GRADUATE AFFAIRS COUNCIL

POLICY MANUAL

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Graduate Studies Office

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(509) 359-6297
GAC Policy Manual

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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 programs that are to appear in the graduate 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 Dean of Graduate Studies 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 Dean and functions as a policy-making body in the area of graduate affairs.

2.3 It is the responsibility of the Dean 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 Dean also reports as needed either orally or in writing to the Provost and the President.

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

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.
3.1 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.

3.2 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.

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

3.3.1 Standards for the approval of graduate courses.

3.3.1.1 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.

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

3.3.1.3 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.

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

3.3.1.5 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.

3.3.1.6 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.

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

3.4 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):

3.4.1 Establishing needs and purposes of the program.

3.4.2 Determining what knowledge and experience will best achieve these purposes.

3.4.3 Building courses from logically related knowledge and experience.

3.4.4 Recommending course numbers and credit values for the courses.

3.4.5 Presenting the program to the Graduate Affairs Council for approval.
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:

3.5.1 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.

3.5.2 A brief (2-5 page) document, 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 Dean of Graduate Studies. 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 Dean 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 between the Dean, 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.

3.5.3 After continued consultation between the proposing unit and the Dean of Graduate Studies, 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.

3.5.4 Following Council approval for circulation and criticism, the proposal must be approved by the Dean of Graduate Studies, 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.

3.5.5 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.

3.5.6 Approval for presentation to the Higher Education Coordinating Board is given by the Dean of Graduate Studies, 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.

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

3.5.8 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.

3.6 Reappraisal of Existing Graduate Degree Programs. All graduate degree programs are to be reappraised within five years of original approval.

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

3.7.1 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.

3.7.2 The steps in obtaining new course approval will be:

- 3.7.2.1 Department discussion
- 3.7.2.2 Department Chair's endorsement
- 3.7.2.3 College Dean's Approval
- 3.7.2.4 Dean of Graduate Studies' approval

3.7.3 It is the responsibility of the Dean of Graduate Studies to report the course to the Graduate Affairs Council. If the Council disagrees with the Dean'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 Council, and thence to the Dean of Graduate Studies. The Dean shall submit all graduate courses offered by a department not having a graduate program to the Graduate Affairs Council for review.

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

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

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

3.8.1 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 3.3.1)*

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.

The following numbers are assigned to specific courses:

3.8.1.1 539 is a number used for special, selected, or current topics.

3.8.1.2 596 is a number 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.

3.8.1.3 597 is a number used for workshops. These courses are concerned with a single narrow subject and are offered in a concentrated time frame. Note: Workshops will be recorded on transcripts but credits will not be accepted toward a graduate degree.

3.8.2 All departments which offer 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.

3.9 Graduate Seminars. 598 is the number 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.

3.10 Any graduate course that has not been offered for six (6) or more years will be banked with the Dean of Graduate Studies making appropriate notification to the department. The course will not be listed in the Graduate Studies Catalog. *(See Appendix E for the process for retrieving a course once it has been banked.)*

3.11 For those graduate programs which involve undergraduate courses, the Dean of Graduate Studies may seek the advice and counsel of the Undergraduate Affairs Council.
Advertising of a new or a substantively revised graduate program is reviewed with the 
Dean of Graduate Studies before publication. The Dean 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.  

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4. Regulations regarding Graduate Affairs Council Internal Procedures

4.1 Agenda of meetings are prepared by the Chair and the Dean of Graduate Studies 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 Committee(s) on Course and Program Approvals, and the Committee on Policy 
Development & Review, shall be standing committees of the Council. Other standing 
committees may be appointed where 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 apply, from any accredited university, a maximum of 12 department/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.

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.

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

6.3.1 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 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 quarters 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.

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6.4.1 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 Dean of Graduate Studies. Students who have been readmitted will have up to two quarters 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 Dean of Graduate
Studies. Students who are not recommended for continuation are not eligible for one year to reapply for admission to graduate studies.  

**6.5** Program requirements shall not be satisfied with any course credit in which a grade below 2.0 is received. Only two courses in the 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.

Students are expected to successfully complete courses for which they register. The record of any student with more than two non-credit (NC) grades in their program will be reviewed by the program adviser with possible termination of the program as a consequence.

**6.6** 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 the graduate degree program.

**6.7** 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 Dean of Graduate Studies. No more than one 300 level course (a maximum of 5 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 Dean of Graduate Studies. Doubtful cases may be referred to the Graduate Affairs Council by the Dean.  
(See Appendix F for Interdisciplinary Studies program requirements.)

**6.8** 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.  

**Approved 2/28/2001**

**6.9** No more than one-half the minimum number of credits required for the degree may be counted toward the graduate degree program before the total program is planned and the Application for Degree Candidacy form submitted (Also see Section 9.2).

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

**Approved 2/28/2001**

**6.11** Distance delivered courses numbered 400 or above 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.

**Approved 2/28/2001**

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

**6.13** Definition of Full Time Status for Graduate Students  

**Approved 11/27/1999**
6.13.1 Eastern Washington University defines full time as 10 or more credits (of enrollment) per quarter. Graduate students who have a graduate service appointment as a Graduate Instructor will be considered full time if enrolled for a minimum of 8 credits per quarter. 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, 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.

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.

6.13.2 Twelve quarter credits is considered a standard study load for graduate students. The course load of graduate students working for a graduate degree may not exceed sixteen credits in any quarter without the approval of the student's adviser and the appropriate Academic Dean.

6.14 Proof of competence in research is required of all graduate degree candidates.

6.15 Undergraduate students with senior standing and a cumulative GPA of at least 3.00 may, with the permission of the Department Chair or other department officer and, second, of the Dean of Graduate Studies, take graduate courses for inclusion in his/her 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 Dean of Graduate Studies 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.

6.16 Courses which are applied to any baccalaureate degree major or minor cannot be applied to a graduate degree.

6.17 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 prior to 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.

Approved 4/28/1999

7. Specific Graduate Degree Requirements
In addition to the general regulations, each particular degree program includes specific regulations.

7.1 The Master of Arts Degree requires:

7.1.1 A foreign language appropriate to the goals of the student's program is ordinarily required.
7.1.2 Research competence demonstrated by thesis or research report
7.1.3 Completion of at least 45 credits of required and elective course work.

7.2 The Master of Business Administration Degree requires:
    7.2.1 Research competence demonstrated by thesis, a comprehensive research report, two
          research papers, or 12 credits of approved graduate level courses.
    7.2.2 Completion of at least 49 credits of required and elective course work.

7.3 The Master of Education Degree requires:
    7.3.1 At least one year's successful professional experience.
    7.3.2 Research competence demonstrated by thesis, research report, or examination over
          research methods.
    7.3.3 Completion of a 48 credit minimum program.
    7.3.4 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
          over-all graduate work.

7.4 The Master of Occupational Therapy requires:
    7.4.1 Research Competence demonstrated by completion of a research report.
    7.4.2 Successful completion of oral comprehensive examination prior to commencing
          field work.
    7.4.3 Successful completion of 24 credits of field work.
    7.4.4 Completion of 131 credits of required work, 73 credits of required work for the
          Advanced Standing MOT.

7.5 The Master of Public Administration Degree requires:
    7.5.1 Research competence demonstrated by thesis or research project.
    7.5.2 Completion of at least 60 credits of required and elective course work.

7.6 The Master of Science Degree requires:
    7.6.1 Foreign language required as specified in specific programs.
    7.6.2 Research competence demonstrated by thesis or research project.
    7.6.3 Completion of at least 45 credits of required and elective course work.

7.7 The Master of Social Work Degree requires:
    7.7.1 Completion of 90 credits of required and elective course work, 51 credits for the
          Advanced Standing MSW
    7.7.2 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.

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

7.9 Master of Fine Arts requires:

7.9.1 Research competence demonstrated by a thesis.

7.9.2 Completion of a written comprehensive examination in the major genre.

7.9.3 Completion of at least 72 credits of required and elective coursework.

7.10 Master of Urban and Regional Planning requires:

7.10.1 Competence in research demonstrated by completion of advanced planning studies and research projects.

7.10.2 Completion of at least 72 credits of required and elective coursework.

7.11 The Doctor of Physical Therapy requires:

7.11.1 Completion of 161 credits of required work.

7.11.2 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).

7.11.3 Successful completion of a written comprehensive examination prior to commencing full-time clinical internships.

7.11.4 Successful completion of 30 weeks of clinical internships.

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

7.11.6 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.

7.12 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.

7.13 Dual Master's Degrees

Students who enroll in the Public Administration Master's Degree program may choose the dual degree option with any one of three other programs including a Master of Business Administration, a Master of Urban and Regional Planning, or a 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.

7.13.1 Program exceptions/additions to this policy for dual degree program provisions by other departments must receive prior approval from the Graduate Affairs Council.
8. Probation Policy

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 shall be allowed one quarter's study to restore their cumulative GPA's to at least the 3.0 level. The faculty of the department offering the degree may extend this probationary period by one quarter when they feel such extenuation is warranted by special circumstances. Individual departments/programs may have requirements that are more restrictive; such requirements would supersede those stated here.

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 adviser on any action taken with respect to this probationary process.

Those students who are unable to restore their cumulative GPA's to 3.0 or above in this additional quarter of probation shall be terminated from their program.

Approved 10/14/1998

9. Admission to Graduate Degree Candidacy

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.

9.1 Admission to graduate degree candidacy is attained in two stages. The steps are:

9.1.1 Submission to the Graduate Studies Office of the completed Application for Admission to Graduate Studies.

9.1.2 Each graduate student shall be responsible for supplying the Graduate Studies Office with two official copies of all transcripts before his/her application will be further considered. (Students who received undergraduate degrees from EWU need not request that undergraduate transcripts be sent to the Graduate Studies Office.)

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

9.1.4 Evidence of scholarly ability as indicated by:

9.1.4.1 A minimum GPA of 3.0 in the last 90 graded quarter credits; 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**

9.1.4.1.1 Alternative admission criteria for 10% exception.
In developing a pool of qualified applicants for admission to the Graduate School, the following factors may be taken into account by a degree-offering unit:
The applicant's consistency in proceeding through an undergraduate degree program:

9.1.4.1.1.1.1 An applicant's demonstrated improvement, over time, of his or her grade point average, even though the cumulative average might remain below 3.0;

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

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

9.1.4.1.1.2.1 An applicant's demonstration of qualities such as maturity, motivation and commitment to graduate study;

9.1.4.1.1.2.2 An applicant's description of additional qualifications for programs which seek to attract students with professional experience as well as academic credentials.

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

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

9.1.4.1.1.5 Scores on relevant standardized tests.

Weights given to these factors may vary among academic units.

9.1.4.2 Upon approval of the Higher Education Coordinating Board, programs serving special clienteles may be exempted from this requirement. Alternative and demanding admission standards will be established for the exempted programs.

9.1.4.3 Admission based on professional experience:

Applicants with at least 10 years of increasingly responsible professional experience in the field for which they are applying may be considered for regular admission to graduate studies. These applicants must have a baccalaureate degree from an accredited university, and meet at least three of the following five requirements:

- Submit a transcript showing a 3.0 grade point average for the last 90 quarter or 60 semester hours.
- Submit satisfactory scores on the GRE, GMAT, or other approved test.
- Write an essay demonstrating critical thinking skills.
- Write a Statement of Intent demonstrating a level of knowledge and intellectual maturity appropriate to the proposed field of graduate study.
- Present evidence of professional success in a field relevant to the proposed area of study.

Applicants for admission under the professional experience provision must work closely with the program adviser 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

9.1.5 Post-baccalaureate credits must have a cumulative minimum GPA of 3.0.

9.1.6 English Language Requirement. a). 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. This requirement may be satisfied by presenting a TOEFL score of at least 580 or its equivalent. b). A student with a TOEFL score of between 550 and 580 may be admitted conditionally. In such cases, registration for classes is conditional upon having a program of English language study approved by the foreign student adviser. A student with conditional admission will be granted full admission upon presentation of a new TOEFL score (or equivalent) of at least 580 or upon recommendation of the Director of the English as a Second Language Program. c). Students with TOEFL scores from 525 to 550 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. For admission to a graduate program these students must meet the requirements listed in parts a) or b).

Approved 2/9/2000
d) Alternative to TOEFL admission requirements for students from countries where English is not the native language

Applicants otherwise admissible to graduate studies (as stated elsewhere in GAC policy), may, with the written approval of the individual program, be admitted upon successful completion of a prescribed program of appropriate content course work and English Language Institute course work. Said coursework will be agreed upon in advance by both the program and ELI. Successful completion is defined by the individual 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 (Fair/Good/Excellent).

Up to 12 credits of content level course work may be applied to the appropriate graduate program 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 a TOEFL of 550-580, nor should it be construed as a policy on conditional admission to Graduate Studies.

Approved 04/23/2003

9.1.6.1 Exceptions to the minimum TOEFL score of 550 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 meet all other requirements for admission to graduate study and submit a TOEFL score that meets the established minimum TOEFL requirement approved by the Graduate Affairs Council for the designated program.

Approved 2/9/2000

9.1.6.2 Approval for programs under section 9.1.6.1 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.  

**Approved 2/9/2000**

9.1.7 Acceptance by the major department.

9.1.8 Approval by the Dean of Graduate Studies.

9.1.9 Undergraduate students in their senior year may, with the approval of the Dean of Graduate Studies, be admitted to a graduate program in coordination with their undergraduate program. All the usual requirements of the graduate program apply. Note especially that only those courses completed before baccalaureate degree completion which have been previously designated as for "graduate credit" may be applied to a graduate degree program.

9.2 Advancement to Graduate Degree Candidacy

Approval for graduate degree candidacy indicates that the department concerned encourages the candidate to work for completion of the degree and is the time at which the student's entire program is planned. The program specified on the candidacy form constitutes the graduation requirements for the student. Advancement to graduate degree candidacy requires all of the following:

9.2.1 Admission to a graduate program.

9.2.2 Completion of at least 15 hours of graded graduate degree work, at least 10 of which must be at the 500 level.

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

9.2.4 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 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 quarter before anticipated graduation unless special permission is granted by the Dean of Graduate Studies.

9.2.4.1 If any changes in the courses outlined in the Candidacy form occur after acceptance to Candidacy, the student must submit a Candidacy Contract Change Form to the Graduate Studies Office that has been signed by his/her adviser(s). **Approved 2/09/2005**

9.2.5 Successful field experience as required by specific degree programs.

9.2.6 Approval of the Dean of Graduate Studies.

9.2.7 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 effecting an entire cohort or
group of students, or changes to more than 20% of the minimum credits for the
degree program. **Approved 4/11/2001**

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

After being admitted to a graduate degree program a student has six calendar years in which to complete his/her graduate degree program, beginning with the quarter the student is admitted, subject to the following exceptions:

10.1 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).

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

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

10.4 In the quarter of defense, the student must be enrolled for a minimum of two (2) credits.

11. **Appeals**

Student appeals involving graduate regulations may be addressed to the Dean of Graduate Studies. The appeal, in writing, should be initiated by the student and endorsed by the appropriate graduate program adviser 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**

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

12.1 Counsel the candidate in his/her study program;

12.2 Direct and supervise the candidate's research.

12.3 Direct the candidate in preparing for the comprehensive examination;

12.4 Arrange, conduct and appraise the comprehensive examination.

12.5 If the chair(s) or internal member(s) of the Graduate Degree Committee is changed after a student has been accepted for Candidacy, the individual instituting the request for change must submit a memo to the Graduate Studies Office that explains the rationale for the change and that has been signed by 1) the student, 2) the original member(s) of the Graduate Degree Committee, 3) the replacement chair and internal member(s) of the Graduate Degree Committee, 4) the department’s graduate program director, and 5) the department chair. In the event that one or more of these people object(s) to the proposed changes and refuse(s) to sign, he/she/they must explain the rationale for the objection in a memo to the Dean of Graduate Studies, who is responsible for making the final decision. **Approved 10/14/1998**
13. Comprehensive Examination

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

13.2 Each department is expected to organize the comprehensive examination experiences which best represents its discipline. Each department or interdepartmental program must have its written policy/procedure which describes comprehensive examination requirements approved in advance by the Graduate Affairs Council and Dean of Graduate Studies and published in the graduate catalog. (Approved plans may become effective the quarter subsequent to approval pending graduate catalog publication). Time limits for the comprehensive examinations in whatever combination should not exceed six hours.

13.2.1 Departments must have on file with the Dean of Graduate Studies an updated list of faculty eligible to serve on graduate committees for comprehensive examination purposes.

13.2.1.1 Each academic unit is required to provide the Dean of Graduate Studies with a list of Graduate Faculty qualified to serve as chairs and internal members of graduate committees by October 1 of each academic year. Quarterly corrections and additions can be made to keep the list current. *(See Appendix A for Graduate Faculty specifications.)* **Approved 10/14/1998**

13.2.1.2 The third member of the graduate student’s final comprehensive examination committee shall be appointed as described in the department/program comprehensive examination requirements as approved by the Graduate Affairs Council and the Dean of Graduate Studies. By October 1st of each year, each department will submit to the Graduate Dean 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. **Approved 1/28/2004**

13.2.2 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 which will be from an area outside the student's discipline. The role of this latter person is to assure, to the best of his/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)*

13.2.3 Comprehensive examinations must include one or more of the following: an oral examination, a written examination, a thesis defense, 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 must be approved by the Graduate Dean. 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 prior to the exam and will occur during the final quarter of the student’s program. Only the
members of the Graduate Degree Committee decide the outcome of the examination.

Approved 4/28/2004

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

13.4 If a thesis, research report, or other terminal document is part of a student’s graduate program, that requirement must be completed prior to 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 quarter, whichever comes first. A copy of the Terminal Research Approval form must be received by the Graduate Studies Office prior to the candidate scheduling his/her comprehensive examination.

13.4.1 A comprehensive examination cannot be scheduled for any student who has an X grade in any course in their degree program, current coursework excepted. Student and faculty signatures on the Terminal Research Approval Form are verification that there are no X grades. Students who successfully complete their comprehensive examination must meet any outstanding degree requirements within one quarter 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 by the end of one quarter, the late completion fee will be assessed for each quarter the course work is incomplete. Approved 04/10/2003

13.5 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 days prior to the examination date.

13.6 The Graduate Studies Office and/or the graduate program director of the respective department notify all participants of the time and place of the examination.

13.7 The comprehensive examination is conducted by the chair of the candidate's committee. Written examinations may be conducted by the departmental graduate director of the student's respective program.

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

13.9 The time allowed for the oral examination is not more than two hours and written exams should not exceed six hours. The total time for the comprehensive examination should not exceed six hours. The nature of further examination if required is determined by the committee.

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

13.11 All comprehensive examination decisions must be communicated in writing by the committee chair to the student, the graduate program director of the departments involved and the Graduate Studies Office.
13.12 Criteria for retaking comprehensive examinations

13.12.1 The student may not schedule a second comprehensive examination in the same quarter in which he/she failed the first scheduled examination.

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

13.12.3 Failure to complete satisfactorily the second examination will terminate the student's program, subject to appeal to the Dean of Graduate Studies.

14. Thesis Regulations

14.1 Form and Style

14.1.1 Any department through which the graduate degree is granted will designate the manual of style recommended by the related discipline. The student should be certain that she/he is using the manual approved by her/his department.

14.1.2 Supervision in matters of style for thesis, 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 laser printer or letter-quality impact printer is required.

14.1.4 The paper for the thesis must be 8-1/2" x 11", "thesis bond." It must have a 16 to 20 pound weight and 100% 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 1/2", the right, top, and bottom margins 1".

14.1.6 Three high-quality copies of the thesis must be submitted for the University files, plus a fourth for the student's own file, if he/she wishes. 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 specified above. Either good quality offset printing or photocopy copies are acceptable.

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 Thesis

14.2.1 The candidate must obtain approval of his/her graduate committee. Approval is indicated by the signatures of the graduate committee members.

14.2.2 The candidate must pay a thesis-binding fee.
14.2.3 The candidate 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 that quarter, whichever comes first.

14.3 The quality of research and standards of form and style for research reports should be equal to that required in the thesis. 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 to Graduate School and transcripts to the Graduate Studies Office. It is required before 12 credits of graduate study are completed.

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

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 signature of graduate adviser, and submit it to the Graduate Studies Office. Application for candidacy should be submitted by the time the student has completed no more than one half the number of credits referenced for the degree, but not prior to the successful completion of at least 15 hours of graduate work, at least 10 of which must be at the 500 level.

15.6 After being admitted to degree candidacy, the graduate degree committee is appointed.

15.7 No later than the second Friday of the quarter prior to the quarter of expected program completion, make application to the Graduate Studies Office. (Spring graduates must apply early in the prior winter quarter, etc.) Pay the required completion fee to the Graduate Studies Office, or to Student Financial Services. If a thesis is a required part of the program, also pay the binding fee. Failure to submit the 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 of $10.00. (This fee may be adjusted for inflation with Board of Trustees Approval.)

15.8 The candidate must schedule a final graduate degree examination with the Graduate Studies Office at least two weeks prior to examination.

15.9 The candidate must present copies of the terminal document to each committee member at least two weeks prior to the final examination.

15.10 The candidate must make arrangements at the College Bookstore for a cap and gown.

16. Graduate Service Appointments

16.1 Categories

16.1.1 Graduate Associates 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.
16.1.2 Graduate Assistantships are awarded by an instructional or administrative unit (through the unit dean and the graduate dean) to students of outstanding promise who are given, under faculty direction, work experiences that engage him/her in instruction. The terms of the award and recommendation of recipients are made by the department or program which supports the award.

16.1.3 Graduate Instructorships are awarded by an instructional or administrative unit (through the unit dean and the graduate dean) to students with an appropriate background who are given, under faculty direction, responsibility for instruction. Normally, these students will have heavier teaching responsibilities, 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.

16.1.4 Resignation or withdrawal from a Graduate Service Appointment must be done in writing and submitted to the immediate supervisor. Repayment of all or part of the award may be required for failing to provide timely notification of resignation or withdrawal.

16.2 Graduate Associates

16.2.1 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.

16.2.2 Candidates must have received a bachelor's degree prior to 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 Dean of Graduate Studies.

16.2.3 A full (100%) graduate associate appointment represents a 20-hour workweek. The department/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).

16.2.4 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.

16.2.5 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.

16.2.6 Graduate associates may not accept other university employment or receive additional compensation from the university at any time during the regular academic year.

16.2.7 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 person terminated for adequate cause may be required to
repay all or part of the award he/she has received.

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

16.3 Graduate Assistants

16.3.1 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.

16.3.2 Candidates must have received a bachelor's degree prior to the beginning
of the assistantship period or be within 15 undergraduate credits of completing a
bachelor's degree and have the approval of the Dean of Graduate Studies.

16.3.3 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 quarter 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 Dean of Graduate
Studies.

16.3.4 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.

16.3.5 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.

16.3.6 Graduate assistants may not accept other university employment or
receive additional compensation from the university at any time during the regular
academic year.

16.3.7 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.

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

16.4.1 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.

16.4.2 Candidates must have received a bachelor's degree prior to the beginning of the graduate instructorship.

16.4.3 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 quarter 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 Dean of Graduate Studies.

16.4.4 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 8 to 10 credits per quarter.

16.4.5 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.

16.4.6 Graduate instructors may not accept other university employment or receive additional compensation from the university at any time during the regular academic year.

16.4.7 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.

16.4.8 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

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:
• 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.)
• Provide an unofficial or official transcript showing at least a bachelor’s degree from an accredited institution.
• 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 pre-requisite requirements.

In addition:
• Non-degree students are eligible to enroll for up to one year (renewable), and are not eligible for financial aid.
• Non-degree seeking graduate students pay graduate tuition.
• 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.
• 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.

However, 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.

Approved 2/27/2002
Faculty that 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 four 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 Department 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/school dean and be on file with the Office of Graduate Studies 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 vita and other requested documentation for each faculty member recommended, to the Dean of Graduate Studies.

The Graduate Faculty Review Committee of the Graduate Affairs Council, which consists of the Policy Development and Review Committee except for the Dean of Graduate Studies and the graduate student member, will evaluate the faculty recommended for Graduate Faculty status and forward a recommendation to the Dean of Graduate Studies. The Dean of Graduate Studies 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/program, college/school, Graduate Faculty Review Committee or the Dean of Graduate Studies can request a review by the Graduate Faculty Review Committee and the Dean of Graduate Studies.

Appointments to the Graduate Faculty are reviewed every four years. Part-time and adjunct faculty must follow the above procedures on an annual basis.
The Dean of Graduate Studies 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.

Faculty who are endorsed by their departmental colleagues as having unique qualifying skills or experiences needed by the department can 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 that receive these exemptions can perform the listed duties but are not considered Graduate Faculty. Faculty receiving exemptions are reviewed every four years. **Senate approved 5/23/2005**
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 prior to 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 prior to 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 a candidate’s position and the facts of their discipline.)

The other category—the candidate’s 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 the candidate to be aware of the fact that history is an interpretive form of inquiry. They would expect the candidate 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 the candidate is up to them. It needn’t be popular with the examiners. The appropriate test for the candidate’s 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 well in both categories. Realistically, one would expect the candidate 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 the candidate is totally unprepared for one of the categories, serious consideration should be given by the examiners to either the conditional pass or failure. If the candidate exhibits a serious weakness in both areas, failure in the examination would be the appropriate decision.

Finally, committee members should realize that passing or failing the examination are not the only options open. Good selection and preparation of candidates combined with careful examination planning should result in preponderance of passes, and wherever evaluation is conscientious and critical some failures seem inevitable. But quite often committees judge that the candidate hasn’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 the candidate’s command of his/her 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 prior to 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 Dean of Graduate Studies 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 and Dean of Graduate Studies who can usually cite precedents and sometimes 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).
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 Dean of Graduate Studies, 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. Adjunct faculty associated with the program should also include 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.

Approved 6/14/2000
Appendix E

Process for Retrieving a Banked Course

To retrieve a course that has been banked the department/program needs to submit a request to the Dean of Graduate and Undergraduate Studies. This request needs to 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 Catalog Description/Prerequisites Revisions or Undergraduate Simplified Form).
b. The quarter 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 vita (vitae) of the faculty member(s) who will teach the course.
f. The next quarter the course will be offered.

The request to retrieve a banked course must be signed by the department chair and appropriate college/school dean.

The Dean of Graduate and Undergraduate Studies will review the request and make a recommendation to either the Undergraduate Affairs Council or the Graduate Affairs Council.

Approved by GAC 5/23/2001
Approved by UAC 5/24/2001
Interdisciplinary Studies Program Requirements

1. Minimum of 50 quarter credits

2. Minimum of 20 credits in the major field included in the program and at least 15 credits in one other minor field

3. An interdisciplinary masters degree program cannot include more than 12 credits of courses numbered 499 or 599

4. An interdisciplinary Master’s degree program cannot include more than 12 credits of 400-level coursework

5. Submission of the proposal to the Dean of Graduate Studies or his designee which lists the courses to be included within the program of study and which contains the approvals of the department chair or graduate director of the major and minor fields

6. Inclusion in the proposal of an explanation regarding how the proposed combination of courses comprises an interdisciplinary degree program (not simply a combination of multiple disciplines)

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

8. Inclusion in the proposal of a research component

Approval of the program by the Dean of Graduate Studies or designee shall be forthcoming only after a meeting of the dean 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 multiple disciplines.

The student’s faculty committee will consist of two or three members of the Graduate Faculty representing the disciplines with at least 15 credits in the program and will be chaired by the faculty member representing the major field.  

Approved 4/11/2001
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 to this policy will be considered on a case by case basis by the Dean of Graduate and Undergraduate Studies.

Approved 2/09/2005
Appendix H

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 and 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.

GAC Approved 4/13/2005
UAC Approved 4/14/2005
Academic Senate Approved
5/23/2005
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 Dean of Graduate Studies 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.
All forms must have appropriate signatures where indicated (department chair, department chair of any program effected 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 (Registrar impact)
   c. Technical Review (Technical Users Group for SIS, and related student service systems)
   d. Assessment Review (End of Program, etc.)
   e. Dean of Graduate Studies Review (Presentation to and vetting by Deans’ Conference)

   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.

4. Proposals denied by GAC will be returned to the submitting department. Proposals approved by GAC will be forwarded to the Dean of Graduate Studies for review.
a. If the Dean of Graduate Studies 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 Dean of Graduate Studies 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 Dean of Graduate Studies 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).

Procedures for HECB Submission of a GAC Approved New Graduate Program

1. Complete the HECB proposal, using instructions provided by the Dean of Graduate Studies, and submit the proposal to the appropriate academic dean for review. Proposals approved without revisions by the academic dean will be forwarded to the Dean of Graduate Studies and then to the Provost for final review. Proposals requiring revision will be returned to the submitting department for resubmission within three weeks, subject to HECB review timelines. Revised proposals approved by the Dean of Graduate Studies will then be submitted to the Provost for final review. Proposals approved by the Provost will be submitted to the HECB, with notice made through the Graduate Studies Office for documentation of the submission.

2. Proposals approved by the HECB will be documented in Academic Affairs, and the Graduate Studies Office, archived, distributed to appropriate campus offices, and prepared for catalog publication. Proposals rejected by the HECB will be returned to the submitting department for revision and possible resubmission.

3. Forward HECB approved program to the Northwest Commission of Colleges and Universities for approval, via Dean of Graduate Studies.
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) 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.

   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, (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 the submission in a database and post on its web site, and coordinate an administrative review, which includes the following steps:
Appendix I

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 Dean of Graduate Studies, 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 Dean of Graduate Studies for Academic Affairs review.

If the Dean of Graduate Studies 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 Dean of Graduate Studies 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 Dean of Graduate Studies.
If the Dean 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 Dean 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 J

New or Revised Graduate Program Approval GAC Process

Academic Department revises an existing program or develops a new one—see below for steps required of new program prior to submission.

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.

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

Academic Department revises an existing course or develops a new course not part of a program, or makes minor revisions in a course that is part of an existing program.

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.

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.

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.

EWU GAC Policy Manual 2006
Approved by GAC 5.29.2002, revised 4.27.05
New Graduate Program Approval External to GAC Process
Flowchart

1. Program/department develops proposal for vetting by appropriate academic dean

2. Proposals approved by academic dean is prepared for HECB pre-approval and review by Dean’s Conference, and Provost.

3. Programs approved for submission to HECB; full proposal preparation may begin.

4. Proposing department/program secures GAC forms, follows process for new or revised program review.

Programs not approved for HECB submission returned to proposing department/program

Complete GAC review process See steps 2 through 4C under new or revised program review GAC process.

5. New programs approved by GAC are reviewed by Graduate Dean for submission to HECB

6. The department completes the full HECB proposal and submits it to the Graduate Dean for review and approval. Approved new program proposals will be forwarded to the Provost for final review.

7. If the Provost approves the proposal for new program, it is forwarded to the HECB for review. Programs that are not approved will be returned to the submitting department.

8. Academic Affairs forwards HECB approved programs to Northwest Commission of Colleges and Universities and then to US Department of Education