

School of Food Science

Graduate Student Handbook
2025-26

Prepared and updated by the Graduate Affairs Committee

WELCOME FROM THE DIRECTOR

Welcome to the School of Food Science Graduate Program!

The SFS Graduate Affairs Committee has prepared this handbook to support in having a rewarding and successful experience as a graduate student experience in the School of Food Science. This handbook serves as a supplement to the WSU Graduate School Policies and Procedures manual, which outline the policies and procedures essential to your academic journey at Washington State University. We encourage you to read and familiarize yourself with both resources to help ensure your graduate studies progress smoothly and lead to a successful completion.

While these policies help uphold the high standards of our graduate program, you play the most important role in determining the depth and quality of your training. Graduate study offers a unique opportunity to immerse yourself in your chosen discipline, experience a growing professional awareness confidence, and build lasting personal and professional relationships.

The School of Food Science is committed to supporting your pursuit of academic excellence and is proud to be your partner throughout your graduate studies and beyond.

Sincerely,

Soo-Yeun Lee, Ph.D.
Director
School of Food Science
Washington State University

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INTRODUCTION

HISTORY OF FOOD SCIENCE

The original food science program was established in the 1960's as an interdepartmental program. This program became the Department of Food Science and Technology in 1970. Dietetics has been offered at WSU since 1908 and became the Department of Human Nutrition and Foods in the former College of Home Economics in the 1970's. The College of Agriculture and Home Economics was established in 1982 by the merger of the two parent colleges (College of Agriculture and the College of Home Economics). In 1983, the Departments of Human Nutrition and Foods and Food Science and Technology combined to create the Department of Food Science and Human Nutrition (FSHN).

In 2007, the Department of FSHN began a significant organizational restructuring. The human nutrition and dietetics faculty and programs in FSHN moved to WSU's new Division of Health Sciences under the College of Pharmacy, paving the way for the proposed formation of the bi-state **School of Food Science (SFS)** in 2010. This change merged the food science faculty and programs from the WSU Department of FSHN with the food science faculty and programs from the University of Idaho (UI) Department of Food Science and Toxicology. The SFS was unique in the nation and provided immediate national impact and recognition.

In 2020, the WSU/UI Bi-state School of Food Sciences was dissolved as an organizational unit and operates with an MOU pertaining to curricula which will remain cooperative, jointly delivered and managed by faculty in CAHNRS at WSU and CALS at UI. through August 1, 2027.

Currently, the WSU SFS has ten faculty members and maintains strong undergraduate and graduate programs in food science (B.S., M.S., and Ph.D.). An online degree MS AG with Food Management option is also available. SFS is housed in a building that was completed in 1989, which is called Food Science and Human Nutrition Building, and shares space with Entomology, Horticulture, and Biological Systems Engineering. Facilities for Food Science include a well-equipped pilot plant, 14-unit kitchen laboratory, tissue culture room, research laboratories, wine-making laboratory, and a sensory evaluation laboratory. Analytical instrumentation includes spectrophotometers, gas chromatographs, high-pressure liquid chromatographs, liquid scintillation counter, gamma counter, supercritical fluid chromatograph, and others. Additional specialized food processing facilities at WSU are available at the *Ferdinand's Ice Cream Shoppe*, and the WSU Creamery, Meats Laboratory, the United States Department of Agriculture Western Wheat Quality Laboratory. Research faculty are also located at the Irrigated Agriculture Research and Extension Center in Prosser, WA, and at WSU Tri-Cities campus, in the heart of Washington's expanding food processing and wine industries.

SFS GRADUATE PROGRAM ADMINISTRATION

The administration of the SFS Graduate Program is vested in the SFS Director Graduate Program Director with advice from the SFS Graduate Affairs Committee (GAC) which supports and conducts many functions of the SFS Graduate Program. In addition, the College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) Academic Programs Graduate Center team provides Graduate Academic Coordinator support to assist with administration of the SFS Graduate Program.

The SFS Graduate Program is governed by bylaws, approved by the Graduate Faculty in the School of Food Science. The SFS bylaws define the qualifications for membership on the SFS Graduate Faculty, administration of the SFS Graduate Program, composition of graduate student committees, and participation of SFS graduate students in the administration of the SFS Graduate Program.

Graduate Program Director:

Dr. Soo-Yeun Lee, Director, School of Food Science

Graduate Affairs Committee (GAC) 2025-26:

Dr. Meijun Zhu (Chair), Dr. Thuy Bernhard, Dr. Claire Murphy, Dr. Gulhan Unlu, *Ex officio: Debra Marsh.*

Graduate Academic Coordinators (CAHNRS Graduate Center):

Debra Marsh
(SFS general student support)
509-335-2615
marshdj@wsu.edu

Lisa Lujan
509-335-9542
llujan@wsu.edu

Jill Staab
509-335-0691
jill.staab@wsu.edu

School of Food Science Administrative Personnel:

Jane Lawford, Administrative Manager, FSHN 106J, 509-335-8089
Angella Osinde, HR Partner, FSHN 106K, 509-335-4289

STANDARDS OF CONDUCT

Washington State University's [academic integrity policies](#) outline key aspects, such as fabrication, plagiarism, unauthorized assistance, and artificial intelligence. The university's [Research Integrity and Misconduct Policy](#) is designed to address violations, including data fabrication, falsification, plagiarism, or any other departure from the accepted norms of scientific practices in proposing, performing, reviewing, or reporting research results. Graduate students at Washington State University are provided with free access to [Turnitin](#), a tool used for checking the originality of one's work. Students failing to follow standards of conduct dictated by the [Center for Community Standards](#) may face dismissal from Washington State University (WSU). Related, all graduate students are required to complete the web-based [CITI Responsible Conduct of Research and Conflicts of Interest trainings](#) upon admission.

DEGREES OFFERED**Master of Science in Food Science (MS) - Thesis**

The School of Food Science (SFS) offers a program of study leading to the Master of Science (Thesis) degree in Food Science via the Pullman campus. Most students complete the thesis degree program because research is an integral part of science. 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. According to Graduate School guidelines, the thesis should be formatted in a consistent style. The final Master's exam is in two parts: 1) a seminar presenting the results of a research project (this is a public presentation), and 2) an oral exam that focuses on the defense of the research project and may also address food science competencies related to the thesis research.

Master of Science in Food Science (MS) – Non-Thesis (by exception only)

A Master of Science (Non-Thesis) option is for students not planning on a research career but seeking broad training in food science. The non-thesis M.S., offered via the Pullman campus, would be considered a terminal degree in the School of Food Science, but students may continue to pursue a Ph.D. degree in another institution. Students are not admitted directly into this plan; it is reserved for extenuating circumstances and requires approval of the advisor, and these students are typically self-funded. In addition to the coursework requirements, a scholarly written assignment such as a literature review written in the style of the "Journal of Food Science" or other reputed food science journals is required, which will be reviewed by the student's advisory committee for successful completion of the non-thesis Master's degree. The non-thesis Master's examination will require the students to present their non-thesis project, including a public presentation, followed by a question and answer by the graduate advisory committee.

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, offered via the Pullman campus, 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 fourth 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 skills that students have developed into mature scientists, which include 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.

PROGRAM LEARNING OUTCOMES

1. Graduate students learn to conduct innovative and high-quality research to solve emerging problems in food science by:
 - a. Demonstrating a fundamental understanding of food science knowledge and principles.
 - b. Applying scientific knowledge to assess and solve food science problems.
 - c. Exhibiting communication skills to convey technical information and defend scientific findings.
 - d. Designing and conducting research experiments and analyzing research findings.
2. Graduate students gain professional and leadership skills for professional positions in food and allied industries, government, or academia by:
 - a. Presenting research to local, regional, and national audiences through publications and presentations.
 - b. Participating in professional organizations and related activities.
 - c. Obtaining successful placement in relevant industry, government, or academia positions.

SFS GRADUATE PROGRAM FACULTY

SFS Graduate Faculty (T/TT)

Carbonero, Franck
Collins, Tom*
Du, Min*
Ganjyal, Girish
Harbertson, James*
Lee, Soo-Yeun
Lee, Youngsoo
Murphy, Claire
Ross, Carolyn
Sablani, Shyam*
Saunders, Steven*
Smith, Stephanie
Unlu, Gulhan
Vixie, Kevin*
Zhu, Meijun

**May serve as a major advisor with a SFS t/tt co-chair*

Associate SFS Graduate Faculty

Bernhard, Thuy
Kiszonas, Alecia

SFS ADMISSIONS

Recommended Undergraduate Preparation

- | | |
|-----------------------|--|
| A. Chemistry | • Two courses, including general/inorganic chemistry |
| | • One semester of organic chemistry |
| | • One semester of biochemistry |
| B. Biological science | • Two semesters, including general microbiology |
| C. Mathematics | • One course in calculus |
| D. Nutrition | • One course |
| E. Physics | • One course |

Students with undergraduate majors in the food sciences, including chemistry, microbiology, nutrition, biology and biochemistry, may be well prepared for graduate work in Food Science. If your undergraduate degree is not directly related to food science, you may be eligible by strengthening your preparation through enrollment in additional courses before applying, or while pursuing your graduate degree. Undergraduate students who are pursuing studies not related to food science and who contemplate graduate work in food science should take as many courses in the basic physical and biological sciences as possible. Your graduate studies may be tailored for your individual background and needs.

The WSU Graduate School application requirements are provided here:

- [Domestic Application Requirements](#)
- [International Application Requirements including Language Proficiency](#)

In addition to the requirements outlined at the links above, the department requires a personal statement and 3 letters of reference. The GRE is **not** required, but encouraged.

The admission of graduate students resides with the SFS Director with recommendations from the Graduate Admissions Committee (GAC).

Bypassing the Master's Degree

A Master of Science (M.S. thesis) degree demonstrates the ability to conduct and report research and is generally required for admission into the Doctor of Philosophy (Ph.D.) program in Food Science. However, ***in exceptional cases***, a student admitted into the M.S. degree program may apply to bypass the M.S. degree once a strong academic record and potential research ability are demonstrated. Contact the Graduate Academic Coordinator for the bypass application. After completion of at least two (2) semesters of courses at WSU and a minimum of four (4) courses from the approved MS Program of Study, the student can request admission into the Ph.D. program. Faculty members who have consented to serve on the Ph.D. dissertation committee will provide a single recommendation to the GAC and SFS Director, who will confer to approve or deny admission.

Continuing on for the Ph.D. after the M.S.

The student is responsible for finding an advisor/funding. Contact the Graduate Academic Coordinator to discuss your plans and they can help facilitate the addition of the Ph.D. plan and offer; a formal application is generally not required.

NEW STUDENT CHECKLIST

BEFORE ARRIVAL...

Admission Certificate

Review your admission certificate and note your residency classification (resident or non-resident), any admission contingencies (official transcripts, degree certificates) as well as any other notations that require your action. When sending official transcripts and degree certificates from schools located in non-English-speaking countries, each institution must submit both the English translation plus an original language record. **For these documents to be official they need to be in a stamped and sealed envelope—direct from the Registrar.**

U.S. University direct from Registrar electronic delivery: [Grad.Sch.Transcript](#)

International transcripts and degree certificates: Mail to the following address.

WSU Graduate School
410 Dairy Road, French Ad, Rm 324
Pullman, WA 99164-1030
USA

Accept your Admission in myWSU

Please log onto myWSU and navigate to the Student Center. You will need your WSU Network ID* to do this. The navigation is Main Menu>Self-Service>Student Center. After you have accepted the admission in myWSU, it will take about 24 hours to update at which time a registration appointment time will be reserved for you (May 1 for Fall admission; December 1 for Spring admission).

**Network ID: After submitting your application to WSU you would have received an email invitation to create your WSU Network ID (NID). This email is generally sent within two business days of submission of your application and contains your Temporary Access Network Key (TANK), a link to the appropriate student NID creation site, and instructions for creating your NID. Please check your email inbox and junk folder for this WSU email. If you can't find it, please contact gradschool@wsu.edu and request it be resent.*

WSU Email Account

Your network ID also becomes your email address, i.e., butch.cougar@wsu.edu. Your WSU email address is the official address for all academic and business-related activities. Please make sure you check your WSU email account daily and respond to your messages. Your WSU email address will also be added to your department's graduate student listserv as we near the start of the term.

Housing

Housing arrangements are the responsibility of the student and should be made early. **Students on assistantship and/or receiving a WSU tuition waiver must reside in the state of Washington.** Students studying/residing away from Pullman may wish to check with their advisor regarding housing options and/or housing recommendations at that location.

- [Pullman campus WSU Housing Services information](#) – graduate student and family housing options
- [Pullman area off-campus housing information](#)

Orientation

Incoming students will receive notices directly from the WSU Graduate School and, if applicable, WSU International Programs regarding their respective orientations. Note: Accommodation is made for students studying at the Research and Extension Centers, so they do not need to travel to Pullman.

Department orientations are generally offered in the Fall terms only and will be announced.

Immunization Requirements

WSU requires some vaccinations and recommends several others for all WSU students receiving in-person instruction, including students located at the Research and Extension Centers. **Students should submit their vaccination documentation prior to arrival.** Please review the [information provided by Cougar Health Services regarding vaccination requirements](#), including how to submit your documentation. If you have questions, please contact Cougar Health Services.

Although the immunization hold won't prevent you from enrolling in your first semester, you absolutely won't be able to enroll for subsequent semesters until the immunization hold is lifted. So, if you need to wait until your arrival to get any of the required immunizations, please make your immunizations a priority, as some require multiple/staged doses. The WSU ISHP health insurance plan (for F1-J1) and the WSU Graduate Assistant health insurance plan (for those students on graduate assistantship) should cover 100% of the immunization cost if acquired at the Cougar Health Services office or using an in-network preferred pharmacy/provider – and done within the effective dates of your insurance plan. The ISHP plan begins on Aug 1 and the Graduate Assistant plan begins on Aug 16. In the Spring, the effective date for both is January 1.

Registration

Students should register as soon as their registration window opens AND prior to arrival. Early registration is important because the assistantship cannot be processed when the student is not enrolled full-time.

- **Fall admission:** Registration opens May 1, and enrollment should be completed by June 1.
- **Spring admission:** Registration opens December 1, and enrollment for 10 credits should be completed by January 1 – but sooner if possible.

Navigate to [myWSU](#) to complete your registration.

Note—Students working/residing at the Wine Science Center on the Tri-Cities campus cannot use myWSU for direct enrollment; please use this [Tri-Cities Enrollment Request form](#) and submit it accordingly.

The Schedule of Classes is available in [myWSU](#), as well as a [public view available on the web](#). Students should review graded coursework requirements outlined in the graduate student handbook found on their program's website and consult with their advisor as needed, if they have questions on course selection. Pay attention to course location and instruction mode, particularly for students enrolled at the off-campus sites. Full-time enrollment is 10 credits minimum; average enrollment is 10-12 credits per term, and 18 is the maximum number of credits covered by the tuition waiver for a term. Students must be sure to enroll in a **minimum** of 1 credit of 700 or 800 research credits (*variable credit, 1-18*) each term they are enrolled full-time; be sure to enroll in your advisor's section. International students need to ensure they have at least 7 face-to-face credits minimum each academic semester (videoconference courses, aka VC, count as face to face). Avoid enrolling in coursework at the 100-200 level as it cannot count toward your degree requirements, yet will affect your graduate GPA. To enroll in cooperative coursework available at the nearby University of Idaho, please consult this [UI cooperative enrollment guide](#).

Responsible Conduct of Research Training

The Graduate School requires all students to complete the web-based [Responsible Conduct of Research \(RCR\) AND Conflicts of Interest Trainings](#). These trainings are also a requirement for graduate appointment/employment

processing. **Do this before August 1** (or Jan 1 for Spring admission) to help avoid delays in payroll processing. Choose the module that best relates to your area of research (other than the Administrative module).

Additional required employee trainings, are described later in this section.

Gather and Bring Required Credentials for Employment

Before coming to WSU, make sure you gather and bring the **original copies** of the [acceptable documents for I-9 verification of your employment eligibility](#). There will be more on this subject later in this checklist.

Some additional thoughts...

It's a good idea to bring some additional **money**, in case of unforeseen expenses or delays in employment onboarding.

Washington state **weather** has fresh springs, hot summers, crisp autumns, and—depending on your perspective—beautiful, but generally snowy, winters. Come prepared.

Regarding **travel** to Pullman, we are about 80 miles from the Spokane airport, 30 miles from the Lewiston (Idaho) airport, 2 miles from the Pullman airport and 300 miles from Seattle. We suggest students fly into Pullman when possible. Students who will be located off campus should contact their advisor if they need insight on travel logistics and recommendations for that location.

AFTER ARRIVAL...

Check-In Requirements (within 3 days of arrival)

Email your graduate academic coordinator (Deb Marsh, marshdj@wsu.edu) to let her know you have arrived.

All F-1 and J-1 students need to complete their **check-in requirement** via [myPassport](#), as well as upload of the **following required immigration documents**.

- I-20/DS-2019
- Biographical passport page
- F-1/J-1 visa or I-797 notice for change of status approved
- Port of entry stamp from most recent entry into the United States (if applicable)
- [I-94 document](#)

Completion of the [International Student Tutorials](#) are also required.

Check in with your advisor. Review with them your current course selections and make any necessary edits, preferably before the first day of instruction. Consult your program's graduate student handbook found on the program website. Discuss with your advisor about your assistantship job responsibilities (if applicable) as well as your academic research expectations.

Employment Onboarding for Graduate Assistants

When you arrive at WSU, please **immediately** contact your HR Partner (see list below) to complete any onboarding requirements (such as the I-9 for employment eligibility verification).

- For students located at **Pullman**: Your HR Partner is located in the Department's main administrative
- For students located at **WSU Tri-Cities**: Your HR Partner is [Nate Mitchell](#) in the Wine Science Center; please email Nate to set up an appointment.

- For students located at a **Research and Extension Center**: Your HR Partner is located in the main administrative office at your respective location.

Apply for your Social Security Card

Students with employment offers who do not already have a U.S. Social Security Number will need to apply for one immediately upon arrival, in order to be paid in a timely manner.

You will need to apply at a nearby Social Security office. An appointment is required at all [Social Security locations](#) (although googling may be more efficient). Same-day services are not available. Phone lines are open Monday to Friday, 9am to 4pm (except on federal holidays). Alternatively, once you fill out the online application, you will be invited to schedule an appointment (that might be easier).

We highly advise new students to contact their advisor for assistance regarding travel arrangements to these locations to ensure safe travel – in particular, Pullman students as the nearest destination (Lewiston) is 45 minutes away.

F-1/J-1 visa holders must bring both the original items listed below (applications may be denied if original documents are not provided) and a photocopy of each item (in case the Social Security Office must retain a copy for processing):

- [Social Security Application](#): Submit online and write down the reference number (**here you will also be given an opportunity to schedule an appointment**)
- Valid Form I-20
- Valid Passport
- I-94 Record ([print from this website](#))
- Visa (or change of status approval)
- (Pullman students only) On-Campus Employment Offer Letter which has been stamped by WSU International Programs (this is different than your assistantship offer letter). In most cases, this letter will have been prepared by your Academic Coordinator in advance and waiting for you to pick up at the WSU International Programs office in Bryan Hall.
(All other students) Please have a copy of your assistantship offer letter available, in case they request a copy of an offer letter.
- For J-1 visa holders: Contact WSU International Programs student advisor for more information.

VERY IMPORTANT: Once you apply, you will be given a receipt. It is very important for you to bring that receipt to your HR Partner immediately so they can arrange a temporary number in Workday in order to continue with your appointment processing. When the actual card does arrive, please show it to your HR Partner so the temporary number can be updated to the true number.

Workday Onboarding

The remainder of the employment onboarding will be done in [Workday](#). **You will not be able to access Workday until your hire action is successfully completed in Workday.** Then, onboarding tasks will populate in your Inbox in batches. When the first batch of tasks have been completed, the second batch will be available. While tasks within each batch can be completed in any order, some tasks are time sensitive. The onboarding process is further described here in this Knowledge Base document: <https://jira.esg.wsu.edu/servicedesk/customer/kb/view/156964422>

Payroll Deduction– via Workday

There are [residual tuition and other mandatory fees not covered by the tuition waiver](#). Although optional, most students choose to sign up for [payroll deduction of these fees in Workday](#). In doing so, a credit will be applied to the student's account (to help avoid late fees) and the deduction will be divided and taken from 8 of the 9 paychecks for the semester. There is an \$8 service charge for this service. There is an early deadline each semester to sign up for this service. Sign-up is required each term (as needed).

Note–Please avoid using the Bursar's payment plan except in exceptional cases, which carries a \$50 service fee.

Payroll Tips for Non-U.S. Citizens

All international students are strongly encouraged to review WSU Payroll's [tips and definitions for non-U.S. employees](#) AND also complete a Tax Determination Questionnaire to help ensure your Workday tax elections are in

alignment. **Students should do this sooner than later in their first term.** Questions can be directed to the WSU Payroll office, specifically Mr. Brandon Cross.

Payroll Dates

WSU employees are paid on a semimonthly lagged payroll system. Please visit the Payroll Services website for the [WSU Paydays](#).

New Employee Training (required)

Complete the required employee trainings outlined on the [Human Resource Services Learning and Organizational Development](#) website. **You will have access to these trainings once your hire action is successfully completed in Workday. Be sure to complete these trainings within the first month of hire.** Further questions regarding these additional training requirements may be directed to your supervisor or hrstraining@wsu.edu.

Tuition and Fees

Tuition and fees are due the first day of class. However, late fees are not assessed until a later date, which is noted on the [WSU Academic Calendar](#). If you plan to sign up for payroll deduction of residual tuition and mandatory fees not covered by the waiver, you need to do that by the deadline. This was [mentioned](#) in more detail earlier in this checklist.

Establishing Residency – things to do within the first 30 days of arrival!

Because tuition is considerably less expensive for Washington residents than out-of-state students, you should take steps to establish residency within the first 30 days of arrival in Washington state. Please review [Establishing Residency](#) for more information, and complete the task list below to help ensure a successful residency application this time next year.

For students holding an assistantship, the non-resident domestic student will receive the non-resident differential tuition waiver **for their first year of graduate studies, if living in WA state** during enrollment at WSU. However, the non-resident differential tuition waiver cannot be guaranteed beyond one year. **Students who have not established Washington State residency by the one-year limit will be required to pay non-resident tuition, even if they have an assistantship.**

International students are not eligible to become residents and will maintain their non-resident waiver if they receive an assistantship.

Complete these tasks within the first 30 days of arrival:

- Get a Washington State Driver's license or identification card. The WA State Department of Licensing in Pullman is located at 980 S. Grand Ave., phone 509-334-2510. Off-campus students can do this locally.
- Register your vehicle if you own or use a vehicle in the state of Washington. The law requires you to register your vehicle within 30 days of moving to Washington. The Pullman Vehicle Vessel Licensing is located at 1195 SE. Bishop Blvd Suite #3, phone 509-334-3648. Off-campus students can do this locally.
- If you vote, register to vote in WA state. You can register to vote at the same place you get your WA State Driver's license.
- Update your bank account and/or other documents to help show you have established a 'home' in WA state.
- Be certain you are living in the state of Washington. One year from now, you will need to include proof of domicile in Washington state with your residency application for the 12 months preceding your residency application.

Graduate Student Health Insurance

WSU offers health insurance to eligible graduate student assistants, and for international students holding F1 and J1 visas. Complete information regarding the health plans is provided on the [Cougar Health Services website](#). Graduate

assistants and international students will be automatically registered for the proper health plan. You are strongly advised to review the Cougar Health Services website to learn more about your plan.

Students who do not qualify as a dependent on another person's insurance and who are not eligible for one of WSU's plans can also purchase a plan through the [Washington Health Benefit Exchange](#). If you meet certain financial criteria, you may be eligible for Apple Health (Washington Medicaid), which is accepted by Cougar Health Services at Pullman.

Mental Health Resources for WSU Graduate Students

We have prepared this guide, [Mental Health Resources for WSU Graduate Students](#), to help assemble what's available for our Pullman graduate students, as well as our graduate students located state-wide.

Maintaining F1-J1 Status

International students are responsible for maintaining their F1 or J1 status accordingly **in terms of employment**:

- [F-1 employment eligibility](#)
- [J-1 employment eligibility](#)

International students are responsible for maintaining their F1 or J1 status accordingly **in terms of their enrollment**:

- [Maintaining F-1 status overview](#)
- [Maintaining J-1 status overview](#)
- A minimum 10 credits is required in Fall and Spring semesters

Have a question for an international student advisor: [Join an open ZOOM](#) meeting anytime M-F from 1-3pm.

Union Affiliation/Collective Bargaining Agreement

Academic student employee (ASE) positions are union-represented and governed by the [collective bargaining agreement](#) as written or amended between Washington State University and the United Automobile, Aerospace, and Agricultural Implement Workers of America ([UAW](#)). Please reference this agreement for details on all ASE benefits, including, but not limited to, Vacation, Holidays, and Sick Leave. A copy of the representation notice for newly hired academic student employees is provided [here](#).

WSU Academic Calendar

The [WSU academic calendar](#) lists all the important dates for the semester, such as drop/add, class holidays, spring break, and when late fees will be charged.

WSU Student ID Card

[Review the information here on how to obtain your WSU ID card](#). At Pullman and perhaps other locations too, the WSU ID card is often used for swipe access to labs, as well as a bus pass for [Pullman Transit](#).

GRADUATE SCHOOL POLICIES AND PROCEDURES

The Graduate School Policies and Procedures manual is available online and is linked [here](#). A few select policies are highlighted below.

POLICIES REGARDING RESEARCH CREDITS/GRADING/EXPECTATIONS

Please review the following policies from the [GSPP Chapter 8](#):

- [6. Non-thesis 702 Credits](#)
- [7. Research Credits at the 700 and 800 level](#)
- [8. Policies for 700, 701, 702, and 800](#)

ENROLLMENT AND GRADUATE LEAVE POLICIES

Enrollment Policy

Please refer to [GSPP Chapter 5](#). This provides an [enrollment policy overview](#), including the continuous enrollment policy for degree-seeking students, as well as the policy on [official graduate leave of absence](#).

Short-Term Pregnancy/Parental Leave

The Short-term Pregnancy/Parental Leave plan provides up to six consecutive weeks of leave for the period directly before or after the birth or adoption of a child. During this time, the student continues to be enrolled and maintains their status as a full-time student. Please refer to [GSPP 5.A.7](#) for additional details and procedures. The related application form is located [here](#).

Other Pregnancy/Parental Resources for Graduate Students:

- ASE - **Childcare Reimbursement** information page. Are you an Academic Student Employee (ASE) at WSU? Do you have children? Check out the [childcare reimbursement page](#) to get all the information you need in order to apply for a childcare subsidy!
- [Resources for Students | Access at WSU | Washington State University](#)
- [WSU Tri-Cities and area Community Resources](#)
- Information on graduate assistant health insurance benefits (for qualified domestic and international students on assistantship/fellowship):
<https://cougarhealth.wsu.edu/billing-and-insurance/student-insurance/graduate-student-assistant-insurance/>
Information on international student health insurance plan (ISHP) benefits (for other international students not on assistantship):
<https://cougarhealth.wsu.edu/billing-and-insurance/student-insurance/international-student-insurance/>

Note: Dependent care insurance is available at an additional cost; that cost is the responsibility of the student.

Questions: contact student.insurance@wsu.edu or call 509-335-6758. Becky Meyer is the student insurance specialist.

DEFICIENCY/REINSTATEMENT

The Graduate School reviews records at the end of every semester to be sure students have a cumulative grade point average of at least 3.00.

When the cumulative GPA drops below 3.00, reinstatement is needed for continued enrollment. Such students will receive a letter of deficiency from the Graduate School indicating that continuance in graduate studies will not be allowed without a letter of support from the advisor and the SFS Director. Students must discuss plans to increase grades, to make adequate progress with their advisor, and a strong case for reinstatement should include reasons for the poor performance and a specific improvement plan. Once a favorable letter is sent to the Associate Vice Provost of the Graduate School for reinstatement, students will be sent a formal letter of reinstatement. If a student is not reinstated, the Graduate School will send a notice of termination.

ANNUAL ACADEMIC EVALUATION

The Graduate School requires an annual academic evaluation of each student as a means of assessing progress toward his/her degree and will be based on factors such as academic milestones, quality of work, and overall progress toward completion of the thesis or dissertation. It is intended to provide constructive advice to the students and enhance the training experience.

The student's academic research performance will be assessed independently from their performance of assigned ASE duties. Academic research performance is measured by FS 700 or FS 800 research credits during the regular academic year and overall academic progress during the summer.

This annual evaluation will be initiated by the Graduate Academic Coordinator, sending the form to all students to be filled out by the student and advisor. The student's thesis/dissertation advisory committee reviews, evaluates, and signs the completed form, which is then reviewed by the Director/GAC, who notifies the student of the review results.

DEGREE MILESTONES AND REQUIREMENTS

EXPECTED TIMETABLE FOR DEGREES

M.S. Candidates

- | | |
|------------------|--|
| First Semester: | <ul style="list-style-type: none">• Discuss proposed courses and research area with the graduate advisor.• In consultation with an advisor, select the thesis/dissertation committee and ask members to serve.• Schedule a committee meeting to approve the <i>Program of Study</i> and discuss the research area. Prepare a research proposal, if applicable. |
| Second Semester: | <ul style="list-style-type: none">• Submit <i>Program of Study</i> to the Graduate Academic Coordinator. |
| Third Semester: | <ul style="list-style-type: none">• Schedule a committee meeting to discuss research progress.• Complete the 'Application for Degree' in myWSU (depending on progress towards degree). |
| Fourth Semester: | <ul style="list-style-type: none">• Complete research, courses, and any other requirements.• Schedule research seminar and thesis defense.• Upon successful defense, complete exit requirements and schedule an Exit Interview with the SFS Director. |

Ph.D. Candidates

- | | |
|---------------------------|--|
| First Semester: | <ul style="list-style-type: none">• Discuss courses and research area with the graduate advisor.• In consultation with the advisor, select the committee and ask members to serve. |
| Second Semester: | <ul style="list-style-type: none">• Schedule a committee meeting to discuss the <i>Program of Study</i> and area of research. |
| Third Semester: | <ul style="list-style-type: none">• Submit <i>Program of Study</i> to the Graduate Academic Coordinator. |
| Fourth Semester: | <ul style="list-style-type: none">• Complete Preliminary Examinations. |
| Semester Before
Final: | <ul style="list-style-type: none">• Schedule a committee meeting to discuss research progress.• Complete the 'Application for Degree' in myWSU (depending on progress towards degree). |
| Final Semester: | <ul style="list-style-type: none">• Complete final Graduate School and SFS requirements.• Schedule research seminar and dissertation defense.• Upon successful defense, complete exit requirements and schedule an Exit Interview with the SFS Director. |

GRADUATE ADVISOR

In the letter notifying the student of admission to the program, the applicant is informed of faculty who have either accepted them as their advisee, or if multiple names, they have research interests that closely relate to his or her own. The advisor(s) is/are responsible for academic and research advising and for the provision of laboratory space and research supplies.

THESIS/DISSERTATION COMMITTEE

The thesis/dissertation committee must be chosen as soon as possible in accordance with the rules of the Graduate School and School of Food Science (SFS) requirements. Normally, the areas of expertise required to complete the desired research or project will guide committee selection. If needed, students may change their committee and/or *Program of Study* upon consultation with the advisor and/or SFS Director.

M.S. Student Committee

The Master's advisor committee composition must meet the following requirements:

- All committee members must also hold a comparable level degree to that sought by the student.
- The advisory committee must include at least three WSU faculty members.
- Two of the members must be members of the Faculty of the Graduate School.
- Two of the members must be members of the SFS graduate program faculty.
 - At least one of these two must be a member of the Graduate Faculty (tenured or/tenure-track).
 - If the major advisor is an affiliate or adjunct faculty member of SFS and is part of the graduate faculty, there must be a SFS faculty member serving as the co-chair of the committee. Note, the co-chair of the committee is not equivalent to a co-advisor and will not be required to serve as an advisor for the student in terms of research.
- The third WSU faculty committee member may come from outside the School of Food Science (*i.e.*, statistics, horticulture, chemistry, microbiology, business, etc.) and will be selected based on the interests and needs of the student and major advisor. They are not required to be a member of the Faculty of the Graduate School.
- Additional committee members can be jointly agreed upon by the student and major advisor, **however, the majority of committee members must be members of the Faculty of the Graduate School.**
- To nominate an external committee member, the student should complete the External Committee Member request form (see Graduate School forms page) and also provide a CV and short rationale to the SFS Director via email. This will help them to prepare a nomination letter; it is also helpful to cc the Graduate Academic Coordinator on this correspondence.

PhD Student Committee

Doctoral advisory committee composition must meet the following requirements:

- All committee members must also hold a comparable level degree to that sought by the student.
- The doctoral advisory committee in SFS requires a minimum of **four** committee members, including at least three members of the WSU Faculty of the Graduate School.
 - At least two of the members must be SFS graduate program faculty.
 - At least two of the members must be Graduate Faculty (tenured or tenure track).
 - If the major advisor is an affiliate or adjunct faculty member of SFS and is part of the graduate faculty, there must be a SFS faculty member serving as the co-chair of the committee. Note, the co-chair of the committee is not equivalent to a co-advisor and will not be required to serve as an advisor for the student in terms of research.
- The third committee member may come from outside the School of Food Science (*i.e.*, statistics, horticulture, chemistry, microbiology, business, etc.) and will be selected based on the interests and needs of the student and major advisor.
- The fourth and/or additional committee members can be jointly agreed upon by the student and major advisor, **however the majority of committee members must be members of the Faculty of the Graduate School**. This committee member is not required to be adjunct or graduate faculty at WSU, or can be external to WSU (other university, government, or industry).
 - To nominate an external committee member, the student should complete the External Committee Member request form (see Graduate School forms page) and also provide a CV and short rationale to the SFS Director via email. This will help them to prepare a nomination letter; it is also helpful to cc the Graduate Academic Coordinator on this correspondence.

PROGRAM OF STUDY

Preparation of the *Program of Study* is the responsibility of the student in consultation with his/her advisor and the student's thesis/dissertation committee. Once approved by the student's advisor and thesis/dissertation committee, the *Program of Study* for M.S. in Food Science or Ph.D. in Food Science is submitted to the Graduate Academic Coordinator by the second semester for M.S. students and by the third semester for Ph.D. students. Specific procedures for completing your *Program of Study* are the following:

1. Bring a rough draft of proposed courses to your advisor using the *SFS Graduate Student Handbook* as a guide.

Regarding transfer credit, students should review the [WSU Graduate School's transfer credit policy](#) in full. Briefly stated, no more than half of the graded credit on a Program of Study can be transferred credit (including UI COOP coursework), with a grade of B or better.
2. Prepare the *Program of Study* using the forms that are available from the Graduate School website under the 'Forms' link.
3. After consultation with your advisor to identify other committee members, schedule a thesis/dissertation committee meeting to review your *Program of Study* and discuss potential research areas.
4. After the thesis/dissertation committee has approved and signed the *Program of Study*, submit (email) **one** copy with committee and student signatures to the Graduate Academic Coordinator.
5. Once the *Program of Study* is reviewed by the Graduate Academic Coordinator and signed by the SFS Director, it will be submitted electronically to the Graduate School for final approval and the student will be notified of the results (in approximately 3 months from submission).

M.S. FOOD SCIENCE COURSEWORK REQUIREMENTS

Recommended Food Science Competency Areas

Students are expected to demonstrate a fundamental understanding of food science competency areas. In preparation for final defense and examination, **students are recommended to take courses that cover:**

- Food chemistry/analysis
- Food microbiology/safety
- Food processing/engineering
- Nutrition, toxicology, sensory, and other related areas (such as statistical analysis)

General Graduate Course Requirements – M.S. Thesis

Students must complete a minimum of 30 credit hours including a minimum 21 credits of graded (A-F) coursework, with at least 15 hours of graduate credit (500-level) including FS 517/518 or approved substitution (3 cr) **plus** 6 credits minimum of FS graduate (500-level) coursework, and 3 credits minimum (400+ level) Statistics coursework, and 9 credit hours minimum of FS 700 Master's Research, Thesis, and/or Examination. Up to 6 credits of graded, non-graduate coursework at the 300- or 400-level may be included.

Courses taken as audit or on a pass/fail basis may not be applied to fulfill program requirements. Any course graded S/F may not be used as graded coursework. Any course listed on the student's Program of Study in which a grade of "C-" or below is earned must be repeated for graded credit. Up to half of the graded credits on a program of study may be transfer credits (which includes UI COOP credit, [see policy](#)), with approval of the Graduate School. See the [WSU Graduate School transfer policy](#) for full details (Chapter 6.G.2.f-h).

List View:

- 30 hours minimum total credits
- 21 credit hours minimum of graded (A-F) coursework, including a minimum of 15 credit hours of graduate credit (500-level). Up to 6 credits of graded, non-graduate coursework at the 300- or 400-level may be included.
- Specific graded (A-F) coursework requirements include:
 - FS 517/518 (3 credits) or approved substitution **plus** 6 credits minimum of FS graduate (500-level) coursework
 - 3 credits minimum (400+ level) Statistics coursework
- 9 credit hours minimum FS 700 Masters Research, Thesis, and/or Examination
 - Full-time students must be enrolled in at least 1 research credit each semester (excluding summers).
- Notes on graded courses:
 - Up to half of the graded credits on a program of study may be transfer credits (which includes UI COOP credit, [see policy](#)), with approval of the Graduate School. See the [WSU Graduate School transfer policy](#) for full details (Chapter 6.G.2.f-h).
 - Courses for audit and courses graded Pass/Fail may not be used for the Program of Study.
 - Any course graded S/F may not be used as graded coursework.
 - Any course listed on the student's Program of Study in which a grade of "C-" or below is earned must be repeated for graded credit.

General Graduate Course Requirements – M.S. Non-Thesis (by exception only)

The non-thesis requirements are the same as for the M.S. Thesis, with these exceptions:

- 26 minimum graded (A-F) credits are required; up to 9 may be at the 300-400 level
- 4 hrs of FS 702 are required (rather than 9 credits of FS 700)

PH.D. FOOD SCIENCE COURSEWORK REQUIREMENTS

Food Science Competency Areas

Students are expected to demonstrate a fundamental understanding of the following food science competency areas:

- Food chemistry/analysis
- Food microbiology/safety
- Food processing/engineering
- Nutrition, toxicology, sensory, and other related areas (such as statistical analysis)

Students will be tested in these competency areas during the preliminary examination. Please refer to the preliminary exam section of this handbook to learn more. **Students should select coursework to support examination in these areas.**

Ph.D. Course Requirements

Students must complete a minimum of 72 credit hours including a minimum 24 credits of graded (A-F) coursework, with at least 15 credits at the graduate credit (500-level) including FS 517/518 or approved substitution (3 credits) plus 9 credits minimum of FS graduate (500-level) coursework, and 3 credits minimum (400+ level) Statistics coursework, and 30 credit hours minimum of FS 800 Doctoral Research, Dissertation, and/or Examination. Up to 9 credits of graded, non-graduate coursework at the 300- or 400-level may be included.

Courses taken on a pass/fail basis may not be applied to fulfill program requirements. Any course graded S/F may not be used as graded coursework. Any course listed on the student's Program of Study in which a grade of "C-" or below is earned must be repeated for graded credit. Up to half of the graded credits on a program of study may be transfer credits (which includes UI COOP credit, [see policy](#)), with approval of the Graduate School. See the [WSU Graduate School transfer policy](#) for full details (Chapter 6.G.2.f-h).

List View:

- 72 hours minimum total credits
- 24 credit hours minimum of graded (A-F) coursework, including a minimum of 15 credit hours at the graduate (500-level). Up to 9 credits of graded, non-graduate coursework at the 300- or 400- level may be included.
- Specific graded (A-F) coursework requirements include:
 - FS 517/518 (3 credits) or approved substitution plus 9 credits minimum of FS graduate (500-level) coursework
 - 3 credits minimum 400+ level Statistics coursework
- 30 credit hours minimum FS 800 Doctoral Research, Dissertation, and/or Examination
- Full-time students must be enrolled in at least 1 research credit each semester (excluding summers)
- Up to half of the graded credits on a program of study may be transfer credits (which includes UI COOP credit, [see policy](#)), with approval of the Graduate School. See the [WSU Graduate School transfer policy](#) for full details (Chapter 6.G.2.f-h).
- Notes on graded courses
 - The other 18 credits can be FS800 Doctoral Research credits or graded course credits in consultation with the advisor.
 - Courses for audit and courses graded Pass/Fail may not be used for the Program of Study.
 - Any course graded S/F may not be used as graded coursework.
 - Any course listed on the student's Program of Study in which a grade of "C-" or below is earned must be repeated for graded credit.

SUGGESTIONS FOR COURSEWORK

The list below was generated from commonly taken coursework by recent students in the program but are **not all inclusive** of courses that could possibly be taken in pursuit of the MS or PhD in Food Science. Caution: The **limits on 300-400 level coursework that may be used toward degree requirements** (with committee approval) are as follows: thesis – 6 credits; non-thesis – 9 credits; doctoral – 9 credits.

Food Chemistry:

FS 460 Food Chemistry (3 cr) Fall
FS 461 Food Chemistry Lab (1 cr) Fall

Food Microbiology/Safety:

FS 416 Food Microbiology (3)
FS 531 Advanced Food Safety and Quality (3 cr) Spring
FS 532 Advanced Food Microbiology (3 cr) Spring

Food Processing/Engineering:

BSYSE 582/583 Food Process Engineer I and II (3 cr each) Spring
BSYSE 584 Thermal and Nonthermal Processing of Foods (3 cr) Fall
FS 432 Food Engineering (3 cr) Spring (UI COOP)
FS 442 Food Processing (3 cr) Fall
FS 443 Food Processing Lab (1 cr) Fall
FS 433 Food Engineering Lab (1 cr) Spring
FS 529 Dairy Processing (3 cr) Fall
FS 530 Dairy Processing Lab (1 cr) Fall
FS 565 Wine Microbiology and Processing (3 cr) Fall
FS 570 Advanced Food Technology (3 cr) Spring

Sensory Science:

FS 350 Instrumental and Sensory Analysis of Food (3 cr) Spring
FS 450 Advanced Instrumental and Sensory Analysis of Food (3 cr) Fall

Food Nutrition and Analysis:

AFS 505 Topics in Computational and Analytical Methods for Scientists (V 1-6 cr) Spring
CHEM 546 Spectroscopic Identification of Organic Compounds (3 cr) Fall
E_MIC 586 Special Projects in Electron Microscopy (Variable credit, 2-3, may be repeated) Fall
E_MIC 587 Special Topics in Electron Microscopy (1 cr, may be repeated—graded S/F) Spring
FS 350 Instrumental and Sensory Analysis of Food (5 cr) Spring
FS 510 Functional Foods and Health (3 cr) Spring
NEP 580 Advanced Topics in Exercise Physiology and Nutrition (3 cr) Spring
NEP 330 Biochemical and Molecular Food and Nutrition (3 cr)

PSYCH 514 Psychometrics (3 cr) Fall General Food Science Courses:

FS 501 Topics in Food Science (variable credit)
FS 515 Food Fermentations-Microbiology and Technology (3 cr) Spring odd
FS 516 Food Laws (2 cr) Fall—*may have a new number in the future*

FS 517 Scientific Writing (2 cr) REQUIRED Fall (UI COOP)

FS 518 Oral Seminar (1 cr) REQUIRED Fall (UI COOP)

General Science Courses:

MBIOS 513 General Biochemistry (3 cr) Fall

MBIOS 305 General Microbiology (3 cr) Fall

MBIOS 540 Immunology (3 cr) Fall

MBIOS 550 Microbial Physiology (3 cr) Spring

Horticulture:

HORT 513 Advanced Viticulture (3 cr) Spring

HORT 516 Advanced Horticultural Crop Physiology (3 cr) Spring

HORT 518 Post-harvest Biology and Technology (3 cr) Fall

HORT 535 Chemistry and Biochemistry of Fruit and Wine (3 cr) Fall

HORT 545 Statistical Genomics (3 cr) Spring

Statistics:

STAT 412 Stat Methods in Research I (3 cr) Fall, Spring

STAT 419 Introduction to Multivariate Statistics (3 cr) Fall

STAT 435 Statistical Modeling for Data Analytics (3 cr) Fall

STAT 512 Analysis of Variance of Designed Experiments (3 cr) Fall and Spring

STAT 519 Applied Multivariate Analysis (3 cr) Spring

STAT 530 Applied Linear Models (3 cr) Spring

STAT/AFS 511 Statistical Methods for Graduate Researchers (4 cr) Fall and Spring

Viticulture and Enology:

Check the schedule of classes – some courses may only be available at WSU-Tri-Cities campus

VIT_ENOL 311 Viticulture I (3 cr) Fall

VIIT_ENOL 312 Viticulture I Laboratory (1 cr) Fall

VIT_ENOL 340 Wine Operations and Equipment (3 cr), Spring

VIT_ENOL 341 Wine Operations and Equipment Laboratory Field Trip (1 cr) Spring

VIT_ENOL 414 Viticulture II (3 cr) Spring

VIT_ENOL 422 Wine Sensory (3 cr) Spring

VIT_ENOL 438 Wine Chemistry (3 cr) Fall

VIT_ENOL 439 Wine Chemistry Lab (1 cr) Fall

VIT_ENOL 482 Micro and Molecular Biology of Wine (3 cr) Fall

VIT_ENOL 494 Critical Thinking in Vineyard and Winery Management (3 cr) Spring

DOCTORAL PRELIMINARY EXAMINATIONS

The purpose of a preliminary examination in the School of Food Science (SFS) is to determine the fitness of a doctoral student to obtain a Ph.D. in Food Science. A preliminary examination is required for all Food Science doctoral students to advance to their Ph.D. candidacy. The preliminary examination ensures that the students advancing to the Ph.D. candidacy have strong knowledge in general food science, but specifically in the area of their research. All doctoral students should complete the preliminary examination soon after the majority of course requirements are fulfilled or by the end of their second year in the Food Science doctoral program.

The preliminary examination in Food Science involves both a program-required written examination and a Graduate School-required oral examination, which follows the guidelines established by the Graduate School in the [Graduate](#)

[School Policies and Procedures Manual](#). Both written and oral examinations will be administered by the student's Advisory Committee, headed by the student's Major Advisor. The individual Advisory Committee member determines the conditions for each set of written exams (i.e., what external resources are permitted, the length of the exam, etc.) and may differ among the committee members. The pre-determined conditions for the written examination should be clearly conveyed to the student taking the examination. The written examination follows the oral portion of the preliminary exam. There is no time limit for either the written or oral portions of the examination, but all aspects of the examination (i.e., the evaluation of any written component, the oral presentation, and/or the balloting meeting) must be completed within 30 calendar days. Students should work with their Major Advisor to determine the complete schedule for both the written and oral portions of the examination before beginning the examination.

The students are responsible for working with their Major Advisor and Graduate Committee to schedule both the written and oral sections of the preliminary examination. The students must be registered for a minimum of 2 hours of FS 800 as regular graduate students at the beginning of the semester or summer session in which the examination is to be taken and have at least a cumulative 3.0 GPA for the courses taken on an approved Program of Study. The oral exam should be scheduled through the Graduate School using the [Preliminary Examination Scheduling Form](#) or [Interim Examination Scheduling Form for Preliminary Exams](#) (in exceptional circumstances) but only:

1. after the Program of Study has been approved,
2. after all, or a substantial portion of the required coursework has been completed (six or fewer graded credits remaining on the approved Program of Study), and
3. when the student and their Major Advisor think the student is prepared for the exam.

Successful completion of the coursework outlined in the Program of Study does not guarantee successful passage of the written or oral examinations. Unsatisfactory performance by a student on the written or oral portions of the preliminary examination may result in the delay of overall completion of the preliminary examination or failure to complete the preliminary examination.

Procedure for Preliminary Examination

1. The Program of Study must have the approval of the WSU Graduate School prior to scheduling the preliminary exam.
2. The student consults with their Major Advisor and members of their Graduate Committee to determine dates and times for both the written and oral examinations.

Note: Preliminary examinations are normally not allowed between semesters or during final examination weeks, except under extenuating circumstances.

3. The student completes [Preliminary Examination Scheduling Form](#) (or [Interim Examination Scheduling Form for Preliminary Exams—for extenuating circumstances only](#)) from the Graduate School and obtains signatures from all members of their Graduate Committee. The student then submits the completed form to their Graduate Academic Coordinator.
4. The Graduate Academic Coordinator obtains the signature of the SFS Director on the scheduling form, places a copy in the student's file, and sends the completed form to the Graduate School. **The Preliminary Examination Scheduling Form is due to the Graduate School at least 10 working days before the written exam begins.**
5. The Major Advisor requests written questions from each member of the student's Graduate Committee, indicating the date/time questions are due back to them.

6. The Graduate Committee members submit questions with complete examination instructions to the Major Advisor. The Major Advisor reviews and may discuss the questions with each member of the Graduate Committee to assure their appropriateness and that there is no duplication.
7. The Major Advisor (or any designated staff that the Major Advisor wishes to appoint in their place) coordinates the scheduling of the written examination with the student, including the venue for the examination (if required).
8. The Major Advisor (or designated staff member) administers the written questions, one set at a time from each Graduate Committee member, according to the examination instructions provided with the questions. The answers to the questions are due back to the Major Advisor (or designated staff) at the time specified in the instructions.

Note: The designated staff member proctoring the exam should return the answers to the Major Advisor.)

9. The Major Advisor routes the answers to the appropriate Graduate Committee member after each set of questions is completed.
10. The Graduate Committee members, after grading the answers to their questions as **Satisfactory (S) or Unsatisfactory (U)**, return a copy of their evaluations of the answers to the Major Advisor. Each committee member should grade the answers to their questions in a timely manner but in not more than **5 working days**.
11. The Major Advisor should meet with the Graduate Committee members to discuss the overall performance of the student in the written examination. The **committee then decides whether the student passed or failed the examination**.
12. The Major Advisor discusses the results of the written examination with the student prior to the scheduled oral exam. If the student **satisfactorily passes** the questions on the written examination from all Graduate Committee members, they may then proceed to the scheduled oral examination.

However, if the student is judged to have performed **unsatisfactorily** overall on a set of questions from one or more members of the Graduate Committee, the student must cancel their oral preliminary examination and prepare for a re-examination for the written portion. **In the case of an unsatisfactory written examination**, the student will be given sufficient time, but **not more than 90 calendar days**, to prepare for re-examination on that (those) portion(s) of the written examination in which they performed unsatisfactorily. **The re-examination must be completed within the 90-day period**. For the re-examination, the questions upon which the student is being re-examined should not be identical to the questions that the student performed unsatisfactorily on during the first examination. If the student performs satisfactorily on the re-examination, then they should reschedule their oral preliminary examination. **If the student performs unsatisfactorily on the second written exam, they will be either dropped from the Ph.D. program or given the option to continue for an M.S. degree instead.**

Note: If the initial unsatisfactory written exam and the repeat exam span two semesters, the Major Advisor will give the student an “X” grade for FS 800 (per WSU Academic Regulation 90j), rather than an “S” grade, in the semester in which the unsatisfactory written exam occurred. Upon successful completion of the repeated written exam, the Major Advisor will convert the “X” grade for FS 800 to an “S” grade.

13. The Graduate Committee, headed by the student’s Major Advisor, should administer the oral preliminary examination. After the examination, the Graduate Committee should discuss student’s overall performance in both written and oral preliminary examinations and **vote pass or fail**. If the student passes, they will become a Ph.D. candidate and will be eligible to take their final dissertation defense examination.

However, in accordance with Graduate School policy, in the event of a **failed oral preliminary examination**, the student can be re-examined only one more time. **In the event that a student passes their written examination and then fails the oral examination, the student does not need to repeat the**

written examination. At least **3 months** must elapse between a failed oral exam and re-examination. A minimum of **4 months** must elapse between the successful completion of the preliminary examination and the scheduling of a final dissertation defense examination. The Graduate School will appoint a member of the Graduate Mentor Academy and must be present for an oral re-examination. The entire committee must be present and vote. A student who has failed two preliminary examinations **may not become a candidate for the doctorate and the student's enrollment in the Graduate School will be terminated.** The only exception to this re-examination policy is if a member of the Graduate Mentor Academy (appointed by the Graduate School) presided over the student's first exam and agrees that a re-examination is not an appropriate disposition of the case.

Written Preliminary Examination

For the written preliminary examination, the student should be tested for all Food Science competency areas (established by the Institute of Food Technologists) consisting of:

1. Food chemistry/analysis
2. Food microbiology/safety
3. Food processing/engineering
4. Food nutrition, toxicology, sensory, or other related areas (such as statistical analysis)

The content and conduct of the preliminary examination are the responsibility of the student's Graduate Committee and should be administered by the student's Major Advisor. Each Graduate Committee member can pick one or multiple competency areas to test the student. The Graduate Committee members can also pick a competency area outside their research/teaching interests. Each Graduate Committee member submitting questions for a written preliminary examination will also submit clear instructions specifying the conditions under which the examination should be administered. There is no set format for the questions; therefore, the format and number of questions in each set depend on the Graduate Committee member. However, the format of the examination should be such that the student can reasonably answer all questions in the specified time.

Oral Preliminary Examination

The content and conduct of the oral preliminary examination are the responsibility of the student's Graduate Committee and should be administered by the student's Major Advisor. The student should give an open seminar (~40 minutes) presenting their research proposal/progress, followed by an open Q&A session for the public. After the public presentation and Q&A, the student will have a closed-door Q&A session with their Graduate Committee. The Major Advisor is responsible for conducting a fair and thorough oral examination and offering a reasonable opportunity for all members of the student's Graduate Committee to question the student. The Graduate Committee should try to complete the oral preliminary examination between **2 and 4 hours** in duration (**although Graduate School policy states there is no time limit for either the written or oral portions of the exam**) and must be completed within **30 days** from the beginning of the written examinations.

All members of the student's Graduate Committee must be present at the oral examination, which must be held during regular working hours either on the Pullman or branch campuses, Research and Extension Centers, or by videoconference, if not all members of the Graduate Committee cannot be physically present. If held over videoconference, at least one Graduate Committee member must be physically present with the student (unless encountered with exceptional circumstances). At the conclusion of the oral examination, the student's total performance on the examination should be discussed and evaluated by the Graduate Committee for:

1. demonstrating a comprehensive understanding of the primary literature, scientific principles, and methodologies relevant to their research focus,

2. demonstrating an ability to synthesize knowledge from courses and primary literature, and apply this knowledge to problem-solving,
3. demonstrating an ability to apply the principles and technical knowledge of food science and related disciplines to problem-solving,
4. demonstrating a broad understanding of the scientific principles and methodologies of related disciplines relevant to food science

All members of the student's Graduate Committee must vote to pass or fail. Ballots must be cast on the basis of the entire examination, including both written and oral. Any other members of the Food Science Faculty or minor program may be present during the presentation and ask questions during public Q&A but may not vote, except with the prior permission of the Director of the Food Science Program. **In any case, faculty wishing to vote must be in attendance during the entirety of the examination and must have participated in the assessment of the student's examination work.** If a faculty member who wishes to vote must leave the room or the online session during the examination or balloting discussion, the examination or discussion is to be recessed until said member returns. The student shall pass if a minimum of **three-fourths** of those voting so indicate. All ballots and evaluations shall be cast by the Advisory Committee members in accordance with the [Graduate School Policies and Procedures Manual](#).

Upon successful completion of the preliminary exam, the candidate should apply for the [All But Dissertation \(ABD\) Waiver](#) offered by the Graduate School. The ABD waiver is applicable for up to 5 semesters the student is on assistantship funded by extramural grant (GR) support; as such, full-time enrollment is required.

THESIS/DISSERTATION

At least one to two semesters **before** you expect to graduate, you are responsible to review the following documents available on the Graduate School website 'Forms' page.

- [Deadlines and Procedures for Master's Degrees](#)
- [Deadlines and Procedures for Doctoral Degrees](#)
- [WSU Thesis and Dissertation Formatting Guidelines \(pdf\)](#) – Instructions for formatting your thesis or dissertation.
- [Thesis/Dissertation Prefatory Example \(pdf\)](#) – An example of properly formatted prefatory pages of a WSU thesis or dissertation.
- [Thesis and Dissertation Word Template \(Word Doc\)](#) – downloadable Word template for thesis and dissertation formatting.
- [Thesis/Dissertation Latex Template](#) – Faculty from the Department of Mathematics and Statistics has created a LaTeX template in Overleaf.
- [WSU Electronic Theses and Dissertations \(ETD\) Formatting Checklist \(pdf\)](#) – Checklist to assist students in addressing commonly seen formatting errors in theses and dissertations. This checklist is not submitted to the Graduate School.

Do not use the format of existing theses for preparing your thesis. You may be copying mistakes and/or the rules may have changed. The following style formats are suggested by the SFS for the preparation of a thesis:

M.S./Ph.D. in Food Science – *Journal of Food Science*

The SFS allows M.S. (thesis) and encourages Ph.D. students to prepare a thesis in manuscript format, *i.e.*, a publishable paper(s). Theses written in this format must contain an introduction, a comprehensive literature review, and a summary/conclusion section. If a thesis/dissertation is written in manuscript format, a minimum of 1 (M.S.) or 2 (Ph.D.) manuscripts suitable for submission to a refereed journal(s) is suggested.

PREPARING TO GRADUATE

At least one to two semesters **before** you expect to graduate, you are responsible to review the following documents available on the Graduate School website 'Forms' page, particularly for deadlines related to final examination.

- [Deadlines and Procedures for Master's Degrees](#)
- [Deadlines and Procedures for Doctoral Degrees](#)

FINAL EXAMINATION

In preparation for the final examination, students will provide an open seminar (approximately 40 minutes) describing and summarizing their thesis/dissertation research. All committee members must be present for this seminar.

The final defense oral examination will be conducted by the student's graduate committee and is scheduled through the Graduate School. Students must check with the Graduate School for additional regulations regarding the scheduling of the examination (enrollment requirements, etc.). A copy of the thesis must be available to the School of Food Science seven days prior to the defense.

The final defense oral examination will primarily focus on the content of the thesis/dissertation and may also address food science competencies related to the thesis research. The examination portion of the oral exam should not exceed two and a half hours.

The non-thesis oral examination will require the students to present their non-thesis project (including public presentation), followed by a question and answer by the graduate advisory committee.

Final Exam Scheduling Procedure

1. Students must enroll for a minimum of two semester hours of the applicable 700, 702 or 800 course during the final exam semester or summer session. Consult the *Graduate School Academic Policies and Procedures* for specifics.
2. **Submit your 'Application for Degree' via myWSU early in the term** of your final exam. You must have an approved Program of Study on file with the Graduate School and have at least a 3.0 cumulative graduate GPA to apply for graduation. This will notify the Graduate School of your intention to graduate and conduct a review of your program of study for incomplete coursework and generate this and other to-do lists toward your degree completion; this information will be available to you in myWSU, usually within a couple of weeks after you submit the application. Be sure to review it closely.

Graduation ceremonies and Commencement are in May and December. The application for degree does not register you for commencement; **you must register separately for commencement.** For specific information, check the WSU Commencement website at <http://commencement.wsu.edu>.

3. Submit your Final Exam scheduling form at least **ten working days** before final defense. The form is available from the 'Forms' link on the Graduate School's website. Email the completed and signed form

to your Graduate Academic Coordinator who will review the details and submit the form via myWSU to the Graduate School for processing. Also at this time, you will also need to submit a pdf copy of your thesis/dissertation to Proquest where the Graduate School will access it to review the thesis/dissertation for format and notify you of any required changes. Reserve the SFS Conference Room (FSHN 104A) and equipment (laptop, projector, pointer) from the SFS Front Desk for the seminar, defense, and practice times.

4. At least **ten working days** before the final defense, send a pdf copy of your final draft thesis/dissertation to the Graduate Academic Coordinator who will make this document available for public inspection and also share the document with the faculty via Sharepoint. The Graduate Academic Coordinator will also include a copy of your abstract with your final exam announcement to the department.
5. Following your successful defense, you have ten (10) business days to submit the following documents to the Graduate School via myWSU > Service Requests tile:
 - [Thesis/Dissertation Approval Form with upload instructions \(pdf\)](#) – Directions and form for committee chair/co-chair final approval of a thesis or dissertation.
 - [Hold Harmless Agreement/Copyright Acknowledgement Form \(pdf\)](#) – please note the Graduate School will sign as witness once they receive the form,
 - [Survey of Earned Doctorates Completion Certificate \(PhD students only\)](#)
 - **Electronic copy of your final dissertation** (including all changes requested by your committee and the Graduate School), **in PDF format, uploaded to your original ProQuest submission.**
 - *When you (the student) create a ProQuest account to submit the draft, you will enter a title into ProQuest. It should match the title on the thesis. When you submit the revised “final” draft into ProQuest after your defense, the title both in ProQuest **and** on the thesis is the official title the thesis will be accepted with. **Again, just please make sure if you change the title on your thesis that you’ve updated ProQuest as well.***
 - Students can change copyright even after the draft is Accepted (the settings are through ProQuest).

SFS Exit Requirements

Within 10 working days following the final examination, complete the departmental exit requirements sent to you by your Graduate Academic Coordinator upon announcement of your final exam. This will include an exit survey, departure checklist, effort certification for your last year of assistantship (if applicable). Students are also invited to schedule a personal exit interview with the Director of the School of Food Science.

All students must submit a PDF of their **Final post-exam** completed thesis/dissertation to the Academic Coordinator (marshdj@wsu.edu) **within 10 working days of their final exam date.**

SCHOOL OF FOOD SCIENCE GUIDELINES

SAFETY

Safety is an important issue within the SFS and Washington State University. As such, you are also required to attend the SFS Orientation/Safety Training session on equipment usage, safety regulations, and waste disposal procedures before being allowed to use the facilities. This session will be scheduled during the first couple of weeks in the fall semester. Before the first day you work in a lab, you will have a safety orientation with the lab supervisor or your graduate advisor to complete the *WSU Safety Checklist*.

During your graduate study, any safety concerns should be brought to the attention of the SFS Safety Committee and/or graduate advisor. You will receive electronic safety minutes from this committee to help you keep current regarding regulations. One graduate student from each Advisor will be asked each year to participate on this committee. You will be notified who the graduate representative is and you can also bring up any safety issues to that individual. The SFS facilities are subject to inspection at any time by the WSU's safety authorities and every attempt should be made to avoid potentially hazardous situations.

EXPECTATIONS

Departmental Service

Regardless of the type of appointment – or nonappointment, all graduate students may be asked to help with SFS tasks such as recruitment events with prospective students/parents, proctoring course examinations, participating in open houses and group tours, and or/occasional “odd” jobs.

Attending Seminars

Graduate students are expected to attend oral seminars presented in the SFS, including those given as part of FS 518, and research proposals presented by Ph.D. Food Science candidates, final defenses by M.S. and Ph.D. candidates, and faculty seminars.

Expectations for Graduate Students

Graduate Students will turn in the signed and dated *Expectations for Graduate Students Document* (see Appendix) to the Graduate Academic Coordinator where it will be placed in your permanent file.

ASSISTANTSHIPS

The two types of financial support available to graduate students are Research Assistantships (RA) and Teaching Assistantships (TA) funded by state or grant sources. Each appointment will receive a job description outlining duties and responsibilities. Despite the funding source, each half-time (.50 FTE) appointment requires students to work an average of 20 hrs/week for the term by performing research duties or assisting faculty to teach courses; the supervisor assigns the work and sets the schedule per [Article 6.9](#). Research Assistantship appointments are usually for the academic year (August 16 to May 15) and Teaching Assistantship appointments are usually for the academic semesters of fall and spring. These appointments, are subject to maintenance of a minimum 3.0 cumulative grade point average, have continued regular enrollment in the Graduate School, make adequate research progress, and have no outstanding ‘incomplete’ grades for more than one semester. Students must enroll full-time (10 credits minimum, excluding UI COOP coursework), and students must reside in the state of Washington to be eligible for the tuition waiver. Domestic non-resident students on assistantship will only receive the NR differential waiver for the student's first 2 semesters of their graduate career at WSU, however, they may qualify for WA residency and in-

state tuition beginning their 3rd semester if they prepare for this immediately upon arrival. Please review the Graduate School's [guide to establishing residency](#).

The assignment of state-funded assistantships is performed by the SFS Director. State-funded TA/RAs will be offered to students with continual attention to the balance of RA support for each faculty member. Individual faculty members may recruit students for assistantships funded from grants. The principal investigator(s) shall inform the GAC of student appointments to grant supported assistantships.

Guidelines for Assigning State-Funded SFS Assistantships

1. TA/RAs will be offered to graduate students with the best credentials including GPA, language proficiency, previous experience, letters of recommendation and other information available.
2. To advise a graduate student on a TA/RA, the faculty member must have an approved Agricultural Research Project or a Cooperative Extension project.
3. Assistantship offers are normally made in writing prior to fall or spring semester.
4. Faculty are generally eligible to advise only one graduate student on a state-funded TA/RA at a given time.
5. TA/RAs that are funded by the WSU Creamery will be provided to faculty conducting dairy-related research and supporting Dairy-related courses. These TA/RAs will be considered equivalent to other state-funded TA/RAs and will be restricted to one advisee per faculty member. Selection to receive these assistantships rests with the SFS Director with recommendations from the Creamery Manager.

ASE EMPLOYMENT AND PROCEDURES

WSU/UAW UNION AFFILIATION/COLLECTIVE BARGAINING AGREEMENT

Unless otherwise noted, when employed as a Graduate Research, Teaching or Project Assistant, or a Graduate Summer Research or Teaching Assistant, or a Graduate Summer Work (PAP or hourly), these **WSU academic student employees (ASEs)** are represented and governed by a [collective bargaining agreement](#) as written or amended between Washington State University and the United Automobile, Aerospace, and Agricultural Implement Workers of America (UAW). Please reference this agreement for details on all ASE benefits, including, but not limited to, Vacation, Holidays, and Sick Leave. A copy of the representation for newly hired academic student employees is provided [here](#).

ASE OFFER LETTER AND JOB DESCRIPTION

Offer letters will be provided for academic year appointments, and separate offers for summer employment. In brief, the offer letters are due 90 days in advance of the start date and the offer letters will be followed up with a job description due at least two weeks in advance of the start date, unless there are extenuating circumstances. Please refer to the collective bargaining agreement for details.

The offer letter describes the terms of the appointment, and the job description provides additional details. Insofar as work schedules go, the supervisor assigns the work and sets the schedule per [Article 6.9](#). Inasmuch as the typical half-time appointment requires 20 hrs/week on average for the term of appointment, work schedule flexibility must be approved by the supervisor and meet business needs. This can be documented/updated via email.

SCOPE OF OVERLAP BETWEEN ASE RA DUTIES AND ACADEMIC RESEARCH/TRAINING ([LINK](#))

Research Assistant (RA) duties

As a 0.5 FTE Academic Student Employee (ASE), RAs are expected to devote an average of 20 hours per week to the duties outlined in their appointment letter, which may include tasks such as programming, data collection and analysis, lab maintenance, attending meetings, writing papers, conducting activities related to grant-funded project goals, and more, as defined by their supervisor.

At least two weeks prior to the commencement of each semester, RAs are to be given a job description (or changes to a job description for reappointment). The job description is to adhere to provisions outlined in the [WSU/UAW Contract Article 11.4](#).

RA overlap with academic research and training

In many cases, the 20 hours per week of paid RA work will align with and contribute to the student's academic research and training. In this case, the RA appointment is intended to provide financial support for time spent on activities that fulfill the student's employment obligations and advance their academic progress. However, it is recognized that not all RA duties will directly relate to the student's academic research and training.

Academic research and training (outside of RA)

Students are expected to dedicate additional time beyond the 20 hours of weekly RA duties to make timely progress on their academic research and training (including but not limited to their thesis or dissertation). The amount of additional time required may vary depending on the requirements of their graduate program.

During the regular academic year, this research and training is required for their academic progress as measured by PREFIX 700 or 800 research credits each term. Whereas students are not typically enrolled in research credits during the summer, they are still expected to make progress on their academic research and training. Summer

progress should be determined by the student's graduate program and advisory committee and should align with their overall academic goals and timeline. Although the exact number of hours may fluctuate, students should anticipate spending a substantial amount of time on their academic work outside of their RA duties to ensure satisfactory progress in their graduate program.

Separate assessment of academic performance and employment duties

The student's academic research performance will be assessed independently from their performance of assigned RA duties. Academic research performance is measured by PREFIX 700 or 800 research credits during the regular academic year and overall academic progress during the summer.

- Each year, the student's academic progress will be evaluated, at minimum, by their advisory committee based on factors such as academic milestones, quality of work, and overall progress toward completion of the thesis or dissertation.
- At least annually, the ASE's performance is to be assessed separately by their assistantship supervisor, as described in the [WSU/UAW Contract Article 33.4.2](#). This assessment focuses on fulfilling assigned duties, quality of work, professionalism, and other relevant factors outlined in the appointment letter and job description.

Communication and oversight

Regular communication between the student, RA supervisor, major professor/advisor (if different than RA supervisor), and graduate program leadership is crucial to ensure an appropriate balance between employment duties and academic progress. Students are to raise any questions they have about distinguishing between their RA duties and their academic research and training (including but not limited to their thesis or dissertation) to their supervisor or program director. Supervisors and program directors are to periodically review the RA's responsibilities and adjust as needed to optimize the student's overall academic and professional development.

Breaks and leave

It is important to note that breaks in the academic calendar, such as finals week, the period directly following finals, the period directly before the start of a semester, and Spring Break, are not considered holidays unless they align with official University Holidays. RAs planning to take leave during these periods must seek advanced vacation approval from their supervisor. In case of illness, sick leave should be appropriately requested according to University guidelines. Failure to follow these guidelines may result in unscheduled absences and misunderstandings between the student and their supervisor as well as potential pay impacts.

Summary

Whereas an RA appointment at 50% FTE will support a student's academic research and training, often relating to their own independent research project, it is understood that some RA tasks may not directly align with the student's specific independent research topic. Likewise, to fulfill their academic obligations, students are expected to devote additional time to academic research and training beyond their RA duties and expectations. The student's academic research performance and employment duties are to be assessed separately each year to ensure a fair evaluation of both components. Open communication and regular check-ins between all parties are essential to support the students' success in their dual roles as researchers in training and as employees.

ASE PERFORMANCE EVALUATION

At least annually, the ASE's performance is to be assessed by their assistantship supervisor as described in the [WSU/UAW Contract Article 33.4.2](#). This assessment focuses on fulfilling assigned duties, quality of work, professionalism, and other relevant factors outlined in the appointment letter and job description. This ASE performance evaluation is for employment purposes only and does not replace the required *Academic Evaluation of Students*. While ASE performance evaluations for assistantship employment and academic evaluations may be conducted at the same time, each type of evaluation must be retained separately at the academic unit level.

ASE TIME OFF

This [ASE Paid Time Off guide](#) describes time off for ASE employees, both Vacation time off, Sick leave, and also Short-Term Parental Leave.

Vacation time off requests are to be submitted to and approved by the supervisor prior to time off being taken. To request time off, ASEs are to provide written notice (i.e., email, text, IM) to their supervisors in advance of the requested time as soon as the need for time off is known. Supervisors are expected to respond in a timely manner. If an ASE is requesting vacation time off, they are to provide a work plan for any duties assigned and/or expected to be performed during their time off with their vacation request. Accurate time offs (sick, vacation, leave without pay) must be entered into Workday each pay period for which an ASE takes time off. See [Workday Knowledge Base Employee Request and Correct Time Off](#) for detailed instructions. ASEs are responsible for reviewing Workday notices to certify time offs submitted on their behalf

Sick leave time off may only be used for reasons described in [Article 30.1.3](#). When ASEs need to be absent from work for sick purposes, they are to provide notice of the request to their supervisors as soon as the need is known.

Academic year leave balances expire May 15 and will be wiped by June 1. Fall to Spring leave balances will roll over when reappointed. Summer Assistantship leave balance are separate from academic year and will be wiped on Aug 15.

Vacation Time Off (WSU/UAW Contract, Article 28)	Sick Leave (WSU/UAW Contract, Article 30)
Salaried ASEs with 50% FTE on a 9-month appointment will receive 48-hours	Salaried ASEs with 50% FTE on a 9-month appointment will receive 36-hours
Salaried ASEs below 50% FTE or appointed to a lesser term (i.e. Summer, or late start) will have prorated vacation time off	Salaried ASEs below 50% FTE or appointed to a lesser term (i.e. Summer, or late start) will have prorated sick leave
Hourly ASEs not eligible	Hourly ASEs are eligible Accrual Rate: 1 hour of sick leave for every 40 hours worked
Summer PAP not eligible	Summer PAP not eligible
Unless otherwise approved, vacation time off must be used in four-hour increments during academic semester breaks or as otherwise mutually agreed upon by the ASE and their supervisor. Vacation time off requests are to be submitted to and approved by the supervisor prior to time off being taken.	Sick leave time off may only be used for reasons described in Article 30.1.3. When ASEs need to be absent from work for sick purposes, they are to provide notice of the request to their supervisors as soon as the need is known.

SFS FACILITIES AND SERVICES

LABORATORY SPACE

Each graduate student working in SFS will be assigned laboratory space (if applicable), generally near the advisor. Each research laboratory is under the control of a specific faculty member and any student using a laboratory is subject to the rules and regulations applying to it. Before a student can work in a laboratory, they must complete departmental safety training and lab supervisor's or advisor's required training. Cleanup of work areas and proper care of equipment is the responsibility of the person using the work area and equipment, even if that person is not working in his/her own lab.

Some equipment is purchased by the SFS and is available for general use, but most instruments are purchased with grant funds by individual faculty members and are under their management. It is SFS policy to maximize the use of equipment since it is often not feasible to duplicate items. Equipment in your graduate advisor's laboratory will be generally available to you but the use of any other equipment or facilities **must be negotiated with the faculty member in charge**. Broken and/or non-functioning equipment **MUST** be reported immediately to the student's advisor and the person in charge of the particular instrument. If the problem is due to misuse, the student and/or advisor will be held responsible for repairs or replacement. No items (lab supplies, equipment, dishes, etc) may be taken from teaching laboratories (FSHN 103/155 and 140) without permission from the laboratory supervisor.

DESK SPACE

Desk (office) space is usually available first to students being financially supported by state or grants funds, and then to those supported by scholarships, fellowships or self-paying. To request desk space other than what you are assigned, please have your graduate advisor submit a request to the SFS Space Committee who will review and finalize with the SFS Director's approval.

KEYS

All outside door keys and keys to specific rooms to which a student may require access can be obtained from the SFS Administrative Manager by request of your advisor. The keys are stamped with a code, and you will be responsible for your assigned keys. **Do not lend your keys to anyone**. You will be required to sign for the keys you receive, and you **MUST** return them when you graduate or when you no longer need access to the room. The university reserves the right to impose sanctions for keys that are not returned.

OFFICE SUPPLIES/EQUIPMENT

Office supplies kept in the SFS workroom are not to be used for any purpose except activities authorized by advisors or the course instructor whom the student is assisting. Once the advisor or instructor authorizes you to get/use SFS supplies, inform the office personnel before taking any items. Also, please notify office personnel if you need assistance, or if you take the last item.

Laptop Computers and Projectors – available for loan to students for seminars. Reserve them in advance from the SFS Front Desk to ensure availability. Make sure all cords are replaced and stored in their proper place.

Copy Machine – for departmental use only and available if you have TA duties. Personal copies are not allowed, including copying lecture notes, theses, books, or reference material. Food Science is not a vendor department and cannot bill for copies.

Scanning – The copy machine has the capability to scan a document for university business. Contact the Front Desk for directions to scan using the copy machine.

COMPUTERS

It is your responsibility to be familiar with the [WSU electronic communication policy](#) including computer usage, as well as [CAHNRS Information Technology policies](#) on virus protection, computer support for graduate students, and software updates. When using WSU computers and bandwidth, it is illegal to download television, movies, music, and games according to [WSU's Copyright policy](#).

MAILBOXES

All graduate students have a mailbox located in the SFS copy room and is accessible by the outside hallway. It is against WSU policy to use the departmental address to receive personal mail.

TELEPHONE

On campus telephone numbers are 509-335-XXXX. To make a call from a campus phone to another campus phone, dial 5-XXXX. To dial off-campus local numbers, dial 7-33X-XXXX or University of Idaho 7-885-XXXX. To call a toll free number, dial 7-1-800-XXXX.

INFORMATION BOARD

Information boards are located near rooms FSHN 102 and 104A, and in the hallway (near the elevator) where pertinent information for food science graduate students is displayed, including seminar announcements, courses, special events, scholarships, and Food Science Club.

THESES/DISSERTATIONS LIBRARY

Theses/Dissertations written by SFS graduate students prior to 2025 are housed in FSHN 106. These may be examined and/or checked out from the SFS Front Desk. Return them to the SFS Front Desk.

ROOM 103/155

FSHN Room 103/155 is a food preparation laboratory that has 14 small-scale kitchens, two of which are demonstration kitchens. If you need to reserve these rooms for a food function, meeting, or class, contact the SFS Front Desk. Make reservations early to ensure room availability. If the room is needed for a food function, pick up the room policies and procedures, and collect any equipment needed (in advance). Follow the clean-up procedures as directed by the form.

ROOM 150

FSHN Room 150 is a sensory training room and is part of the Sensory Evaluation Laboratory. It may be closed if being used for conducting research or meetings. If available, this room can be used by faculty, staff and graduate students. To reserve, get permission from the faculty responsible for this room (see Appendix 3). Do not remove any items from this room, including the tables and chairs.

ROOMS 104A AND 106G (CONFERENCE ROOMS)

FSHN 104A is the large conference room (seats 30) and FSHN 106G is a small conference room (seats 6). They are both available for meetings, seminars, or club events. To reserve the room(s), sign-up at the SFS Front Desk.

ADDITIONAL OFFICES / RESOURCES

WSU

Access Center	https://accesscenter.wsu.edu/
Bursar's Office	https://bursar.wsu.edu/
Compliance and Civil Rights.....	https://ccr.wsu.edu/
Dean of Students.....	https://deanofstudents.wsu.edu/
Environmental Health and Safety	https://ehs.wsu.edu/
Graduate Writing Center.....	https://writingprogram.wsu.edu/graduate-writing-center/
International Student Services	https://ip.wsu.edu/issu/studentservices/
Multicultural Student Services	https://mss.wsu.edu
Ombuds.....	https://ombuds.wsu.edu/
Payroll and Benefit Services.....	https://payroll.wsu.edu/
Scholarship Services.....	https://financialaid.wsu.edu/scholarships/
Student Care Network	https://studentcare.wsu.edu/home/
Student Financial Services.....	https://financialaid.wsu.edu/home/
Student Recreation Center	https://urec.wsu.edu/
Transportation Services	https://transportation.wsu.edu/
Veterans and Military-Affiliated Student Services.....	https://va.wsu.edu/
Women's Resource Center	https://women.wsu.edu/

OTHER

Pullman Regional Hospital.....	https://www.pullmanregional.org/
Pullman Transit Routes and Schedules.....	https://www.pullman-wa.gov/services/transit/index.php

GRADUATE STUDENT REPRESENTATION

WSU AND UAW CONTRACT RATIFIED FOR ACADEMIC STUDENT EMPLOYEES

[WSU/UAW Contract 2024 – 2026 – Human Resource Services, Washington State University](#), effective February 1, 2024.

Bargaining Unit 23 – Academic Student Employees

All employees enrolled in academic programs and employed by the Washington State University in the following classifications: Graduate Teaching Assistant; Graduate Staff Assistant; Graduate Project Assistant; Graduate Veterinary Assistant; Graduate Research Assistant, and any other student employees whose duties and responsibilities are substantially equivalent to those employees in the described positions; excluding students who have incidental or no service expectancy imposed upon them by the employer, casual employees, confidential employees, supervisors, employees covered under chapter 41.76 RCW, employees included in any other bargaining unit, and all other employees.

GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION

All graduate students in the university who are currently enrolled in 10 or more hours are members of the GPSA. GPSA represents the concerns of graduate and professional students both within the university and nationally. The School of Food Science one representative to the GPSA Senate (the governing body for GPSA) who are elected each fall. In addition, many of the important advisory committees within the university have voting positions for graduate students. Students are encouraged to become involved in positions of interest. For additional information please consult the [GPSA website](#).

NONDISCRIMINATION STATEMENT:

WSU prohibits sex discrimination in any education program or activity that it operates complaint with Title IX. Inquiries regarding Title IX and reports of sex discrimination can be directed to the [WSU Title IX Coordinator](#). More information on WSU's policies and procedures to respond to discrimination and harassment are available here: [Nondiscrimination statement](#).

ACADEMIC COMPLAINTS AND GRIEVANCES

If a problem that cannot be resolved develops between a student and the advisor or other personnel, discuss the issue first with the SFS Director. The WSU Graduate School has specific procedures available to assist with unresolved complaints and/or grievances. [See GSPP Chapter 12.E.3.](#)

REPRESENTATIVES TO SFS FACULTY MEETINGS

Graduate students can elect or select one representative to be present at School of Food Science faculty meetings. The role of the representative is to convey any issues or concerns of graduate students to the faculty as they pertain to departmental policies and procedures.

SFS STUDENT ORGANIZATIONS

Fermentation Club

The [Fermentation Club](#) is open to both grad and undergrad students from any major/program who are interested in creating fermented products and testing recipes for fermented foods. They are a club dedicated to sharing and making fermented recipes/foods.

Food Science Club

A club for both undergraduates and graduates majoring in Food Science and related fields, the [Food Science Club \(FSC\)](#) offers a learning environment by providing interaction between students, faculty, and industry leaders. As a fundraising project, the club produces cheese spreads in conjunction with the WSU Creamery (Ferdinand's). Other activities include the Washington State's Adopt-a-Highway program and competition in "The College Bowl". The FS Club meets monthly to plan club activities and sponsors guest speakers who help students gain a better understanding of the food industry and the role it plays in providing the public with safe and nutritious foods. Review FS Club website at <http://sfs.wsu.edu/current-students/student-groups/food-science-club/>. The FS Club encourages students to also join the Institute of Food Technologists, the national professional organization (www.ift.org).

Food Product Development Team

The [Food Product Development Team](#) offers students in any discipline an opportunity to combine their creativity and education with the objective to develop novel food products. Students learn first-hand how to develop novel food products, from concept to consumer, and gain valuable leadership, communication, and teamwork skills in the process. Their creations are entered into many different national contests, including the Idaho Milk Processing Association, Almond Innovations, Danisco Knowledge Award, and Institute of Food Technologists Product Development Competitions. The Food Product Development Team has earned national recognition since its founding in 1998, with over a dozen award-winning products. Review website at <http://sfs.wsu.edu/current-students/student-groups/food-product-development/>.

IFT College Bowl Competition

The [IFT College Bowl Competition](#) is open to Food Science graduate and undergraduate students. It tests the knowledge of student teams across the nation in the areas of food science and technology, history of foods and food processing, and general IFT/food-related trivia. <http://sfs.wsu.edu/current-students/student-groups/college-bowl/>.

APPENDIX 1: EXPECTATIONS FOR GRADUATE STUDENTS, SCHOOL OF FOOD SCIENCE, WASHINGTON STATE UNIVERSITY

1. General Conduct: All graduate students are expected to conduct themselves in mature, professional, courteous manners toward other students, staff, and faculty regardless of their race, gender, religion, sexual orientation, or national origin. Graduate students should work together with faculty and staff to create an environment that stimulates and encourages creative and independent learning while respecting academic freedom that allows the expression of differing opinions.

2. Requirements/Policies/Procedures: All graduate students are expected to take primary responsibility to inform themselves of specific requirements, policies, and procedures governing their graduate studies within the School of Food Science (SFS) and WSU Graduate School including ensuring that they meet all stipulated deadlines. Specific degree requirements are located in the SFS Graduate Student Handbook. For students enrolled in UI COOP designed coursework at the University of Idaho, please note that UI academic calendar, regulations, and policies prevail in such enrollment. The WSU transfer credit policy requires that the student earn a B or better in such coursework in order for it to transfer to WSU. Pass/fail enrollment does not transfer.

3. Time Management: All graduate students are expected to manage time effectively for maximum professional development as well as personal health and well-being and balance competing demands such as being a student, graduate assistant, parent, spouse, caregiver, etc. In general, students should determine their daily schedules in consultation with their advisors. However, the demands of research often dictate that a student will have to devote time in excess of, or outside of normal working hours to complete their research project and other degree requirements in a timely manner. In turn, faculty will respect students' need to allocate their time among competing demands, while helping the student to maintain timely progress towards their degree.

4. Additional Duties: For students on assistantships, the ASE's job description generally indicates that other duties besides courses and the student's own research may be assigned including (a) assisting other students and faculty with research, teaching, and/or extension demonstrations, (b) maintaining cleanliness of laboratory, desk space, pilot plant, or other common use areas, (c) assisting advisor with literature searches, grant proposal development, research progress reports, etc., or (d) other SFS activities.

5. Funding/Support: Funding/support is described in individual student offer letters received from the SFS. Awarding of grant or state-funded assistantships will generally not exceed four (4) semesters B.S. to M.S., six (6) semesters M.S. to Ph.D., or eight (8) semesters B.S. to Ph.D. provided that adequate progress towards the degree is met.

6. Advisor/Committee Meetings: Graduate students are expected to meet regularly with their advisor(s) and at least once a year with their graduate committees. All meetings should be scheduled well in advance and every effort maintained to keep appointments.

7. Professional Meetings: Graduate students will be granted time to attend professional meetings and meetings in which they are representing the SFS and WSU. All students should discuss attendance at these meetings with their advisor prior to planning to attend. Graduate students will not be granted leave during crucial parts of laboratory projects or when it conflicts with assistantship responsibilities. Funding may be available from the advisor or SFS to attend professional meetings but is not guaranteed.

8. Safety: Safety is the responsibility of every member of the campus community, and all students will receive the appropriate safety training prior to participating in research projects. As SFS is committed to maintaining a safe environment for its faculty, staff, and students, participation in all relevant safety orientations and adherence to safety regulations will be mandatory. Safety plans and emergency management strategies for an individual campus, station, building, or other unit should be consulted so that all are aware of the appropriate actions to be taken should an emergency arise.

9. Thesis/Dissertation Writing: While faculty will provide needed guidance, individual students will be expected to provide the majority of writing in such a quality as to be deemed "reasonable" for submission to a peer-reviewed journal. Students should not expect faculty advisors to write significant portions of their theses/dissertations in order to graduate within specific deadlines. An acceptable M.S. thesis will usually contain at least one publishable journal article, while a Ph.D. dissertation generally yields three or more publishable manuscripts. Students should respect faculty members' need to allocate their time and other resources in ways that are academically and personally productive. As such, students must allow time for faculty review of written material, minimally two to three weeks (14 to 21 days) per manuscript.

10. Professional Acknowledgements: Student and faculty contributions to research presented at conferences, in professional publications, or in applications for invention disclosures, copyrights and patents should be acknowledged by authorship, ownership, or in some other appropriate form.

11. Paid Time Off: Academic Student Employee (ASE) vacation time off requests are to be submitted to and approved by the supervisor prior to time off being taken. To request time off, ASEs are to provide written notice (i.e., email, text, IM) to their supervisors in advance of the requested time as soon as the need for time off is known. Typically, vacation time, ASE or otherwise, will not be granted during crucial times of research (i.e., growing season, harvests, etc.). If an ASE is requesting vacation time off, they are to provide a work plan for any duties assigned and/or expected to be performed during their time off with their vacation request. Accurate time offs (sick, vacation, leave without pay) must be entered into Workday each pay period for which an ASE takes time off. ASEs are responsible for reviewing Workday notices to certify time offs submitted on their behalf.

It is important to note that breaks in the academic calendar, such as finals week, the period directly following finals, the period directly before the start of a semester, and Spring Break, are not considered holidays unless they align with official University Holidays. Graduate assistants planning to take leave during these periods must seek advanced vacation approval from their supervisor. In case of illness, sick leave should be appropriately requested according to ASE guidelines. Failure to follow these guidelines may result in unscheduled absences and misunderstandings between the student and their supervisor as well as potential pay impacts.

Whereas an RA appointment at 50% FTE will support a student's academic research and training, often relating to their own independent research project, it is understood that some RA tasks may not directly align with the student's specific independent research topic. Likewise, to fulfill their academic obligations, students are expected to devote additional time to academic research and training beyond their RA duties and expectations.

Graduate students are expected to be at the School during the standard hours of university operation but not be expected to be at work on officially designated university holidays or days when their university is officially closed.

12. Leaving Prior to Degree Completion: Written notice is required to the advisor and SFS director and respective Graduate School if a student desires to leave the university prior to degree completion. Included in this letter will be a proposed schedule for completing all degree requirements as well as the assurance that data collection and analysis will be finished prior to leaving the university. Compliance with additional policies may be required depending on the university. However, leaving the university prior to completion of the thesis/dissertation is highly discouraged as this situation adds additional burden and stress to both the student and their advisor. Commonly, students face challenges finding the needed commitment and time to write, obtaining direct guidance from the advisor, difficulty in obtaining current research articles, and/or having access to adequate computer support.

13. Annual Evaluations: Academic performance and progress toward the degree will be assessed annually using the SFS Annual Graduate Student Academic Evaluation form. Graduate students will be expected to work with the advisor to ensure that progress and eligibility continue. Academic student employee (ASE) performance will also be conducted at least annually using the ASE Performance evaluation form.

14. Plagiarism and Academic Honesty: Cases of plagiarism and academic dishonesty are not tolerated and will be handled in accordance with academic integrity policies as stated in the SFS Graduate Student Handbook and by individual university policies.

15. Disagreements: If a disagreement arises between a student and a faculty/staff member that they cannot resolve among themselves, a meeting with the SFS director is encouraged.

16. Signature:

Name of Student

Signature of Student

Date

**Signing this document confirms that the student has (a) read and understands the expectations as described above and (b) been given an opportunity to discuss the contents of this document with their advisor and/or SFS Director.*