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1. **Relationships with Senate**

1.1. The Graduate Affairs Council is appointed by the Senate and operates under general regulations for councils established by the Senate.

1.2. The Graduate Affairs Council has been designated by the Senate as a body to exercise leadership and responsibility in graduate affairs. Decisions of the Graduate Affairs Council shall be reported to the Senate through the minutes of the meetings. Council decisions may be reviewed by the Senate in order that the council may take advantage of the broader representation of the Senate membership.

1.3. The Graduate Affairs Council has oversight responsibility for all graduate programs that are to appear in the catalog. This includes curriculum, admission, program development, course approval, degree requirements, program evaluation, follow-up, advanced placement, academic standards, academic counseling, staffing, and other related areas.

1.4. The Graduate Affairs Council functions as an advisory and policy-making body.

2. **Relationships with Administration**

2.1. The vice provost for Graduate Education and Research is appointed by the president of the University and is immediately responsible to the provost and vice president for Academic Affairs.

2.2. The Graduate Affairs Council is advisory to the vice provost and functions as a policy-making body in the area of graduate affairs.

2.3. It is the responsibility of the vice provost to keep the provost and the president informed on graduate policies, problems, and decisions. Copies of Graduate Affairs Council minutes are regularly forwarded to the provost and the president. The vice provost also reports as needed either orally or in writing to the provost and the president.

3. **Relationships with Divisions, Departments, Faculty, and Students**

3.1. To ensure graduate program quality it is the responsibility of each department to provide oversight regarding the following guidelines. Graduate students must be challenged and required during their degree program to produce evidence of scholarship through significant speaking and writing activities. Professors should be provided opportunities to profess their disciplines in contexts appropriate for effective teaching, research and service requirements. Assignments must be returned to students within reasonable time constraints. Assessment of student products and processes by professors must contain meaningful feedback. Students should experience a variety of class size configurations to insure maximum opportunities and obtain credible information, requisite skills, meaningful interaction and timely feedback about their academic progress. Students should be assured the right to experience meaningful dialog and discussion with their professors and fellow graduate students. Class size ranges are to be determined by each department according to the nature of instruction appropriate for achieving course objectives. Therefore, the size of the teaching/learning context is to be designed to accommodate the highest possible quality graduate programming.

3.2. The Graduate Affairs Council has developed policies and regulations for the present graduate study programs and is responsible to do the same for future programs as they develop. The Graduate Affairs Council or its individual members will furnish
information, advice, and criticism to divisions and departments as new graduate programs or graduate-level courses are proposed as part of the University curriculum.

3.3. Within the general policy framework provided by the Graduate Affairs Council, the departments of the University may establish specific requirements, with the consent of the Graduate Affairs Council.

3.4. Graduate-level courses must be approved by the Graduate Affairs Council before they are scheduled, taught, or listed in the graduate catalog.

3.4.1. Standards for the approval of graduate courses.

3.4.1.1. Generally, a graduate course will be taught by a faculty member who has a terminal degree in a discipline relevant to the course. Recognized contributors to a given field who do not have the appropriate terminal degrees may teach graduate courses in their areas of proven expertise.

3.4.1.2. Faculty members who teach graduate courses will be current and recognized contributors to their disciplines.

3.4.1.3. Each graduate course will be limited in size based upon course objectives, funding, opportunities for student and professor interaction, and the special requirements of the course.

3.4.1.4. Normally graduate courses will have specific prerequisites other than graduate standing.

3.4.1.5. Graduate courses other than practicums and internships will normally include a significant creative, design, or writing requirement for students, which results in a tangible product.

3.4.1.6. Graduate courses will require of students higher level cognitive processing such as synthesis, conceptualization, and evaluation. Surveys and introductions to the discipline are generally not appropriate at the graduate level.

3.4.1.7. Graduate courses will generally include relevant required and suggested readings of research and scholarship in the discipline.

3.5. General considerations in organizing graduate degree programs and graduate-level courses involve these steps for the divisions of the University (appropriate forms to be used are available in the Graduate Studies Office and on the Graduate Studies Office website):

3.5.1. Establishing needs and purposes of the program.
3.5.2. Determining what knowledge and experience will best achieve these purposes.
3.5.3. Building courses from logically related knowledge and experience.
3.5.4. Recommending course numbers and credit values for the courses.
3.5.5. Presenting the program to the Graduate Affairs Council for approval.

3.6. Specific procedures for the establishment of graduate degree programs at Eastern have been developed in cooperation with the other state institutions of higher learning and the Higher Education Coordinating Board (HECB). Procedures are designed to insure good
quality programs from the time of their introduction. Because program approval can only occur after extended study and planning, a time schedule for the initiation of specific degree programs cannot be determined. Specific steps are as follows:

3.6.1. A faculty instructional unit—division, department, center, or combination thereof—which is seriously considering a new graduate program, should discuss the idea with the appropriate college dean or deans. Through such discussions, the dean(s) will be apprised of faculty aspirations, and will be able to give preliminary consideration to implied needs for staff, equipment, library support, space, and related needs.

3.6.2. A brief document (two to five pages), outlining the nature and purpose of the proposed new program, reasons or needs for its existence, and requirements for staff, space, and their resources, including library support, should be presented to the vice provost for Graduate Education and Research. A letter from the college dean(s) indicating their awareness of the staff, equipment, library support, and space needs of the proposed program will be included with this document. Conversations at this point between the vice provost and the proposers should be informal, advisory, and exploratory. The merit of the program will be considered as it contributes to institutional goals and directions the council has established for extending the total graduate program, or as the proposal identifies desirable new avenues of institutional service. Discussions among the vice provost, the provost and the president are held to inform the administration of prospective new programs, to provide opportunities for administrative consultation, and to offer a preliminary checkpoint for the proposal. No anticipated program will be identified to the Higher Education Coordinating Board as in preparation before it has completed this step. Preliminary consultations with other institutions may be carried on by the president, the deans and/or faculty unit concerned.

3.6.3. After continued consultation between the proposing unit and the vice provost for Graduate Education and Research, the full proposal, including new course descriptions and approval by the appropriate college, may be presented to the Graduate Affairs Council. Detailed guidelines for program and course proposals are available in the Faculty Organization Office and the Graduate Studies Office. The council will not commence discussion on new proposals before the first regular council meeting subsequent to its presentation. The Graduate Affairs Council routinely refers such proposals to its Course and Program Approval Committee for critical review.

3.6.4. Following council approval for circulation and criticism, the proposal must be approved by the vice provost for Graduate Education and Research, the provost and the president. When these approvals are obtained, the Graduate Studies Office secures needed copies of the proposal from the proposing unit, and the provost forwards copies to the other state institutions and the consultants.

3.6.5. After comments from the other Washington institutions and consultants have been received and studied, the proposal is resubmitted by the proposing unit, accompanied by responses to criticisms received and including modifications in the proposal where deemed advisable. Final recommendation for approval is given
when the council is satisfied with the desirability, feasibility and quality of the proposal.

3.6.6. Approval for presentation to the Higher Education Coordinating Board is given by the vice provost for Graduate Education and Research, the provost and the president, who will keep the Board of Trustees informed and who may choose to discuss the proposal with the Council of Presidents.

3.6.7. The proposal is submitted to the Higher Education Coordinating Board, which possesses legislative authority to review and recommend new programs in higher education.

3.6.8. Having received the response of the Higher Education Coordinating Board, the final decisions to initiate, defer or reject the program rests with the chair of the Board of Trustees.

3.7. Reappraisal of existing graduate degree programs: All graduate degree programs are to be reappraised within five years of original approval.

3.8. Submission of new graduate-level courses presented by any department separately from new graduate degree programs:

3.8.1. Only proposals for new degree programs and program specializations and program changes will henceforth be reviewed by the Course and Program Approval Committee; proposals for new courses will normally not be unless they are being proposed by departments not currently offering a graduate program.

3.8.2. The steps in obtaining new course approval will be:

3.8.2.1. Department discussion
3.8.2.2. Department chair’s endorsement
3.8.2.3. College dean’s approval
3.8.2.4. Graduate vice provost’s approval

3.8.3. It is the responsibility of the vice provost for Graduate Education and Research to report the course to the Graduate Affairs Council. If the council disagrees with the vice provost’s decision, the course in question will be submitted to the previous standard processing; that is, referred to the Course and Program Approval Committee for further study and recommendation to the council, and thence to the vice provost for Graduate Education and Research. The vice provost shall submit all graduate courses offered by a department not having a graduate program to the Graduate Affairs Council for review.

3.8.4. The Course and Program Approval Committee will review and, if necessary, revise guidelines for new courses to insure their clarity and comprehensiveness.

3.8.5. Any certification program offered through EWU that contains a graduate course must obtain approval from GAC. (See Appendix D for Policy on Graduate Certificates.)

3.8.6. The only certification programs to be listed in the EWU graduate catalog will be those certification programs approved by GAC.
3.9. Non-Standard Courses

3.9.1. Non-standard course numbers are identified as 539, 596, 597. These numbers are not to be used for structured courses which are offered on a regular basis. All non-standard courses must adhere to standards for approval of graduate courses. (See EWU Graduate Affairs Council policy 3.4.)

3.9.2. A structured course is one with defined subject matter content rather than one in which the student may be investigating a problem, performing an internship, or in which the topics vary from one offering to another as in a “current topics” course. A regular basis is considered to be more than twice in a two year period or on an annual basis for more than two consecutive years.

3.9.3. The following numbers are assigned to specific courses:

3.9.3.1. The number 539 is used for special, selected or current topics.

3.9.3.2. The number 596 is used for experimental courses. These are courses which are being evaluated for implementation as regular courses. If offered on an annual basis for more than twice in a two year period or on an annual basis for more than two consecutive years, it must be reviewed by the Graduate Affairs Council for consideration as a regular course offering.

3.9.3.3. The number 597 is used for workshops. These courses are concerned with a single narrow subject and are offered in a concentrated time frame. Note: No more than one 597 workshop course may be included in a graduate degree program, for a maximum of three credits. GAC amended 3/12/2008.

3.9.4. All departments offering approved graduate degree programs may use the non-standard numbers without prior approval. Other departments require approval from the Graduate Affairs Council to offer non-standard graduate courses on either a blanket basis or by approval of individual situations. The council will expect such departments to document their qualifications for offering graduate-level courses.

3.10. Graduate seminars: The number 598 is used for graduate seminar courses. A graduate seminar is a small class of students engaged in advanced study and original research. The instructor functions more as a resource person than as a lecturer. Seminars are a full term in length and have regularly scheduled class meetings.

3.11. Any graduate course that has not been offered for three (3) or more years will be banked, with the vice provost for Graduate Education and Research making appropriate notification to the department. The course will not be listed in the University catalog. To retrieve a course that has been banked, the department/program must submit a request to the vice provost for Graduate Education and Research. This request must include:

a. If a change in the catalog description for the course or in the prerequisites for the course is required, submit the required paperwork (Graduate Simplified Revised Course Descriptions and/or Prerequisites form).

b. The term and year the course was last taught.

c. A new syllabus for the course.

d. A statement of justification for having the course unbanked.
e. The next term the course will be offered.


3.12. For those graduate programs which include undergraduate courses, the vice provost for Graduate Education and Research may seek the advice and counsel of the Undergraduate Affairs Council.

3.13. Advertising of a new or a substantively revised graduate program is reviewed with the vice provost for Graduate Education and Research before publication. The vice provost must approve any advertising that is anticipated to precede Graduate Affairs Council consideration or approval of new or substantively revised graduate programs. Substantive here means a change in any core requirements, changes effecting an entire cohort or group of students, or changes to more than 20% of the minimum credits for the degree program. **GAC approved 4/11/2001.**

4. **Regulations regarding Graduate Affairs Council Internal Procedures**

4.1. Agendas for meetings are prepared by the chair and the vice provost for Graduate Education and Research and are circulated to council members in advance of meetings. Items for the agenda may be submitted by council members or upon Senate recommendation. They should be submitted one week before the meeting at which they are to be considered. Agenda items may be added by council members during a meeting.

4.2. The Graduate Affairs Council will meet on a regular schedule as determined by the council. Special meetings may be called by the chair or upon request of any two members.

4.3. The approved minutes in the secretary’s records will constitute the official record of council proceedings. Minutes will be distributed to council members, provost, president, the academic deans, department chairs and the secretary of the academic Senate.

4.4. The Faculty Organization secretary will function as secretary to the council.

4.5. A simple majority of the membership of the Graduate Affairs Council shall constitute a quorum.

4.6. The Course and Program Approval Committee(s) and the Policy Development and Review Committee shall be standing committees of the council. Other standing committees may be appointed as deemed necessary.

5. **Relationships with Students**

5.1. The backgrounds, needs, interests, and abilities of individual students are important considerations in planning their particular programs of study. Graduate degree programs should consist largely of specialized or professional courses, but the best conceived specialization cannot ignore the development of the student’s broad intellectual background. Courses meant to achieve both purposes should be a part of a graduate degree program. The development of skill in criticizing, conducting and producing
research should also be among the objectives of graduate study. Proof of competence in research is required of all degree candidates.

6. General Regulations for Graduate Degrees

6.1. Graduate degree specializations must be built upon adequate undergraduate preparation. A baccalaureate degree from an accredited college or university is required for admission to a graduate program.

6.2. Forty-five quarter credits are the minimum requirement for Master of Arts and Master of Science degrees. The Master of Education degree requires a minimum of 48 credits. The Master of Business Administration requires a minimum of 49 credits. The Master of Public Administration requires a minimum of 60 credits. The Master of Nursing requires a minimum of 60 credits. The Master of Urban and Regional Planning requires a minimum of 72 credits. The Master of Fine Arts requires a minimum of 72 credits. The Master of Social Work requires a minimum of 51 credits for the Advanced Standing MSW and a minimum of 90 for the two-year full-time MSW program. The Master of Occupational Therapy requires 73 credits for the Advanced Standing MOT and 131 credits for the three-year full-time program. The Doctor of Physical Therapy requires 161 credits of required work.

6.3. Students may include in a graduate degree program, from any accredited college or university, a maximum of 12 quarter or nine semester department- or program-approved pre-admission credits not used toward an undergraduate degree. Exceptions to this policy can be made by the Academic Appeals Board in rare and special circumstances. Request for exceptions must be made in writing by the student and the program advisor to the Academic Appeals Board. **GAC amended 4/25/2007.**

6.3.1. To request a reconsideration of a denial, an interview with the Academic Appeals Board must be scheduled at which the student and program advisor appear together to present their case.

6.3.2. Permanent exceptions which have previously been granted by the Graduate Affairs Council include:

   6.3.2.1. With program approval, Master of Social Work degree students completing their first year of graduate study elsewhere may be admitted directly into the second year of the two-year MSW program with the stipulation they complete at least 42 credits of the required 90 at Eastern Washington University.

   6.3.2.2. Students admitted to the Master of Education degree program in French (Nice program only) may apply 15 pre-admission credits toward the required 48 because of their French on-site experience.

6.4. Students must maintain a cumulative 3.00 grade point average in all courses taken since admission to Graduate Studies at Eastern Washington University. Those who fall below a 3.00 average will be placed on probation. Written notification of placement on, and removal from, probationary status will be provided by the Graduate Studies Office to the student and the student’s graduate program director. Two consecutive terms on probation will result in termination from the program. Students on probation may not be advanced to candidacy nor may they schedule their final oral examination. Individual
departments/programs may have requirements that are more restrictive; such requirements would supersede those stated here. **GAC approved 10/14/1998.**

6.5. Students who have been academically dismissed from a graduate program may reapply for admission. In addition to the application for readmission to graduate studies and meeting all admission requirements specified by the program, applicants who have been dismissed must also submit a written petition to the program stating their readiness to pursue the degree and addressing the circumstances that led to dismissal. Applicants who are then readmitted will be allowed to register for one term only. At the end of the initial term, continuation is contingent upon recommendation from the program and the approval of the vice provost for Graduate Education and Research. Students who have been readmitted will have up to two terms to return to good academic standing with a cumulative graduate GPA of at least 3.0. Extensions of probationary status may be approved on the written recommendation of the program and with the approval of the vice provost for Graduate Education and Research. Students who are not recommended for continuation are not eligible for one year to reapply for admission to graduate studies. **GAC approved 11/30/2005.**

6.6. Program requirements shall not be satisfied with any course credit in which a grade below 2.0 is received. Only two courses in a student’s degree program may be below a grade of 2.5. Repeating courses for which a grade of less than 2.5 was received does not negate this rule. Individual departments/programs may have requirements that are more restrictive; such requirements would supersede those stated here.

6.7. Students are expected to successfully complete courses for which they register. The record of any student with more than two no-credit (NC) grades in their program will be reviewed by the program advisor with possible termination of the program as a consequence.

6.8. Pass/No Credit grades are utilized only in designated graduate level courses. The P/NC grade is mandatory for all students enrolled in courses so designated by departments. Students may count P/NC graded courses in their graduate degree work, but they must complete at least 36 credits of graded work. Upper division courses (300-400) with P/NC grades cannot be included as part of a graduate degree program.

6.9. At least one-half of the total credits for a graduate degree must be at the 500 level or above. No 300-level courses may be included in a graduate degree program without prior approval of the vice provost for Graduate Education and Research. No more than one 300-level course (a maximum of five quarter credits) shall be included in any graduate degree program. Two types of 300-level courses will be considered for approval: (a) support courses from outside of the major discipline, or (b) support courses not available through Eastern Washington University. In either case, such exceptions must be justified, in writing, by the degree program director to the vice provost for Graduate Education and Research. Doubtful cases may be referred to the Graduate Affairs Council by the vice provost. (See Appendix E for Interdisciplinary Studies program requirements.)

6.10. Three-fourths of the minimum credits required for the specific degree program must be earned in approved courses offered by EWU. The remaining credits may consist of approved credits from other accredited institutions. **GAC approved 2/28/2001.**
6.11. No more than one-half of the minimum number of credits required for the degree may be completed before the total program is planned and the Application for Degree Candidacy form submitted (Also see Section 9.3).

6.12. The Graduate Record Examination or other measures of scholarly attainment may be required for admission by individual graduate programs.

6.13. Distance-delivered courses numbered 400 or above and offered by accredited institutions as graded courses and part of a graduate program of study may be included in a graduate degree program at the discretion of the program/department. GAC approved 2/28/2001.

6.14. Academic requirements, including course work, thesis and final examinations, must be completed within six years after study toward the degree is initiated.

6.15. Graduate students are expected to make efficient progress toward their degree. Those with attempted credits on their record at or above 150% of the minimum number of credits required for their program—including independent study, thesis or research report credits—will be prevented from registering until they have met with their academic advisor and established a revised plan for program completion, specifying a new graduation term. This plan must be submitted with the written support of the student’s academic advisor and approved by the vice provost for Graduate Education and Research in order for the student to register. GAC approved 1/14/2009.


6.16.1. Eastern Washington University defines full-time as 10 or more quarter credits (of enrollment) for students on a quarter calendar or 15 quarter credits (of enrollment) for students on a semester calendar. Graduate students who have a graduate service appointment as a Graduate Instructor will be considered full-time if enrolled for a minimum of eight quarter credits for students on a quarter calendar or 12 quarter credits for students on a semester calendar. Graduate students who have successfully completed all course work on the approved Advancement to Candidacy form except for thesis (600), research (601) or internship (695) work will be considered full-time if enrolled for a minimum of two credit hours of continuous enrollment in thesis, research or internship. The time period for allowing a minimum of two credits of continuous enrollment to give a student full-time status is not to exceed four quarters or three semesters. It is not the intent of this policy to change the way we calculate full-time equivalent graduate students or to supersede financial aid or INS definitions of full-time status.

6.16.2. Twelve quarter credits for students on a quarter calendar or 18 quarter credits for students on a semester calendar is considered a standard study load for graduate students. The course load of graduate students may not in any term exceed 18 quarter credits for students on a quarter calendar or 27 quarter credits for students on a semester calendar without the approval of the student’s advisor and the appropriate department chair or designee. GAC amended 10/29/2008.

6.17. Proof of competence in research is required of all graduate degree candidates.
6.18. Undergraduate students with senior standing and a cumulative GPA of at least 3.00 may, with the permission, first, of the department chair or other department officer and, second, of the vice provost for Graduate Education and Research, take graduate courses for inclusion in their graduate program. If such courses are intended to be included in a subsequent graduate program at Eastern Washington University, they cannot be applied to the student’s undergraduate education. With prior permission of the vice provost for Graduate Education and Research such courses may subsequently be applied to a graduate degree program at Eastern subject to all other graduate regulations, including a limitation of 12 credits which may be applied toward a degree program before admission to the program. Courses similarly taken for “graduate credit” at other institutions may also be applied to graduate degree programs at Eastern.

6.19. Courses applied to any baccalaureate degree major or minor cannot be applied to a graduate degree.

6.20. Graduate credit may be granted for internships, field experiences and clinical practices that are an integral part of the graduate degree program. Credit may not be granted for experiential learning which occurred before the student’s matriculation into the graduate degree program. Unless the graduate student’s faculty advisor structures the current learning experience and monitors and assesses the learning and its outcomes, no graduate credit is granted for current learning experiences external to the student’s formal graduate program. **GAC approved 4/28/1999.**

7. **Specific Graduate Degree Requirements**

7.1. In addition to the general regulations, each particular degree program includes specific regulations.

7.2. The Master of Arts degree requires:

7.2.1. A foreign language appropriate to the goals of the student’s program is ordinarily required.

7.2.2. Research competence demonstrated by thesis or research report

7.2.3. Completion of at least 45 credits of required and elective course work.

7.3. The Master of Business Administration degree requires:

7.3.1. Research competence demonstrated by thesis, a comprehensive research report, two research papers, or 12 credits of approved graduate level courses.

7.3.2. Completion of at least 49 credits of required and elective course work.

7.4. The Master of Education degree requires:

7.4.1. At least one year’s successful professional experience.

7.4.2. Research competence demonstrated by thesis, research report, or examination over research methods.

7.4.3. Completion of a 48 credit minimum program.

7.4.4. Candidates for the Master of Education degree are required to maintain a 3.00 average in common education requirements, as well as in their major field and in their overall graduate work.
7.5. The Master of Occupational Therapy requires:
   7.5.1. Research competence demonstrated by completion of a research report.
   7.5.2. Successful completion of oral comprehensive examination before commencing field work.
   7.5.3. Successful completion of 24 credits of field work.
   7.5.4. Completion of 131 credits of required work, 73 credits of required work for the Advanced Standing MOT.

7.6. The Master of Public Administration degree requires:
   7.6.1. Research competence demonstrated by thesis or research project.
   7.6.2. Completion of at least 60 credits of required and elective coursework.

7.7. The Master of Science degree requires:
   7.7.1. Foreign language required as specified in specific programs.
   7.7.2. Research competence demonstrated by thesis or research project.
   7.7.3. Completion of at least 45 credits of required and elective coursework.

7.8. The Master of Social Work degree requires:
   7.8.1. Completion of 90 credits of required and elective coursework, or 51 credits for the Advanced Standing MSW
   7.8.2. Research competence demonstrated by completion of a two-quarter seminar in research, in which students elect to write either a thesis or a research project.

7.9. The Master of Nursing degree requires:
   7.9.1. Completion of at least 60 credits of required and elective coursework.
   7.9.2. Research competence demonstrated by completion of a thesis. A clinical project replaces the thesis requirement in the Family Nurse Practitioner option.

7.10. The Master of Fine Arts degree requires:
   7.10.1. Research competence demonstrated by a thesis.
   7.10.2. Completion of a written comprehensive examination in the major genre.
   7.10.3. Completion of at least 72 credits of required and elective coursework.

7.11. The Master of Urban and Regional Planning degree requires:
   7.11.1. Competence in research demonstrated by completion of advanced planning studies and research projects.
   7.11.2. Completion of at least 72 credits of required and elective coursework.

7.12. The Doctor of Physical Therapy degree requires:
   7.12.1. Completion of 161 credits of required work.
7.12.2. Research competence demonstrated by successful completion four quarters of research requirements, culminating in the successful completion of a research project (11 credits of required work).

7.12.3. Successful completion of a written comprehensive examination before commencing full-time clinical internships.

7.12.4. Successful completion of 30 weeks of clinical internships.

7.12.5. Failure (< 2.5) of a course, or a track, is grounds for dismissal from the program.

7.12.6. Because of the sequential nature of the curriculum of this program, students may not repeat courses, or tracks, for which a grade of < 2.5 is received.

7.13. Multiple Master’s Degrees: Students who have finished one master’s degree may be awarded another master’s degree when they have finished the requirements for the second degree as set forth in the Graduate Catalog. Students must meet all of the requirements of the second master’s degree including course work, tests, thesis, foreign language, experience, age of credits, departmental recommendations, and other requirements as specified. Students may apply a maximum of 12 department/program credits from one master’s degree or degree program to a second or additional master’s degree.

7.14. Dual Master’s Degrees: Students who enroll in the Master of Public Administration degree program may choose the dual degree option with any one of three other programs: the Master of Business Administration, Master of Urban and Regional Planning or Master of Social Work. Upon the completion of specified requirements for each of the degree programs, the student will be granted two master’s degrees. Program exceptions/additions to this policy for dual-degree program provisions by other departments must receive prior approval from the Graduate Affairs Council.

8. Academic Probation and Dismissal

8.1. Students must maintain a cumulative 3.0 grade point average in all courses taken since admission to Graduate Studies at Eastern Washington University at all times. Those who fall below a 3.0 average will be notified by letter that they are on probation. These graduate students will be allowed one term’s study to restore their cumulative GPA to at least the 3.0 level. Two consecutive terms on probation will result in termination from the program. The faculty of the department offering the degree may extend this probationary period by one term when they believe such an extension is warranted by special circumstances. Individual departments/programs may have requirements that are more restrictive; such requirements would supersede those stated here. GAC approved 10/14/1998.

8.2. Students who are on probation will not be advanced to candidacy nor will they be able to schedule the final oral examination. The student has the right to appeal to the department program advisor on any action taken with respect to this probationary process.

8.3. Those students who are unable to restore their cumulative GPA to 3.0 or above in this additional quarter of probation shall be terminated from their program.
9. Admission to Graduate Degree Candidacy

9.1. Students seeking admission to a graduate degree program who are not graduates of Eastern Washington University must obtain admission to the University. Admission to the University for such students is handled through the Graduate Studies Office. Admission to graduate degree candidacy is attained in two stages: admission to a graduate program and advancement to candidacy.

9.2. Admission to a graduate program requires the following:

9.2.1. Submission to the Graduate Studies Office of the completed Application for Admission to Graduate Studies, along with the application fee.

9.2.2. Submission to the Graduate Studies Office of two official transcripts of all postsecondary academic course work. Students who received an undergraduate degree from EWU and who have not enrolled at another academic institution since completing the EWU degree need not request that transcripts be sent to the Graduate Studies Office.

9.2.3. If required by the program, submission of official score reports from the Graduate Record Examination, or for MBA applicants, score reports from the Graduate Management Admission Test, or other standard test as required by the program.

9.2.4. Evidence of scholarly ability as indicated by a minimum grade point average of 3.0 in the last 90 quarter or 60 semester graded credits of postsecondary academic course work, with 10% exception on an institution-wide basis. Applicants with earned graduate or professional degrees from appropriately accredited institutions are judged, by their academic accomplishments, to show evidence of student preparedness generally equivalent to these minimum admission standards. HECB approved 10/1999.

9.2.4.1. In developing a pool of qualified applicants for admission to the Graduate School, a degree-offering unit may take into account the following factors as alternative admission criteria for recommendation of 10% exception admission:

9.2.4.1.1. An applicant’s consistency in proceeding through an undergraduate degree program:

9.2.4.1.1.1. An applicant’s demonstrated improvement, over time, of his or her grade point average, even though the cumulative average might remain below 3.0

9.2.4.1.1.2. An applicant’s satisfactory completion of upper division courses that provide necessary background for graduate study in the discipline.

9.2.4.1.2. Interview(s) of the applicant by the departmental admission committee:

9.2.4.1.2.1. An applicant’s demonstration of qualities such as maturity, motivation and commitment to graduate study
9.2.4.1.2.2. An applicant’s description of additional qualifications for programs which seek to attract students with professional experience as well as academic credentials.

9.2.4.1.3. Written and oral recommendations from persons who are qualified to evaluate the applicant’s academic record, relevant experience or academic potential.

9.2.4.1.4. A portfolio of the applicant’s work which demonstrates productivity and expertise relevant to the discipline.

9.2.4.1.5. Scores on relevant standardized tests.

9.2.4.2. Weights given to the various factors under section 9.2.4.1 as justifications for recommending 10% exception admission may vary among academic units.

9.2.4.3. Upon approval of the Higher Education Coordinating Board, programs serving special clienteles may be exempted from the GPA requirement defined in section 9.2.4. Alternative and demanding admission standards will be established for the exempted programs.

9.2.4.4. Applicants with at least 10 years of increasingly responsible professional experience in a field directly related to the graduate program to which they seek admission may be considered for regular admission to Graduate Studies. These applicants must have a baccalaureate degree from an accredited university and must meet at least three of the following five requirements:

9.2.4.4.1. Submit transcripts showing a minimum grade point average of 3.0 in the last 90 quarter or 60 semester graded credits of postsecondary academic course work.

9.2.4.4.2. Submit satisfactory scores on the GRE, GMAT or other approved test.

9.2.4.4.3. Submit to the academic unit offering the program an essay demonstrating critical thinking skills.

9.2.4.4.4. Submit a statement of intent demonstrating a level of knowledge and intellectual maturity appropriate to the proposed field of graduate study.

9.2.4.4.5. Submit to the academic unit offering the program evidence of professional success in a field relevant to the proposed area of study.

9.2.4.5. Applicants for admission under the professional experience provision must work closely with the program advisor or director to ensure that all required materials are received and reviewed. Any recommendation for admission under this provision must come from the academic department or program to the Graduate Studies Office. HECB approved 10/1999.

9.2.5. A cumulative minimum GPA of 3.0 in all post-baccalaureate course work, if any.

9.2.6. English language proficiency: All students from countries where English is not the native language must provide evidence of adequate proficiency in the English language before being admitted to graduate study. All applicants must meet all other
admission requirements in addition to the English language proficiency requirement in order to be admitted. **GAC amended 5/11/2011.**

9.2.6.1. The English language proficiency requirement may be satisfied by submitting an official score report showing any of the following English language test scores. **GAC amended 5/11/2011.**

<table>
<thead>
<tr>
<th>Test</th>
<th>TOEFL PBT</th>
<th>TOEFL iBT</th>
<th>PTE Academic</th>
<th>IELTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score</td>
<td>580 or higher</td>
<td>92 or higher</td>
<td>63 or higher</td>
<td>7.0 or higher</td>
</tr>
</tbody>
</table>

9.2.6.2. Otherwise admissible applicants who submit an official score report showing any of the following English language test scores may be admitted conditionally, upon recommendation of the academic program. In such cases, registration for classes is conditional upon having a program of English language study approved by the director of the English as a Second Language Program. A student with conditional admission may be granted full admission upon presentation of a new official score report showing any of the test scores identified in 9.2.6.1 as satisfying the English language proficiency requirement or upon recommendation of the director of the English as a Second Language Program. **GAC amended 5/11/2011.**

<table>
<thead>
<tr>
<th>Test</th>
<th>TOEFL PBT</th>
<th>TOEFL iBT</th>
<th>PTE Academic</th>
<th>IELTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score</td>
<td>550-579</td>
<td>79-91</td>
<td>53-62</td>
<td>6.5</td>
</tr>
</tbody>
</table>

9.2.6.3. Applicants who submit an official score report showing any of the following English language test scores may be admitted to the University as post-baccalaureate students and may take up to 12 pre-admission credits to be counted toward a graduate degree after graduate admission and with program approval. These applicants may be granted full admission upon presentation of a new official score report showing any of the test scores identified in 9.2.6.1 as satisfying the English language proficiency requirement or may be granted conditional admission for scores in the range identified in 9.2.6.2. **GAC approved 2/9/2000; GAC amended 5/11/2011.**

<table>
<thead>
<tr>
<th>Test</th>
<th>TOEFL PBT</th>
<th>TOEFL iBT</th>
<th>PTE Academic</th>
<th>IELTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score</td>
<td>525-549</td>
<td>71-78</td>
<td>48-52</td>
<td>6.0</td>
</tr>
</tbody>
</table>

9.2.6.4. Alternative to submitting test scores to meet the English language proficiency admission requirement: Otherwise admissible applicants may, with the written approval of the academic program, be admitted upon successful completion of a prescribed program of appropriate content course work and English Language Institute course work. This course work will be agreed upon in advance by both the program and ELI. Successful completion is defined by the academic program for the content courses and by ELI in the advanced language level by achieving linguistic proficiency with a “good” rating on the ELI scale of fair/good/excellent. Up to 12 credits of content course work
completed before admission may be applied to the appropriate graduate program after admission with the program’s written approval. Note: This policy is not to be construed as replacing the evaluation of an applicant by the director of the TESL program for students who submit an English language test score in the range identified in 9.2.6.2, nor should it be construed as a policy on conditional admission to Graduate Studies. GAC approved 4/23/2003; GAC amended 5/11/2011.

9.2.6.5. Exceptions to the minimum English language test scores identified in 9.2.6.2 may be made for students entering specially designated programs of graduate study for non-native speakers that include a provision for English language instruction support and that have been approved by the Graduate Affairs Council. These students must submit a test score that meets the established minimum requirement approved by the Graduate Affairs Council for the designated program. Approval for programs under this section is for two years. During the second year, the program must reapply for Graduate Affairs Council approval, and the program must provide data on the effectiveness of the English language instruction support for program participants. The type of data the program will provide must be identified in the original proposal. GAC approved 2/9/2000; GAC amended 5/11/2011.

9.2.7. Recommendation of admission by the major department.

9.2.8. Approval by the vice provost for Graduate Education and Research.

9.2.9. Undergraduate students in their senior year may, with the approval of the vice provost for Graduate Education and Research, be admitted to a graduate program in coordination with their undergraduate program. All of the usual requirements of the graduate program apply. Note especially that only those courses completed before baccalaureate degree completion that have been previously designated as for “graduate credit” may be applied to a graduate degree program.

9.3. Approval of graduate degree candidacy indicates that the academic unit offering the program encourages the candidate to work for completion of the degree; in completing the candidacy form, students plan their entire program. The program specified on the candidacy form constitutes the graduation requirements for the student. Advancement to graduate degree candidacy requires the following:

9.3.1. Admission to a graduate program.

9.3.2. Completion of at least 15 credits of graded graduate course work, at least 10 of which must be at the 500 level.

9.3.3. Maintenance of at least a 3.0 cumulative post-baccalaureate GPA.

9.3.4. Submission of the Application for Degree Candidacy form to the Graduate Studies Office, specifying a graduate degree study program approved by the major department. This program, at the student’s option, may be based on either current requirements or those in effect at the time of admission. The form must be submitted before the student has completed one-half of the minimum credits unless program requirements allow submission after the mid-point of the student’s program. All applications for graduate degree candidacy must be submitted no later
than the first Friday of the term before anticipated graduation unless special permission is granted by the vice provost for Graduate Education and Research.

9.3.4.1. If any changes to the list of courses identified on the candidacy form occur after advancement to candidacy, students must submit a Candidacy Contract Change form to the Graduate Studies Office that has been signed by their advisor(s). **GAC approved 2/09/2005.**

9.3.5. Successful field experience as required by specific degree programs.

9.3.6. Approval of the vice provost for Graduate Education and Research.

9.3.6.1. No application for degree candidacy that includes courses in a proposed substantive program revision will be approved until the Graduate Affairs Council has reviewed and approved the substantive program revision. **Substantive** here means a change in any core requirements, changes affecting an entire cohort or group of students or changes to more than 20% of the minimum credits for the degree program. **GAC approved 4/11/2001.**

10. Degree Completion and Use of University Resources by Graduate Students

10.1. After being admitted to a graduate degree program, students have six calendar years in which to complete their graduate degree program, beginning with the term of admission, subject to the following exceptions:

10.1.1. This policy may not be construed to change the six-year limit between commencement of study toward the degree and completion of the degree program (Section 6.12).

10.1.2. Admitted students who fail to complete the degree within the six-year period will be dropped from the program and must apply for readmission to the degree program with evaluation of all credits taken to date and must pay the application fee.

10.2. Students who are using University resources during this six-year period, for example, faculty consultation, laboratories, some library resources, scheduling and completing final oral examinations and so on, must register for a minimum of two (2) credits.

10.3. In the term of the final oral examination, students must be enrolled for a minimum of two (2) credits.

11. Appeals

11.1. Student appeals involving graduate regulations may be addressed to the vice provost for Graduate Education and Research. The appeal, in writing, should be initiated by the student and endorsed by the appropriate graduate program advisor or director. The appeal document must contain adequate justification which demonstrates that the student possesses sufficient outstanding qualities to balance identified weaknesses.

12. Graduate Degree Committee

12.1. After graduate degree candidacy has been achieved, a graduate degree committee is appointed. The primary responsibilities of graduate committees are:

12.1.1. Counsel candidates in their study program
12.1.2. Direct and supervise candidates’ research
12.1.3. Direct candidates in preparing for the comprehensive examination
12.1.4. Arrange, conduct and appraise the comprehensive examination

12.2. If the chair or internal member of a graduate degree committee is changed after a student has been advanced to candidacy, the individual initiating the request for change must submit a Change of Graduate Committee form to the Graduate Studies Office, including a brief explanation of the rationale for the change and bearing the signatures of (1) the student, (2) the original chair and/or internal member of the graduate degree committee, (3) the replacement chair and/or internal member of the graduate degree committee, (4) the department’s graduate program director and (5) the department chair. If any person whose approval is required objects to the proposed change(s) and refuses to sign, he or she must explain the rationale for the objection in a memo to the vice provost for Graduate Education and Research, who is responsible for making the final decision. GAC approved 10/14/1998.

13. Comprehensive Examination

13.1. The candidate must complete a comprehensive examination. (See Appendix B.)

13.2. Each department or interdepartmental program is expected to organize comprehensive examination experiences that best reflect the discipline. Each department or interdepartmental program must have written policies and procedures describing the comprehensive examination requirements, approved in advance by the Graduate Affairs Council and vice provost for Graduate Education and Research and published in the catalog. Approved plans may become effective in the term after approval, pending catalog publication. Total time for a graduate program’s comprehensive examinations in whatever combination should not exceed six hours.

13.3. Departments must have on file with the vice provost for Graduate Education and Research an updated list of faculty eligible to serve on graduate committees for comprehensive examination purposes.

13.3.1. Each academic unit is required to provide the vice provost for Graduate Education and Research with a list of graduate faculty qualified to serve as chairs and internal members of graduate committees by October 1 of each academic year. Corrections and additions can be made each term to keep the list current. (See Appendix A for graduate faculty specifications.) GAC approved 10/14/1998.

13.3.2. The third member of the graduate student’s final comprehensive examination committee shall be appointed as described in the department’s or program’s comprehensive examination requirements as approved by the Graduate Affairs Council and the vice provost for Graduate Education and Research. By October 1st of each year, each department will submit to the graduate vice provost a list of the entire faculty in the department who are recommended to serve as third members of a graduate committee. Graduate faculty status is not a prerequisite for faculty members to serve as a third member of a graduate committee; however, a master’s degree is required. GAC approved 1/28/2004.
13.4. Regardless of the examination experience, the committee will be chaired by a faculty member from the student’s academic specialization and normally will consist of two other members, one of whom will be from an area outside the student’s discipline. The role of this latter person is to assure, to the best of his or her ability, that an examination commensurate with the awarding of a graduate degree is being administered. It is the responsibility of each academic department to assure that adequate numbers of its faculty are available to serve in this important task. (See Appendix C.)

13.5. Comprehensive examinations must include one or more of the following: an oral examination, a written examination, a thesis defense or a research report defense. An oral examination, a thesis defense or a research report defense is normally conducted in a face-to-face setting. Exceptions to this normal expectation must be approved by the graduate vice provost. Except in the case of a written examination, all comprehensive examinations are open to the public and must be announced to the student’s academic unit(s) at least one week before the exam and must occur during the final term of the student’s program. Only the members of the graduate degree committee decide the outcome of the examination. GAC approved 4/28/2004.

13.6. Comprehensive examinations must be completed by the dates designated in the University calendar.

13.7. If a thesis, research report or other terminal document is part of a student’s graduate program, that requirement must be completed before the comprehensive examination. The Terminal Research Approval form must be signed by the student’s committee chair and internal member to indicate that the thesis, research report or other terminal document has progressed to the point that it can easily be completed within 10 working days or the end of the term, whichever comes first. The Terminal Research Approval form must be received by the Graduate Studies Office before the candidate may schedule a final comprehensive examination.

13.8. A comprehensive examination cannot be scheduled for students with an incomplete (X) grade in any course in their degree program, current course work excepted. Student and faculty signatures on the Terminal Research Approval form indicate their confirmation that there are no X grades. GAC approved 4/10/2003.

13.9. Students who successfully complete their comprehensive examination must meet any outstanding degree requirements within one term of the exam or be assessed a late completion fee equal to the cost of one-half of one resident graduate credit for purposes of degree checkout and degree posting. Post-examination internships required for degree completion are excluded. If the student does not complete outstanding degree requirements by the end of one term, the late completion fee will be assessed for each term in which the pending course work remains incomplete. GAC approved 4/10/2003.

13.10. It is the candidate’s responsibility to schedule the comprehensive examination at a time agreeable to committee members and to notify the Graduate Studies Office at least ten working days before the examination date.

13.11. The Graduate Studies Office and/or the graduate program director of the relevant department notifies all participants of the time and place of the examination.
13.12. The comprehensive examination is conducted by the chair of the candidate’s committee. Written examinations may be conducted by the departmental graduate director for the student’s program.

13.13. Questions in the comprehensive examination will be based upon the candidate’s research, internship experience and/or areas of study.

13.14. The time for an oral examination should not exceed two hours, and written exams should not last more than six hours. The total time for all elements of the comprehensive examination experience should not exceed six hours. The nature of further examination, if required, is determined by the committee.

13.15. Whether the candidate is successful, unsuccessful or not yet fully qualified is the decision of the committee.

13.16. All comprehensive examination decisions must be communicated in writing by the committee chair to the student, the graduate program director of the department(s) involved and the Graduate Studies Office.

13.17. Criteria for retaking comprehensive examinations:

13.17.1. Students may not schedule a second comprehensive examination in the same term in which they failed the first scheduled examination.

13.17.2. A second comprehensive examination will be scheduled only on the recommendation of the major department after departmental consultation with the original examination committee.

13.17.3. Failure to complete satisfactorily the second examination will terminate the student’s program, subject to appeal to the vice provost for Graduate Education and Research.

14. Thesis Regulations

14.1. Form and style requirements:

14.1.1. Any academic unit offering a graduate degree program will designate the manual of style recommended by the relevant discipline(s). Students should be certain that they are using the manual approved by their department.

14.1.2. Supervision in matters of style for theses, as well as in matters of research quality, is the responsibility of the candidate’s committee chair.

14.1.3. If a typewriter is used, type may be pica, elite or other plain styles; script type or other unusual styles are not to be used. If a word processor is used, font options must be approved by the graduate committee chair, and a laser printer or letter-quality impact printer is required.

14.1.4. The paper for the thesis must be 8-1/2-inch x 11-inch “thesis bond.” It must be 16- to 20-pound weight and 100% cotton (rag) content. Southworth thesis paper (heavy weight) is stocked by the campus bookstore. Other papers may be substituted, but approval must be obtained from the candidate’s graduate committee chair.

14.1.5. Margin widths must be carefully observed to provide adequate binding space. The left margin must be 1.5 inches and the right, top and bottom margins 1 inch.
14.1.6. Three high quality printed copies and one digital copy of the thesis must be submitted for the university files plus a fourth printed copy for the student’s own file if he or she wishes. The digital copy must be in compliance with the guidelines set forth by the Graduate Studies Office. The second, third and fourth copies may be reproduced by printing or by photocopy. If photocopy reproductions are used, these must be of high quality and must be on paper as specified above. Either good quality offset printing or photocopies are acceptable. GAC amended 2/25/2009.

14.1.7. In the case of illustrations and supplementary materials, if there is to be any variation in the quality of paper, page size or reproductive process, approval should be obtained from the candidate’s committee chair. If photographs or other non-printed illustrative materials are to be included, they should be permanently mounted. The Graphics Lab in the library has equipment to expedite this process.

14.2. Procedures for submitting theses:

14.2.1. Candidates must obtain the approval of their graduate committee. Approval is indicated by the signatures of the graduate committee members.

14.2.2. Candidates must pay a thesis binding fee.

14.2.3. Candidates must submit the required copies to the Graduate Studies Office within 10 working days after successfully defending the thesis or by the last day of the term, whichever comes first.

14.3. The quality of research and standards of form and style for research reports should be equal to those required in theses. Research reports are submitted to the department or graduate degree unit requiring them.

15. Procedural Steps for Students in Graduate Degree Program

15.1. Submit Application for Admission and transcripts to the Graduate Studies Office. Admission is required before 12 credits of graduate study are completed.

15.2. Report to major department chair or graduate advisor for counseling and assignment of graduate advisor.

15.3. Write graduate guidance examinations when required by the department.

15.4. Complete appropriate methods of research course.

15.5. Complete Application for Graduate Degree Candidacy form, including program of courses; secure the signature of the graduate advisor and other required signatures; and submit the candidacy form to the Graduate Studies Office. Application for candidacy should be submitted by the time the student has completed no more than one half of the minimum number of credits required for the degree but not before the successful completion of at least 15 credits of graduate course work, at least 10 of which must be at the 500 level. After the student advances to degree candidacy, the graduate degree committee is appointed.

15.6. No later than the second Friday of the quarter before the quarter of expected program completion, file a graduation application with the Graduate Studies Office. (Spring graduates must apply early in winter quarter, and so on.) Students on a semester calendar must apply no later than five months before the last day of the semester of expected
program completion. Applicants for graduation must pay the required completion fee to the Graduate Studies Office or to the Student Financial Services Office. If a thesis is a required part of the program, candidates must also pay the binding fee. Failure to submit the graduation application by the deadline may delay posting program completion on official university transcripts as well as delivery of the diploma. Late applications are subject to an additional fee. (Fees may be adjusted for inflation with Board of Trustees Approval.) GAC approved 4/10/2002.

15.7. Schedule a final comprehensive examination with the Graduate Studies Office at least two weeks before the examination.

15.8. Present copies of the terminal document to each committee member at least two weeks before the final examination.

15.9. Make arrangements at the University Bookstore for a cap and gown in order to participate in the commencement ceremony.

16. Graduate Service Appointments

16.1. Graduate service appointments are offered by an academic or administrative unit on a competitive basis to students of outstanding promise pursuing their first graduate degree from EWU. Terms of these awards vary but usually include a waiver of tuition and a stipend. These appointments are intended to support students toward degree completion in a timely manner. Graduate service appointments are offered for at most one academic year at a time and will normally not be offered to any student for more than a total of two academic years or the equivalent number of terms. GAC approved 10/29/2008.

16.2. Students who resign or withdraw from a graduate service appointment must submit a written resignation or withdrawal notice to their immediate supervisor. Repayment of all or part of the award may be required for failing to provide timely notification of resignation or withdrawal.

16.3. Categories of graduate service appointments:

16.3.1. Graduate associateships are awarded to students of outstanding promise by an instructional or administrative unit. The terms of the award and recommendation of recipients are made by the department or program which supports the award.

16.3.2. Graduate assistantships are awarded by an instructional or administrative unit (through the unit dean and the graduate vice provost) to students of outstanding promise who are given, under faculty direction, work experiences that engage them in instruction. The terms of the award and recommendation of recipients are made by the department or program which supports the award.

16.3.3. Graduate instructorships are awarded by an instructional or administrative unit (through the unit dean and the graduate vice provost) to students with an appropriate background who are given, under faculty direction, responsibility for instruction. Normally, these students will have heavier teaching responsibilities, will be compensated at a higher rate and will carry a lighter academic load than graduate assistants. The terms of the award and recommendation of recipients are made by the department or program which supports the award.

16.4. Graduate associates
16.4.1. Graduate associates will be recommended by the department or program on the basis of outstanding promise. Candidates must be admitted to or be admissible to a graduate program.

16.4.2. Candidates must have received a bachelor’s degree before the beginning of the associate’s period or be within 15 undergraduate credits of completing a bachelor’s degree and have the approval of the vice provost for Graduate Education and Research.

16.4.3. A full (100%) graduate associate appointment represents a 20-hour workweek. The department or program will provide quality work experiences that further the professional development of the graduate student (not work involving the student’s own research or clerical work).

16.4.4. Work and study loads are to be arranged to allow normal progress toward completion of the graduate degree. Graduate associates are expected to carry course loads of 10 to 12 credits per quarter for students on a quarter calendar or 15 to 18 quarter credits for students on a semester calendar.

16.4.5. All graduate associates with a 100% appointment will be compensated at the standard rate as identified in the university’s base budget. Graduate associates with less than 100% appointments will be compensated at a percentage of the standard rate commensurate with the percentage of that appointment. Legislatively approved and funded salary increases will also be applied to the standard compensation rate for graduate associates.

16.4.6. Graduate associates may not accept other simultaneous university employment or receive additional compensation from the university at any time during the regular academic year, excepting the periods between quarters. **GAC amended 4/27/2011.**

16.4.7. Graduate associates may be terminated for adequate cause. Adequate cause for termination of a graduate service appointment includes failing to meet the academic probation policy, not maintaining full-time status as a graduate student or being unable to handle the work load assigned by the department/program. A student terminated for adequate cause may be required to repay all or part of the award he or she has received.

16.4.8. Graduate associates must have on record in the Graduate Studies Office a signed copy of the award letter accepting the terms of the award.

16.5. Graduate assistants

16.5.1. Graduate assistants will be recommended by the department or program on the basis of outstanding promise. Candidates must be admitted to or be admissible to a graduate program.

16.5.2. Candidates must have received a bachelor’s degree before the beginning of the assistantship period or be within 15 undergraduate credits of completing a bachelor’s degree and have the approval of the vice provost for Graduate Education and Research.

16.5.3. A full (100%) graduate assistant appointment represents a 20-hour workweek. The department/program will provide quality work experiences that further the
professional development of the graduate student. Graduate assistants can be given, under faculty direction, principal responsibility for instruction of the equivalent of one four- or five-credit hour course each term of their appointment. Other assignment possibilities include leading classroom discussion groups and teaching laboratory sections. Graduate assistants must receive instruction in teaching unless specifically excused by the vice provost for Graduate Education and Research.

16.5.4. Work and study loads are to be arranged to allow normal progress toward completion of the graduate degree. Graduate assistants are expected to carry course loads of 10 to 12 credits per quarter for students on a quarter calendar or 15 to 18 quarter credits for students on a semester calendar.

16.5.5. All graduate assistants with a 100% appointment will be compensated at the standard rate as identified in the university’s base budget. Graduate assistants with less than 100% appointments will be compensated at a percentage of the standard rate commensurate with the percentage of that appointment. Legislatively approved and funded salary increases will also be applied to the standard compensation rate for graduate assistants.

16.5.6. Graduate assistants may not accept other simultaneous university employment or receive additional compensation from the university at any time during the regular academic year, excepting the periods between quarters. GAC amended 4/27/2011.

16.5.7. Graduate assistantships may be terminated for adequate cause. Adequate cause for termination of a graduate service appointment includes failing to meet the academic Probation Policy, not maintaining full-time status as a graduate student or being unable to handle the work load assigned by the department/program. A person terminated for adequate cause may be required to repay all or part of the award he/she has received.

16.5.8. Graduate assistants must have on record in the Graduate Studies Office a signed copy of the award letter accepting the terms of the assistantship.

16.6. Graduate Instructors

16.6.1. Graduate instructors will be recommended by the department or program on the basis of the student’s qualifications for the particular instructional duties. Candidates must be admitted to or be admissible to a graduate program.

16.6.2. Candidates must have received a bachelor’s degree before the beginning of the graduate instructorship.

16.6.3. A full (100%) graduate instructor appointment represents a 20-hour workweek. Graduate instructors will be given, under faculty direction, principal responsibility for instruction of the equivalent of two four- or five-credit hour courses each term of their appointment. This assignment will constitute the full workload for the graduate instructor. Graduate instructors must receive instruction in teaching unless specifically excused by the vice provost for Graduate Education and Research.

16.6.4. Work and study loads are to be arranged to allow normal progress toward completion of the graduate degree. A full course load for graduate instructors is
eight to 10 credits per quarter for students on a quarter calendar or 12 to 15 quarter credits for students on a semester calendar.

16.6.5. All graduate instructors with a 100% appointment will be compensated at the standard rate as identified in the university’s base budget. This rate is higher than the standard rate for graduate assistants. Graduate instructors with less than 100% appointments will be compensated at a percentage of the standard rate commensurate with the percentage of that appointment. Graduate instructors in the second year of their appointment receive a higher standard rate of compensation than first-year graduate instructors. Legislatively approved and funded salary increases will also be applied to the standard compensation rate for graduate instructors.

16.6.6. Graduate instructors may not accept other simultaneous university employment or receive additional compensation from the university at any time during the regular academic year, excepting the periods between quarters. GAC amended 4/27/2011.

16.6.7. Graduate instructorships may be terminated for adequate cause. Adequate cause for termination of a graduate service appointment includes failing to meet the academic Probation Policy, not maintaining full-time status as a graduate student or being unable to handle the work load assigned by the department/program. A person terminated for adequate cause may be required to repay all or part of the award he/she has received.

16.6.8. Graduate instructors must have on record in the Graduate Studies Office a signed copy of the award letter accepting the terms of the graduate instructorship.

Cabinet approved 1/22/2001.

17. Non-Matriculated Graduate Enrollment

17.1. Students who have earned at bachelor’s degree or higher from an accredited institution may apply for non-degree (non-matriculated) graduate enrollment. The requirements for enrollment are as follows:

17.1.1. Submit a non-degree status application to the Graduate Studies Office, with a non-refundable $25 fee. (This fee may be adjusted for inflation, with Board of Trustees approval.)

17.1.2. Provide an unofficial or official transcript showing at least a bachelor’s degree from an accredited institution.

17.1.3. Enrollment is restricted to 500 level courses, or below, subject to both program and instructor approval. Enrollment is also subject to any course or program prerequisite requirements.

17.1.4. Non-degree students are eligible to enroll for up to one year (renewable), and are not eligible for financial aid.

17.1.5. Non-degree seeking graduate students pay graduate tuition.

17.1.6. Non-degree status is not available for anyone holding an F-1 visa status nor will non-degree applicants be issued an I-20 by the EWU Graduate Studies Office.
17.1.7. Non-degree graduate status is intended for students who do not wish to pursue a graduate degree, or a graduate certificate, and is not to be used for probationary status for those seeking admission to graduate studies.

17.2. Non-degree graduate students may apply at any time for an advanced degree by following the general requirements for admission to graduate studies, submitting complete credentials and meeting any program-specific application requirements. The restriction on 12 pre-admission credits and the six-year time-limit to complete a degree apply to any credits earned before admission to a graduate degree program. Enrollment as a non-degree-seeking student does not guarantee admission to graduate studies. Anyone seeking undergraduate non-degree enrollment must apply separately through the Undergraduate Admissions Office. GAC approved 2/27/2002.
Appendix A

Graduate Faculty

Faculty who excel in scholarship, teaching and research are essential for graduate education. The title of graduate faculty recognizes the particular professorial role in graduate education.

At Eastern Washington University, the graduate faculty are responsible for conducting graduate education. Faculty members are eligible for recommendation for graduate faculty status if they:

1. Have demonstrated competence in teaching, scholarship, research or artistic creation, and/or skills appropriate to the faculty member’s special field within the five-year period preceding the nomination; and
2. Hold an earned doctorate; or hold a degree other than the doctorate recognized by the faculty in their academic department as a terminal or professional degree.

Graduate faculty status is required to teach graduate courses, direct master’s theses, chair graduate committees, serve as a second member of a graduate committee or serve as a field supervisor.

To attain graduate faculty status, the faculty member must be recommended through the appropriate departmental procedure, which may be more restrictive. The departmental standards and procedures used for recommending faculty for graduate faculty status must be approved by the appropriate college or school dean and be on file with the Graduate Studies Office as a component of the department and/or college plan. These procedures should include the procedures to be followed within a department or college/school to revoke graduate faculty status. The departmental standards and procedures within a college or school normally should be consistent across departments. The Department forwards the list of recommended faculty, along with a curriculum vitae and other requested documentation for each recommended faculty member to the vice provost for Graduate Education and Research.

The Graduate Faculty Review Committee of the Graduate Affairs Council, which consists of the Policy Development and Review Committee except for the vice provost for Graduate Education and Research and the graduate student member, will evaluate the faculty recommended for graduate faculty status and forward a recommendation to the vice provost for Graduate Education and Research. The vice provost for Graduate Education and Research will review all evidence submitted and approve appointments to the graduate faculty.

A faculty member who is denied graduate faculty status by either the department or program, college or school, Graduate Faculty Review Committee or the vice provost for Graduate Education and Research may request a review by the Graduate Faculty Review Committee and the vice provost for Graduate Education and Research.

Appointments to the graduate faculty are reviewed periodically, according to the schedule below. Part-time and adjunct faculty must follow the above procedures on an annual basis.
Term of Appointment Schedule

The term of a graduate faculty appointment is inversely related to the length of time since the most recent presentation, publication or creative work highlighted in the nomination as scholarship or professional activity.

<table>
<thead>
<tr>
<th>Time Since Highlighted Activity</th>
<th>Length of Appointment</th>
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<tbody>
<tr>
<td>1 year or less</td>
<td>5 years</td>
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<tr>
<td>1-2 years</td>
<td>4 years</td>
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<tr>
<td>2-3 years</td>
<td>3 years</td>
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<tr>
<td>3-4 years</td>
<td>2 years</td>
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<tr>
<td>4-5 years</td>
<td>1 year</td>
</tr>
<tr>
<td>Over 5 years</td>
<td>Exemption</td>
</tr>
</tbody>
</table>

The vice provost for Graduate Education and Research has authority to review exceptions to the criteria and grant status to the applicant if a proven benefit to the department is demonstrated in the department’s recommendation.

If faculty members lose graduate faculty status, they may not serve as chair for new students until the requirements for reinstatement are met. If a faculty member who loses status already chairs one or more graduate committees, the faculty may continue as chair of those committees until those students are finished; however, those students shall be informed of their chair’s status by the Graduate Studies Office and will be given the opportunity to change chairs if they wish.

Exemptions

Faculty who are endorsed by their departmental colleagues as having unique qualifying skills or experience needed by the department may be recommended as exemptions to this policy by the department chair to teach graduate courses, serve as a second or third member of a graduate committee or serve as a field supervisor. The faculty who receive these exemptions may perform the listed duties but are not considered graduate faculty. Faculty receiving exemptions are reviewed every five years, Senate approved 5/23/2005. GAC amended 11/12/2008. GAC amended 11/18/2009.
Appendix B

Graduate Council Examination Policy

The purposes of this paper are to assist the members of graduate degree committees in conducting and evaluating candidate’s oral examinations, and to achieve a reasonable degree of consistency in oral examination procedures among the various graduate degree programs at Eastern Washington University.

First, there are several fairly obvious factors which can enhance the value of the oral examination: (1) the candidate should be academically and psychologically prepared; (2) the committee should meet before the examination, apart from the candidate, to determine the organization and strategy of the questioning and review the department’s policies and procedures regarding oral examinations; (3) the examination should be not less than one hour nor more than two hours in length.

The following comments on substance and quality of the examination were developed for the Graduate Council several years ago and were revised by the Graduate Affairs Council Fall 1999.

The candidates should exhibit two basic varieties of strength. They should have the facts of their discipline available for use, and should be capable of synthesis: they should have a professional or philosophical position. How much emphasis is given each category should be determined by the examiners, perhaps in the strategy meeting before the exam, perhaps during the examination itself, or perhaps in any meaningful combination thereof. The facts of the candidates’ discipline are comparatively easy to assess, and that is usually done through a process of spot-checking. Candidates needn’t have the equivalent of a reference library in their head, of course, but we would expect an examiner in history, for instance, to become fairly alarmed if a candidate seems to lack a sense of chronology, a sense of the past. It is unimportant that a candidate might lack some isolated fact such as Hitler’s birth date. But the examiner might be justifiably alarmed if the candidate confuses Hitler and his associates with World War I. (In mathematics and some of the other sciences, there may be virtually no difference between candidates’ position and the facts of their discipline.)

The other category—candidates’ professional or philosophical position—is both more difficult to deal with and, probably, more important. Again, we might select history for illustrative purposes. The examiners would expect candidates to be aware of the fact that history is an interpretive form of inquiry. They would expect candidates to have an attitude or position of their own which might take almost any form between the extremes of adopting one of the well-known interpretations and refusing to adopt any interpretation on the grounds that they are all unsatisfactory in some degree. The substance of the position or interpretation adopted by candidates is up to them. It needn’t be popular with the examiners. The appropriate test for candidates’ position is clarity and internal consistency and connection to literature.

It is not reasonable to suggest that all candidates must, somehow, impress their examiners equally in both categories. Realistically, one would expect some candidates to have an excellent grip on the facts together with a somewhat shaky position or a clear and consistent position together with a rather weak demonstration of the facts. It would be seen, however, that, if candidates are totally unprepared for one of the categories, serious
consideration should be given by the examiners to either the conditional pass or failure. If candidates exhibit a serious weakness in both areas, failure in the examination would be the appropriate decision.

Finally, committee members should realize that passing and failing the examination are not the only options open. Good selection and preparation of candidates combined with careful examination planning should result in a preponderance of passes, and wherever evaluation is conscientious and critical some failures will be inevitable. But quite often committees judge that candidates haven’t quite demonstrated clarity or consistency although they have the ability to do so. In such cases, a conditional pass with a supplemental examination after further preparation can eliminate the trauma of failure, improve candidates’ command of their field, and satisfy the academic conscience of the committee. **GAC approved 11/10/1999.**
Roles and Duties of Graduate Affairs Council Representative on Graduate Degree Committees

Graduate Degree Committees consist of three voting members including the Graduate Affairs Council Representative. The responsibilities and functions of these committees are described in the Graduate Affairs Council Policies. The purpose of this paper is to describe the specific role of the graduate Council Representative on Graduate Degree Committees.

1. The Graduate Affairs Council Representative (GACR) should be familiar with examination procedures as described in the Graduate Catalog and the Graduate Affairs Council Policies.

2. The GACR represents the Graduate Affairs Council (GAC) and the Faculty in maintaining the tradition of the “open examination.” The product (the candidate, along with thesis, research report or special area knowledge) is on display for all to see. The GACR’s presence on the committee insures that various departments can see what other departments are doing to the mutual benefit of all.

3. The GACR is a full member of the Graduate Degree Committee. As such, the GACR needs to receive the terminal research document two weeks before the comprehensive examination and needs to be included when the time and date for the comprehensive examination is set. The GACR may delay scheduling of the comprehensive examination if not given two-week notice.

4. In those instances when the GACR finds that he/she is unable to keep the commitment to a scheduled final comprehensive examination, we ask that the person assist in identifying a replacement.

5. If the research conducted by the graduate candidate appears to involve human or animal subjects, it is the responsibility of the GACR to verify that the candidate has obtained Institution Review Board approval of the research protocol. If unable to verify, the GACR is to inform the chair of the candidate’s committee.

6. The GACR acts in behalf of the GAC to assure that the examination is conducted seriously and fairly. Although the GACR is not expected to have expertise in all fields, one can ordinarily detect flagrant violations. Graduate Affairs Council Representatives are encouraged to, and frequently do, submit comments to the Vice provost and vice provost for Graduate Education and Research regarding the examinations they attend. Both favorable and unfavorable reactions to examination practices can be useful.

7. In case there is strong disagreement between the other two members on whether the student passes or fails the examination, or on what should be done for further evaluation, the GACR often serves as the arbiter or peacemaker. A decision about passing or failing the examination can be delayed until agreement can be reached. Reports of serious conflicts within committees should be conveyed to the vice provost for Graduate Education and Research, who can usually cite precedents and provide assistance. GAC approved 10/13/1999.
Policy on Graduate Certificate Programs

Introduction
Graduate certificate programs may be created and approved by Graduate Affairs Council. Students may be awarded these certificates upon completion of a well-defined program of coursework. The graduate certificate is not defined as a degree, it is a focused collection of courses that, when completed, affords the student some record of coherent academic accomplishment in a given discipline or set of related disciplines. Moreover, the graduate certificate is not viewed as a guaranteed means of entry into a graduate degree program. While the courses comprising a graduate certificate may be used as evidence in support of a student’s application for admission to a graduate degree program, the certificate itself is not considered to be a prerequisite. The didactic material encompassed within a graduate certificate program may represent a more practice-oriented subset of an existing graduate discipline. The title of any graduate certificate program may or may not contain the word certificate, depending on the tradition in the discipline proposing the program.

Process of Approval for New Graduate Certificate Programs
Proposals for new graduate certificate programs are created and submitted by faculty. They must be accompanied by endorsement from the department chairs and deans for the colleges or schools in which the contributing coursework is housed, as well as from those academic units whose students or programs could be impacted by the creation of the new graduate certificate. New graduate certificate programs in areas where joint graduate programs are conducted with other universities will normally be endorsed by the collaborating departments at the other institution. The Graduate Affairs Council considers all graduate certificate program proposals for academic merit. Those meeting the criteria set forth in this document are then recommended to the provost for approval.

Criteria for Approval
The overarching principles applied to the assessment of the academic quality of proposals for new graduate certificate programs include:

1. The proposed sequence of coursework must offer a clear and appropriate educational objective at the post-baccalaureate level.

2. The proposed program will achieve its educational objective in an efficient and well-defined manner.

3. A demonstrated need for such a program must exist. This provision may be defined in terms of either external markets (i.e., external demand for the skills associated with such a certificate) or internal academic needs (i.e., the need for a critical mass of students in a given discipline).

4. An appropriate number of credit hours must comprise the certificate program. The number of graduate credits may not be less than 12 or more than one-half of the credits necessary for a related master’s degree from Eastern Washington University. Ordinarily, the credit requirement for any graduate certificate program will range from 12 to 20 graduate credit hours.
**Student Eligibility and Admission Criteria**

The prerequisites and general criteria of eligibility for admission to any graduate certificate program include:

1. An earned baccalaureate degree or its equivalent from an accredited college or university is required.

2. Each program sets the minimum grade point average, minimum TOEFL scores, standardized test scores, whether or not certificate courses may be counted towards the related master’s degree program, and other similar criteria as part of the application. Greater flexibility than that found in graduate degree admission requirements is intentionally built into graduate certificate programs so that the needs of the target student population may be met, if it is appropriate to do so.

3. Graduate students who are currently enrolled in a graduate program of study leading to a degree, and who wish to pursue a simultaneous graduate certificate within Graduate Studies must inform the certificate program coordinator and the Graduate Studies Office of their intent to seek the graduate certificate. An application for Graduate Studies is required but no additional Graduate Application fee is charged.

4. Students who are currently enrolled in Graduate Studies and who wish to pursue approved graduate certificate programs must apply for admission to such programs before one-half of the required credits are completed. The vice provost for Graduate Education and Research, upon request by the certificate program coordinator, may grant exceptions to this policy. Certificate-seeking graduate students who are not currently enrolled in a master’s program will be admitted into a separate classification within the Graduate Studies, as “Certificate Graduate” students, as defined by the Graduate Affairs Council. This separate classification will permit keeping of University-wide statistical and enrollment data for certificate programs, and will allow inclusion of such efforts in the annual reports and academic planning. The Graduate Studies Office will note successful completion of a certificate program on the student’s transcript upon completion.

5. A maximum of 40% of the credit hours towards any certificate program may be accepted as transfer credit.

6. Students pursuing a graduate certificate will be required to meet the same academic requirements as those defined for degree-seeking students.

A Certificate Graduate student may enroll on either a part-time or a full-time basis, as determined by the certificate program coordinator. Students enrolled on a full-time basis will have access to many of the same campus services as other full-time graduate students.

They also may be considered for merit-based financial aid by the department or program, as well as for need-based financial aid by the Financial Aid Office, but at a reduced priority compared to degree-seeking students.
N.B.: The rationale for requiring formal enrollment in graduate certificate programs is based on the need for proper allocation of instructional resources and the desire to afford the certificate students equal access to the desired graduate courses. Departments and programs are better able to plan offerings of the appropriate graduate courses if they are aware of the number of students in the program. By registering as graduate students, the certificate-seeking students will have timely access to graduate courses offered by departments and schools.

**Certificate Program Review**

All graduate certificate programs will be reviewed within the course of regular graduate program assessment and review, as defined by the Graduate Affairs Council.

**Application Procedure for a New Certificate Program**

For consideration by the Graduate Affairs Council, proposed new graduate certificate programs must contain the following information:

1. A statement of the educational objectives of the program.
2. A statement of the proposed course sequence associated with the certificate, including titles and course descriptions both for existing courses and any new courses that may be developed.
3. A statement of how the proposed course sequences associated with the certificate will meet the stated educational objectives.
4. A statement of the need for the proposed programs and the basis for such a need, supported by either externally or internally derived data.
5. The names of the faculty associated with or contributing to the certificate program, either by teaching one or more of the courses associated with the program or participating in the design of the course sequence. Each adjunct faculty member associated with the program should also include an up-to-date curriculum vitae.
6. The name and curriculum vitae of the faculty member who will be designated as the coordinator of the program, for purposes of communication with the Graduate Studies Office.
7. If the proposed graduate certificate program contains no new courses, no new faculty, no additional costs, and maintains the admissions and academic standing requirements of a related degree program, the proposal will be given expedited review in the approval process.

_GAC approved 6/14/2000._
Appendix E

Interdisciplinary Studies Program Requirements

Interdisciplinary programs using existing offerings from qualified departments may be arranged with the approval of the vice provost for Graduate Education and Research and a committee representing the fields of study involved. This committee, under the vice provost, provides the student with program advice and supervision.

Admission

Students applying for admission to a Master of Arts or Master of Science interdisciplinary degree program must follow the procedures for general admission to Graduate Studies. In addition, admission to an interdisciplinary graduate degree program requires an approved program proposal with signatures of the faculty who have agreed to serve as advisors. The proposal form can be found at the Graduate Studies website, www.ewu.edu/grad.

Program Requirements

1. Minimum of 50 quarter credits
2. No more than 12 credits at the 400 level
3. No more than 12 credits of directed or independent study (499 or 599)
4. Minimum of 20 credits in the major field and minimum of 15 credits in at least one minor field

   Note: The major field must be selected from one of the master’s degree programs listed in the EWU Graduate and Undergraduate catalog. Minor fields may be from either another master’s degree program or from another academic department.

5. Submission of the proposal to the vice provost for Graduate Education and Research or designee, listing the courses in the program of study and signed for approval by the department chair in the major field and each minor field (or graduate program director for fields not located within a single department)

6. Inclusion in the proposal of a statement written by the student explaining how the proposed combination of courses comprises an interdisciplinary degree program and is not simply a combination of courses from multiple disciplines

7. Inclusion within the program of a project (variable credit) that integrates the various disciplines represented

8. Inclusion in the proposal of a research component

Approval of the program by the vice provost for Graduate Education and Research or designee shall be forthcoming only after a meeting of the vice provost or designee and the student’s interdisciplinary faculty committee. A purpose of the meeting will be to clarify how the program is interdisciplinary and not simply a combination of courses from multiple disciplines.
The student’s faculty committee will consist of two or three members representing the disciplines with at least 15 credits in the program and will be chaired by a graduate faculty member from one of the fields represented who has the appropriate background to advise the student on the proposed interdisciplinary research. An oral comprehensive examination is required to complete an interdisciplinary graduate degree program.

Approved 4/11/2001; Amended by GAC 5/13/2009
Policy on Participation in Commencement  
(effective spring 2005)

Undergraduate students who are seniors, having earned at least 135 credits, and who have submitted a program approved major/minor form to graduate during the current academic year, or the summer term immediately following June commencement, will be included in the June commencement announcement and invited to be recognized in the ceremony.

Graduate students who are advanced to degree candidacy and who have completed an application to graduate for the current academic year, or the summer term immediately following June commencement, will be included in the June commencement announcement and invited to be recognized in the ceremony.

Written appeals of this policy will be considered on a case-by-case basis by the vice provost for Graduate Education and Research. GAC approved 2/09/2005.
Policy on Stacked and Cross-listed Courses

Definitions
Stacked courses: Teaching multiple levels of a course in the same discipline, program, or subject area, as indicated by the same Classification of Instructional Program (CIP) code, at the same time, location, and by the same instructor. There must be differential student performance expectations for stacked courses.

Cross listed courses: Teaching across two or more disciplines, programs, or subject areas, as indicated by distinct Classification of Instructional Program (CIP) codes, at the same time, location, and by the same instructor.

Policy
Stacked courses will be reviewed for approval through the Course Term File process in Academic Affairs.

Cross listed courses must be proposed to and approved by the appropriate Course and Program Approval Committee in either the Undergraduate Affairs Council or the Graduate Affairs Council or both. New course initiatives with experimental, workshop, seminar, or other special topics numbers at the same level may be cross-listed up to three times (beginning Fall 2005) before they must be submitted to the Course and Program Approval Committee of the appropriate Council (UAC or GAC).

The attributes of one cross listed course must apply to all the courses listed together, including prerequisites, applicability as prerequisites, applicability towards degree/program requirements, GECR status and course fees. Only under exceptional circumstances are courses to be cross listed across levels, lower division with upper division, upper division with graduate. In all such cases the curriculum must clearly reflect differences between the levels, and the proposing department(s) must demonstrate how students and the university are benefited by the cross listing.

UAC Approved 4/14/2005.
New and Revised Graduate Programs
Procedures and Guidelines

To propose substantive revision of existing graduate programs or a new graduate program.

Definitions and conditions for submission:

Substantive revision of existing programs in the graduate catalog includes the addition of new courses, changes in course content and credit value, and changes in total program credits. Minor revisions in existing programs, such as changes in delivery mode of select courses, pre-requisite or course title changes only, can be submitted as separate course level revisions. For these changes, see the guidelines for new and revised graduate courses.

New program proposals will only be considered if they are included on the current university biennial program plan, or if the vice provost for Graduate Education and Research approves them for submission.

Procedure:

In both cases, the following steps must be completed, and in the case of a proposal for a new program, the steps for HECB submission, noted below immediately after this section must also be followed.

1. Request a Program Approval Packet from the Graduate Studies Office (GSO) or its web page. The packet includes the following forms:
   a. Instruction/Information Sheet (w/ flow chart)
   b. Graduate Program New or Revised Cover Sheet
   c. Department/Program Resource, Needs Statement
   d. Library/Information Technology Resource Assessment Summary
   e. New or Revised Course Proposal

The responsible faculty member completes all appropriate forms; department/program resource needs review, library resource analysis, and secures the consent, or notes the opposition of any department effected by the changes, as appropriate.

NOTE: If there is no comment by the department(s) effected by the proposal, it will go forward to CPAC, with a notation that the request for reply failed. CPAC will then request as part of its review comment from the effected department. If the department(s) does not respond within two weeks (during the academic year), lack of reply will be considered consent, and the review will proceed in due course. Effected departments that do not concur with the proposal are asked to so indicate in writing on the cover sheet for the proposal, which may then go forward for CPAC review.
Appendix H

All forms must have appropriate signatures where indicated (department chair, department chair of any program affected by the change, library dean, and academic dean, who makes final review before submission.) The Graduate Studies Office will not forward any new or revised program proposals without the appropriate signatures. A signature indicates that the signer has reviewed, understood, and approved the statements as well as the academic and fiscal commitments made on the submitted forms.

2. Submit the new or revised program proposal, (original and 4 copies) with all required forms and supporting documentation to the Graduate Studies Office by the published submission deadline. This deadline is published annually in the Calendar of Deadlines, which is based in part on catalog cycles, and time required for review and publication. The Graduate Studies Office will document receipt of the submission in a database, and for posting to its web site, and coordinate an administrative review, which includes the following steps:
   a. Academic Affairs review (identification of appropriate Classification of Instructional Program code for external reporting requirements, student information system coding, HECB core requirements, prerequisites, etc.)
   b. Registrar’s Office review (registrars impact)
   c. Technical review (Technical Users Group for Banner and related student service systems)
   d. Assessment review (end of program, etc.)
   e. Vice provost for Graduate Education and Research review (presentation to and vetting by provost’s council)

Altogether, this phase of review will normally take no more than four weeks to complete (during the academic year). The Graduate Studies Office will document completion of the administrative review and provide a summary of the findings to the faculty contact listed on the proposal. Revision may be made at this point for resubmission. However, the proposal may proceed to CPAC without adjustment. The Graduate Studies Office will then provide proposals that are ready for submission along with the administrative review summary to one of two Course and Program Approval Committees (CPAC) of the Graduate Affairs Council.

3. The CPAC will review the proposal (see guidelines provided) and make its recommendation to GAC. If the CPAC recommends approval, the proposal comes to GAC for consideration. If the CPAC does not recommend approval, the proposal is returned to the submitting department for revision and resubmission, via the Graduate Studies Office. The Graduate Studies Office will document the return. The submitting department may either act on the recommendations for revision or submit the proposal without adjustment for a vote by GAC. GAC’s decision to approve or not approve the proposal, as indicated by the signatures of the CPAC chair, and GAC chair, will be forwarded to the Graduate Studies Office for documentation and distribution.
Proposals denied by GAC will be returned to the submitting department. Proposals approved by GAC will be forwarded to the vice provost for Graduate Education and Research for review.

a. If the vice provost for Graduate Education and Research does not approve the proposal, the Graduate Studies Office documents the decision, and returns the proposal within five business days of receipt to the submitting department for revision and possible resubmission.

b. If the vice provost for Graduate Education and Research approves a proposal for a revised program, the Graduate Studies Office documents the approval, archives it in office records, and informs the submitting department and other appropriate constituencies (GAC, Registrar’s Office, effected departments, etc.) within five business days of receipt.

c. If the vice provost for Graduate Education and Research approves a proposal for a new program, the Graduate Studies Office documents the approval, and returns a copy of the proposal to the submitting department within five business days. The submitting department will then have three weeks to draft the Higher Education Coordinating Board review proposal (subject to HECB review timelines).

External Approval Process for:

- Planning Notice of Intent (PNOI)
- Location Notice of Intent (LNOI)
- New Program Full Proposal

New programs must complete two sequences of review and approval: PNOI (Planning Notice of Intent) and Full Proposal

Changes or additions in program location or changing the existing program’s delivery to on-line must complete an LNOI (Location Notice of Intent) and route along a similar sequence.

HECB forms and policy can be found on-line in the “Program and Facility Approval Policies and Procedures” at www.hecb.wa.gov.

1. Program/department develops (P/L)NOI or Proposal. As soon as programs begin to plan, the vice provost for Graduate Education and Research informs ICAPP & the program is placed on ICAPP Planning Grid.

2. Author works with the vice provost for Graduate Education and Research for placing (P/L)NOI or Proposal on Academic Affairs Council (AAC) agenda.

3. After dean’s approval, (P/L)NOI or Proposal is presented at AAC. All Spokane programs must also be cleared through the Riverpoint Executive Dean and endorsed by the Riverpoint Campus Coordinating and Planning Council.

   NOTE: (P/L)NOI or Proposals not approved for HECB submission are returned to originating department.

4. From the AAC, (P/L)NOI or Proposal goes to President’s Cabinet.
5. Approved (P/L)NOI Proposal goes to vice provost for submission to HECB.

6. During the one-month comment period, program authors may be asked to provide additional information. Response to the higher education community is handled through the vice provost’s office.

7. Outcomes:
   a. (P/L)NOI or Proposal is not approved; additional information or rationale may be requested.
   b. PNOI: Permission to plan is granted. A full proposal, including external reviews, must be prepared, approved and submitted through the sequence outlined above. The degree program must receive internal approval by the CPAC, the GAC or UAC, and the Academic Senate before the full proposal is submitted to the HECB.
   c. LNOI: Approval to offer a program at a non-campus location is awarded.
   d. Proposal: The HECB Education Committee will vote on the proposal based on HECB staff recommendations. Once approved, the proposal will go to the HEC Board meeting for final approval.

8. Academic Affairs forwards the HECB-approved programs to the Northwest Commission on Colleges and Universities for approval and then to the US Department of Education

New Off Campus and On-Line Program Process

There are two scenarios to consider. Here a program is a degree program.

1. A new program requires approval to plan, first from the provost and then from the HECB. HECB approval to plan is followed by approval by EWU*, approval to implement the program by the HECB, and approval by NWCCU.

2. If the program already exists and the intent is either to offer the program at a different location or to put the program online, then several approvals are required. First, the provost has to approve the plan to offer the program at a different location or to put the program online. Then approvals to implement the program are needed from EWU, the HECB and the NWCCU

3. In addition, if the degree program is to be funded as a self-support program, then the following steps are to be followed prior to the program being submitted to the provost.

   a. The new program concept is submitted by the sponsoring college(s) to the vice provost for Graduate Education and Research, who reviews for:
      i. Relation to EWU Mission
      ii. Relation to Strategic Plan relative to Outreach
Appendix H

iii. Relation to College Mission
iv. Department chair and college dean approval
v. Faculty background and department support

b. The new program concept goes to the Academic Affairs Council for discussion.

c. The new program concept is forwarded to DIEO for review and analysis. This step may take extended time, especially if external market analysis is needed.
   i. DIEO meets with the requesting department and/or dean (and with the Grants Office, as appropriate), creates an initial program budget model and determines whether external market analysis is needed.
   ii. Eduventures external analysis is conducted, if applicable.
   iii. DIEO reviews program feasibility and updates program budget model.
   iv. Department, dean and DIEO (and the Grants Office, as appropriate) negotiate the level of participation of DIEO and the budget distribution.
   v. DIEO provides a written recommendation to the vice provost.

d. The vice provost requests response from Student Affairs and the Library.

e. The vice provost makes a recommendation to the provost and, if the provost approves, works with the department on preparation of an NOI for the HECB and other paperwork.

4. The provost submits proposal to PEC.

EWU approval includes approval by UAC (for undergraduate programs) or GAC (for graduate programs), the Academic Senate and the provost and vice president for Academic Affairs.
New and Revised Graduate Courses
Procedures and Guidelines

Definitions and Conditions:
To propose new or revised graduate courses that are not required for a graduate program currently listed in the graduate catalog or for minor revisions of courses in existing graduate programs. Content and credit value changes in courses that are part of an existing graduate program must be submitted as part of a program revision. See the guidelines for graduate program revision. Otherwise, the course revision must be submitted as follows.

Procedure:
1. Request a New or Revised Course Approval Packet from the Graduate Studies Office or its web page. The packet includes the following forms:
   a. Instruction/Information Sheet (w/ flow chart)
   b. New or Revised Course (content changes)
   c. Course Title or pre-requisite revision only
   d. Department/Program Resource, Needs Statement
   e. Library Resource Assessment Summary

   The responsible faculty member completes all appropriate forms; department/program resource needs review, library resource analysis, and secures the consent, or notes the opposition, of any department effected by the revision, as appropriate.

   NOTE: If there is no comment by the department(s) affected by the proposal, it will go forward to CPAC, with a notation that the request for reply failed. CPAC will then request as part of its review comment from the effected department. If the department(s) does not respond within two weeks (during the academic year), lack of reply will be considered consent, and the review will proceed in due course. Effected departments that do not concur with the proposal are asked to so indicate in writing on the cover sheet for the proposal, which may then go forward for CPAC review.

   All forms must have appropriate signatures where indicated (department chair, department chair of any department effected by the proposal, library dean, and academic dean, who makes final review before submission.). The Graduate Studies Office will not forward any course or program proposals without the appropriate signatures. A signature indicates that the signer has reviewed, understood, and approved the statements as well as the academic and fiscal commitments made on the submitted forms.

2. Submit the new or revised course proposal with all required forms and supporting documentation to the Graduate Studies Office by the published submission deadline. This deadline is published annually in the Calendar of Deadlines, which is based in part on catalog cycles, and time required for review and publication. The Graduate
Appendix H

Studies Office will document the submission in a database and post on its web site, and coordinate an administrative review, which includes the following steps:

a. Academic Affairs Review (Student Information System coding, prerequisite checks, etc.)

b. Registrar’s Office Review (Registrar impact)

c. Assessment Review (As appropriate)

d. Technical Review (Technical Users Group for SIS, and related student service systems)

Altogether, this phase of review will normally take no more than four weeks to complete (during the academic year). The Graduate Studies Office will document completion of the review and provide a summary to the faculty contact listed on the proposal. Revision may be made at this point for resubmission. The Graduate Studies Office will then provide proposals that are ready for submission along with the administrative review summary to one of two Course and Program Approval Committees (CPAC) of the Graduate Affairs Council, or to the vice provost for Graduate Education and Research, as appropriate.

3. New or revised course proposals from programs without a graduate program will be routed to one of the two CPACs and follow these steps:

The CPAC will review the proposal (see guidelines provided) and make its recommendation to GAC. If the CPAC recommends approval, the proposal comes to GAC for consideration. If the CPAC does not recommend approval, the proposal is returned to the submitting department for revision and resubmission, via the Graduate Studies Office. The Graduate Studies Office will document the return. The submitting department may either act on the recommendations for revision or submit the proposal without adjustment for reconsideration by GAC. GAC’s decision to approve or not approve the proposal, as indicated by the signatures of the CPAC chair, and GAC chair, will be forwarded to the Graduate Studies Office for documentation and distribution.

Proposals denied by GAC will be returned to the submitting department. Proposals approved by GAC will be forwarded to the vice provost for Graduate Education and Research for Academic Affairs review.

If the vice provost for Graduate Education and Research does not approve the proposal, the Graduate Studies Office documents the decision, and returns the proposal within five business days of receipt to the submitting department for revision and possible resubmission.

If the vice provost for Graduate Education and Research approves a proposal for a new or revised course, the Graduate Studies Office documents the approval, archives it in office records, and informs the submitting department and other appropriate constituencies (GAC, Registrar’s Office, effected departments, etc.) within five business days of receipt.

4. New or revised course proposals from programs with a graduate program will be routed to the vice provost for Graduate Education and Research.
If the vice provost does not approve the proposal, the Graduate Studies Office documents the decision, and returns the proposal within five business days of receipt to the submitting department for revision and possible resubmission.

If the vice provost approves a proposal for a new or revised course, the recommendation is reported to the Graduate Affairs Council. The Graduate Studies Office documents the approval, archives it in office records, and informs the submitting department and other appropriate constituencies (GAC, Registrar’s Office, impacted peer departments, etc.) within five business days of receipt.
Appendix I

New or Revised Graduate Program Approval GAC Process
Flowchart

1. The department requests a Program Approval Packet (all necessary forms included) from the Graduate Studies Office (GSO) or its web page; faculty contact completes necessary forms and secures signatures, concluding with the academic dean’s signature.

2. Submit the program proposal to the GSO for documentation and Administrative Review. The GSO will prepare a summary. The Graduate Studies Office will then provide proposals that are ready for submission along with the administrative review summary to one of two Course and Program Approval Committees (CPAC) of the Graduate Affairs Council.

3. The CPAC will review the proposal. If the committee recommends the proposal be approved, CPAC will forward it to GAC for a vote. If the CPAC recommends revision, the proposal is returned to the submitting department for possible review and resubmission. Once GAC votes on a proposal, it will forward the proposal—approved or denied—to the GSO.

4. The GSO will document the GAC decision. If not approved, the GSO will inform the submitting department of that decision. If approved, the GSO will forward the proposal to the dean of Graduate Studies for review.

4A. If the dean does not approve the proposal, it is returned to the submitting department for review and possible resubmission.

4B. If the dean approves a proposal for a revised program, the GSO is notified, and will in turn notify the submitting department and other appropriate constituencies.

4C. If the dean approves a proposal for a new program, the proposal is returned to the submitting department for HECB proposal preparation.

Submitting department/program follows new program proposal flowchart for before and after GAC review at box 6.
New/Revised Graduate Course Approval Process

Flowchart

1. The department requests a Course Approval Packet (all necessary forms included) from the Graduate Studies Office (GSO) or its web page; faculty contact completes necessary forms and secures signatures, concluding with the academic dean’s signature.

2. Submit the course proposal to the GSO for documentation and Administrative Review. Courses part of a graduate program go to CPAC review; courses not part of a graduate program go to the Graduate dean for review.

3. The CPAC review may lead to returning the proposal to the submitting department for revision and possible resubmission. CPAC review may lead to a recommendation to GAC for approval or denial.

4. The dean of Graduate Studies reviews

4A. If the dean of Graduate Studies does not approve the proposal, he/she will return it to the submitting department for review and possible resubmission.

4B. If the dean of Graduate Studies approves a proposal, he/she will notify the Graduate Affairs Council, and the GSO, which will in turn notify the submitting department and other appropriate constituencies.

3A. Courses approved by GAC are forwarded to Graduate dean for review; courses denied by GAC are returned to the submitting department for revision and possible resubmission.
Appendix I

Graduate Program Approval External to GAC Process
Flowchart

Department/program develops proposal for vetting by the appropriate academic dean

New program approval

Approved by academic dean? No

Return to proposing department/program

Yes

HECB PNOI prepared for review by VPv GERAPE for recommendation to provost

If approved, PNOI presented to Academic Affairs Council (AAC)

Provost presents PNOI (revised if necessary) to PEC

PNOI approved for submission to HECB; full proposal preparation may begin

Proposing department/program submits UAC or GAC forms for new program approval

New programs approved by UAC or GAC and Academic Senate are reviewed by VPv GERAPE for submission to HECB

Department/program completes full HECB proposal and submits to VPv GERAPE for review and approval; proposals forwarded to provost for final review

Approved? No

Yes

Existing program new location or online approval

Approved by academic dean? No

Return to proposing department/program

Yes

HECB LNOI prepared for review by VPv GERAPE for recommendation to provost

Approved by provost? No

Provision presents LNOI to PEC

If PEC approves, LNOI is sent to HECB for review

If HECB approves, Academic Affairs informs NWCCU of new site or online program

If NWCCU approves, US Department of Education is informed of the new site or online program

If LNOI needed, follow existing program process

If PNOI needed, follow new program approval process

Funded as self-support program

Submitted by sponsoring college(s) to VPv GERAPE for review

Program concept presented to AAC for discussion

Forwarded to DIEO for review and analysis

VPv GERAPE asks Business and Finance, Student Affairs and Library to review and comment

VPv GERAPE makes recommendation to provost

If provost approves, department/program prepares PNOI or LNOI, as appropriate

If LNOI needed, follow existing program process

If PNOI needed, follow new program approval process

If NWCCU approves, US Department of Education is informed of the new program

If provost approves, department/program prepares a substantive change proposal for NWCCU and forwards to VPv GERAPE for review and approval

If approved, Academic Affairs forwards proposal to NWCCU for review

If NWCCU approves, US Department of Education is informed of the new program

If PEC approves, proposal is sent to HECB for review

Provost submits proposal to PEC

If approved, Academic Affairs forwards proposal to NWCCU for review

If NWCCU approves, US Department of Education is informed of the new program

If HECB approves, proposal is sent to VPv GERAPE for review