

The Graduate School

Old Main 530

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GRADUATE CURRICULAR MATTERS

You need to know that all curricular matters pertaining to graduate education, such as new degree programs, changes in degree requirements, new courses, and revisions in courses or cancellation of courses, are reviewed and approved by the Graduate Council. The Graduate Dean submits approved changes to the Academic Coordinating Committee for final approval. For new degree programs, Provost approval, following ACC approval, must be obtained prior to submission to HECB.

GRADUATE ADMISSIONS

You need to know that WWU has a centralized Graduate School so all graduate education functions, including Admission of graduate students, is processed in the Graduate School office.

GRADUATE STUDENT ADVISEMENT

If your Department is offering graduate programs, **you need to assign** or, depending on department culture, elect a graduate faculty member as the **Graduate Program Adviser**. The graduate program adviser is responsible for recruitment, admissions, and the departmental orientation. The Graduate Program Adviser provides academic advisement to graduate students about the plan of study, completion of degree requirements, establishment of the thesis committee, research, etc. Most departments also designate a specific staff support person to assist the graduate program adviser and graduate students. The Graduate Program Adviser and support staff are liaisons for the graduate students with the Graduate School.

WHAT YOU NEED TO KNOW ABOUT GRADUATE ASSISTANTSHIPS

The Graduate School has 102 graduate assistantship positions: 85 regular and 17 “impact” (allocated to programs impacted by high growth undergraduate enrollment). The regular positions are allocated by the Dean on advice of Graduate Council. The impact positions are allocated by the Dean in consultation with college Deans.

- **In addition, you or your Dean may create additional GA positions.** Because the number of positions available does not meet the need, colleges and departments create additional positions. Last fall quarter there were 88.5 additional positions. GAs appointed to these positions receive the same stipend, the same tuition waiver and health benefits as the Graduate School supported GAs. **Your Potential Responsibility for Tuition:** However, because of the limited tuition waiver budget, department and colleges *may* be charged to cover any deficit in the waiver budget for departmental or college supported GAs.
- **You need to know that GA Workload and Benefits are:**
 - Full-time GAs work 20 hrs/wk.
 - Half-time GAs work 10 hrs/wk.
 - GAs receive stipend that varies by discipline and tuition waiver.
 - GAs also receive health benefits, including membership in the WA state Basic Health program and waiver of Student Health Services fee.
- **Your Department selects and recommends** recipients of graduate assistantships.
See: http://www.wvu.edu/gradschool/funding/graduate_assistantships.shtml

WHAT YOU NEED TO KNOW ABOUT WORK STUDY RESEARCH ASSISTANTSHIPS

- Work-Study funds are available for graduate students to engage in research with faculty mentors. Student must indicate Work Study on the FAFSA and must be determined as eligible on basis of income by the Financial Aid office.
- The Graduate School refers work study eligible students to faculty who have identified a need for a graduate Research Assistant.
- 2008-09 grad work study hourly wage is \$17.10 (based on equivalent hourly rate for GA's)
- At the end of academic year both the graduate student and mentor submit report on accomplishments. See: http://www.wvu.edu/gradschool/funding/work_study.shtml

WHAT YOU NEED TO KNOW ABOUT AVAILABLE SCHOLARSHIPS AND AWARDS

- **Graduate Tuition Fee Waiver Scholarship:** provides up to \$1000/quarter for new or continuing students. Department recommends students to receive the award.
- **Recruitment Scholarship:** provides up to \$5000/quarter for **new** students. Limited to Specific Signature Programs (designated by Provost). Departments recommend students to receive the award, Graduate Dean decides on awards.
- **Ross Travel Awards:** Through an endowment from former graduate Dean J. Alan Ross and funds from the National Science Foundation, the Graduate School supports travel by graduate students to present papers at professional meetings and conferences, to exhibit works of art at national and international showings, and to perform, direct or produce within professional performing arts venues. The maximum award is \$500. Four review cycles per year; deadlines are Oct. 1, Dec. 15, March 15, and May 15.
See: http://www.wvu.edu/gradschool/funding/ross_travel_grant.shtml
- **Awards to Enhance Graduate Research:** The Graduate School has established a fund to support Graduate student research. The awards are designed to assist students in accomplishing their thesis or research work. Requests should be confined to activities or equipment that are central to the student's thesis or research and which are not available to the applicant through their Department. Maximum award is \$1,000. Deadlines for applications announced in FAST and in memos sent to department chairs.
See: http://www.wvu.edu/gradschool/funding/research_opportunities.shtml

CONTACT INFORMATION

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