

# CWU Graduate Faculty Handbook

## **1. General overview of Graduate Faculty and School of Graduate Studies and Research**

### **1.1 What is a graduate faculty member?**

- There are four categories of membership in the Graduate Faculty: Regular, Associate, Affiliate, and Special.
- Membership on the Graduate Faculty carries with it the responsibility to assist the institution in promoting high academic standards in graduate programming. Members of the Graduate Faculty are expected to participate on thesis committees, teach graduate level courses, serve as GC representatives at master's oral examinations, and engage in other service enterprises that require Graduate Faculty expertise. It is not necessary to be a member of a department offering a graduate degree program to serve on the Graduate Faculty.
- Link to Graduate Faculty application form and description of Graduate Faculty eligibility requirements (on last page of application) <http://www.cwu.edu/masters/graduate-faculty-form>

### **1.2 General information about the SGSR and Graduate Council**

- The School of Graduate Studies and Research (SGSR) of CWU encompasses all graduate instructional programs offered in the College of Arts and Humanities, College of Education and Professional Studies, College of Business, and the College of the Sciences. The primary roles of the SGSR are to (1) promote and support graduate education, creative expression, scholarship and research; (2) recruit, admit, support, and matriculate qualified students of all racial, cultural, and ethnic backgrounds; (3) assess and assure the excellence of CWU graduate programs; and (4) work in concert with the Graduate Council to strengthen and review programs, policies, faculty development, and academic standards.
- The Graduate Council is comprised of the Graduate Coordinators of graduate programs at CWU that have been properly vetted and approved by the GC and the Dean of the SGSR. The principal responsibilities of the GC are as follows: (1) To establish and review general academic policy for the SGSR, (2) To establish general standards for the admission of graduate students and for the satisfactory completion of advanced degrees and graduate certificates, (3) To establish the criteria for membership to the Graduate Faculty, and (4) To maintain high quality standards, the GC and/or the standing committees of the GC will review changes to new academic graduate programs, degrees, specializations, certificates, and courses of study within the individual studies masters (ISM) program.
- Link to Graduate Council Bylaws: <http://www.cwu.edu/masters/about-graduate-council>

### **1.3 Graduate Programs at CWU**

- CWU offers Master's Degrees and Graduate Certificates. A list of programs is here: <http://www.cwu.edu/masters/cwu-graduate-programs>
- New proposals or changes to graduate programs, certificates and courses should be done in consultation with the academic department. All new proposals and changes must be submitted for approval through the online CWU Curriculog process, <https://cwu.curriculog.com/>

#### 1.4 Where can graduate students find resources and information about CWU Graduate Studies?

- The CWU Graduate Student Handbook <https://www.cwu.edu/masters/graduate-student-handbook>
- Lots of useful information for current and prospective students is on the website for the CWU School of Graduate Studies and Research, <http://www.cwu.edu/masters/>

#### 1.5 List of contact persons who can answer different types of questions

- School of Graduate Studies and Research: <http://www.cwu.edu/masters>
- Link to staff & job descriptions: <http://www.cwu.edu/masters/about-us>
  - General contact email: [masters@cwu.edu](mailto:masters@cwu.edu)
  - Gail Mackin, Interim dean, Graduate Studies and Research, (509) 963-1981, [graddean@cwu.edu](mailto:graddean@cwu.edu). Email to this address is received by the dean and staff of SGSR.
  - Currently vacant, Director of Research and Sponsored Programs, 509-963-2640
  - Dawn Anderson, (509) 963-3108, [AndersonDL@cwu.edu](mailto:AndersonDL@cwu.edu) (Dawn assists with policies and procedures, required forms, graduation, posting degrees and thesis processing.)
  - Lynn Niemi, (509) 963-2243, [lynn.niemi@cwu.edu](mailto:lynn.niemi@cwu.edu) (Lynn assists with student support including admission and post admission, non-resident tuition waivers and low-GPA procedures.)
  - Victoria Clapper, (509) 963-3104, [victoria.clapper@cwu.edu](mailto:victoria.clapper@cwu.edu) (Victoria assists with student support including admission and post admission and on-leave processing.)
  - Diane Houser, (509) 963-3102, [HouserD@cwu.edu](mailto:HouserD@cwu.edu) (Diane coordinates graduate student financial support for internal awards and the graduate assistantship program.)
  - Justine Eason, (509) 963-3103, [EasonJ@cwu.edu](mailto:EasonJ@cwu.edu) (Justine serves as the Communications Consultant in the Graduate School and is involved with marketing and recruitment for the graduate programs. She also serves as the Graduate Student Association Advisor.)
  - Kelley Quirk, (509) 963-3111, [Kelley.Quirk@cwu.edu](mailto:Kelley.Quirk@cwu.edu) Grants and Contracts Coordinator. (Kelley identifies funding opportunities and oversees internal awards for graduate students. She also coordinates the Institutional Animal Care and Use Committee.)
- Human Protections Administrator (Human Subjects Review) : <https://www.cwu.edu/hsrc>
  - Sandy Martinez, (509) 963-3115, [sandra.martinez@cwu.edu](mailto:sandra.martinez@cwu.edu), (Contact prior to research projects involving human subjects.)
- Institutional Animal Care and Use Committee (IACUC) (Animal Subjects Review): <https://www.cwu.edu/iacuc>
  - April Binder, (509) 963-2803, [april.binder@cwu.edu](mailto:april.binder@cwu.edu) (Contact prior to research projects involving animal subjects.)
- Graduate Student Thesis Editor
  - Lila Harper, [lila.harper@cwu.edu](mailto:lila.harper@cwu.edu), (Formatting editor for all graduate theses.)
- Student Health Services: <https://www.cwu.edu/health-services/>
  - Includes CWU Student Medical Clinic, Counseling Services, Wellness Center, Disability Support Services and University Recreation.
- Career Services: <http://www.cwu.edu/career/>

- Katrina Whitney, (509) 963-1921, [career@cwu.edu](mailto:career@cwu.edu), (Career counseling, resume and cover letter review, interviewing skills and preparation, job search and career transition. Appointments available at main campus, west side campuses and online.)
- International Studies and Programs <https://www.cwu.edu/international-programs/>
  - Stacy Soderstrom, Associate Director of International Student and Scholar Services. (509) 963-3624, [Stacy.Soderstrom@cwu.edu](mailto:Stacy.Soderstrom@cwu.edu)
- Office of Student Success <https://www.cwu.edu/student-success/>
  - Students can report concerns regarding academic dispute resolutions, student conduct, inclusivity and bias, faculty/staff, sexual misconduct and other topics using the “Report Behaviors of Concern” tab on the Student Success website.

## **2. Admissions**

### **2.1 Application information (<http://www.cwu.edu/masters/apply-cwu-graduate-school>)**

- Prospective students apply to the CWU Graduate School using CWU’s online application (preferred) or a paper-based application. All applicants, regardless of program, submit the following: 1) an admission application, 2) a statement of objectives (also called a statement of purpose), 3) three letters of recommendation, and 4) official transcripts.
- Some programs also request that the applicant submit optional documentation (e.g., specific questions that applicants should address in their statement of objectives, GRE/GMAT/TOEFL/IELTS scores, or a writing sample). Graduate faculty should be familiar with the application requirements of their own program.

### **2.2 Transfer credits**

- Students may transfer in a maximum of 15 quarter credits of graduate courses completed before formal admission. Of that total, no more than 9 quarter credits may be transferred from other graduate-degree granting institutions. Transfer credit is included on the official course of study document, should be graded A or B, and must be approved by the Graduate School. For more information, see Section 3.2 below.

### **2.3 Admissions categories**

- For each applicant, the Graduate School generates a Master’s Degree Program Admission Recommendation form, which is then passed along to the program with the applicant’s file (posted in the GSR folder on S-drive - see next section). The Graduate School indicates on this form whether the applicant qualifies for admission.
  - Full admission—the applicant fulfills all of the requirements for admission and has submitted all supporting documentation.
  - Probationary admission—the applicant has a GPA under 3.0 for the last 90 graded quarter hours.
  - Conditional admission—the applicant’s file is not complete and there are specific items missing (these will be noted on the form).

### **2.4 Information flow from Graduate School to departments**

- The Graduate Coordinators can access a folder for each applicant in the GSR folder on the “Shared data” network drive. Each graduate program reviews applications according to their own procedures and identifies students that they will accept or not. They will also decide which of these students will be offered an assistantship and out-of-state tuition waiver, according to the number of assistantships and tuition waivers allotted for that program and/or supported via external grant funding.
- Acceptance status is indicated by completing the bottom section of each student’s “Admission Recommendation Form” on the “Shared\_data” drive. Graduate Studies sends out acceptance/denial letters to each applicant.
- Each graduate program informs (via email) the Graduate Assistantship Coordinator (staff member in the CWU School of Graduate Studies) the names of the students who will be offered an assistantship for the upcoming year (up to the number allocated for their program). The Graduate Assistantship Coordinator generates a “Graduate Assistantship Recommendation Form” for each student, which is then filled out by the graduate program. It includes information like the type of assistantship (teaching, research, or staff), budgetary sources for the waiver and stipend (if other than SGSR), and quarters the support will be provided.
- SGSR continually updates an “Assistantship Application Spreadsheet” for each graduate program (also on “Shared data” drive) that summarizes the status of each student who applied for an assistantship, who have been sent an offer, who have accepted the offer, etc.

## **2.5 Graduate assistantship requests by programs**

- An annual request for department assistantships, consisting of a letter from the Department Chair to college deans, is due in December of the previous year (due date is on the Topical Academic Year Calendar on the Provost’s Faculty Relations web page, <https://www.cwu.edu/provost/faculty-relations>)
- Departments are usually notified about assistantship allocations in February.
- [See Section 3 for responsibilities and requirements for students on Graduate Assistantships]

## **2.6 Other funding sources faculty should be aware of for new applicants**

- 50% nonresident tuition waiver: See description and information along with application process at <http://www.cwu.edu/masters/graduate-student-funding>
- International merit scholarships: See description and information along with application process at <https://www.cwu.edu/admissions/international-financial-resources>
- [Additional funding sources for current graduate students are listed in Section 3]

# **3. During the Graduate Student’s Program**

## **3.1 What are the responsibilities of graduate faculty?**

- Advise and mentor students on courses, projects, practical experiences and research, keep track of students’ progress, return required forms and materials promptly.
- Graduate faculty should be familiar with the requirements, courses and other options for their particular program.
- Graduate faculty advisors should remind students when registration or deadlines for forms are approaching, but it is the student’s responsibility to register for classes and submit forms.

- Let students know that forms for scheduling the final exam or thesis defense and uploading the final thesis or project become available only after submitting their final folder check.

### 3.2 What are the academic standards for graduate students?

Many of these standards and procedures are described in the [Graduate Student Handbook](#)

- The number of credits required for a degree depends on the specific graduate program.
- The normal course load for graduate students not holding a graduate assistantship (GA) is 10-16 credits per quarter, and 10-14 for those with assistantships. GAs taking over 14 credits must have approval from the SGSR dean. For a graduate student not holding an assistantship, a study load of 17-19 credits may be approved by the department chair or graduate coordinator. Loads above 19 credits are not normally permitted. Exceptions may be made only by the SGSR dean.
- Students drawing financial aid must take  $\geq 5$  credits of 500-level or Course-of-Study approved 400-level courses if drawing financial aid (grants, loans or assistantships).
- 100- to 300-level courses do not count toward the graduate degree but should be listed on the Course-of-Study form if they are required pre-requisites for the program.
- Students must take a certain number of 700-level credits, determined by their program. Grades for these credits are submitted by the Graduate Committee Chair in the student's final quarter.
- Up to 15 graduate-level quarter credits taken at CWU or 9 credits taken at another accredited institution prior to admission into a CWU master's degree program may be considered for transfer into a CWU master's degree program if they were not applied toward a previous degree and meet the criteria of the program.
- Students must maintain a 3.0 GPA or will be put on probationary status. They must achieve 3.0 the following quarter to stay in the program. The GPA includes all courses taken after admission into a graduate program, whether or not they are part of the approved Course of Study.
- Courses in which students receive a C- or lower will not count toward their graduate degree requirements, and credit for these courses will not be accepted on the Course of Study form.
- An Incomplete grade for a graduate student who is NOT on a Graduate Assistantship will convert to an F in 1 year unless the instructor files a Change of Grade form. IP grades will remain until a Change of Grade form is submitted. The GSR staff will change IP grades for 700-level courses at the end of a student's program once S or U is established. See "Graduate Assistantship" section for special time limits on Incomplete grades for students supported on an assistantship.
- Registration for the following quarter opens about 1 month before the end of the previous quarter. Students have a specific time window in which they can register, which they can find in their MyCWU account.
- Students must be enrolled in at least 2 credits during the quarter that they defend their thesis and graduate.

### 3.3 What forms do students have to submit and when?

- **General forms:** All students need to submit the following forms to CWU Graduate Studies. [www.cwu.edu/masters/forms-and-documents#current](http://www.cwu.edu/masters/forms-and-documents#current).
  - Course of Study Form: List of courses that will be taken to fulfill the degree or certificate. The courses must satisfy the minimum requirements for the student's particular program. The form should be submitted before completing 25 credits toward the degree. There are different forms for degree programs and certificates.
  - Course Substitution Form: Students submit this form to replace a class on their Course of Study Form.

- Graduate Committee Option Approval Form: List graduate committee members and option (thesis, exam, or project). Committee members must sign. This form must be submitted and on file at SGSR for a student to be eligible for the CWU Graduate Student Research Grant and Summer Fellowship.
- Final Folder Check: This is an online form due no later than the first week of the student's final quarter. With this form, students also pay a graduation fee.
- **Specialized forms**—relevant only to certain programs or fields of study— these forms are at [www.cwu.edu/masters/forms-and-documents#current](http://www.cwu.edu/masters/forms-and-documents#current)
  - Human Subjects Review: Required for research involving human participants
  - Animal Care and Use: Required for research involving non-human animals.
- **Other forms**
  - Change in name, SSN or gender: Refer to the registrar's office link and scroll down to Additional Forms <https://www.cwu.edu/registrar/forms>

### 3.4 What are the options for culminating graduate experiences: Thesis, Project, Portfolio, Exam?

There are a variety of options for a culminating experience for graduate students. Not all options are available in every program. Graduate faculty should be familiar with the options and requirements for their own program to effectively advise students. Indicate the option on the [Option Approval Form](#).

The [Graduate Student Handbook](#) describes when and how to submit or schedule each option. Options include written exam, project, creative project, studio project, portfolio review, standard thesis, or journal-ready thesis. Not all options are available in every program.

- Thesis Option
  - Students submitting a thesis must indicate the style manual that will be used to format the text of their thesis. Graduate Faculty should check with their program director to determine which style manuals have been approved for their particular program.
  - Thesis regulations and general formatting can be found at <https://www.cwu.edu/masters/thesis-assistance> or on the Canvas SGSR Hub (to which students will be given access after submitting their final folder check).

**3.5 Final Examination** All students must pass a final examination by their committee. The content of the exam varies by program, and in some cases it consists of an oral thesis defense.

- Students will receive a link to schedule the final exam when their final folder check is completed.
  - The graduate faculty committee chair will receive a form from SGSR to indicate whether the student passed the exam. 2/3 of the committee members constitutes a passing score.
  - The graduate faculty committee chair will receive a form from SGSR to submit the final grade for the 700-level credits.
  - All degree requirements must be completed by the quarter following the final exam.

### 3.6 Graduate Student On-Leave Status

- Students not enrolled in credits can apply for on-leave status through the School of Graduate Studies and are required to pay an annual \$40 fee, each fall quarter. Failure to maintain continuous registration through enrollment for credits or on-leave status will be taken by the university to signify the student's resignation from the program. Students who resign and later wish to resume study toward a degree must reapply for admission and complete all steps outlined for master's admission.
- Every Fall Quarter after the Add/Drop period is closed, the SGSR runs a query to identify all Graduate Students who are NOT enrolled in courses for Fall quarter. Each student on this list receives an email with information and directions on how to request a Leave of Absence.

### 3.7 Time limit to degree:

- Master's degree students are expected to complete all requirements for the master's degree within six years from the end of the first quarter of enrollment. No credit earned more than six years before the date of the master's degree award may be counted as part of the degree credit requirement except if approved by formal action by the dean of the SGSR. This includes applicable work transferred from other institutions.
- Extension appeal: Requests for an extension beyond the 6-year limit are reviewed by the Dean of SGSR on a case-by-case basis. The student submits a request to Dawn Anderson or other SGSR staff member that includes: explanation/reasons for the request, how much time they will need, a detailed outline/dates that they create with their thesis/project/exam chair, and a support letter/email from their thesis/project/exam chair. The SGSR staff will forward the request to the SGSR Dean for a decision. If it is approved, SGSR sends a letter/contract that the student must sign and return to make the extension valid. If it is not approved, the student is withdrawn.

### 3.8 Graduate Assistantships (GAs)

- Types of Graduate Assistantships
  - Most Graduate Assistantships (GAs) are allocated to academic departments or programs by the SGSR and Academic College Dean (see Section 2.5). The academic programs select the graduate students who will be awarded these GAs. These awards are generally Teaching Assistantships.
  - Some Research Assistantships are funded by external research grants to individual faculty. Faculty submitting grant proposals that include funding for a graduate assistantship should work with the SGSR Research staff to determine the appropriate amount for the budget. The stipend for these assistantships is the same as for CWU-funded GAs. The contracts for students on grant-funded Research Assistantships are issued through SGSR (See Section 2.4).
  - A few Graduate Assistantships are associated with non-academic units, such as the CWU Library, Writing Center, STEM Teach and others. These positions are often open to applicants from a range of academic disciplines. Inquire at [masters@cwu.edu](mailto:masters@cwu.edu) for a list of these assistantships.
- GA Hours: Full appointments require 200 hours of service per quarter.
- Credits: By the last day of the Change of Schedule Period (Add/Drop), all graduate assistants must be registered for at for at least 10 graded credits; of these, at least 5 credits must be numbered 501 or higher unless they are on an approved Course of Study form, and 3 credits must be in-person courses (credits for graduate research, thesis or individual study count as "in

person” unless they are part of a fully online program). “In person” is currently defined by the absence of a letter “A” in the course section number. For assistantships, IP grades are treated as “graded.”

- Enrollment over 14 credits requires overload approval from SGSR dean.
- Grade point average: Any graduate student in a master’s program whose cumulative grade point average falls below 3.0 at the end of any quarter will be placed on academic probation for the next academic quarter. While on probation, a student may not hold a graduate assistantship or a nonresident tuition waiver fellowship. If, after one quarter of probation, the student fails to raise her or his cumulative grade point average to 3.0 or above, the student will be withdrawn from the university.
- Incomplete grades: Assistantship quarters do not run concurrently with academic quarters. If a graduate assistant receives an incomplete grade in a course needed to fulfil the contractual registration requirement in that quarter, the incomplete must be converted to a grade within two weeks of the end of the assistantship quarter in which the incomplete grade was received. It is recommended that you communicate with Graduate Studies about this in advance, otherwise the student might be dropped from their graduate assistantship.
- Evaluation forms/timesheets: All faculty who oversee graduate assistant hours must fill out and sign an evaluation sheet for each pay period to attest that graduate assistants are working within their assistantship contracts, which dictate that they will work 200 hours per assistantship quarter. Timesheets must also be signed, but see individual program/department requirements, as the process varies for each.
  - Students on GAs designated as “clerical” enter the hours that they worked each pay period through the CWU payroll system, and their GA supervisor must approve the hours by the end of each pay period.
- Second-Year Funding: Funded first-year graduate assistants must reapply for funding in their second year. The deadline is February 1<sup>st</sup>.
- Termination of assistantship: If a graduate assistant resigns his/her contract, notify Diane Houser in SGSR immediately via email.
- Overwork of graduate assistants: There is no formal written process at this time. Graduate Assistants receive an introductory email that instructs them to contact Diane Houser in SGSR if they encounter problems or have questions regarding their assistantship appointments. If the issue is not easily resolved with conversation, the practice is to advise the student to discuss the matter with the department chair or director, then the respective college dean if no satisfaction has been received. If there is still no resolution, the student is advised to meet with the graduate dean. Overworking graduate assistants who make minimum wage by salary is a matter of labor law violation and a serious liability for the university.

### 3.9 What Other Funding is Available for CWU Graduate Students?

- Graduate Student Research/Creative Activity Support Award - an award for up to \$1,000 for supplies, equipment, and/or travel to assist students with their thesis or creative project. Application deadlines November and April.
- Graduate Student Summer Fellowship - a taxable award of \$3,500 paid during the summer to assist students so they can focus on their thesis or creative project. Application deadline in April.
- Student Travel Award - Graduate students may apply up to twice a year for up to \$750 in travel expenses to present research or creative work.
- Scholarships – [Click here for list and information](#)



- CWURA Graduate Student Scholarship - \$1500 to a student with a Bachelor's degree from CWU
- [CWU Scholarship Office](#) maintains a list of scholarships, some for graduate students
- [Tuition Waivers for International Students](#)
- [Financial Aid](#) Applications due by March 15.
- [CWU Office of Student Employment](#) has information about jobs on campus.

#### **4. Graduation Procedures and Deadlines**

Information on **graduation procedures and deadlines** can be found at:

<https://www.cwu.edu/masters/graduation-procedures-and-deadlines>

##### **4.1 Final Folder Check**

- A student must initiate a [final folder check](#) at the beginning of the quarter they intend to graduate. If they do not graduate that quarter, they must submit a new folder check.
- **Fees:** The following fees must be paid: \$50 Graduate degree fee for all students. Students completing a thesis will be charged an additional \$25 Master's Thesis processing fee.
- When the final folder check is complete, students will gain access to the Canvas Graduate Information Hub and a form to **schedule their final oral defense/portfolio review/exam**.

##### **4.2 Oral and/or written exam information**

- **Thesis Guidelines:** <http://www.cwu.edu/masters/thesis-assistance>
- **Thesis submission flow chart:**
- <https://www.cwu.edu/masters/sites/cts.cwu.edu.masters/files/documents/Thesis%20Submission%20Process%20Flow%20Chart%206-2-22.pdf>  
Students must follow this flow chart closely! Faculty should be aware of all steps and [deadlines](#) in this flow chart to help students stay on track to graduate.
- A final version of the thesis approved by the committee members must be uploaded to the "Turn It In" site approximately 10 days before the last day of the quarter (dates are at <http://www.cwu.edu/masters/graduation-procedures-and-deadlines>).
- After submission, the thesis will be reviewed for compliance with Graduate School standards; required changes and comments will be sent to the student within about 2 weeks. The student should revise and resubmit the thesis promptly.

##### **4.3 Graduate Hooding and Commencement Ceremony; Convocation**

- There is a special commencement ceremony for graduate students in the Spring Quarter. Students who completed their degree in the previous three quarters may also participate. <https://www.cwu.edu/commencement/>
- New graduate students and faculty are invited to the annual CWU New Student Convocation each fall quarter. Students and faculty receive email invitations at the beginning of fall quarter. *Approved by the CWU Graduate Council on 10 January 2022 to be updated as needed*