

GRADUATE POLICIES

Graduate Studies (<https://www.ewu.edu/grad>)

Graduate Programs (<https://www.ewu.edu/grad/graduate-programs>)
 Graduate Admissions Information (<http://catalog.ewu.edu/admissions/#graduateadmissiontext>)
 Post Admissions (<https://www.ewu.edu/grad/current-graduate-students>)
 206 Showalter Hall
 509.359.6297

email (gradprograms@ewu.edu)

The Graduate Studies office coordinates admission for all of Eastern's graduate programs and provides a wide range of assistance to prospective and current students as well as to faculty and staff at the university.

Graduate Studies Academic Policies

- AP 303-22: Graduate Students (<https://sites.ewu.edu/policies/policies-and-procedures/ap-303-22-graduate-students>)
- AP 303-24: Grading, Grade Changes, and Grade Appeals (<https://sites.ewu.edu/policies/policies-and-procedures/ap-303-24-grading-grade-changes-and-grade-appeals>)
- AP 303-30: Registration (<https://sites.ewu.edu/policies/policies-and-procedures/ap-303-30-registration>)
- WAC 172-108 Adjudicative Proceedings (<https://sites.ewu.edu/policies/policies-and-procedures/wac-172-108-adjudicative-proceedings-2>)
- WAC 172-90 Student Academic Integrity (<https://sites.ewu.edu/policies/policies-and-procedures/wac-172-90-student-academic-integrity-3>)
- WAC 172-121: Student Conduct Code (<https://sites.ewu.edu/policies/policies-and-procedures/wac-172-121-student-conduct-code>)
- WAC 172-132: Course Material (<https://sites.ewu.edu/policies/policies-and-procedures/wac-172-132-course-materials>) (<https://sites.ewu.edu/policies/policies-and-procedures/wac-172-132-course-materials>)
- WAC 172-191: Student Education Records (<https://sites.ewu.edu/policies/policies-and-procedures/wac-172-191-student-education-records>) (FERPA)

Academic Standards

- At least 75 percent of the total credits for a graduate degree must be at the 500 level or above. **Note:** interdisciplinary degrees (as described separately in this catalog) may include no more than 12 quarter credits of undergraduate course work.
- 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 Eastern at the discretion of the program/department.
- No 300-level courses are allowed in a graduate degree program without prior permission from the director of Graduate Studies. Only one approved 300-level course of up to five quarter credits is allowed in any graduate program.
- No program requirements can be satisfied with a course grade <2.0.

- Only two courses in a student's degree program may be <2.5; repeats do **not** change this rule.
- Pass/No Credit courses may count in a graduate degree program, but a student must complete 75 percent of the quarter/semester credits required for the program as graded work. Upper-division undergraduate courses (300–400) with pass/no credit grades cannot be included as part of the graduate program.
- Pass/No Credit grades are utilized only in designated graduate-level courses. (Graduate courses may not be taken Pass/No Credit unless the course has been so designated by departments.)
- Students with more than two no-credit (NC) grades in their program will have their record reviewed by the program advisor with possible termination of the program as a consequence.
- Proof of competency in research is required of all graduate degree candidates.
- Senior students with exceptional ability and appropriate background may enroll in 500-level courses only with prior written permission of the director of Graduate Studies.
- 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.

Appeals (<https://sites.ewu.edu/policies/policies-and-procedures/ap-303-24-grading-grade-changes-and-grade-appeals>)

Occasionally, a student may wish to appeal one of Eastern's graduate policies. Student appeals of graduate policies and procedures should be addressed to the director of Graduate Studies. These appeals should be made in writing, initiated by the student, and endorsed by the appropriate graduate program advisor or director. The appeal document must contain adequate justification demonstrating that the student possesses sufficient outstanding qualities to balance identified weaknesses.

Note: appeals of the policy pertaining to previous graduate credit are heard by an Academic Appeals Board.

Graduate or Post-Master's Certificates

A graduate certificate is not a degree; it is a focused collection of courses that, when completed, affords the student a record of coherent academic accomplishment in a given discipline or set of related disciplines. A graduate certificate is not 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 course content in a graduate certificate program may represent a practice-oriented segment of an existing graduate discipline. An earned baccalaureate degree or its equivalent from an accredited college or university is required for admission to a graduate certificate program.

A Graduate Studies admission application is required before completion of one-half of the credits in a graduate certificate program. No additional admission application fee is charged for current degree-seeking graduate students at EWU. A maximum of 40% of the credit hours toward any certificate program may be accepted as transfer credit. Students pursuing a graduate certificate will be required to meet the same academic requirements as those defined for degree-seeking students.

The Graduate Studies office will note successful completion of a certificate program on the student's transcript after receipt of a

completed graduation application. Graduation applications are due following the deadlines for graduate degree graduation applications.

Graduate Certificates

Addiction Studies Graduate Certificate	See Addiction Studies
Disability Studies	See Disability Studies
Gender and Sexuality Studies	See Women's and Gender Studies
Geographic Information Systems (GIS)	See Geography
Health Services Administration	See Health Services Administration
Principal Certificate	See Education
Public Health Leadership	See Health Services Administration
Public Management Development	See Public Administration
Regional Economic Policy Analysis	See Urban and Regional Planning
Teaching of Writing	See English
Tribal Planning	See Urban and Regional Planning

Course Level Policies

All departments may offer these types of courses, but not all may be listed in this catalog; check with individual department offices for the most current information on course availability.

Upper Division	Graduate Division
400-499 primarily for seniors; graduate students may count a limited number of credits from graded courses, only with program approval	500-599 graduate level; senior undergraduates may enroll only with permission of both department chair and director of Graduate Studies. 600-699 graduate level only 700-799 doctoral level only
At all levels, course numbers ending in 95 through 99 indicate special courses, with the particular subject matter varying from quarter to quarter:	
95	internships
96	experimental
97	workshops, short courses, conferences (Only one workshop course of up to 3 credits may be used to fulfill graduate degree requirements.)
98	seminars
99	independent and directed study

Course Loads

The minimum full-time enrollment for graduate students is 10 quarter credits for students on a quarter calendar (QC) and 10 semester credits for students on a semester calendar (SC). A standard study load normally involves around 12 quarter credits for full-time QC students or 18 quarter credits for full-time SC students. The course load of graduate students may not in any term exceed 18 quarter credits for QC students or 27 semester credits for SC students without the approval of the student's advisor and the appropriate department chair or designee. Students receiving a graduate service appointment must also have the approval of the director of Graduate Studies to enroll in overload credits. Call 509.359.6297 with any questions.

Course Repeat

Courses may be repeated for graduate credit. However, as stated above under Academic Standards, only two courses in a student's degree program may be <2.5; repeats do not change this rule. Also see the probation policy below and the general information on the grading system in the policy section of this catalog.

Degree Completion and Use of University Resources

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

- 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. (The six-year limit begins with the date of the first course used toward degree requirements, including any pre-admission credits.)
- 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.
- Students who are using university resources during the six-year period, including faculty consultation, laboratories, library resources, scheduling and completing final examinations, must register for a minimum of 2 credits. In the quarter/semester of defense, the student must be enrolled for a minimum of 2 credits. (Summer session only permits 1 credit registration.)

Enrollment Policies for Graduate Students

Graduate students may register only after being fully admitted to EWU. Any student who attends classes but fails to register for those classes through the Records and Registration Office will not receive credit for those classes. Students who register after the registration period will be assessed a late registration fee per course. The instructor's permission is required for late registration. An advisor's signature is required prior to registration for all new entering students, returning students on academic dismissal, those on probation and any student with an overload of credits.

Failure to attend the first class meeting may result in loss of registration in that course section. Failure to complete all prerequisite requirements prior to registering may result in loss of registration.

Graduate Degree Candidacy

Advancement to graduate degree candidacy means that the department is encouraging the student to complete his or her degree. The student's program is planned at this time, and the student is assured protection against subsequent program changes.

Advancement to Graduate Degree Candidacy requires the following steps:

- completion of at least 15 graded credits in a degree program;
- maintenance of at least a cumulative GPA ≥ 3.0 in all courses since admission to Graduate Studies;
- submission of the application for degree candidacy form to the Graduate Studies office, specifying a degree study program approved by the major department. At the student's option, the program may be based on either current catalog requirements or the catalog 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 second Friday of the term before anticipated graduation unless special permission is granted by the director of Graduate Studies;

- completion of any specific departmental requirements;
- approval of the director of Graduate Studies.

Graduate Degree Committees and Final Comprehensive Exams

After a student has advanced to degree candidacy, a committee is appointed to arrange, conduct and appraise the comprehensive examination. Satisfactory completion of the comprehensive exam is required to graduate.

Graduate degree committees are normally comprised of three members, one acting as the chair. The chair of the graduate committee is a faculty member from the student's specialization. Another member is chosen to represent the broader academic aspects of the candidate's program. The third member is a representative of the Graduate Affairs Council, which governs graduate policies and programs. The council representative is selected from a department outside the student's primary academic area and is appointed to the committee by the director of Graduate Studies. (See the approved departmental comprehensive exams third member policy that follows this section of the catalog.) When necessary to represent all the areas of a student's preparation, the director of Graduate Studies may authorize additional members.

After the committee is confirmed, the candidate and faculty members are officially notified of the committee membership by the Graduate Studies office. The candidate must confer with his or her chair regarding the date of the comprehensive examination. It may be scheduled any time after submission to the Graduate Studies office of the terminal research approval form. This form is signed by the student's chair and internal member to indicate their approval for the examination to be held. The Graduate Studies office must be notified of the scheduled examination at least 10 working days prior to the examination date. Except in the case of a written examination, all comprehensive exams are open to the public and must be announced to the student's academic unit(s) at least one week prior to the exam.

The examination is conducted by the chair of the committee, and questions are based upon the candidate's research and/or areas of study. The examination is approximately two hours. The committee members then determine, by majority vote, whether the candidate is successful, unsuccessful or not yet qualified. The official report of the committee's decision must be returned to the Graduate Studies office for inclusion in the student's permanent records and to use for degree checkout.

Note: A comprehensive examination cannot be scheduled for any student who has an × grade in any course in his/her degree program, current course work excepted. Student and faculty signatures on the terminal research approval form are verification that there are no × grades. Students who successfully complete their comprehensive examinations must meet any outstanding degree requirements within one quarter/semester of their exams 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 term, the late completion fee will be assessed for each term the course work is incomplete.

Graduation Application

Application for completion of the graduate degree must be filed with the Graduate Studies office no later than January 15 for spring quarter/summer semester; April 15 for fall and summer quarter/fall semester;

and Oct 15 for winter quarter/spring semester. Early application is encouraged. A diploma fee is required. Fees change annually; check with the Graduate Studies office. Late applications are subject to a fee. Applications received after the deadline may delay posting of the degree on official university transcripts and mailing of the diploma.

Note: only students who have completed all degree requirements during the current academic year, or who have applied to graduate by January 15 of the current academic year will be included in the commencement program.

Graduation Grade Point Average

The graduation GPA includes credits and grade points earned at Eastern and transfer credits and grade points accepted by Eastern. This grade point is used for determining graduation eligibility. The transfer GPA does not appear on an EWU transcript. University academic honors (cum laude, magna cum laude, summa cum laude) are not awarded to graduate students based on GPA.

Multiple Graduate Degrees and Programs

Students who have finished one graduate degree may be awarded another graduate degree when they have finished the requirements for the second degree as set forth in the graduate catalog. Students may also pursue and be enrolled in two programs simultaneously.

Students must meet all the requirements of the second 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 graduate degree or degree program to a second or additional graduate degree. (This does not apply to dual-degree programs.)

Maximum Attempted Credits

Graduate students are expected to make efficient progress toward their degree. Those found to have attempted credits on their record at or above 150% of the minimum number of credits required for their program will be prevented from registering until they have met with their academic advisor, established a revised plan for program completion and specified a new graduation term. This plan must be submitted with the written support of the student's academic advisor and approved by the director of Graduate Studies in order for the student to register.

Previous Graduate Credit

Students may include in a graduate degree program a maximum of 12 quarter credits or nine semester credits completed before admission to graduate studies. These credits must be from an accredited university, approved by the department for inclusion in a degree program, no more than six years old at the time of program completion and not part of an undergraduate degree. Any exception to this policy must be approved by the Academic Appeals Board. Appeals are made in writing by the student and must be accompanied by the written support of a program advisor or director. These appeals are submitted to the board through the Graduate Studies office.

Probation Policy

- Graduate students must maintain a GPA ≥ 3.0 in all courses taken since admission to graduate studies at EWU.
- Students are notified by letter if they have fallen below the 3.0 minimum.
- One term is allowed to restore the cumulative GPA to ≥ 3.0 .
- Faculty of the department offering the degree may extend the probationary period by one term, when warranted by special circumstances.

- Students on probation may not be advanced to candidacy or schedule their comprehensive exams.
- Students unable to restore their cumulative GPA to ≥ 3.0 in the additional quarter of probation shall be terminated from the program.
- Individual departments/programs may have requirements that are more restrictive. Such requirements supersede those stated here.

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 director of Graduate Studies. Students who have been readmitted will have up to two terms to return to good academic standing with a cumulative graduate GPA ≥ 3.0 . Extensions of probationary status may be approved on the written recommendation of the program and with the approval of the director of Graduate Studies. Students who are not recommended for continuation are not eligible for one year to reapply for admission to graduate studies.

Residency Requirement (at EWU)

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. (For information about establishing residency in Washington for tuition purposes, see the Residency (<https://sites.ewu.edu/records-and-registration/residency>) pages.)

Graduate Student Summary Guide to Policies and Procedures

Procedure	Action	Deadline	Explanation	Consequences/Information
Apply for candidacy and select graduate faculty committee members. ¹	Student approaches advisor to formalize graduate program plan, discuss second committee member, and determine if Human Subject (IRB) must be filed. Program approval for candidacy indicated by student and two graduate faculty signatures on candidacy form. Form then submitted to Graduate Studies office for review.	After completion of 15 graduate credits and before completing one-half the minimum credits in degree program. In all cases application must be submitted by the second Friday of the term prior to intended graduation.	Supports timely progress to degree completion; protects students from degree requirement changes; begins IRB review, if needed. Approved candidacy applications acknowledged by letter of advancement from the Director of Graduate Studies .	Inaccurate or incomplete candidacy application delays advancement. Late submission requires a written appeal to the Director of Graduate Studies and possible delay in graduation. Lack of IRB can invalidate research.
Submit Graduation Application and fee. ¹	Apply to graduate online through EagleNET. Log in to EagleNET, click on the Student tab, and then click on Student Records.	Jan 15 for spring quarter/ summer semester; April 15 for fall and summer quarter/fall semester; Oct 15 for winter quarter/ spring semester (earlier is recommended)	Allows for timely review of student's program prior to graduation.	Late submission delays graduation until next term, and incurs fee. Late applicants must submit a paper application.
Register in final term of program for at least 2 credits (1 credit minimum summer term only).	Consult with advisor or graduate program director about remaining requirements.	Term of program completion.	Meets state requirement of registration for students using university resources.	Only currently registered students are eligible to complete a graduate program.

Select outside member for comprehensive examination. ¹	Review Approved Third Member policy in catalog; Graduate Studies office selects from approved graduate faculty unless otherwise specified by department policy.	Graduate Studies office notifies student near the beginning of the term of intended graduation (the term entered on the candidacy) unless student has already identified a member of the graduate faculty as the third.	Provides rigor, procedural guidance, and helps ensure examination is comprehensive.	Late candidacy application delays selection of outside member required for comprehensive exam to be held.	Complete comprehensive examination.	Committee Chair submits original form to Graduate Studies office.	Original comprehensive exam report due in Graduate Studies office immediately following exam.	Verifies examination results; becomes part of permanent student record.	Lack of original form will delay program and degree completion.
Submit Terminal Research Approval form.	Committee chair and second committee member sign form and submit to Graduate Studies Office.	Must be received in Graduate Studies Office at least two weeks prior to the exam, earlier is recommended. Exam schedule may be submitted on this form.	Indicates committee approval to proceed with comprehensive examination based on review of drafts.	Comprehensive examination cannot be scheduled without receipt of form in Graduate Studies Office, or if any X grades are on student record for prior terms.	Thesis students only –submit a digital copy in PDF format (Computer Science students may use LaTeX). In addition, thesis students must submit a signed copy of the Graduate Thesis Submission Form and a signed signature page along with their thesis copy.	Graduate Studies office must receive the final copy with chair and internal committee member signatures on thesis signature page.	Ten working days after comprehensive examination or by the last day of the term, whichever comes first.	To meet form and style standards, for binding, and distribution to student, department/ program and EWU Library.	Possible delay in graduation to following term, delay in binding of thesis.
Schedule comprehensive examination.	Student arranges date, time and location agreed to by all committee members and then notifies Graduate Studies Office.	Graduate Studies Office must be notified two weeks prior to scheduled date and after receipt of Terminal Research Approval Form.	Allows time for notice and exam report to be sent to committee members.	Failure to schedule may lead to cancellation or invalidation of examination.	Attend Commencement	Verify completion of application for graduation; order cap, gown and hood four weeks prior to graduation from EWU bookstore.	All participants in May and June Commencement must meet posted spring graduation application deadline to be included in bulletin.	Fall, winter, spring and summer graduates participate in ceremony.	Participation encouraged; one ceremony and one bulletin published annually.
Provide approved thesis, research report or other terminal document draft.	Student provides a copy to all comprehensive examination committee members.	Two weeks prior to examination each committee member must have a copy of the document.	Allows faculty sufficient time to review document and prepare for comprehensive examination.	Comprehensive examination could be canceled if documents not provided by deadline.					

¹Contact program advisor about any changes to candidacy or committee. All required forms and guidelines can be found at Graduate Studies (<https://www.ewu.edu/grad>).

Thesis, Research Report or other Terminal Document Requirements

Completion of a thesis or research report is required by most graduate programs. Research reports are submitted to the department in whatever form, style and number the department requires. Instructions on form and style requirements for a master’s thesis are available from the Graduate Studies website (<http://catalog.ewu.edu/graduate-studies/www.ewu.edu/grad>).

When a student is submitting a thesis, research report or other terminal document, either the document or an abstract must be provided to committee members at least two weeks in advance of the final comprehensive examination. Any required changes are to be completed

for final approval by the committee within 10 working days of the examination, or the end of the term, whichever comes first.

Thesis students must submit a digital copy (gradthesis@ewu.edu) of their thesis in PDF format (Computer Science students may use LaTeX). In addition, thesis students must submit a signed copy of the Graduate Thesis Submission (<http://www.ewu.edu/grad>) form and a signed signature page along with their thesis copy.

Some departments require a bound copy of students' theses. In this case an approved copy of the thesis must be presented to the Graduate Studies office within ten (10) working days of the oral examination or by the end of the term, whichever comes first. Students will pay a per copy binding fee.

Note: The university has policies and procedures in place to ensure that individuals conducting research, including graduate students, comply with applicable federal and state regulations governing the use of human subjects, the care and use of animals, significant financial interest disclosure, scientific misconduct, intellectual property and copyrights. If the student's research is affected by any of the above, he or she may be required to obtain university approval prior to initiating the research. Further information and application materials are available from the Office of Grant and Research Development, 210 Showalter Hall. Also see the Regulations for Research section of this catalog.

Y grades for Thesis, Research report and other courses requiring more than a single term to complete

Students are expected to enroll for an appropriate number of research credits each term they use university resources such as faculty time, laboratories and the library. The Y grade may be used to defer assigning of a grade until the project is completed. The Y grade is not to be used in lieu of an incomplete. A specified maximum number of Y-graded credits are allowed by each program.

Art	ART 600, ART 601, ART 696	15 credits
Biology		30 credit maximum for any course for which a Y grade is assigned.
Business		12 credit maximum in any course for which a Y grade is assigned.
College Instruction	COIN 600, COIN 601, COIN 696	9 credits, 6 credits, 15 credits
Communication Disorders	CMSD 600S	10 credits
Communication Studies	CMST 600, CMST 601	6 credits
Computer Science	CSCD 600, CSCD 601	6 credits
Creative Writing	CRWR 600	12 credits
Dental Hygiene	DNHY 600S	25 credits
Education	EDUC 563, EDUC 588, EDUC 600, EDUC 601, EDUC 695	4 credits, 6 credits, 25 credits
English		14 credit maximum for any course for which a Y grade is assigned
Engineering and Design		5 credit maximum in any course for which a Y grade is assigned

History	HIST 600, HIST 601	15 credits
Mathematics	MATH 600, MATH 601	12 credits
Music		10 credit maximum for any course for which a Y grade is assigned
Physical Education		9 credit maximum for any course for which a Y grade is assigned
Psychology		9 credit maximum for any course for which a Y grade is assigned
Public Administration	PADM 600, PADM 601, PADM 602	8 credits, 2 credits, 2 credits
Social Work		Maximum is the number of credits for the course. Students cannot re-register for a course in which a Y grade is received.
Urban and Regional Planning	PLAN 601, PLAN 695	10 credits