

CHAPTER-SECTION	OLD POLICY	POLICY CHANGE OR NEW POLICY	COMMENTS/RATIONALE
Chapter 1 Section E Number 6, page 18	The electronic signature must be connected to the approved action either by attaching the form requiring a signature to the electronic signature or by providing details of what is being authorized in the sender's email...	Adding the following language: 'or by providing details of what is being authorized in the sender's email (such as date, time, and place for an examination, as well as faculty member's location during the exam).'	No Change-Added language to make the policy transparent
Chapter 4 Section A Number 7, page 36	List of countries for which English proficiency requirement is waived	Liberia and Zambia were added to the list	List now matches the Undergraduate Admission List
Chapter 5 Section B, page 56	No mention of process for enrollment changes made after the 30th day of classes	Added the sentence: 'After the thirtieth day of classes, course enrollment changes must be requested via a Graduate Petition Form.'	This has been the policy, but the process was not specified in the policy and procedures document.
Chapter 6 Section G.2.vii, page 64	No mention of the Enrollment Change Form or the university's Audit Deadline	Added language: 'Graduate students who elect to audit a course must have prior approval from the instructor of the course, via the Registrar's Enrollment Change Form, through the second Friday of classes. After that, requests to audit a course require a Graduate Petition Form, which additionally requires approval from the thesis/dissertation chair and graduate program director.'	Policy Clarification that aligns with the Academic Regulation 20 regarding auditing courses
Chapter 7, Section D, pg 75-76 process for master's final exam	Individual programs may determine which faculty are eligible to vote, but in all cases, any faculty wishing to vote must be in attendance during all of the examination and must have participated in the assessment of the student's examination work.	Individual programs determine in their bylaws which faculty can participate in the graduate program and thus are eligible to vote. In all cases, any eligible faculty wishing to vote must be in attendance during all of the examination. If an attending faculty member eligible to vote must leave the room or the online session during the examination, the examination is to be recessed until this member returns. It is a best practice that any faculty member voting on the examination outcome should have assessed all components of the student's work being evaluated during the examination, including written documents submitted before the scheduled examination (specifically the thesis or master's project). At the discretion of the major program (department) chair, members of the WSU faculty from other graduate programs may be present and may ask questions. However, these faculty are not eligible to vote.	No change in policy. Clarification on how participating faculty are determined (made parallel to description of doctoral exam processes). Added verbiage regarding best practices for examination and voting procedures
Chapter 8 Section D, pg 82-83 process for doctoral preliminary exam	Individual programs determine in their bylaws which faculty can participate in the graduate program and thus are eligible to vote. In all cases, any eligible faculty wishing to vote must be in attendance during all of the examination and must have participated in the assessment of the student's examination work. At the discretion of the major program (department) chair, members of the WSU faculty from other graduate programs may be present and may ask questions. However, these faculty are not eligible to vote.	Inserted text: It is a best practice that any faculty member voting on the examination outcome should have assessed all components of the student's work being evaluated during the examination, including written documents submitted before the scheduled examination (examples include research proposals or literature reviews).	No change in policy. Added verbiage regarding best practices for examination and voting procedures
Chapter 8 Section D, pg 83 and Section E, pg. 86	In situations in which faculty participate over AMS videoconference or approved Global Campus technology, actual signed ballots may be sent to the major program chair immediately following the exam via confidential fax or emailed as a pdf file. No other format is acceptable. The major program chair should include these ballots in the packet for the Graduate School.	<ul style="list-style-type: none"> In situations in which faculty participate over AMS videoconference or other virtual meeting technology, signed ballots must be sent to the Graduate School's liaison (normally the committee chair) immediately following the exam via confidential email as an image file. The Graduate School liaison must include these ballots in the packet returned to the Graduate School. The packet of completed ballots and the Ballot Memorandum must be returned to the Graduate School within five business days after the examination. 	Minor changes, reflecting common current technologies, and how ballots should be collected and returned to the Graduate School
Chapter 8 Section E, pg. 86 doctoral final exam	All faculty wishing to vote must be in attendance during all of the oral examination and the balloting meeting, and must have participated in the assessment of the student's examination work. If a faculty member wishing 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.	Individual programs determine in their bylaws which faculty can participate in the graduate program and thus are eligible to vote. In all cases, any eligible faculty wishing to vote must be in attendance during all of the examination. If an attending faculty member eligible to vote must leave the room or the online session during the examination, the examination is to be recessed until this member returns. It is a best practice that any faculty member voting on the examination outcome should have assessed all components of the student's work being evaluated during the examination, including written documents submitted before the scheduled examination (specifically, the dissertation). At the discretion of the major program (department) chair, members of the WSU faculty from other graduate programs may be present and may ask questions. However, these faculty are not eligible to vote.	No change in policy. Clarification on how participating faculty are determined (made parallel to exam environment descriptions in other sections). Added verbiage regarding best practices for examination and voting procedures

Chapter 9 Section C, page 90	Description of training on Responsible Conduct in Research and Discrimination, Sexual Harrassment and Sexual Misconduct Prevention.	Expanded text clarifies the existing procedures for documenting the required trainings and the coupling to processing of assistantships.	No Change in policy or procedure
Chapter 12 throughout	References to the Office of Student Conduct; redundant citation of documentation or URLs included in this chapter	up-date names (e.g. Center of Community Standards) and trim redundancy in text	No change in policy
Chapter 12. C, page 101	Description of conditions under which a student may not be given a second chance to take a failed preliminary or final exam.	Text rewritten to clarify the stipulated conditions, but no change to the conditions themselves.	No change in policy
Chapter 12. E. 1, page 103	Regarding reporting discrimination and harassment	Added language 'All graduate students on assistantship are required to complete the Human Resource Services' Discrimination, Sexual Harassment, and Sexual Misconduct Prevention Training.'	No change in policy, simply emphasizes trainings described in Chapter 9, Section C
Chapter 12. E. 3, page 104	The student must make a formal grievance request to the Dean of the Graduate School in writing, with signature (email is not sufficient). The student must submit documentation describing his/her grounds for a formal grievance to the Dean. Formal grievances must be filed within 15 (fifteen) calendar days following a notice of decision. The original decision will be held in abeyance until the university has rendered a final decision.	The student must make a formal grievance request to the Dean of the Graduate School in writing, with signature. An email is not sufficient; however, an electronic version of the signed appeal sent from the student's WSU email is acceptable. The student must submit documentation describing his/her grounds for a formal grievance to the Dean. Formal grievances must be filed within 15 (fifteen) calendar days following a notice of decision. The dismissal will be held in abeyance until the university has rendered a final decision. However, progression through degree requirements (such as continued course enrollment, research activities, internships or clinical training activities) may be suspended.	First addition allows for submission of appeal documentation electronically, rather than by mail. Second addition clarifies that while the dismissal is held in abeyance, this does not guarantee that the student can continue all components of progress toward degree. These changes/clarifications were made in consultation with the attorney general's office.
Chapter 12. E. 3, page 105	Appeal process for professional students to the dean of the Graduate School regarding procedural irregularities during the college grievance and appeal process	Similar statements as those above are now included, regarding electronic submission and the meaning of abeyance with respect to degree progression.	Comments as above
Throughout document	Definition of days in which an action must occur (for example, submit a specific form)	Added clarification of whether the time limit on the action was calendar days or business days	No policy changes, simply clarification of deadlines. Example. 30th day of classes for residency, CDS, and leave is 30th calendar day. 10 days for exam scheduling processing is 10 business days.