Summary of Changes to the Graduate School Policies and Procedures Manual
2020-2021

General Changes (Not Red-lined):
1. Consistently formatted the document, including use of headers;
2. Corrected typos, edited grammar, and made minor clarifications throughout;
3. Updated form names throughout, including ensuring all were capitalized and italicized;
4. Removed hyperlinks from all forms (to avoid broken or erroneous links); rather, an appendix listing all forms with a link to the Graduate School's form page is included;
5. Updated website addresses as needed;
6. Used lowercase for all titles when referring to office/position but not to a specific person (e.g., dean of the Graduate School);
7. Consistently used "advisory committee" for student committees for non-thesis projects, theses, preliminary exams, and dissertations;
8. Differentiated between Visiting Domestic Graduate Students and Visiting International Graduate students;
9. Updated GSC description, role of Faculty Senate committees, and governance of graduate program bylaws (already approved by Faculty Senate);
10. Replaced the list of forms in the appendix with the current list on the Graduate School website;
11. Changed working days to business days; and
12. Changed language to be gender neutral by using "they" if subject is plural or rewording sentence to repeat the subject and avoid a pronoun, thus avoiding all he/she instances.

Content Changes (Red-lined):

Global
1. Updated language with respect to career track, adjuncts, and adjoints;
2. Changed campus language to system language;
3. Updated Office of Equal Opportunity (OEO) to Office of Civil Rights Compliance and Investigation (CRCI), Student Conduct to Community Standards, Health and Wellness Services to Cougar Health Services, and any related language., given changes made by those entity's;
4. Various minor wording changes to improve clarity (e.g., bottom of pg. 5)

Specific
5. Rewrote the sections on graduate program bylaws and advisory committees to reflect that most programs have bylaws and to include language regarding career track, adjunct, and adjoint appointments (Chapters 1.D.3, 7.B, 8.B, and 14.B);
6. Updated the process of how documents are submitted to the Graduate School through the GRM and the use of electronic signatures (e.g., Chapter 1.E.6). Specific policy change regarding digitized or scanned signatures (such as image file of person's signature). Previous Graduate School policy (consistent with BPPM 50.90 and 50.91) required that a digitized signature on a document to be accompanied by an email from the signer's WSU email account, confirming what is being authorized by the electronic signature. The proposed policy change shifts the responsibility verifying (by email) the digitized signature from the Graduate School to the

individual graduate programs. As per Attorney General Nathan Deen, this change is still consistent with the relevant BPPM sections.

7. Articulated situations which may constitute a real or potential conflict of interest (Chapter 1.D. and Chapter 4.K.2 , and advisory committee constitution sections of Chapters 7.B, 8.B., and 14.B). Clarified policy for pathway students (Chapter 2.F), with no change to policy;
8. Clarified process for adding a dual master's degree (Chapter 3.A.5), with no change to policy;
9. Added the definition of a plan when discussing options within a degree program (Chapter 3.D.3);
10. Explicitly stated distinctions between grade types such as A-F, P/F, and S/U (Chapter 3.E.1), with no change to policy;
11. Removed apparent internal inconsistency in policy for the readmission of degree seeking students (section 5.A.4) and enrollment of non-degree seeking students (Chapter 5.A.5);
12. Restated policy to be consistent with practice in other offices across campus for the receipt of Graduate Leave forms (Chapter 5.A.6);
13. Up-dated policy to reflect changes in practice regarding enrollment in research credits for full-time students. This is a relaxation of policy. Previously, student enrollment was used to track faculty effort; that can now be tracked by other methods in the myWSU GRM. Thus, the enrollment in research credits should reflect strictly student effort and credit hours earned.
14. Added expectation (included previously in other chapters) that advisory committees should meet with their students annually (Chapter 6.B).
15. Clearly stated policy that was implicit in several places to explicitly state that courses on the *Program of Study* which have been completed, with a recorded grade, cannot be removed subsequently from the *Program of Study*. This includes transfer course work. (Chapters 6.E.1, 6.E.2, 6.G.1, 6.G.2, 7.C, and 7.D);
16. Clarified the minimum number of hours required on the *Program of Study* (Chapter 7.C and 8.C.), with no change to policy.
    a. Rewrote the sections on the final exam and prelim exam policies to clarify intent of policy and how intent aligned with acceptable procedures, given the understanding that different disciplines and graduate programs have different (acceptable) norms for exam processes (Chapters 7.D, 8.D, 8.E, and 14.E);
17. Made the policy internally consistent on examples for full or pro-rated partial tuition costs (Chapters 9.B and 9.G), with no change in policy;
18. Clarified non-renewal criteria for an assistantship (Chapters 9.G);
19. Updated training requirements for Responsible Conduct of Research Education (Chapters 9.C. and 11.A);
20. Modernized and up-dated the academic integrity section in Chapter 12.E.2, with no change in policy; and
21. Deleted reference to the MN in Nursing Practice (was Chapter 13.C), given the degree closure was approved by Faculty Senate.