

## Grad Adviser FAQ

### Application:

- **Apply Online at <http://www.wwu.edu/gradschool/admissions/index.shtml>**
- \$50 fee for on-campus and PMs, \$100 fee for off-campus programs
- Must include references (resume for MBA), 2 official transcripts from each inst. attended, official test scores and any other dept-specific required materials
- New Esign **Admissions Reference Form** available for use by WWU faculty
- International Applicants must comply with additional requirements specified at [http://www.wwu.edu/gradschool/admissions/international\\_students.shtml](http://www.wwu.edu/gradschool/admissions/international_students.shtml)

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### Admissions:

- Completed applications are forwarded to program adviser for admit decision
- Programs may elect to have applications forwarded on a rolling basis or by a specific date; this usually depends on program priority application deadlines
- Transmittals with departmental admissions decision should be returned to the Graduate School as soon as possible, usually within 2-4 weeks of receipt
- Admission eligibility prerequisites must be stipulated in admission letter
- Program advisers are responsible for determining academic preparation of students
- By June 15, all transmittals for Fall Quarter admissions must be returned to the Graduate School
- Admitted students are requested to respond to the offer of admission within 30 days of receipt of the admission letter
- If admitted students are also offered financial support (Graduate Assistantship, Scholarship), the deadline for accepting financial support can not be earlier than April 15 (Council of Graduate Schools policy)
- Throughout the summer, programs are expected to maintain contact with incoming fall quarter students, providing relevant information about departmental policies, events, research, orientation, etc.
- If admitted students inform the program that they need to defer or withdraw, the Graduate School must also be informed

### Provisional Admits:

- Limited to 10% of new admits
- Must earn B or better in each class for first 15 credits (16 for MBA)
- No K (incomplete) grades permitted while provisional status remains
- Program Adviser must provide written justification for admitting provisionally and return to grad school with transmittal form
- Provisional Admits cannot be TAs

## Plan of Study

PDF

- Must be on file with Grad School after first quarter of study
- Financial Aid reviews plans and will limit aid to approved coursework
- No more than 10 credits of 400 level courses on plan
- No more than 10 credits of Independent Study (500) on plan
- Limit of 9 quarter hours of transfer work (internal or external) subject to transfer rules below

## Amendment to Plan of Study

PDF

## Transfer Credit Request

PDF

- Transfer work must have been completed no more than 3 years before admit term
- Limit of 9 quarter credits (6 semester hours)
- Coursework must be graded “B” or better
- Same limits apply to WWU coursework taken before start of grad program
- Cannot be credit from workshop (shortened timeframe) courses

## Independent Study (IS)

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- IS must not duplicate other course offering
- Max of 10 credits IS can be used toward grad program of study
- Instructor must be grad faculty
- Must have instructor, program adviser, dept chair and grad school approval

## Satisfactory Progress

- C grades: max 10 credits of C (C-, C, C+) grades applicable toward grad program; more than 10 credits of C+ or lower grades is grounds for dismissal
- Z grades: Ks (except thesis, field project or other identified research-based courses) lapse to Z (0.0) after one year
- GPA < 3.0: if GPA drops below 3.0 any given quarter, grad school sends a letter. Student may be subject to dismissal
- No grad credit given for grades D+ or lower, or U grades; courses must be repeated

**3 Year Warn letter, Degree Completion Timeline:** At 3 yr point, Grad School reminds student of 5 year time limit for degree completion. Student must submit a timeline, approved by program adviser or a hold will be placed upon future registration.

**5 year Limit:** When student reaches the five-year limit (actually 5 yrs + 1 qtr) letter is sent notifying student of withdrawal and closure of university accounts.

**Program Extensions:** Students may request extension of the 5 year limit through program adviser. If adviser supports extension, he/she should provide written request to the graduate school, including a timeline outlining the student's plan to complete program requirements within the specified timeframe. The Graduate Dean can approve extension of up to 3 quarters. Extensions beyond 3 quarters require approval of the Graduate Council.

## Thesis

- **Thesis Topic Approval:** Must be on file before registration for 690 credits is authorized.
- Thesis Committee has minimum of 3 people, chair and one other must be grad faculty. Field Project has minimum of 2 people, chair must be grad faculty.
- Human/Live Vertebrate Animal Subjects: Any proposal for research involving human or live vertebrate animal subjects must be evaluated by the Human Subjects Review Committee or Animal Care and Use Committee and approved before research begins.
- Registration: Each quarter 690 registration requires **both departmental and Grad School overrides**. Student must have approved Thesis Topic Approval on file with Graduate School to be eligible to register for 690 credits.
- Defense: **Oral Defense form** submitted and draft of thesis to Graduate School two weeks prior to defense date.
- Submission: Thesis must be final version, defended, complete and signed by all committee members.
- Thesis Guidelines available at <http://www.wwu.edu/depts/gradschool/pdfs/ThesisGuidelines.pdf>

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## Degree Completion

- **Application for Degree (Blue Card):** Due last day of classes before the term student wants to graduate. Diploma fee charged to student account when form is processed.
- **Degree Recommendation (White Card):** Submission by adviser means all degree requirements have been met.
- **Continuous Enrollment (699):** If student does not have any more coursework to complete but must be registered in order to graduate, may register for 699. Requires Graduate School override.
- Current Degree Completion deadlines available at [http://www.wwu.edu/depts/gradschool/pdfs/Deadlines\\_Current.pdf](http://www.wwu.edu/depts/gradschool/pdfs/Deadlines_Current.pdf)

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## TAs

- Full-time TAs work 20 hrs/wk
- Half-time TAs work 10 hrs/wk
- TAs receive [stipend and partial tuition waiver](#)

- TAs also receive health benefits, including membership in the WA state Basic Health program if income-eligible and waiver of Student Health Services fee
- New TAs must attend Graduate School orientation Monday before classes start in Sept.
- TAs generally have to be registered for 8 credits, but if they have completed all coursework, or remaining courses are not available that term they may be eligible for TA while registered for as few as 2 credits. Grad School must approve TA registration for fewer than 8 credits for waiver to apply.
- Graduate School encourages departments to provide recommendations for graduate assistantships at the same time as admissions decisions so this information can be included in student admission letters.

### Work Study

- Student must indicate Work Study on FAFSA and determined eligible based upon income.
- Awarded by Financial Aid.
- Grad School refers students to faculty who have identified a need for graduate student assistance.
- 2008-9 grad work study hourly wage is \$17.10

### Scholarships:

- Graduate Tuition Fee Waiver Scholarship, which provides up to \$1000/quarter for new or continuing students. Department recommends students to receive the award.
- Recruitment Scholarship, which provides up to \$5000/quarter for new students. Limited to specified signature programs; department recommends students to receive the award.
- Graduate School encourages that recommendations for scholarship awards be made at the same time as the admission decision, so that the information can be included in student admit letters.

### Other funding Sources for Students

- **Ross Travel Award:** Funds available to support travel for 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. Maximum of \$500 granted to any single applicant. Four review cycles occur per year; deadlines are Oct. 1, Dec. 15, March 15, and May 15.
- **Fund for the Enhancement of Graduate Research** Graduate student research awards are designed to assist students in accomplishing their thesis work. Awards may be made for equipment, computer software, consumable items, travel, etc. Requests should be confined to activities or equipment that are central to the student's thesis work and which are not available to the applicant through the Department. Maximum single award per student is \$1,000. Deadlines for applications announced in FAST and in memos sent to department chairs. See <http://www.wwu.edu/depts/rsp/grad.html> for more information.

## **Grad School Program Support**

- Recruitment Efforts: Grad School will match 50% up to \$1000 toward a department's recruitment efforts (brochures, web development, etc.)

**PDF** and **E-sign** forms available at

<http://www.wwu.edu/gradschool/forms/index.shtml>