Molecular Plant Sciences

Graduate Program

2016-2017

Graduate Student Handbook

TABLE OF CONTENTS

2016-2017 Academic Calendar…………………………………………………………………………………………………………………. 2

Program Directory……………………………………………………………………………………………………………………………………. 3

Faculty Directory……………………………………………………………………………………………………………………………………… 5

Orientation & To-Do List………………………………………………………………………………………………………………………….. 9

Special Instructions for International Students………………………………………………………………………………………… 10

Responsible Conduct of Research Training……………………………………………………………………………………………….. 10

Discrimination & Sexual Harassment Prevention……………………………………………………………………………………….11

Establishing Washington Residency………………………………………………………………………………………………………….. 11

Insurance & Payroll…………………………………………………………………………………………………………………………………… 12

Leave & Vacation……………………………………………………………………………………………………………………………………….13

Graduate School & MPS Resources…………………………………………………………………………………………………………… 14

Additional University Resources ………………………………………………………………………………………………………………. 15

Safety……………………………………………………………………………………………………………………………………………………….. 17

Living in Pullman………………………………………………………………………………………………………………………………………. 17

Ph.D. Graduate Program Course Requirement…………………………………………………………………………………………. 19

Ph.D. Graduate Program Timeline…………………………………………………………………………………………………………….. 21

Good Standing/Making Progress Toward Your Degree…………………………………………………………………………….. 26

Short Answers to Frequently Asked Questions…………………………………………………………………………………………. 26

Appendix I (MPS Program)………………………………………………………………………………………………………………………… 29

Appendix II (Graduate School Policies)……………………………………………………………………………………………………… 33

Appendix III (Forms Index)………………………………………………………………………………………………………………………… 34

Form(s)………………………………………………………………………………………………………………………………………………………35

2016-2017 ACADEMIC CALENDAR

http://registrar.wsu.edu/academic-calendar/

**Fall Semester 2016**

Classes begin August 22

Last day to add a course online August 26

Labor Day Holiday September 5

Veteran’s Day Holiday November 11

Thanksgiving Vacation November 21-25

Commencement December 10

Final examinations December 12-16

**Spring Semester 2017**

Classes begin January 9

Martin Luther king, Jr. Day holiday January 16

President’s Day holiday February 20

Spring Vacation March 13-17

Final examinations May 1-5

Commencement May 6

**Summer Session 2017**

Early Session begins May 8

Memorial Day holiday May 29

Eight-week Session begins June 5

Independence Day holiday July 4

Summer Session ends July 28

See <http://registrar.wsu.edu/academic-calendar/> for the full academic calendar.

PROGRAM DIRECTORY

Washington State University

Molecular Plant Sciences Graduate Program

P.O. Box 641030

Pullman, WA 99164-1030

Campus Mail Code: 1030

**Molecular Plant Sciences Graduate Program**

|  |  |
| --- | --- |
| Theresa Pfaff, MPS Academic Coordinator  French Administration Building 336C  509-335-4527  [tpfaff@wsu.edu](mailto:tpfaff@wsu.edu)  [molecular.plants@wsu.edu](mailto:molecular.plants@wsu.edu) | Orientation, academic matters (scheduling, changes, errors, deadlines, advising), seminar series, all things MPS |
| Michael Neff, MPS Director  Johnson 387  509-335-7705  [mmneff@wsu.edu](mailto:mmneff@wsu.edu) | Orientation, first-semester class scheduling, rotations, academic matters, all things MPS |
| Andy McCubbin, MPS Assistant Director  Abelson 440B  509-335-7916  [amccubbin@wsu.edu](mailto:amccubbin@wsu.edu) | Orientation, first-semester class scheduling, rotations, academic matters, all things MPS |
| Joe Merrill or Rita Whitcomb  French Administration Building 324  509-335-6424  [joem@wsu.edu](mailto:pweed@wsu.edu) or [rwhitcomb@wsu.edu](mailto:rwhitcomb@wsu.edu) | Financial assistance |
| Lori Carris, Graduate School Associate Dean  French Administration Building 336  509-335-7008  [carris@wsu.edu](mailto:carris@wsu.edu) | Graduate School liaison |
| Your Advisor | Classes, proposals, program of study, lab work |
| Your Thesis Committee | Proposals, program of study, scheduling exams |

**Department of Crop and Soil Sciences**

|  |  |
| --- | --- |
| Deb Marsh  Academic Coordinator  Johnson Hall 125  509-335-2615  [marshdj@wsu.edu](mailto:marshdj@wsu.edu) | Mary Lou Bricker  Finance/Budget Coordinator  Johnson Hall 115  509-335-0584  [m.bricker@wsu.edu](mailto:m.bricker@wsu.edu) |

**Department of Horticulture**

|  |  |
| --- | --- |
| Deb Marsh  Academic Coordinator  Johnson Hall 125  509-335-2615  [marshdj@wsu.edu](mailto:marshdj@wsu.edu) | Lorie Mochel  Administrative Manager  Johnson 149  509-335-9503  [lorie@wsu.edu](mailto:lorie@wsu.edu) |

**Institute of Biological Chemistry**

|  |  |
| --- | --- |
| Helen Miller  Administrative Manager  Clark Hall 285  509-335-8383  [milllerhm@wsu.edu](mailto:milllerhm@wsu.edu) | Beth Toerne  Fiscal Specialist I  Clark Hall 287  509-335-8632  [bethm@wsu.edu](mailto:bethm@wsu.edu) |

**Department of Plant Pathology**

|  |  |
| --- | --- |
| Lisa Lujan  Academic Coordinator  Johnson Hall 129  509-335-9542  [llujan@wsu.edu](mailto:llujan@wsu.edu) | Cheryl Hagelganz  Finance Manager  Johnson Hall 345  509-335-4852  [chagelganz@wsu.edu](mailto:chagelganz@wsu.edu) |

**School of Biological Sciences**

|  |  |
| --- | --- |
| Jenny Lewis  Academic Coordinator/Advisor 1  Abelson Hall 324A  509-335-2300  [jenny.lewis@wsu.edu](mailto:jenny.lewis@wsu.edu) | Cheryl Druffel  Finance Senior Manager  Abelson Hall 305  509-335-3554  [druffelc@wsu.edu](mailto:druffelc@wsu.edu) |

**School of Electrical Engineering and Computer Sciences**

|  |  |
| --- | --- |
| Graduate Student Services  EME  509-335-6602 | Kelly Nigro  Finance/Budget Coordinator  EME 102C  509-335-1406  [knigro@eecs.wsu.edu](mailto:knigro@eecs.wsu.edu) |

**School of Molecular Biosciences**

|  |  |
| --- | --- |
| Tami Breske  Academic Coordinator  BLS 102  509-335-4318  [tbreske@vetmed.wsu.edu](mailto:tbreske@vetmed.wsu.edu) | Laurilee Kramer  Administrative Manager  BLS 202D  509-335-1553  [lkramer@vetmed.wsu.edu](mailto:lkramer@vetmed.wsu.edu) |

FACULTY DIRECTORY

Because Molecular Plant Sciences in an interdisciplinary program, all faculty members are part of one or more of the following departments – Crop and Soil Sciences (CSS), Electrical Engineering and Computer Sciences (EECS), Horticulture and Landscape Architecture (Hort), the Institute of Biological Chemistry (IBC), Plath Pathology (Pl Path), the School of Molecular Biosciences (SMB), Entomology (ENT), and the School of Biological Sciences (SBS).

|  |  |
| --- | --- |
| **Name and contact information** | **Area of research** |
| John Browse  IBC, Clark467C  509-335-2293  [jab@wsu.edu](mailto:jab@wsu.edu) | Lipid and membrane biochemistry; pathways and regulation of lipid synthesis and membrane formation in higher plants; chilling and freezing tolerance in plant |
| Ian Burke  CSS, Johnson 163  509-335-2858  [icburke@wsu.edu](mailto:icburke@wsu.edu) | Herbicide biochemistry, physiology, and fate; physiological and genetic bases for herbicide resistance in weedy plants |
| Jeremiah Busch  SBS, Eastlick 387  509-335-1246  [jwbusch@wsu.edu](mailto:jwbusch@wsu.edu) | The evolution of self-incompatibility mechanisms and plant population genetics |
| Kimberly Campbell  CSS/USDA, Johnson 379  509-335-0582  [kgcamp@wsu.edu](mailto:kgcamp@wsu.edu) | Wheat breeding and genetics, improving resistance to biotic and abiotic stress, quantitative genetics to describe genotype by environment interactions |
| Arron Carter  CSS, Johnson 383  509-335-6198  [ahcarter@wsu.edu](mailto:ahcarter@wsu.edu) | Winter wheat breeding and genetics, breeding improved wheat varieties, high-yield, disease resistant. |
| Asaph Cousins  SBS, Abelson 406BA  509-335-7218  [acousins@wsu.edu](mailto:acousins@wsu.edu) | Plant metabolism and physiology; plant energy metabolism; carbon and oxygen isotope exchange in plants |
| Amit Dhingra  Hort, Johnson 155  509-335-3625  [adhingra@wsu.edu](mailto:adhingra@wsu.edu) | Horticultural genomics; plastid transformation, organelle genomics; photobiology and photosynthesis |
| Gerald Edwards  SBS, Heald 301  509-335-2539  [edwardsg@wsu.edu](mailto:edwardsg@wsu.edu) | Photosynthesis, including effects of environmental stress and potential global climate change; mechanism and evolution of carbon assimilation |
| John Fellman  Hort, Johnson 51  509-335-3454  [fellman@wsu.edu](mailto:fellman@wsu.edu) | Phytochemistry, chemistry and biochemistry of fruits and their products; postharvest plant physiology |
| Stephen Ficklin  Hort, Johnson 153  509-335-4295  [stephen.ficklin@wsu.edu](mailto:stephen.ficklin@wsu.edu) | System Genetics |
| David Gang  IBC, Clark 385  509-335-0550  [gangd@wsu.edu](mailto:gangd@wsu.edu) | Use and development of metabolomic, proteomic and transcriptomic tools to investigate the structure, regulation and control of metabolism in individual cell types such as trichomes and specialized organs such as plant rhizomes |
| Kulvinder Gill  CSS, Johnson 277  509-335-4666  [ksgill@wsu.edu](mailto:ksgill@wsu.edu) | Molecular basis of chromosome pairing control; genome organization and amplification; distribution of genes and recombination; characterization of agronomically important traits |
| Lee Hadwiger  Pl Path, Johnson 359  509-335-3751  [chitosan@wsu.edu](mailto:chitosan@wsu.edu) | Molecular biology of plant disease resistance; plant gene regulation by elicitors from fungi and bacteria |
| Hanjo Hellmann  SBS, Abelson 435A  509-335-2762  [hellmann@wsu.edu](mailto:hellmann@wsu.edu) | The ubiquitin proteasome pathway; vitamin B6 biosynthesis |
| Scot Hulbert  Pl Path, Johnson 307  509-335-3722  [scot\_hulbert@wsu.edu](mailto:scot_hulbert@wsu.edu) | Molecular genetics and evolution of the interactions between pathogens and plants |
| Michael Kahn  IBC, Clark 203  509-335-4563  [kahn@wsu.edu](mailto:kahn@wsu.edu) | Nitrogen fixation; interactions between plant and bacterial metabolism to support symbiotic nitrogen fixation |
| Anath Kalyanaraman  EECS, Elec Mech 237  509-335-6760  [anath@wsu.edu](mailto:anath@wsu.edu) | Computational biology and bioinformatics; high-performance computing; combinatorial pattern matching |
| Chulhee Kang  SMB, Fulmer 264  509-335-1409  [chkang@wsu.edu](mailto:chkang@wsu.edu) | Cellular calcium regulation mechanism, Bioremediation of the major organic pollutants, UV-Damaged DNA and its Repair mechanism |
| Helmut Kirchhoff  IBC, Clark 427  509-335-3304  [kirchhh@wsu.edu](mailto:kirchhh@wsu.edu) | Plant physiology, photosynthesis, biomembranes, macromolecular crowding, and stress physiology |
| Michael Knoblauch  SBS, Abelson 318  509-335-3052  [knoblauch@wsu.edu](mailto:knoblauch@wsu.edu) | Cell biology and the physiology of plant tissues, especially the phloem |
| N. Richard Knowles  Hort, Johnson 43  509-335-3451  [rknowles@wsu.edu](mailto:rknowles@wsu.edu) | Potato agronomy, physiology & variety development; postharvest physiology; oxidative stress & associated effects on intermediary metabolism |
| Hans-Henning Kunz  SBS, Eastlick 395  509-335-7698  [henning.kunz@wsu.edu](mailto:henning.kunz@wsu.edu) | Investigate chloroplast ion transport and homeostasis, discover and characterize new chloroplast ion transporters, design of organelle specific gene family targeting amiRNA library |
| B. Mark Lange  IBC, Clark 341  509-335-3794  [lange-m@wsu.edu](mailto:lange-m@wsu.edu) | Use and development of tools for the integration of post-genomic technologies (microarrays, proteomics, metabolite profiling) to study the global regulation of metabolic pathways; particular interest in isoprenoid metabolism |
| Norman Lewis  IBC, Clark 467C  509-335-2682  [lewisn@wsu.edu](mailto:lewisn@wsu.edu) | Biochemistry of plant phenolics; biochemistry of plant cell-wall synthesis and unique plant constituents; effects of gravity on metabolic pathways in plants |
| Andrew McCubbin  SBS, Abelson 440B  509-335-7916  [amccubbin@wsu.edu](mailto:amccubbin@wsu.edu) | Pollen tube growth; pollen pistil interactions; floral development |
| Paul Nabity  Entomology, FSHN 260  509-335-0881  [paul.nabity@wsu.edu](mailto:paul.nabity@wsu.edu) | Molecular plant-insect interactions, effector biology and evolution, plant defense signaling networks and tradeoffs with growth |
| Michael Neff  CSS, Johnson 387  509-335-7705  [mmneff@wsu.edu](mailto:mmneff@wsu.edu) | Crop biotechnology; photomorphogenesis; hormone-mediated development; the role of brassinosteroid inactivation in plant development; biochemical and molecular-genetic analysis of the AT-hook nuclear localizing (AHL) gene family in Arabidopsis |
| Thomas Okita  IBC, Clark 351  509-335-3391  [okita@wsu.edu](mailto:okita@wsu.edu) | Biochemistry of starch synthesis and protein localization ; metabolic genetic engineering of plants for increased productivity; mRNA localization and the role of the cytoskeleton and endoplasmic reticulum |
| Patricia Okubara  Pl Path/USDA, Johnson 333  509-335-7824  [pokubara@wsu.edu](mailto:pokubara@wsu.edu) | Host molecular responses to beneficial and pathogenic soil microbes; molecular diagnoses of and host resistance to soilborne pathogens |
| Hanu Pappu  Pl Path, Johnson 353  509-335-3752  [hrp@wsu.edu](mailto:hrp@wsu.edu) | Virus genomics and proteomics, plant-virus interactions, molecular epidemiology, crop biotechnology/virus resistant transgenic plants |
| Tobin Peever  Pl Path, Johnson 357  509-335-3754  [tpeever@wsu.edu](mailto:tpeever@wsu.edu) | Biology, epidemiology and control of diseases affecting small fruit (berries) in Pacific Northwest. |
| B.W. Poovaiah  Hort, Johnson 155W  509-335-2487  [poovaiah@wsu.edu](mailto:poovaiah@wsu.edu) | Molecular and biochemical aspects of calcium/calmodulin-mediated signaling in plants |
| Michael Pumphrey  CSS, Johnson 381  509-335-0509  [m.pumphrey@wsu.edu](mailto:m.pumphrey@wsu.edu) | Development of biotic and abiotic stress tolerant, high-yielding, and high-quality spring wheat varieties for diverse production environments |
| Eric Roalson  SBS, Abelson 339  509-335-7921  [eric\_roalson@wsu.edu](mailto:eric_roalson@wsu.edu) | Molecular phylogenetics, genomics, and evolutionary origins of characters of interest, notably photosynthetic pathway novelties |
| Sanja Roje  IBC, Clark 261  509-335-3008  [sanja@wsu.edu](mailto:sanja@wsu.edu) | Metabolism of tetrahydrofolate-bound one-carbon units in plastids; biosynthesis of riboflavin in plants |
| Karen Sanguinet  CSC, Johnson Hall 255  506-335-3662  [karen.sanguinet@wsu.edu](mailto:karen.sanguinet@wsu.edu) | The Sanguinet lab focus on factors that modulate growth and development. Study of root architecture of the Pooideae subfamily of temperate grasses using developmental, genetic and genomics approaches. |
| Andrei Smertenko  IBC, Clark 207  509-335-5795  [andrei.smertenko@wsu.edu](mailto:andrei.smertenko@wsu.edu) | Molecular mechanisms of phragmoplast organization and plant cytokinesis, regulation of plant cell wall synthesis by cytoskeleton, and plant programmed cell deaths. |
| Camille Steber  CSS/USDA, Johnson 283  509-335-2887  [csteber@wsu.edu](mailto:csteber@wsu.edu) | Molecular genetic studies of the control of seed dormancy and germination by GA and ABA hormone signaling, mechanisms of wheat preharvest sprouting tolerance, and wheat drought tolerance |
| Kiwamu Tanaka  Pl Path, Johnson 355  509-335-6418  [kiwamu.tanaka@wsu.edu](mailto:kiwamu.tanaka@wsu.edu) | Molecular plant-microbe interactions and plant innate immunity |
| Mechthild Tegeder  SBS, Abelson 401/403  509-335-7545  [tegeder@wsu.edu](mailto:tegeder@wsu.edu) | Molecular and physiological mechanisms of nitrogen transport; regulation of transport; flower/seed development; plant productivity |
| Linda Thomashow  Pl Path, Johnson 365  509-335-0930  [thomashow@wsu.edu](mailto:thomashow@wsu.edu) | Genetics, biochemistry and physiology of plant-microbe interactions; plant growth-promoting rhizobacteria; rhizosphere microbiology and ecology; mechanisms of gene regulation and expression; microbial genomics |
| John Wyrick  SMB, Biotech Lsf 241  509-335-8785  [jwyrick@wsu.edu](mailto:jwyrick@wsu.edu) | Functional genomics; regulation of gene expression; chromatin structure; covalent histone modifications |
| Zhiwu Zhang  CCS, Johnson 105  509-335-8674  [zhiwu.zhang@wsu.edu](mailto:zhiwu.zhang@wsu.edu) | Research focusing on developing statistical methods and computing tools for genomic research and applications |

ORIENTATION & TO-DO LIST

We highly recommend arriving in Pullman at least a week before classes begin in August so that you can attend several orientations and have enough time to settle in before the semester begins. The following is a list of important items to do once you arrive on campus.

**□** Attend orientations, including

* Graduate School Orientation (including International students): August 16 (payroll and benefits services, health insurance, university resources, RA/TA workshops, etc.) Register at <http://gradschool.wsu.edu/CurrentStudents/>
* Office of International Students and Scholars Orientation (OISS): All students must complete the iCoug Tutorial (online pre-arrival information and assessments) prior to arriving in Pullman. See instructions on how to log in and navigate the iCoug Tutorial. <https://ip.wsu.edu/future-students/documents/2016/05/icoug-tutorial-instructions-2.pdf>
* Molecular Plant Sciences Graduate Program Orientation: Aug. 19 from 1-2pm (first year coursework, lab rotations, and other important program information)
* The orientation for the department where you TA, if applicable

□ Fill out personnel paperwork

* U.S. students: bring your driver’s license and original social security card to the Graduate School offices (336 French Administration Building) and fill out the I-9 forms and Personnel Action Form, which are necessary for processing tuition waivers, stipend, insurance, etc.
* International students: bring your passport, I-94, I-20, and social security card to the Graduate School Offices (336 French Administration Building) to fill out the necessary forms. If you do not have a social security card, you will be able to apply for one during the OISS Orientation.

□ Obtain a WSU ID card

* Take your WSU ID number and at least one photo ID to the Cougar Card Center, which is located in the Compton Union Building (CUB), room 60, to obtain your WSU ID.

□ Obtain a parking permit, if needed

* Bring your WSU ID number to the Parking and Transportation Building on the corner of Colorado St. and D. St.

□ Obtain keys

* Please see your advisor to obtain keys for the labs you work in.

□ Update contact information

* Once you have established a local mailing address and phone number please update your contact information in My.WSU. This will update your address with the Graduate School, payroll, benefits services, etc.

SPECIAL INSTRUCTIONS FOR INTERNATIONAL STUDENTS

<https://ip.wsu.edu/future-students/graduate-students/>

The Office of International Students and Scholars –Global Services offers a multi-day orientation for new international students the week before the beginning of fall and spring semesters. Attendance at this orientation is mandatory for all international students, even those transferring from other U.S. schools. All international students will be charged a non-refundable, international orientation fee, after course registration. The fee will be charged to your WSU account and can be paid along with your tuition through My.WSU. The orientation includes:

* Pick-up from the Pullman-Moscow Airport
* Campus tours
* Information about medical insurance
* Workshops about being a research assistant (RA) or teaching assistant (TA)
* Immigration check-in
* Opportunity to apply for a Social Security Number
* Tips for thriving at WSU
* Opportunity to meet other international graduate students

There are many forms and helpful information available on the Office of International Programs - Global Services website, <http://ip.wsu.edu/global-services> , including a pre-arrival information request form, information on obtaining a visa, a welcome packet, and the orientation registration form. The office can also put you in contact with other students from your home country that may be able to help you find housing.

RESPONSIBLE CONDUCT OF RESEARCH TRAINING

Mandatory training on the Responsible Conduct of Research is required of all WSU graduate students. The training is web-based and is located at <https://myresearch.wsu.edu> (the training module is addressed to Principal Investigators but is the same for everyone). Every new MPS student should complete the training by August 30th.

Graduate students will not be eligible for employment until the training is completed, but a grace period of one semester is allowed.

Incoming students can take the training as a network ID and password are created. We recommend that this is done before arriving on campus. Questions about the subject matter should be directed to your faculty advisor.

DISCRIMINATION AND SEXUAL HARASSMENT PREVENTION

Mandatory employee training on Discrimination and Sexual Harassment Prevention will be required of all graduate students on assistantships. This is a Web based training located at <http://hrs.wsu.edu/dshp> Students are encouraged to take this training as soon as possible.

* Graduate students appointed Fall Semester will need to complete their training by September 30th
* Graduate students appointed Spring Semester will need to complete their training by January 31st
* Graduate Student appointed Summer Semester will need to complete their training by June 30th

Failure to fully complete this training may result in future ineligibility of any financial support or benefit of your appointment. All employees will be required to repeat this training every five years from the date of initial training.

Questions regarding this training may be directed at Human Resources Services at 509‐335‐4521 or hrs@wsu.edu. Questions about sexual harassment or discrimination can be directed to the Office of Equal Opportunity at 509‐335‐8288 or oeo@wsu.edu. Certain computer configurations are required by the training system. Learn specific issues and resolve them through the Browser Capabilities Check at <http://browser.skillport.com> .

A student may review their completion of training by logging into *WSU Online Training* account, select the *"My Progress"* button from the left side menu, then select the *"Completed"* tab for a list of your training history *(note the date range criteria above the "Completed" tab).* Click on the red ribbon icon if you would like to print aCertificate of Completion. Employing areas each have designated personnel that can provide a list of employees to each area.

ESTABLISHING WASHINGTON RESIDENCY

This section applies only to U.S. citizens and permanent residents; international students will receive out-of-state tuition waivers for each semester of study provided they continue to be funded on an assistantship.

For the first year that you are enrolled in the MPS Program at WSU, you will receive a special waiver that allows you to pay in-state tuition if your place of residence is not Washington State. However, in order for this to continue, you MUST be a legal Washington resident at the beginning of your second year of study or you will be charged out-of-state tuition. The program will not cover the difference between in-state and out-of-state tuition.

In order to gain residency, it is important that you do the following.

1. Live in Washington State for your entire first year of graduate school.
2. Keep a copy of your lease(s) to show that you have maintained a physical residence in the state.
3. Obtain a Washington State driver’s license (or a Washington ID card if you don’t drive). This should be done as soon as you move to Pullman so that it will be at least 12 months old when you apply for residency. Keep a copy of your license and receipt in case you lose it and have to get a replacement at a later date.
4. If you have a car, register it immediately in Washington State and transfer your car insurance to a local agent if your insurance company doesn’t have a local branch. You must register any car you own or use within 30 days of your arrival. If the car belongs to someone else (parent, spouse, sibling, friend), it still must be registered in the state of Washington if you are using it as a regular means of transportation while residing in this state.
5. Obtain a voter registration card as soon as you move to Pullman (can be done at the same time you get your driver’s license).
6. Establish an account at a local bank.
7. If you are ≤24 years of age, you must prove that you have been financially independent for the 12 months you have resided in Washington. This means that you cannot be listed as a dependent on your parents’ tax returns in the year preceding the year that you file your paperwork.

It is a very good idea to also keep copies of bills, bank statements, etc. that show your local address to support your residency application. More information about the process can be found at the following web sites.

<http://residency.wsu.edu/residency-requirements/> . If you have any questions or concerns regarding your residency status, please contact Theresa or Dr. Lisa Gloss in the Graduate School.

INSURANCE AND PAYROLL

**Graduate Student Insurance**

Washington State University automatically pays health and dental insurance for students who have assistantships and provides the health and Wellness Services (HWS) clinic on campus. HWS provides medical, minor surgical, urgent care and wellness programs for students who have paid the university health and wellness fee (but not their dependents). Basic visits to the clinic are free, although you may be charged for x-ray, laboratory, and physical therapy services, and for filled prescriptions. For a complete description of HWS services, go to [www.hws.wsu.edu](http://www.hws.wsu.edu).

The Graduate Student Assistant Medical and Dental Insurance Plan (<http://studentinsurance.wsu.edu/graduate-assistants/>) is designed to help you pay for expenses you may incur outside of the HWS clinic. Coverage is available worldwide. WSU’s medical policy is underwritten by AIG and for complete information about their policies and an online claim form, go to <http://www.studentinsurance.com/Apps/Schools/Default.aspx?Id=287> It is also possible to obtain the claim form from Health and Wellness Services and Benefits Services in French Administration Building 232 (335-9575). WSU’s dental policy is underwritten by Washington Dental Service, [www.deltadentalwa.com](http://www.deltadentalwa.com). Most local dentists are members of Washington Dental Service, which means that they will be able to do the necessary paperwork themselves as long as you inform them of your coverage. It is wise to check ahead.

It is possible to arrange for one’s spouse or same-sex domestic partner and children to be included in the Graduate Student Assistant Medical Insurance Plan at the following rates for students on an assistantship.

|  |  |  |
| --- | --- | --- |
|  | Fall 2016 | Spring/Summer 2017 |
| Spouse/Partner | $TBD | $TBD |
| Child(ren) | $TBD | $TBD |

See <http://studentinsurance.wsu.edu/graduate-assistants/> for more details.

**Deductions and Graduate Fees**

Pay checks are issued on the 10th and 25th of each month (or the next working day if either day falls on a weekend). It is possible to arrange direct deposit with the university and you bank so that your check is automatically deposited that day; otherwise, it will be sent through regular mail. Direct deposit can be set up online through the My.WSU system. From your home page click “Content” in the upper right hand corner. Under the Finance section, make sure the “Direct Deposit Self-Serve” box is checked and save. You should then be able to sign up for student account direct deposit from your home page.

Payroll deduction allows for graduate fees to be withdrawn from your paychecks over eight pay periods instead of all at once. You must be on an assistantship and submit a payroll deduction authorization form via My.WSU, before the late fee for tuition occurs (September 9, 2015). This is an optional service provided at a fee of $8 per semester. Fees for the 2016-17 academic year are as follows (per semester).

|  |  |
| --- | --- |
| Residual tuition, service and activity fees | $446.67 |
| Student Recreation Center | $153.00 |
| Health & Wellness Fee | $184.00 |
| Pullman Transit Fee | $27.74 |
| Compton Union Building (CUB) Renovation Fee | $120.00 |
| TOTAL TO BE PAID BY STUDENT | $931.41 |

See <http://studacct.wsu.edu/tuitionfees.html> for more details.

LEAVE & VACATION

During the term of their appointments, all graduate student service appointees are expected to be at work each normal workday, **including periods when the University is not in session with the exception of the legal holidays designated by the Board of Regents.**

All University holidays are designated by the Board of Regents and are published in the *WSU Week* and posted on the Web at <http://www.hrs.wsu.edu/> *.*

Graduate students on appointment **do not** earn annual leave or sick leave.

GRADUATE SCHOOL & MPS PROGRAM RESOURCES

WSU and the MPS program are committed to maintaining a social and academic environment conducive to the education mission of the institution. While it is hoped that each student’s experiences at WSU will be positive, difficulties can and do occasionally arise. If concerns arise, it is imperative for graduate students to know of options available for resolution.

The chart below contains a summary of how student concerns are normally handled at WSU. The course of action is to seek resolution at the lowest possible level with one’s advisor, any of one’s doctoral committee members, the academic coordinator, the program director or program assistant director. If a student is unable to remedy the situation through these means, or if there is a reason why these individuals cannot be approached, problems can be taken directly to another appropriate office.

Office of the Ombudsman

Office for Equal Opportunity

Graduate School Associate Deans

Graduate School Dean

Office of the Dean of Students

Committee on Graduate Student Rights and Responsibilities

Because of the wide variety of issues that may beset students, there are several options available in addition to the Graduate School. Students may, for instance, consult the Office of the Ombudsman or the Office of Equal Opportunity at any point in working toward the resolution of a problem. It should be noted that the Ombudsman, by definition, cannot serve as student advocate but may facilitate contact with individuals or units at the University. See Additional University Resources (p. 14) for more details on the types of problems that different offices might be best equipped to handle.

Concerns which are brought to the Graduate School may likewise draw on these or other resources within the University, as necessary.

Strict academic issues brought before the Graduate School are typically handled by the Associate Deans of the Graduate School. Appeals of college or unit level decisions are handled by the Dean of the Graduate School in consultation with the Associate Deans. Graduate students’ appeals process involves several steps: adjudication at the unit level, adjudication at the college level with, if necessary and appropriate, a final appeals to the Dean of the Graduate School. Unusual academic matters and some combinations of conduct and academic matters may be referred to the Committee on Graduate Student Rights and Responsibilities (CGSRR). In the case of strictly academic matters, the CGSRR consists of graduate faculty only. In matters consisting of both academic and conduct issues, the CGSRR is composed of graduate faculty and graduate students recommended by the Graduate Studies Committee. The CGSRR will operate with due respect to the rights of graduate students and graduate faculty, including the conduct of confidential interviews, the rights of all parties to review and address allegations, and rights to a fair hearing. Once allegations are brought to the Graduate School in writing, the CGSRR will be formed within 30 days and will deliberate and render a recommendation to the Dean of the Graduate School within 60 days. This recommendation will be acted upon by the Dean in consultation with the Provost and the Attorney General. The final outcome of this process may be appealed to the Dean of the Graduate School, who will then follow the procedures outlined above.

Appeals can be brought before the Provost. The Provost will consider appeals based on procedural irregularity and will not reopen cases only for the purpose of re-investigating the grievance.

In all instances, the University seeks fair and expeditious action on academic and conduct issues. Resolutions must uphold the highest standards of academic freedom and integrity, while honoring the rights and dignity of all individuals in the University community.

For more information about the Graduate Student Code, see

<http://gradschool.wsu.edu/documents/2015/01/gsrightsresponsibilities.pdf>

ADDITIONAL UNIVERSITY RESOURCES

**Counseling and Testing Services (335-4511) After hours crisis services (335-2159)**

Offers specialized individual and group counseling and testing services without charge to any regularly enrolled student. A staff of professionally trained counselors is available to provide confidential assistance to students with personal, social, academic, or couple concerns. Group counseling and workshops are provided to help students with personal development and adjustment and to cope with such issues as eating disorders and sexual assault and abuse. Crisis services and consultation are available on a 24-hour basis.

**Office of the Dean of Students (335-5757)**

Oversees the Academic Integrity Program at WSU. The main goal is graduating students with a strong foundation of knowledge and experiences achieved by fostering personal accountability for their academic work.

**Office for Equal Opportunity (355-8288)**

Assists all University students, faculty and staff in areas of discrimination (i.e., sexual harassment and racial harassment).

**Office of the University Ombudsman (335-1195)**

The ombudsman is designated by the university to function as an impartial and neutral resource to assist all members of the university community. The ombudsman provides information relating to university policies and procedures and facilitates the resolution of problems and grievances through informal investigation and mediation.

**Office of Veterans Affairs (335-1234)**

For all veterans related questions.

**Women’s Resource Center (335-6849)**

Coordinates programs which support the success and empowerment of women; provides information and consultations for individuals and groups planning activities related to women; resource and referral center on issues such as sexual assault, health care, child care, counseling, law, etc.

**Gender Identity/Expression and Sexual Orientation Resource Center (335-8841)**

Services provided to gay, lesbian, bisexual students and heterosexual allies; referrals for counseling, education and advocacy.

**Access Center (335-3417)**

Plans and coordinates servicers for students with physical impairments, permanent health problems, and learning disabilities.

**Global Services (Office of International Students and Scholars) (335-2541)**

Assists international students and visiting faculty with legal (immigration & naturalization), non-academic, and social adjustments.

**Intensive American Language Center (335-6675)**

Teaches English language courses to international students and scholars.

**The Office of Multicultural Student Services (335-7852)**

Primarily for undergraduates, but there are some resources available for graduate students; refer to specific student centers for more information on graduate student resources.

African American Student Center: 335-2626

Asian/Pacific American Student Center: 335-1986

Chicana/o Latina/o Student Center: 335-2616

Native American Student Center: 335-8618

SAFETY

Washington State University is committed to maintaining a safe environment for its faculty, staff, and students. Safety is a priority in which the university invests significant time and resources. We have emergency plans and procedures that are reviewed regularly and that can be implemented quickly in a crisis or emergency. Our focus over the past few years on expanding communication resources and practices has enhanced our ability to effectively maintain our campus safety.

Safety is not the exclusive responsibility of any on individual, department or office. Every member of the campus community should recognize that it is a shared responsibility and that each of us has a personal role in campus safety. Leaders at all levels including deans, directors, chairpersons, and department heads must take an active role in working with faculty, staff and students to foster an environment of safety awareness by providing necessary training and by setting an example for others to follow. Individual faculty, staff, and students should know the appropriate actions to take when an emergency arises. Their understanding of University safety and security procedures will help emergency personnel fulfill their responsibilities when emergencies do arise.

We ask that all faculty, staff, and student visit the University emergency management web site at <http://oem.wsu.edu/> to become familiar with the student and classroom emergency information provided. Everyone should also become familiar with the WSU ALERT site, <http://alert.wsu.edu/> , where information about emergencies and other issues affecting WSU can be found. This site also provides information on the communication resources WSU will use to provide warning and notification during emergencies. For example, you can opt to have alerts sent via email and/or text message to your cell phone.

WSU is fully committed to keeping the community informed of public safety issues and emergency procedures as well as providing protection, education, and other services that enhance your safety and well-being. Please stay informed of the services and information available and remain vigilant and aware of your circumstances at all times so that we can work together to ensure a safe working and learning environment.

For additional information about campus safety, visit the Office of Emergency Management web site at <http://oem.wsu.edu/>.

LIVING IN PULLMAN

**Sources of Information**

The Pullman Chamber of Commerce will send you a free visitor packet of information that includes a map and local coupons. You can request the packet and find lots of other useful information (housing, things to do, important phone numbers, etc.) at their web site: <http://www.pullmanchamber.com/>

**List of Helpful Businesses and Services (all in Pullman, unless noted)**

|  |  |
| --- | --- |
| Pullman Chamber of Commerce  415 N. Grand Ave.  (509) 334-3565  <http://www.pullmanchamber.com/> | Pullman Regional Hospital  835 S.E. Bishop Blvd.  (509) 332-2541  <http://www.pullmanregional.org/> |
| Brelsford WSU Visitors Center  150 E. Spring Street  (509) 335-4636  <http://visitor.wsu.edu/> | WSU Student Recreation Center  (509) 335-8732  <http://urec.wsu.edu/> |
| Department of Licensing (driver’s license, voter registration)  980 S. Grand Ave.  (509) 334-2510  [http://www.dol.wa.gov](http://www.dol.wa.gov/) | Avista Utilities (electricity, gas)  (800) 227-9187  [http://www.avistautilities.com](http://www.avistautilities.com/) |
| Vehicle Title and Registration  Pufferbelly Depot  330 N. Grand Ave., Suite B  (509) 332-5589 | Pullman Disposal (waste disposal)  (509) 334-1914  <http://www.pullmandisposal.com/> |
| Whitman County Auditor (voter registration)  400 N. Main Street  Colfax, WA  (509) 397-6270 | City of Pullman (water, sewer)  825 NW Guy Street  (509) 334-4555  <http://www.pullman-wa.gov/> |

**Housing**

It is important to start looking for housing early because houses and apartments rent very quickly in Pullman. Many units become available for lease in March for the upcoming school year. Since you need to establish residency in Washington within a year of arrival, you cannot live in Moscow, Idaho. Also, while it is sometimes cheaper to live in Colfax, WA, note that there is no public transportation between Colfax and Pullman.

University accommodations are available, including single and married student apartments. A graduate student resident hall containing single rooms is located near the center of campus. Information on University housing can be found at <http://housing.wsu.edu/>.

Many students live in off-campus housing within walking distance of the University. A good source of information about off-campus housing is <http://offcampusliving.wsu.edu/> .

**Transportation & Parking**

Many students at WSU own cars, but it is not absolutely necessary. There are many apartments within walking distance of campus. Also, your student fees allow you to ride Pullman Transit for free after showing your WSU Cougar Card (go to <http://www.pullmantransit.com/> for route and schedule information).

**Travel to & from Pullman**

The Pullman-Moscow Airport (PUW) is nearby but somewhat expensive. PUW offers Alaska Airlines flights operated by Horizon Air. If you have a car, it may be cheaper to fly in and out of Spokane International Airport (GEG), which is about 80 miles north or Lewiston Regional Airport (LWS) about 30 miles south which offers Alaska Airlines flights operated by Horizon Air and Delta Connection flights operated by SkyWest Airlines. Wheatland Express offers limited shuttle service from Pullman to the Spokane Airport <http://www.wheatlandexpress.com/> .

**Child Care**

If you have children, the WSU Child Care Resource and Referral Hotline, 1-800-440-2229 or <http://community-minded.org/child-care> can provide you with a list of state-certified day care providers and information about schools. The WSU Children’s Center, (509) 335-8847 or <http://childrenscenter.wsu.edu/>, also provides day and evening care. Information about

Pullman Public Schools can be found at [http://www.psd267.org](http://www.psd267.org/) or call (509) 332-3581.

GRADUATE PROGRAM IN MOLECULAR PLANT SCIENCES

Ph.D. Graduate Program Course Requirements

Graduate School course requirements for a Doctoral Degree:

• 72 hours minimum total credits

• 15 hours minimum graded course work

• 20 hours minimum 800-level research credits

• Audited courses cannot be applied

Molecular Plant Sciences graded course work requirements for a Doctoral Degree:

Required (Pass/Fail):

MPS 570 MPS Journal Club 2 (1 credit course taken twice)

MPS 515 MPS Seminar 2 (1 credit course taken twice)

Graded Course Work (15 credit minimum of 500-level coursework)

1. MPS 525 Plant Molecular Genetics 3

(Offered Spring semesters)

1. Two Courses (minimum) from:

Biol 513 Plant Metabolism 3

Biol 519 Introduction to Population Genetics 3

Biol 533 Modern Methods in Phylogenetics 3

Biol 537 Plant Cell Biology 3

CropS 505 Advanced Classical and Molecular Breeding 3

MPS 587 Advanced Topics in Plant Biochemistry 3

(Typically offered Fall semester odd years)

1. Six credits (minimum) from:

Biochemistry/Biophysics/Chemistry

Chem 531 Advanced Physical Chemistry I 3

MBioS 465 Principles of Biophysical Chemistry 3

MBioS 578 Bioinformatics 3

Phys 566 Biological Physics 3

Plant Physiology/Development/Structure-function

Biol 504 Experimental Methods in Plant Physiology 3

Crops 508 Advanced Crop Physiology 3

Hort 516 Advanced Horticultural Crop Physiology 3

Plant biology/Environment

Biol 509 Plant Anatomy 4

Biol 512 Molecular Mechanisms of Plant Development 3

Biol 517 Stress Physiology of Plants 3

Biol 540 Stable Isotope Theory and Methods 3

Biol 560 Plant Ecophysiology 3

Biol 569 Ecosystem Biology and Global Change 3

CropS 411 Crop Environment Interactions 3

CropS 513 Biology of Weeds 3

Crops 539 Herbicide Fate and Mode of Action 3

Pl P 513 Plant Nematology 4, 3-3

Hort 503 Advance Topics in Horticulture 1-4

Hort 518 Post-Harvest Biology and Technology 3, 2-3

Hort 533 Plant Tissue Culture Techniques 3

Hort 590 Potato Science 3

Pl P 511 Viruses and Virus Diseases of Plants 4, 2-3

Pl P 514 Phytobacteriology 4, 3-3

Genetics/Cell Biology

Biol 521 Quantitative Genetics 3

CropS 503 Advanced Cropping Systems 3

CropS 504 Plant Transmission Genetics 3

CropS 555 Epigenetics in Plants 2

E Mic 586 Special Projects in Electron Microscopy 2-3

MBioS 426 Microbial Genetics 3

Pl P 535 Molecular Genetics of Plant and Pathogen Interactions 3

Coursework options need to be discussed with the graduate student’s committee and will depend on the student’s interest/research areas. It is expected to include additional classes depending on the individual student’s needs.

GRADUATE PROGRAM IN MOLECULAR PLANT SCIENCES

Ph.D. Graduate Program TIMELINE

**SUMMER BEFORE STARTING**

* If you are not directly entering a laboratory, you will begin your research with at least three lab rotations lasting 5 to 8 weeks each. These rotations are an opportunity for you to experience the research styles of different laboratories. The best way to choose the labs in which you would like to rotate is to contact the faculty member whose research is of interest to you. Contact faculty directly to set up rotation schedules, if applicable.

**FIRST YEAR (FIRST SEMESTER)**

* Recommended Courses

|  |  |  |
| --- | --- | --- |
| MPS 570 | Advanced Topics in Molecular Plant Sciences | 1 |
| MPS 515 | Seminar in Molecular Plant Sciences | 1 |
| MPS 800\* | Doctoral Research/Dissertation | Variable |
| Other courses | As discussed with advisor | Variable |
| Total credits |  | 10-12 |

\*Students intending to pursue a doctoral degree should sign up for MPS 800 whether or not they have taken the preliminary exam.

* Seminars

Attend weekly MPS 515 seminar. Attendance is expected throughout the course of your program of study, and you should enroll each semester unless there is a conflict with another required course. Under no circumstances should your advisor schedule lab meetings during the time of the MPS 515 seminar. Doctoral candidates are required to present two seminars while enrolled in the program.

* Research/Rotation

Begin research in your chosen lab. If doing rotations, you must find a laboratory by the end of the second semester to make adequate progress towards your degree.

* Begin to establish Washington residency

Obtain a Washington driver’s license, voter registration card, vehicle registration, etc.

**FIRST YEAR (SECOND SEMESTER)**

* Recommended Courses

|  |  |  |
| --- | --- | --- |
| MPS 570 | Advanced Topics in Molecular Plant Sciences | 1 |
| MPS 515 | Seminar in Molecular Plant Sciences | 1 |
| MPS 525 | Plant Molecular Genetics | 3 |
| MPS 800 | Doctoral Research/Dissertation | Variable |
| Other courses | As discussed with advisor | Variable |
| Total credits |  | 10-12 |

* Seminars

Attend weekly MPS 515 seminar.

* Research/Rotation

Continue research in chosen lab; begin considering ideas for dissertation research.

* Choose an advisor

This should be done after completion of rotations. The faculty member must agree to be your major advisor and, in some cases, a student may have two advisors (co-chairs). Please notify the academic coordinator of your decision as soon as possible.

* Create your doctoral committee

The minimum size of the Ph.D. Committee is four members from the Graduate Faculty and at least three (including your major advisor) need to be faculty from the Molecular Plant Sciences Graduate Program. Please notify the academic coordinator of your committee members as soon as possible.

* Annual Review

Annual review packets will be distributed annually early March to be completed by student and faculty advisors. Each review must include an updated CV and be submitted to the Academic Coordinator by April 15. (See Appendix I for sample of form).

**FIRST YEAR (SUMMER)**

* Recommended Courses

It is not necessary to take summer courses unless you are in the NIH Protein Biotechnology Training Program, in which case you must register for 3 research credits every summer that you are in the program.

* Research

Begin/continue research of thesis topic and prepare for first research proposal.

Suggested timeline:

June 1 Discuss preliminary ideas for proposal with your advisor

July 15 Give a rough draft to your committee and discuss

Sept 15 Give a close-to-final draft to your advisor and discuss

* Prepare a Program of Study

<http://gradschool.wsu.edu/facultystaff-resources/18-2/>. Must be signed by your doctoral committee members after your first research proposal defense.

**SECOND YEAR (THIRD SEMESTER)**

* Apply for Washington residency

<http://residency.wsu.edu/residency-requirements/>

Do this as soon as you have proof that you have lived in Washington for 12 months or you will be charged out-of-state tuition.

* Recommended Courses

|  |  |  |
| --- | --- | --- |
| MPS 570 | Advanced Topics in Molecular Plant Sciences | 1 |
| MPS 515 | Seminar in Molecular Plant Sciences | 1 |
| MPS 800 | Doctoral Research/Dissertation | Variable |
| Other courses | As discussed with your advisor | Variable |
| Total credits |  | 10-12 |

* First research proposal (file with MPS)

The proposal must be written and turned in by October 1st. See “Guidelines for Proposals” in Appendix I. A final copy must be submitted to the academic coordinator for your file.

* Submit Program of Study to the Graduate School

<http://gradschool.wsu.edu/facultystaff-resources/18-2/>. Please note that the Graduate School must approve the form before you will be allowed to schedule your preliminary exam and that they may request changes. Also, if any of the information on you Program of Study changes, you must submit the proper form to the Graduate School (<http://gradschool.wsu.edu/documents/2014/12/program-change.pdf>).

* Seminars

Attend weekly MPS 515 seminar.

* Research

Continue research on proposal topic.

**SECOND YEAR (FOURTH SEMESTER)**

* Recommended Courses

|  |  |  |
| --- | --- | --- |
| MPS 570 | Advanced Topics in Molecular Plant Sciences | 1 |
| MPS 515 | Seminar in Molecular Plant Sciences | 1 |
| MPS 800 | Doctoral Research/Dissertation | Variable |
| Other courses | As discussed with your advisor | Variable |
| Total credits |  | 10-12 |

* Seminars

Attend weekly MPS 515 seminar.

* Research

Continue research on proposal topic and review with doctoral committee before end of semester.

**SECOND YEAR (SUMMER)**

* Research

Continue research on proposal topic and prepare for second research proposal.

The second research proposal should be unrelated to your first research project/proposal. Your advisor should approve your choice of topic but should not help you in any way with researching or writing the proposal. You are allowed (and encouraged) to discuss your proposal with other faculty both inside and outside of WSU, post docs and students.

**THIRD YEAR (FIFTH SEMESTER)**

* Recommended Courses

|  |  |  |
| --- | --- | --- |
| MPS 515 | Seminar in Molecular Plant Sciences | 1 |
| MPS 800 | Doctoral Research/Dissertation | Variable |
| Other courses | As discussed with your advisor | Variable |
| Total credits |  | 10-12 |

* Second research proposal /Preliminary Examination (file with Graduate School and MPS)

<http://gradschool.wsu.edu/documents/2014/12/preliminary-exam-scheduling-form.pdf> . **This is the formal Ph.D. qualifying exam and must be scheduled through the Graduate School at least 10 working days prior to the exam date.** Note that preliminary exams cannot be scheduled during the week of final exams. Copies of the proposal should be delivered to your committee members at least seven days before your defense.

* Seminars

Attend weekly MPS 515 seminar.

* Research

Continue research on proposal topic.

**THIRD YEAR (SIXTH SEMESTER)**

* Recommended Courses

|  |  |  |
| --- | --- | --- |
| MPS 515 | Seminar in Molecular Plant Sciences | 1 |
| MPS 800 | Doctoral Research/Dissertation | Variable |
| Other courses | As discussed with your advisor | Variable |
| Total credits |  | 10-12 |

* Seminars

Attend weekly MPS 515 seminar. All MPS students are required to present a seminar after completion of the preliminary exam. Contact the academic coordinator to schedule your first seminar.

* Research

Continue research and meet with doctoral committee before end of semester.

**FOURTH AND SUBSEQUENT YEARS**

* Recommended Courses

|  |  |  |
| --- | --- | --- |
| MPS 515 | Seminar in Molecular Plant Sciences | 1 |
| MPS 800 | Doctoral Research/Dissertation | Variable |
| Total credits |  | 10-12 |

* Seminars

Attend weekly MPS 515 seminar.

* Research

Continue research and meet with doctoral committee before end of academic year.

* File an application for Doctoral Degree with the Graduate School

**You should submit an application for degree to the Graduate School at least one semester before your final oral examination/dissertation defense is scheduled.** The Graduate School will then notify you of any final graduate requirements before you enroll in your last semester.

**FINAL YEAR/FINAL SEMESTER**

* Recommended Courses

|  |  |  |
| --- | --- | --- |
| MPS 515 | Seminar in Molecular Plant Sciences | 1 |
| MPS 800 | Doctoral Research/Dissertation | Variable |
| Total credits |  | 10-12 |

* Seminars

Attend weekly MPS 515 seminar. All MPS students are required to present a second seminar on your research before your final defense. Contact the academic coordinator to schedule your second seminar.

* Apply for Graduation in My.WSU: <http://gradschool.wsu.edu/CurrentStudents/index1.html>
* Schedule your final oral examination/dissertation defense with the Graduate School

<http://gradschool.wsu.edu/documents/2015/03/final-exam-scheduling-for-masters-and-doctoral.pdf> . **Submit the final examination scheduling form and draft paper copy of you dissertation to the Graduate School at least 10 working days prior to the exam date.** When scheduling the exam, make sure all committee members are available for signing your dissertation. Some will not sign until all required corrections are made. Be careful not to schedule your exam at a time when committee members may be traveling immediately following the defense.

* Complete your final oral examination/dissertation defense
* Submit two signed copies of your dissertation to the Graduate School

<http://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-submission-guidelines.pdf>. An electronic copy of the corrected dissertation must be submitted following the Graduate School’s guidelines within five working days after a successful final oral exam. Students should use the Final Dissertation/Thesis Acceptance Checklist when preparing the electronic copy for submission. In addition, the following must be submitted to the Graduate School within five working days of the final oral examination:

• All students must submit a 100% cotton fiber paper copy of the title page, abstract page, and signature page signed in black ink by all committee members.

• All students must submit a completed Hold Harmless/Copyright Acknowledgement form.

• All doctoral candidates must submit an extra copy of the title page and abstract on standard white paper (not 100% cotton).

• Doctoral candidates have the option of submitting a copyright request for their dissertation when submitting it for publication. All doctoral candidates should submit a completed and signed Survey of Earned Doctorates (strongly recommended).

* Submit a copy of your dissertation to your advisor and to the academic coordinator
* Commencement

The Bookie begins accepting orders about two months before commencement for your cap and gown.

<http://commencement.wsu.edu/academic-regalia/>

* Update mailing address with Graduate School

Diplomas will be mailed approximately eight weeks after commencement.

GOOD STANDARDS AND MAKING PROGRESS TOWARD YOUR DEGREE

To be considered “in good standing” (i.e. making progress toward your degree), an MPS graduate student should fulfill the following conditions.

1. Maintain a GPA of 3.0 or above. Please note that the GPA of your formal coursework (not including supplementary English courses, PE courses, etc.) must also be 3.0 or above.
2. Be accepted into the laboratory of an MPS faculty member by the end of the second semester of your first year.
3. Form a graduate doctoral committee by the end of your first year.
4. Submit all required paperwork (Program of Study, exam scheduling forms, etc.) to the Graduate School in a timely manner.
5. Meet with your doctoral committee at least once a year. It is your responsibility to arrange extra meetings with your doctoral committee should problems arise.
6. Complete an annual review with your advisor every year at the end of spring semester.
7. Uphold the Student Conduct Policy and Academic Integrity Policy of Washington State University.

Failure to remain in good standing may result in loss of financial support and termination from the program.

Requests for an exception to policy should be submitted, in writing, to the MPS director by the thesis advisor. Documented approval from thesis committee members may be required. After the appropriate approvals have been acquired, the MPS director may write an exception to policy letter to the Dean of the Graduate School.

SHORT ANSWERS TO FREQUENTLY ASKED QUESTION

What happens if…

…I haven’t been trained to handle hazardous materials?

When you begin your first lab rotation, the lab coordinator or another member of the Safety Committee will provide Safety and Hazardous Materials Handling training. Additional specialized training will be required for students who use radioactive substances. We also recommend looking at WSU’s Safety Policies and Procedures manual (SPPM) at <http://public.wsu.edu/~forms/manuals.html> and consulting the Environmental health & Safety website at <http://ehs.wsu.edu/>.

…I’m a TA in the School of Biological Sciences?

SBS does not assign courses until the week before school begins in August. You will be contacted by the academic coordinator with details about the TA training session, at which time you will be asked for your schedule and teaching preferences. The Graduate School Orientation also offers tips and sessions about TAing.

Any international student pursuing a TA must take the International Teaching Assistant Evaluation Exam through the Intensive American Language Center and receive a score of 1. For more information visit <http://ip.wsu.edu/IALC/international-TAs.html>

…I have graduate-level courses that I would like to transfer?

You can transfer graduate-level credits that are appropriate to your Program of Study if a grade of B or higher was earned. Your advisor and committee must approve the courses that you want to transfer. The number of courses you can transfer is limited to no more than half of the total graded course credits (7 for the MPS Program). Extension courses, special problems, research and thesis credits, workshops, and correspondence courses cannot be transferred. Transfer credit is formally requested by listing the courses on you Program of Study, but you can request preliminary determination from the Graduate School. It is not possible to transfer undergraduate (300 or 400 level) courses.

…I need approval/advise before I have an advisor?

The MPS Program Director will make decisions that are normally made by your advisor or doctoral committee if you have not yet settled in a lab (i.e. rotating during your first year).

…I can’t find a laboratory?

To be considered “making adequate progress towards your degree,” you must find a lab by the end of your second semester. Under exceptional circumstances the MPS Program Director may allow the summer or a third semester for rotations, provided that funds are available and that there is a reasonable chance of success.

…My GPA falls below a 3.0?

The Graduate School requires that you maintain a 3.0 cumulative GPA, and the MPS Program requires in addition that you maintain a 3.0 cumulative GPA in your core courses. If you cumulative GPA falls below 2.75 after one semester, you will be issued a letter from the Graduate School stating that your status is under review. In order to be reinstated, the MPS Program Director must write a letter to the dean. If, after two semesters, your GPA is still between 2.75 and 2.99, the MPS Program Director can write another letter recommending reinstatement. However, a student who cannot maintain a 3.0 cumulative GPA by the end of his or her third semester will be dropped from the Graduate School. Students whose cumulative GPA is below 2.75 after two semesters are not eligible for reinstatement.

…I get a C in a class?

If you receive a C, you do not need to repeat the course (but neither can you repeat it for a higher grade). Any course listed in your Program of Study in which you earn a grade of C-, D or F must be repeated and not on a satisfactory/fail basis. No course with a grade of B- or below may be dropped from your degree program.

…I fail my first or second proposal?

At the discretion of the committee, the exam may be retaken once to address specific deficiencies. Upon a second failure, the committee may recommend transfer to the Master’s degree program or dismissal.

…One of my committee members leaves?

You may add or change a committee member with permission of your thesis advisor. The correct form must be submitted to the Graduate School.

…I lose research funds?

Alternate funding will be pursued, including teaching assistantships. It is the program’s intention to continue funding students as long as they are making adequate progress towards their degree. Contact the academic coordinator immediately if funding is lost.

If you have a question/problem that is not addressed here, please see the Graduate School web site, <http://www.gradschool.wsu.edu/>, or contact your advisor or the MPS academic coordinator.

APPENDIX I

MPS PROGRAM

**MPS Guidelines for Proposals**

1. Length:

Your proposal should be approximately 15 pages long (single-spaced), including figures and tables. References, in full citation format, are to be added to the end of the proposal and are in addition to the recommended length.

1. Format:

Your proposal should be based on the National Science Foundation (NSF) format available online at <http://www.nsf.gov/pubs/policydocs/pappguide/nsf10_1/gpg_2.jsp#IIB> . Follow guidelines for the research description section of the proposal. All other documents (i.e. Facilities and Equipment, Budget, Biosketch, etc.) are not required.

1. Content:

Following guidelines for proposal content give at <http://www.nsfgrfp.org/>

**MPS Sample Annual Review Form**

Name of Student:

Advisor:

Graduate advisory committee:

Number of Years as WSU Student:

Has there been a committee meeting in the last 12 months?

Please circle; Yes No

Date of most recent meeting:

Has program of study been approved by your committee and filed with the Graduate School?

Please circle: Yes No

If no, anticipated date to file:

Date of first proposal: Please circle: Actual Anticipated

Dissertation title:

Date of preliminary exam: Please circle: Actual Anticipated

Please circle a number for overall progress and give a written evaluation:

0 – Not applicable 2 – Fair 4 - Good

1 – Poor 3 – Average 5 – Excellent

1. Indicate a general progress on research and/or thesis problem. Include comments on the ability to work and think independently and make creative approaches to research problems. List any publications.
2. Comment on academic performance during the evaluation period. Include prelims, proposals, research reviews, as well as seminar presentations.
3. Overall performance as a graduate student. List strengths, weaknesses, and areas for improvement.
4. Comment on probable success to complete degree requirements in a timely manner.

5. Do you recommend continued enrollment for this student? YES NO

6. Student/faculty interested in TA position for Fall/Spring? YES NO

(Indicate fall, spring or both)

Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

I have seen this evaluation and have had an opportunity to discuss it with my advisor.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Please submit an updated copy of your CV with this form.

**MPS Preliminary Examination Rubric**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Poor | Fair | Competent | Good | Excellent |
| Demonstrates mastery of general knowledge in the field of molecular plant sciences |  |  |  |  |  |
| States a research problem in such a way that it clearly fits within the context of the literature in an area of study |  |  |  |  |  |
| Demonstrates the potential value of the solution to the research problem in advancing knowledge within the area of study |  |  |  |  |  |
| Provides a sound plan for applying research methods/tools to solving research problem and shows a good understanding of how to use methods/tools effectively |  |  |  |  |  |
| Provides a sound plan for analyzing/interpreting research data |  |  |  |  |  |
| Communicates research proposal clearly and professionally in both written and oral forms appropriate to the field |  |  |  |  |  |
| Demonstrates capability for independent research in the area of study, the ability to develop and apply substantial expertise in that area and to make an original contribution to it |  |  |  |  |  |

Comments:

**MPS Final Examination Rubric**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Poor | Fair | Competent | Good | Excellent |
| Demonstrates high level of expertise in a specific, defined area of molecular plant sciences and a mastery of knowledge in the general field of molecular plant sciences |  |  |  |  |  |
| Reviews the literature in a way that demonstrates comprehensive knowledge of previous and current research in the field of study |  |  |  |  |  |
| States a research problem in such a way that it clearly fits within the context of the literature in an area of study |  |  |  |  |  |
| Demonstrates the potential value of the solution to the research problem in advancing knowledge within the area of study |  |  |  |  |  |
| Applies sound research methods/tools to problems in an area of study and describes the methods/tools effectively |  |  |  |  |  |
| Performs statistical analyses of research data and presents the results in a way that makes clear sense of the data |  |  |  |  |  |
| Communicates research clearly and professionally in both written and oral forms appropriate to the field |  |  |  |  |  |
| Has demonstrated capability for independent research in the area of study, applying substantial expertise in that area and making an original contribution to it |  |  |  |  |  |

Comments:

**MPS Bylaws**

The MPS Graduate Program bylaws can be found here: <https://mps.wsu.edu/wp-content/uploads/sites/170/2016/04/molecular-plant-sciences-bylaws-approved-1.28.16.pdf>

APPENDIX II

Graduate School Policies

All students are expected to follow the Standards of Conduct for Students under [WAC 504-26-401](http://standards.wsu.edu/).

**Academic Integrity**

Violations of include but is not limited to cheating by use of unauthorized materials or sources, acquisition of tests when acquired without permission, fabrication, counterfeiting data, research results, etc., and engaging in any behavior for the purpose of gaining an unfair advantage. If you are accused of a violation your instructor will assemble the evidence and notify you of their finding either in person or by email/phone. Your instructor will make a determination if you did or did not violate the academic integrity policy based on the evidence and circumstances surrounding the issue. You have 21 days from the date of the decision to file an appeal. For more information on the academic integrity violation process, go to [http://academicintegrity.wsu.edu](http://academicintegrity.wsu.edu/)

**Faculty-Student and Supervisor-Subordinate Relationship Policy**

Faculty or anyone in a supervisory role is prohibited from having supervisory responsibility over a student or subordinate with whom he or she is currently having a romantic and/or sexual relationship. Supervisory responsibility includes any supervisory role perceived as a position of power or authority, and is not limited to instruction, research, academic advising, coaching, service on research and thesis committees, and assignment of grades, evaluation and recommendation in an institutional capacity for employment, scholarships, fellowships, or awards. For more info see <http://public.wsu.edu/~forms/HTML/EPM/EP28_Faculty-Student_and_Supervisor-Subordinate_Relationships.htm>

**Grievance policy**

The Graduate Student Rights and Responsibilities document describes procedures for channeling graduate student complaints, grievances, and concerns to faculty, staff and administrators for appropriate action. <https://gradschool.wsu.edu/rights-and-responsibilities/>

APPENDIX III

**All forms can be found at** <http://www.gradschool.wsu.edu/Forms/>

You may find all forms pertaining to Doctoral degree requirements at the link above. It is recommended to access all forms via the Graduate School website, as forms are updated frequently.

Program of Study form

Go to Graduate School forms website to download form, sample program of study form shown on page 35.

Program change form

<http://gradschool.wsu.edu/documents/2014/12/program-change.pdf>

Committee change form

<http://gradschool.wsu.edu/documents/2014/12/committee-change-form.pdf>

Preliminary Exam Scheduling form

<http://gradschool.wsu.edu/documents/2014/12/preliminary-exam-scheduling-form.pdf>

Final Exam Scheduling form

<http://gradschool.wsu.edu/documents/2015/03/final-exam-scheduling-for-masters-and-doctoral.pdf>

# **INSTRUCTIONS FOR COMPLETING PROGRAM OF STUDY FORM FOR THE DOCTORAL DEGREE**

Follow [Deadlines and Procedures.](https://gradschool.wsu.edu/documents/2015/07/ddlns_proc_masters.pdf) Preparation of the program is the responsibility of the student in consultation with the advisor and doctoral committee. Students should have their departmental academic coordinator review the program to ensure it is correct before submitting it to the committee members for signature. Please submit the completed, signed program of study to the Graduate School. For information <http://gradschool.wsu.edu/chapter-eight/>

**Approval for use of human subjects or animals, or for use of biohazardous materials, in research is required**. If the student plans to utilize human or animal subjects, or biohazardous materials, in their research, contact the Office of Research Assurances [(http://www.ora.wsu.edu/](http://www.ora.wsu.edu/)). Note that departments/programs should ensure that all procedures have been followed and forms filed with the appropriate offices. The Graduate School only seeks verification that University approval has been granted.

**DISSERTATION / COMMITTEE SECTION**

If a definite dissertation title has not been decided, please list the general subject area. Obtain committee members’ signatures and department approval **before submitting to the Graduate School**. Please note the committee requirements:

* The committee must have at least three WSU faculty members.
* All committee members must hold a doctoral degree.
* ***If program bylaws ARE NOT on file:*** The committee chair and at least two committee members must be tenured/ tenure track faculty who are members of the graduate faculty in your graduate program.
* ***If program bylaws ARE on file:*** At minimum, the committee must have two tenured/tenure track faculty who are members of the graduate faculty in your graduate program; the third member must be graduate faculty in a

WSU graduate program, but is not required to be permanent tenure-track faculty.

* Experts outside of WSU and faculty from other institutions may serve on committees as a fourth member.
* If the statistics minor is chosen, a statistics faculty member must be represented as the 4th committee member.
* **In all of the above cases,** *for any non-WSU member or for any non-tenured/non-tenure track faculty outside the graduate*

*program*, please attach a vitae and include a rationale to be reviewed for approval by the Dean of the Graduate School.

* If the committee includes a co-chair, indicate this designation after the faculty member's name.
* The Department Chair must approve the committee composition.
* ***Any exception to the committee composition noted above requires a signed memo from the committee chair via the***

***department chair to the Dean of the Graduate School requesting an exception to policy.***

**COURSEWORK SECTION- Check Graduate Policies and Procedures for more complete information.**

The student should supply appropriate information regarding courses taken and proposed by using the WSU Catalog, Graduate Catalog, WSU academic records, and official transcripts from other institutions. Transfer credit, if requested, should be reported exactly as it appears on the original transcript. Transfer credits not reported in semester hours will be converted by the Graduate School. When listing transfer credit, the course description must be submitted for each course. For international course transfers please submit a course syllabus and a course description for each course.

The core of the Doctor of Philosophy (Ph.D.) and Doctor of Education (Ed.D) program requirements for letter graded coursework vary by program. Verify with your academic coordinator the required number of letter graded credits for your specific program. It should include the most advanced courses appropriate to the field of study listed in the Graduate Catalog, or approved for graduate credit since publication of the last Catalog. Of the minimum number of hours of core graded coursework required on the Program of Study (15), none may be from non-graduate credit graded coursework. **No more than 9 credits of non-graduate credit coursework (300 or 400 level) may be used for the total credits for the Program of Study**. Many doctoral programs have minimum requirements that exceed those described above; in all cases, students must comply with the minimum standards of their doctoral programs as outlined in the Program of Study for that student. Seminars numbered 500 or above that are graded other than P/F or S/F may be part of the core program**. Courses graded S/F may not be used in the core program**. Only those master’s degree and transfer courses at a level equivalent to 500-level courses and applicable to the doctoral core program should be listed in this category. **Any course included in the advanced degree program in which a grade of C- or below is earned must be repeated (cannot be removed) and not on a P/F basis. This must be done before taking prelim or final exams.**

In addition to the core requirement, the program shall show research and additional studies. This includes Independent Study (600) and Doctoral Research (800/minimum of 20 hours), and any additional graded or S/F courses and seminars taken at Washington State University. The program may not include courses graded P/F or courses that are audited. Credit in this category, plus that in the core program, **must total at least 72 hours.** Additional credits may be required by some programs. The major department and student will receive email notification when the program of study is approved.

Updated 03/2015



G.S. use only

**PENDING**

**ID#:**

**WSU STAFF: WSU FACULTY:**

**The Graduate School Program of Study for Doctoral Degree**

\_\_\_

\_\_\_

**Name: Email: Degree: □ Ph.D. □ Ed.D.**

**Program: By-passing master’s degree? Yes:**

**No:**

**Research Requirements: Does your research involve any of the following?**

**\*Human Subjects (Including Surveys): □ Yes □ No \*Animal Subjects: □ Yes □ No \*Biohazardous Materials: □ Yes □ No**

\*If marking “Yes” to any of the above, please see [www.ora.wsu.edu](http://www.ora.wsu.edu/) for details

**Dissertation:**

**Doctoral Committee Requirements**: (Check with your committee chair and department chair)

* The committee must have at least three WSU faculty members.
* All committee members must hold a doctoral degree.
* ***If program bylaws ARE NOT on file:*** The committee chair and at least two committee members must be tenured/tenure track faculty who are members of the graduate faculty in your graduate program.
* ***If program bylaws ARE on file:*** At minimum, the committee must have two tenured/tenure track faculty who are members of the graduate faculty in your graduate program; the third member must be graduate faculty in a WSU graduate program, but is not required to be permanent WSU tenure-track faculty.
* Experts outside of WSU and faculty from other institutions may serve on committees as a fourth member.
* If the statistics minor is chosen, a statistics faculty member must be represented as the 4th committee member.
* **In all of the above cases,** *for any non-WSU member or for any non-tenured/non-tenure track faculty outside the graduate program*, please attach a vitae and include a rationale to be reviewed for approval by the Dean of the Graduate School.
* If the committee includes a co-chair, indicate this designation after the faculty member's name.
* ***Any exception to the composition noted above, or to program bylaws, requires a memo requesting an exception to policy.***

**Name Graduate Program Signature**

**Committee Chair**

|  |  |  |  |
| --- | --- | --- | --- |
| **Rationale for Non-WSU or Non-Tenured/Non-Tenured Track WSU Faculty (Not in Graduate Program) Committee Member:**  Graduate School Dean Review and Approval: Unless notified otherwise by the Graduate School, the above faculty members will be appointed to the doctoral committee. | | | |
|  | **The department chair’s signature is required and signifies this committee and program have been reviewed for compliance by** | |  |
| **the degree-granting program and its bylaws (if applicable).** |  | |

**Program Chair, Major Dept**.: Date:

(Signature) (Printed Name)

Program Chair, Statistics Minor: Date:

(Signature)

(Printed Name)

Student Signature: Date:

(Signature) (Printed Name)

Updated: 03/2015

Student Name: ID#:

**List graded coursework only; no S/F coursework): \*Use additional sheet if needed\***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Prefix & No.** | **Complete Catalog Title** | **No. of Credits** | **Grade** | **Sem/Qtr/Year in chronological order** | **WSU instructor or name of other non-WSU institution** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Subtotal Core Program** (check with your committee chair on core program requirements):

**List courses the committee recognizes toward your program but cannot count toward the 72 credits on your program of study:**

**Research and Additional Studies:**

800 Doctoral Research (20 hours minimum): 600 Independent Study credits:

List any additional S/F graded coursework:

**Subtotal Research and Additional Work**

**Total Credit Hours** (72 hours minimum):

**FOR GRADUATE SCHOOL USE ONLY**

Program Approved, Graduate School: Date: Preliminary Examination passed (Date): Program subject to completion by end of (Date):

Updated: 03/2015

# WASHINGTON STATE UNIVERSITY

The Graduate School MASTER’S:

**CHANGE OF PROGRAM** DOCTORAL:

Name I.D.# Dept.

D r o p C o u r s e s

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Prefix**  **& Number** | **Course Title** | **Credit** | **Semester** | **Year** |

On behalf of the Committee: Date

A d d C o u r s e

Chair, Thesis or Advisory Committee

Recommended by: Date

Department Chair

Approved by: Date

Graduate School

Change form will not be returned to department or student. If there

is a problem with the above change, you will be contacted by the Graduate School.

 

Masters Doctoral



Date

**CHANGE OF COMMITTEE**

Name ID#

Degree Sought Dept./Program

**New Committee Old Committee**

(chair) (chair)

The undersigned accept the responsibility of acting as this student’s committee:

**Signatures of new committee**:

**\*It is the responsibility of students and of the department to inform any faculty removed from a committee of their change in status\***

If adding a non-tenured/non-tenure track faculty member from outside the graduate program, or a member from outside WSU, please submit a vitae and rational for review and approval.

**The reason for the requested committee change is:**

**The above committee change is recommended by: Approved by:**

Student Signature

Dean, Graduate School

Major Department Chair Signature

Minor Department Chair Signature Updated 3/2015

ID#

PRELIMINARY EXAMINATION SCHEDULING FORM

Candidate: Dept./Program

This form must be returned to the Graduate School at least **10** working days prior to the examination date. The student must be enrolled for the required number of hours the semester the examination is to be taken, and must have a program of study that has been approved by the graduate school.

In the case of a second examination, the examination date must be at least three months after the failed preliminary examination.

The candidate’s doctoral committee requests the preliminary examination be scheduled. The undersigned approve the date, time, and place for the examination.

**Doctoral Committee: Signatures**

Chair

Major: Minor:

**This exam will be held via: Single Campus AMS \*Other Technology**

**Please provide a name, location and email address for the committee member NOT attending from a WSU location but using technology to participate. Other arrangements (i.e., committee substitution) require approval in advance by the Graduate School** (Attach an additional sheet if necessary).

The major and/or minor examination shall consist of: (check one or both)

Written Examination (Major)

(Time) (Date) (Place)

Written Examination (Minor)

(Time) (Date) (Place)

Oral Examination

(Time) (Date) (Place)

(Signature, Chair, Major Department)

(Signature, Chair, Minor Department) If written examination only, is given; discussion and ballot meeting will be held at:

Office Use Only

(Time) (Date) (Pla

Transcript Grades Coursework Enrolled Committee