in all directions must be at least an inch.
- Single column format.
- The proposal major sections and sub-sections should be delineated with headings and sub-headings.

PROPOSAL ELEMENTS AND ORGANIZATION

A. Cover Sheet

- 1) Student name
- 2) Committee members
- 3) Type of proposal (Dissertation, Second Non-Thesis)

B. Project Summary (Maximum 300 words, written in the third person, understandable by technically literate non-scientists)

- 1) Overview - need for research
- 2) Description of methods and expected results including experimental resources, design, and data analysis
- 3) Statement of intellectual merit, - potential of proposed research to advance knowledge 4. Statement of broader impacts of proposed activity- potential of the proposed research to benefit society.

C. Project Description

- 1) Introduction. The research problem and major objectives of the proposed project should be stated. The need for research should be supported with a description of the present state of knowledge in the field, work in progress in the laboratory in which the student is working, and work in progress elsewhere.
- 2) Specific Objectives. Include a bullet list or outline of major and specific objectives.

- 3) Preliminary work by objective:
 - a. Ongoing or recently completed activities and pilot studies significant to the project. Concentrate on reporting results in this section.
 - b. If the same experiments are to be repeated in the proposed work, it is ok to describe those details in the experimental plan section and refer the reader to those descriptions.
- 4) Experimental plan by objective. For each objective, the experimental plan should include:
 - a. Re-statement of the objective,
 - b. A hypothesis for the proposed experiments within that objective. The hypothesis must be testable, falsifiable, parsimonious, precise, useful, and relevant
 - c. A rationale for this hypothesis.
 - d. Experimental methods to be used. The project activities may be based on previously established and/or innovative methods and approaches, and must be well justified. For each objective:
 - i. Address what will be done
 - ii. Why this method was chosen
 - iii. How the experiment will be conducted
 - iv. Feasibility of achieving results with this method/experiment
 - v. How the data will be collected and stored
 - vi. How the data will be analyzed and interpreted including statistical methods
 - e. Expected results by objective
 - f. Potential limitations and problems. Include alternative methods to complete the objective.

D. The broader impacts of the proposed research. What are the benefits that will accrue if the project is successful?

E. Timeline for achieving research goals. Include in this timeline the milestones for completing course requirements and preliminary exams.

F. References cited. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. If the document is available electronically, the website address also should be identified and verified. The use of bibliographic software is encouraged. Please double check to make sure that this software has accurately formatted references in the same style for all references cited.

G. Facilities, equipment and other resources. This section of the proposal is used to assess the adequacy of the resources available to perform the effort proposed. List applicable equipment, laboratory space, greenhouse and field space, available to complete the work proposed.

FINAL COMMENTS AND ADDITIONAL RESOURCES

The dissertation proposal should be initiated during the second semester of the Ph.D. program. In addition to the graduate advisor, committee members and other students, grant writing support is available through

- The [WSU Graduate and Professional Writing Center](#) (Smith CUE 414, gpwc@wsu.edu),
- Crops/Soils 511: Science Writing Workshop. (2 credits, graded S/F, offered spring semester).

Graduate Student Research/Thesis Credit Expectations: A 700/800-level soft syllabus (draft Nov 2019)

Graduate Student Research/Thesis Credit Expectations
A 700/800-level soft syllabus
November 2019

The following was prepared to clarify expectations between advisors and graduate students regarding time commitment, credit and grading for 700/800-level credits. There are no set expectations for 700/800-level credits. It is extremely important that advisors communicate expectations to students at the beginning of a term and that students regularly check-in with advisors to gauge progress towards meeting those expectations. We also recommend that students and advisors refer to the WSU Graduate School's [Guidelines for Good Practices in Graduate Education](#).

WSU Published Catalog Descriptions

700 Master's Research, Thesis, and/or Examination V 1-18 May be repeated for credit. Independent research and advanced study for students working on their master's research, thesis and/or final examination. Students must have graduate degree-seeking status and should check with their major advisor/committee chair before enrolling for 700 credit. Typically offered Fall, Spring, and Summer. S, U grading.

800 Doctoral Research, Dissertation, and/or Examination V 1-18 May be repeated for credit. Course Prerequisite: Admitted to the Crop Science PhD program. Independent research and advanced study for students working on their doctoral research, dissertation and/or final examination. Students must have graduate degree-seeking status and should check with their major advisor/committee chair before enrolling for 800 credit. Typically offered Fall, Spring, and Summer. S, U grading.

Grading criteria

From the [Graduate School Policies and Procedures Manual](#) (chapter 3, section E, 6): *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.

Clarity of expectations is key. We recommend that advisors and students discuss expectations and agree to deliverables (e.g. *experiment progress, data analysis, manuscript preparation, presentation at a professional meeting, etc.*) each semester a student takes 700/800-level credits. The agreement should be stated in writing (informal e-mail or more formal agreement jointly signed by the student and the advisor).

Expectations for Graduate Program Time Commitment

700/800-level Research/Thesis/Dissertation/Examination Credits. Graduate students are required to sign up for a minimum of 1 credit of 700 or 800-level research/thesis/dissertation/examination every semester (minimum of 2 credits in the semester of examination; see Grad School Policies & Procedures Chap. 3 section E). These are graded credits (S/U) and carry the same credit hour time commitment as other types of graded credits (see [Academic Regulation 27](#)):

- 45 hours per credit hour per semester (of which 15 hours are spent in instructor-led activities and 30 hours are spent in outside activities).

This means a student should plan to spend 45 hours per semester (3 hours per week) focused on research, thesis or dissertation writing, and/or preliminary/final exam preparation for every credit of 700 or 800 in which they are enrolled. As noted above, when students enroll in a minimum of 2, 700/800-level credits in the semester of their preliminary or final exam they receive an “S” for the credits if they pass the exam, and a “U” if they fail. Two “U” grades can result in dismissal from the program.

The 700/800-level credit time commitment is in addition to the assistantship requirement (described below). Not all graduate students are on research or teaching assistantships, but all graduate students in a thesis masters or doctoral program are required to complete a body of scholarly work requiring research/thesis-dissertation/examination credits.

Research and Teaching Assistantships (RAs and TAs). For students on a research or teaching assistantship, there is an additional work requirement associated with the assistantship, which is typically a half-time appointment, or 20 hours per week on average. For a TA, the work is related to instruction, but for RAs, the work can be on the student’s research, or it can be work that is assigned by the advisor or supervisor, and may not be related to the student’s thesis or dissertation research if the funding for the RA sources from a project different than that the student’s research focus. Information on assistantships can be found in the [Graduate School Policies and Procedures Manual, Chapter 9](#).

Study, Preparation and other Out-of-Class Time. Time spent studying for classes does not fall under the 700/800-level credits or the assistantship time commitments, but is time spent in fulfilling the credit hour requirement for the courses they are taking. There is no formula or limit on the time one spends studying for credit classes taken during the program.

The reality - balancing the time commitments. In reality, it is nearly impossible to separate the various dimensions of a graduate program into discrete “time boxes”. Research topics may overlap with coursework; studying for courses enhances research knowledge; your RA may at times overlap with your research and at other times not. One of the greatest challenges associated with a graduate program is time management. There are times when the 700/800-level credits, assistantship responsibilities, and credit course requirements translate into more than 40 hours per week. This can vary with time of year and field work requirements, and time in semester or stage in program and course and prelim/final exam requirements. Some of the best advice is to treat your graduate program like a full-time job. Adopt a regular schedule. Plan to spend 40 (sometimes more) hours per week to fulfill research, assistantship and course responsibilities. Seek balance between work and life. Communicate regularly with your advisor if you are feeling overwhelmed!

Meet with Advisor: CSS student-authored “Check-In” Guide

Prepared by a fellow graduate student...

A lack of communication is often the driving force behind many issues in student-faculty mentorships, and establishing good communication habits and detailing expectations for both parties early on in the process can head-off problems that may occur down the road. Please feel free to use this form as a guide for a discussion with your advisor(s) and remember to write down important aspects of this conversation for future reference.

What is your preferred method of communication? And how frequently should we communicate?

Remember that your advisor has many other time-consuming responsibilities. It is your responsibility to check-in with them and ask questions if you have them.

Do you have an open door? When you have small questions or a quick message, is it ok for you to just stop by their office? Or do they prefer email? This may seem small, but it adds up and can be very annoying.

How many hours per week am I expected to be on campus? And what are the expected work hours? Some advisors do not have a preference as long as work is completed on time. However, others may expect you to be on campus eight hours a day, or a minimum number of days a week, or at specific times of day (especially in the summer). Not discussing this with your advisor could lead to misunderstandings about your productivity and work ethic.

What work am I expected to help with outside of my project? As previously stated, this is dependent on the advisor and the structure of their program, so it is important to ask to avoid misunderstandings in the future.

What are your policies for requesting time-off? This is an important question to address early. Make sure you know how far in advance your advisor would like to know. There might be busy times of the year when vacation time is unrealistic.

What are some checkpoints for my work? Can we make a general timeline for my degree? What are my short-term and long-term goals? It is a good idea to review and record your advisor's expectations for each year of your degree. It's also good to form a plan for each project that you have. Write these down so that you and your advisor can keep track of your progress. For a guide of graduate school deadlines, consult the Graduate Student Handbook (<http://css.wsu.edu/graduate-studies/handbook/>) you do not want to miss these dates!

Can we form my program of study? And do you have any suggestions for who should be on my committee? Both of these are graduate school requirements with deadlines not long after you arrive, so start talking about them early! Getting a plan together for your program of study will also help make sure that you are taking the right classes and not wasting your time!

What are your expectations regarding professional service, attending conferences and attending seminars/workshops? You may want to be involved in student organizations or leadership, which is recommended! But you may want to discuss additional involvement/education with your advisor. At the very least, it is always good to be on the same page and for you advisor to know about your other involvements.

When I would like you to review or edit material, how far in advance should I send it? And what is your system for file sharing? Avoid unnecessary stress by finding out your advisor's preferences early on. The last thing you want is to miss a deadline because you didn't have enough time to edit and receive feedback.

How to Run a Committee Meeting

How to run a graduate committee meeting:

Congratulations on starting graduate school and forming your graduate committee. Besides your coursework, research, and having a life, it is also your job to manage your committee. You can think of your committee as the "board of directors" who provide advice, expertise, and usually funding; but YOU are the CEO (and main employee) who must manage the company and the board to attain success.

- 1) Timing: Grad committees should meet 2-6 times per year.
- 2) Meeting information needs to be circulated to everyone prior to the meeting.
Make sure to include:
 - a) location / date / time (You need to schedule a time that is free for everyone for at least 1 hr, and reserve a room through the main office)
 - b) meeting agenda which includes:
 - i) Past: Review what you've been doing for the past months since your last meeting. Also briefly overview the entire project.
 - ii) Present: What you're up to this month, and any data you have so far.
 - iii) Future: Plans for the next month, 6 months, and general timeline until graduation.
 - c) Some background information should be distributed, but don't assume your committee members will all have read it. Be prepared to review this information verbally in the meeting.
- 3) Arrive on time
- 4) Be well-prepared.
 - a) Bring enough copies of pertinent information for the agenda items.
 - b) While not required, a few light snacks and/or drinks do help people pay attention and feel comfortable.
- 5) Follow the agenda.
- 6) Be concise and to the point
- 7) Participate in a constructive manner and ask others to do the same. If someone is being negative, ask "What is a better way to do this?" to create a positive course of action.
- 8) Decisions made by the group must be documented.
- 9) Make a list of action items. At the end of the meeting, read this list to the committee and vow to follow-up on the completion of all action items.

Each person and each project is unique. You must gain the information, tools, and support you need for your project and for yourself over the course of your graduate work. Your advisor and committee are the primary sources for technical support. You may also need other resources for technical or personal support. These resources are available. If you're not getting what you need in order to successfully develop your project and yourself, ask around and look for the right resources.

Basic steps in the thesis process

1. Select topic, thesis advisor and thesis committee.
2. Present a research question and prepare a 1-2 page outline identify analytical approach, data resources, and available professional and academic literature.
3. Get approval of research question, approach and outline from your thesis advisor and from the committee if required by your advisor.
4. Set up a regular meeting schedule with your advisor.
5. Submit drafts of each section or chapter as it is completed in order to get feedback from your thesis advisor (and thesis committee if they wish). Do not attempt to draft the entire thesis before showing it to your advisor. It is far better to present pieces of the paper along the way so that you know you are making progress, and your advisor can give you encouragement and feedback.
6. Entire draft should be submitted to the thesis advisor and committee for feedback prior to making revisions and scheduling the defense.
7. A revised thesis should be prepared based on feedback from thesis advisor and committee prior to scheduling defense of the finished thesis.
8. Schedule and hold defense.
9. Make final revisions and gather signatures of the committee. First get signatures from your committee, the SUAPP director and CHEP dean. Then, make three copies to submit to the Office of Graduate Studies. Specific instructions on this are found on the Office of Graduate Studies web page "[Step by Step Guide to Graduation.](#)"
10. Prepare a PDF copy of your thesis.

<http://www.sppa.udel.edu/content/thesis-steps>

WSU Graduate School Good Practices for Graduate Education

Graduate School

Guidelines for Good Practices in Graduate Education

WSU's graduate programs are marked by outstanding faculty, modern and challenging curricula, first-rate students, and support systems that enhance student and faculty development. The best support systems include staff, comfortable office or laboratory space, resources necessary for scholarship and research, and policies and written guidance for students to meet programmatic and University requirements. These guidelines focus on the responsibilities of students and the expectations of faculty advisors, mentors, programs and departments.

The purpose of these guidelines is to ensure that WSU faculty members and graduate students share the responsibility for creating a supportive environment—one that is community-minded in purpose and conducive to learning. Good working relationships among faculty members and graduate students require that they recognize and honor their respective responsibilities to ensure high quality graduate education and an environment where everyone acts ethically and professionally at all times. The following guidelines are intended to promote an understanding of graduate students' responsibilities as members of the academic community of WSU.

Expectations of Graduate Students

WSU graduate students have a responsibility to:

1. Conduct themselves in a mature, professional, and civil manner in all interactions with faculty, staff, and other graduate or professional students, and undergraduates.
2. Learn the Graduate School's Policies and Procedures, including important program deadlines, requirements and grievance procedures (see: gradschool.wsu.edu).
3. Learn their specific program requirements and procedures as delineated by their academic program.
4. Learn the standards of academic and professional performance established by faculty and their respective professional groups.
5. Maintain integrity in academics, research, independent scholarship, and professional development.
6. Communicate regularly with faculty advisors on matters related to progress within their graduate programs.
7. Acknowledge contributions of faculty advisors and others in work leading to conference presentations and publications.
8. Respect time constraints of faculty, particularly in email correspondence.
9. Respect the responsibilities of faculty advisors to evaluate students' coursework and overall academic progress. Faculty, in turn, are responsible for monitoring the validity and quality of students' research, teaching, and other scholarly activities.

10. Fulfill, in a timely manner, the requirements of their program, as prescribed by their program and the Graduate School.
11. Assume the initiative in selecting committee members for thesis, dissertation, and qualifying exams.
12. Contribute positively to a collegial environment within the program and department.
13. Complete in a timely manner the Responsible Conduct of Research training.
14. Adhere to federal, state, University, and departmental rules and regulations regarding the use of animals, human subjects, dangerous and hazardous chemicals, biohazardous and radioactive materials or radiation in research.

Expectations of WSU Programs and Departments

Programs and departments play a key role in creating a positive and supportive environment for graduate students to succeed in their studies. Programs and departments have an expectation to:

1. Inform incoming graduate students of codes of professional and academic conduct expected of graduate students.
2. Inform graduate students about University and program requirements, including academic programs, committee formation and changes, and the nature and scope of theses and dissertations.
3. Evaluate graduate students yearly regarding their academic progress toward intended degrees, including notification in writing about satisfactory or unsatisfactory performance.
4. Encourage graduate students to participate in professional meetings, including the delivery of presentations of research or scholarly findings.
5. Assist graduate students in the timely completion of departmental or program requirements.
6. Provide students with a policy to guide collaborative projects and authorship.
7. Provide students with a graduate student manual or handbook that includes all departmental policies governing graduate student appointments, rights, and responsibilities as members of the academic community.

Expectations of Faculty Advisors and Mentors

High quality graduate programs are those with notable faculty and systems for advising and mentoring graduate students. Graduate students need advice and guidance during their early experiences in graduate school, especially from faculty whose interest goes beyond the advisor-director role to one of teacher and mentor. Departments and programs are responsible for

encouraging effective mentoring and for ensuring that graduate students receive advice and mentoring during the course of their graduate studies.

A mentor is a faculty person who 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 and who nurtures a rapid transition from graduate student to colleague through insightful guidance, trust, and mutual respect.

Students should expect that mentors will interact with them on a regular basis, providing the guidance, advice, and intellectual challenge necessary to complete their degree programs. If the mentor relationship is not a good fit, and another appropriate mentor is available, the student may change mentors at any time, without fear of reprisal.

Mentors and faculty advisors have an expectation to:

1. Interact in a professional and civil manner consistent with University policies. Particular attention should be paid to mentoring that involves diverse or nontraditional students.
2. Create an ethos of collegiality in classroom, laboratory or studio supervisory relationships that stimulates and encourages students to learn creatively and independently.
3. Develop clear understandings about specific research expectations and responsibilities, including timelines for completion of theses or dissertations.
4. Provide verbal and/or written comments and evaluations of students' work in a timely manner.
5. Discuss laboratory, studio, or departmental authorship policy with graduate students in advance of entering into a collaborative project.
6. Acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyrights and patents.
7. Prevent faculty rivalries from interfering with their duties as advisors, committee members, instructors or colleagues.
8. Ensure that a graduate student's assistantship experiences contribute to the student's professional development and does not impede his/her progress toward a degree.
9. Excuse themselves from serving on graduate committees when there is a potential conflict of interest or even an appearance of a conflict of interest (for example, a familial relationship between the student and the faculty).
10. Refrain from requesting students to do personal work without appropriate agreement and compensation (see also the WSU Faculty Manual - Faculty Code of Professional Ethics and Duties).

Expectations of Teaching Assistants (TAs)

Regardless of how their assignments are crafted, TAs have the responsibility to meet the goals and objectives of their teaching assignments as articulated by course instructors and departmental administrators. TAs should strive for the highest quality of instructional pedagogy and delivery of services to students. All grading responsibilities should be fulfilled thoughtfully and in a timely manner. TAs who experience any difficulties with their assignments should immediately discuss these difficulties with the course instructor and/or departmental chair.

Expectations of Research Assistants (RAs)

Employment as an RA involves commitments, not only to thesis and dissertation research, but also to the goals and objectives or deliverables of the sponsored project providing the salary support. RAs should exercise the highest integrity in their research efforts and also be aware of responsibilities attendant to the University's intellectual property and conflict of interest policies and procedures. Questions should be addressed immediately with the advisor and/or the principle investigator of the project.

Expectations of Research Fellows (RFs)

Recipients of research fellowships should understand and adhere to the goals and objectives of sponsoring programs. These goals and objectives may require completion of training modules or internships, the development of a scholarly document (e.g., thesis or dissertation), specific uses of support funds, and/or annual or quarterly reports. It is the responsibility of RFs to be aware of such expectations and to meet them as completely as possible within the specified deadlines.

Expectations of Staff Assistants (SAs)

Employment as an SA involves commitment to the unit providing the support. SAs should strive for the highest quality of service and responsibility in meeting the goals and objectives of their employing unit. Questions should be addressed immediately to the SA's supervisor.

Graduate Student Formal Grievance Procedures for Academic Progress and Other Issues

Graduate Student Formal Grievance Procedures for Academic Progress and Other Issues (Graduate School Policies and Procedures, Chapter 12E3 and 12C)

Chapter 12E3: Graduate Student Complaint and Grievance Procedures

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

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- 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. The Dean of the Graduate School will make a final decision. The decision made by the Dean on academic matters is final.

Graduate Student Appeal Procedures

An 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 a copy of the appeal within fifteen (15) calendar days, the student's right to appeal will be waived and the Dean's decision will be final. The Provost will not reopen cases for the purpose of re-investigating the grievance.

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:

<https://pharmacy.wsu.edu/documents/2018/08/2018-19-student-handbook.pdf/>

College of Business Policies for M.B.A. students:

<http://business.wsu.edu/graduate-programs/>

12C: Student Rights of Appeal Related to Academic Work

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- 1. Appeal of Course Grades:** Graduate students should refer to the WSU Academic Regulations 104 and 105 stated below. 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.

WSU Academic Regulations Rules 104 and 105 state:

Rule 104: ACADEMIC COMPLAINT PROCEDURES

A student having complaints about instruction or grading should attempt to resolve those issues directly with the instructor. If that fails, the student should send an email to the instructor using his or her official WSU email account no later than 20 business days following the end of the semester. This email should briefly outline the complaint and be copied to the chairperson of the academic department.

If the complaint is not resolved with the instructor within 20 business days of sending the email, then the student may work directly with the chairperson of the academic department in which the course is offered. The chair's decision shall be rendered within 20 additional business days.

After the chair's decision, the student or the instructor may appeal to the academic college Dean's Office. Complaints must be presented in writing to the college dean within 20 business days of the chair's decision. The written statement should describe the complaint, indicate how it affects the individual or unit, and include the remedy sought from the college dean. The decision of the college dean is the final step and shall be made within 20 business days.

At the campuses other than Pullman, the procedure is identical except that the program leader shall substitute for the department chair, and the campus chancellor or his or her designee shall substitute for the college dean, if the department chair and/or the college dean is not located on that campus.

The University Ombudsman is available at any stage for advice or assistance in resolving academic complaints.

Note: Though chairs and college deans (and program leaders and campus chancellors) may resolve complaints about instruction and grading, they may not change a final grade without the consent of the instructor, except as provided by Rule 105.

Rule 105: ADMINISTRATIVE CHANGES TO FINAL GRADES

Chairperson Acting in Lieu of Instructor: In the extraordinary circumstances when an instructor is not available, or has failed to respond to the student or chairperson using his or her official WSU email account

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within 20 business days according to Rule 104, the chairperson of the department may change a final grade.

University Grade Appeals Board: If a chair, dean, Graduate School Dean, Vice Chancellor for Academic Affairs or designee, or University Ombudsman determines that a change of a final grade is warranted for any reason other than academic dishonesty, any one of them may refer the case to the chair of the University Grade Appeals Board for review. The case must be referred within one semester of the posting of the grade (excluding summer term).

The University Grade Appeals Board shall have jurisdiction over decisions of any instructor and/or administrator on matters of University course grading appeals. The decision of the board is final and not subject to further appeal.

Note: Students may not take a grade appeal directly to the board but should follow the academic complaint procedures, as presented in Rule 104.

Procedure for academic integrity violations: Allegations of academic integrity violations are processed through the procedure established in WAC 504-26-404. A final grade may be changed at any time as a result of this procedure.

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. <https://president.wsu.edu/grade-appeals/>
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

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appeal the decision by filing a formal grievance with the Graduate School. For details, see Section E, Part 3 of this chapter.

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