

2013-14 Proposed Changes to the Graduate School Policies and Procedures Manual

CHAPTER-SECTION	OLD POLICY	CHANGE	COMMENTS
1-A		Added DNP to list of degrees	
1-D-1 Graduate Program By-laws	References to the HECB		
1-D-3 External Committee Member	A WSU faculty member who is not a participating graduate faculty needs approval by the dean of the Graduate School to serve on a committee in a graduate program. A CV is required.	A WSU tenured/tenured track faculty member in good standing from another graduate program at WSU can serve as an <i>additional</i> committee member (See Chapter 7 and Chapter 8, Faculty Advisory Committee, for details) in any graduate program if approved by the committee and program chair on the program of study. No CV or exception to policy is required.	Change will address current issues related to requests to the Graduate School , and remove the exception to policy restriction for tenured/tenured track WSU faculty members if approved by the student's committee and program chair on the program of study form.
3-A-1 Doctoral Programs	References to the HECB		
3-A-8 Joint Degrees	Joint Degree Programs with External Institutions	WSU does not award joint degrees (two universities on one diploma).	GS no longer approves these agreements due to potential accreditation issues.
3-A-9 Graduate Certificates	Students must be reenrolled to apply for a graduate certificate	Student must be enrolled the semester in which he/she applies for a graduate certificate	No change in Policy; procedure practiced by the Graduate School; needed to be added to policy
3-B Graduate Programs at Multiple Campuses	Reference to the HECB		
3-C Establishing New Graduate Programs	Reference to the HECB		Approval process for new programs is changing
3-E-4 702 Credit	In the event of exam failure, a U grade <u>should be</u> recorded for that semester's 702 credit.	"In the event of exam failure, a program <u>may assign</u> a U grade for that semester's 702 credits."	More flexibility for recording exam failure
3-E-5 700/800-Level Research Credit	In the event of exam failure, a U grade <u>should be</u> recorded for that semester's 700 or 800 credit.	"In the event of exam failure, a program <u>may assign</u> a U grade for that semester's 700 or 800 credits."	More flexibility for recording exam failure

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4-A-4 Application Requirements	Application must be complete	Added "In addition, the application must be completed in its entirety, including listing all colleges and universities ever attended."	Policy clarification; no policy change
4-B-3 Graduate Certificate Student	Student must be enrolled when they apply for a graduate certificate	Student must be currently enrolled when they apply for a graduate certificate.	Policy clarification; no policy change
4-L Change of Status from Graduate to Undergraduate	Added procedure to policy	Procedure for students who want to switch to the undergraduate career to take coursework	New zzuSIS process and form; policy has not changed.
5-A-1 Enrollment Policy Overview	Graduate leave is available to degree-seeking students	Graduate leave is available to <u>degree-seeking</u> students who are <u>in good standing</u>	Policy clarification added throughout chapter; no policy change
5-A-3 Reenrollment	Students are expected to fully complete the reenrollment form	"In addition, students must list any university-level coursework taken since they were last enrolled at WSU."	Policy clarification; no change in policy
5-C Appropriate levels of registration	Added to policy	"Students who regularly take a maximum full-time credit load of 18 credits should contact the Financial Aid Office regarding the credit limits for Satisfactory Academic Progress (SAP) for financial aid eligibility."	Changes in zzuSIS and Financial Aid policy
6-C-1 Minimum GPA	Added to policy for clarification	"One U (Unsatisfactory) grade for research credits indicates that the student is not making satisfactory progress."	Added to this section: "The student will be subject to dismissal from the program if he/she earns a U (Unsatisfactory) grade for research credit for two terms (summer term included)."

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7-C-1 Faculty Advisory Committee (Master's Degree)	For an additional committee member (4 th member): WSU faculty outside the student's graduate program cannot serve on a student's committee without approval from the dean of the Graduate School. A CV must accompany the request.	Added: A WSU tenured/tenured track faculty member in good standing from another graduate program at WSU can serve as an additional committee member in any graduate program if approved by the committee and program chair on the Program of study. No CV or exception to policy is required.	Removed restriction for an exception to policy and CV for any WSU tenured/tenured track faculty as long as the committee and program chair approve the faculty member's participation as a 4 th member. For a master's committee, three members must be participating members of the student's graduate program.
7-C-3 Final Masters Examination—Examination Environment	Policy required two committee members present in room; faculty voting rights and participation in examination process not stated clearly; policy for students participating in Global Campus programs was not included	Only one faculty is required in the room with the student; added "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." Policy for students in Global Campus coursework was added.	Clarification was made regarding voting privileges; faculty who wish to ballot on exams must participate in the assessment of the student's examination work. Examinations will be given for students taking degrees via the Global Campus; exams will be online and will follow GC protocol.

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7-C-3—Examination Outcome	Added to Table of Votes	<p>“If the number of votes exceed the numbers listed in the table, than a minimum of 75% of the examiners must cast an affirmative vote for the student to pass.”</p> <p>“Should there be procedural irregularities or extenuating circumstance during the first or second examination, the student has the right to appeal to the Graduate School in the event of examination failure.”</p>	Clarification of existing policy; no change to policy
8-C-1 Faculty Advisory Committee	For an additional committee member (5 th member): WSU faculty outside the student’s graduate program cannot serve on a student’s committee without approval from the dean of the Graduate School. A CV must accompany the request.	Added: A WSU tenured/tenured track faculty member in good standing from another graduate program at WSU can serve as an additional committee member in any graduate program if approved by the committee and program chair on the Program of study. No CV or exception to policy is required.	Removed restriction for an exception to policy and CV for any WSU tenured/tenured track faculty as long as the committee and program chair approve the faculty member’s participation as a 5 th member. For a doctoral committee, four members must be participating members of the student’s graduate program.

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8-C-2 Preliminary Doctoral Examination	Policy required two committee members present in room; faculty voting rights and participation in examination process not stated clearly; policy for students participating in Global Campus programs was not included	Only one faculty is required in the room with the student; added "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." Policy for students in Global Campus coursework was added.	Clarification was made regarding voting privileges; faculty who wish to ballot on exams must participate in the assessment of the student's examination work. Examinations will be given for students taking degrees via the Global Campus; exams will be online and will follow GC protocol. No other changes in policy, only consistency and clarification of policy language
8-C-2 Examination Outcomes		"Should there be procedural irregularities or extenuating circumstance during the first or second examination, the student has the right to appeal to the Graduate School in the event of examination failure."	No change in existing policy.
8-C-6 Examination Environment and Process	Policy required two committee members present in room; faculty voting rights and participation in examination process not stated clearly; policy for students participating in Global Campus programs was not included	Only one faculty is required in the room with the student; added "Any 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." Policy for students in Global Campus coursework was added.	Clarification was made regarding voting privileges; faculty who wish to ballot on exams must participate in the assessment of the student's examination work. Examinations will be given for students taking degrees via the Global Campus; exams will be online and will follow GC protocol.

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8-C-6 Examination Outcomes	Table of Votes	The candidate shall pass if a minimum of three-fourths of those voting so indicate (see Table of Doctoral Preliminary and Final Exam Votes below).	Policy clarification
10-B-2 Certification of Candidacy	“Certification of candidacy is emailed to the doctoral student and department after the student files the <i>Application for Degree</i> form in the Graduate School by the deadline of the semester in which they wish to graduate.”	“Once the student has passed the preliminary examination, the Graduate School notifies the student that he/she is officially a doctoral candidate.”	Clarification of process.
10-G Applying for Graduate Certificate	“Once the appropriate coursework is completed, students must submit to the Graduate School an application for Graduation for Graduate Certificate with the appropriate departmental signatures by the application for degree deadline.”	“During the final semester in which the certificate coursework is being completed, students must submit to the Graduate School an <u>Application for a Graduate Certificate</u> with the appropriate departmental signatures by the application for degree deadline.”	Policy clarification
Appendix		Added new forms: <ul style="list-style-type: none"> • ABD Waiver Form • Graduate to Undergraduate Form • Required Votes to Pass Exams • Sponsored Student Tuition and Waiver Form 	Added forms currently in use.