

2021-22
**GRADUATE STUDENT
HANDBOOK**

DEPARTMENT OF PLANT PATHOLOGY

WELCOME!

To All Graduate Students in Plant Pathology:

It is my pleasure to welcome you to the Department of Plant Pathology and Washington State University! You are joining a department with a distinguished history of excellence in teaching, research and extension. The second Ph.D. degree awarded by Washington State University was by this department!

Information provided in this handbook is intended to help you during your stay at WSU. I encourage you to read it carefully and familiarize yourself with various rules, regulations and procedures pertaining to the graduate program in our department.

We, at WSU, strive to provide and sustain an atmosphere of a sense of belonging, mutual respect and a collective belief and conviction to strive for excellent in whatever we do. I encourage you to join this collective endeavor. If you have any questions or are unclear about something, please ask the departmental staff and/or your major professor.

We are committed to helping you succeed in your graduate program and achieve your professional goals. If I can be of assistance in anyway, please do not hesitate to contact me. I am available by email and phone, or to meet with you in person.

I encourage you to make every effort to meet with your fellow graduate students, and all faculty and staff as soon after your arrival as possible. Please make sure that you visit the departmental web site (<http://plantpath.wsu.edu>). It has a wealth of useful information including faculty, staff and student listings, and information on current happenings in the department. We offer numerous professional development opportunities and chances to network both at work and in social settings. I encourage you to take advantage of these and I expect your active participation.

If you have questions or need assistance, do not hesitate to contact me (tim.murray@wsu.edu). I wish you all the best.

Sincerely,

Tim Murray, Ph.D.
Department Chair

TABLE OF CONTENTS

INTRODUCTION	6
<i>Graduate Program Administration</i>	6
THINGS TO DO UPON ARRIVAL	7
<i>Check-In</i>	7
<i>New Student Checklist</i>	7
<i>Tuition Waiver and Establishing Washington State Residency</i>	7
<i>Complete Employment Onboarding Requirements Upon Arrival</i>	8
<i>Required Trainings</i>	8
<i>Responsible Conduct of Research (RCR) Training</i>	8
<i>Discrimination, Sexual Harassment, and Sexual Misconduct Prevention (DSHP) Training</i>	8
GENERAL INFORMATION	9
<i>Address Change</i>	9
<i>Bulletin Boards</i>	9
<i>Child Care Center</i>	9
<i>Computing and Data Networking</i>	9
<i>Compton Union Building (CUB)</i>	9
<i>Counseling and Psychological Services</i>	9
<i>Copier and Printing</i>	10
<i>Departmental Office</i>	10
<i>Email</i>	10
<i>Equipment</i>	10
<i>Facilities</i>	10
<i>Orville A. Vogel Plant BioSciences Building (PBS)</i>	10
<i>C. Gardner Shaw Mycological Herbarium</i>	10
<i>Owen Science Library</i>	10
<i>Media Center</i>	11
<i>Research and Extension Centers</i>	11
<i>Photographic Laboratory</i>	11
<i>Reprint Library</i>	11
<i>Thesis Library</i>	11
<i>Insurance</i>	11
<i>Interlibrary Loans (ILliad)</i>	12
<i>International Programs/SEVIS Information</i>	12
<i>Mail – U.S. Postal Service</i>	12
<i>Mail – United Parcel Service (UPS)</i>	13
<i>Mail – Federal Express</i>	13
<i>Microscopes</i>	13
<i>Motor Pool Vehicle</i>	13
<i>Network ID</i>	14
<i>Notary</i>	14
<i>Office Equipment</i>	14
<i>Office Supplies</i>	14
<i>Parking Regulations</i>	14
<i>Payroll Deductions</i>	14

<i>Photo Identification Cards - Cougar Card</i>	14
<i>Purchasing</i>	15
<i>Registration</i>	15
<i>Student Recreation Center</i>	15
<i>Taxes</i>	15
<i>Telephones</i>	16
<i>Travel</i>	16
<i>Travel Authority</i>	16
<i>International Travel Requirement</i>	16
<i>Travel Expense Voucher (TEV)</i>	17
<i>Typing</i>	17
<i>Visitors</i>	17
ASSESSMENT AND LEARNING OUTCOMES	18
<i>Plant Pathology Graduate Program Learning Outcomes Assessment</i>	18
<i>Overview</i>	18
<i>Objectives</i>	18
<i>Requirements</i>	18
<i>Outcomes for each of the program's objectives are:</i>	19
<i>Outcomes Assessment Plan</i>	19
<i>Evaluation Rubric – Thesis or Dissertation Defense</i>	22
<i>Evaluation Rubric – Oral Preliminary Exam</i>	23
<i>Graduate Student Annual Review Form</i>	24
ACADEMIC INFORMATION	28
<i>Academic Calendar</i>	28
<i>Academic Integrity</i>	28
<i>Catalog of WSU Courses</i>	28
<i>Course Offerings in Plant Pathology (PL_P): Description of Courses</i>	28
<i>Course Semester Rotation (anticipated)</i>	30
<i>Continuing Graduate Study after M.S.</i>	30
<i>Degree Sought</i>	31
<i>Enrollment</i>	31
<i>Grades</i>	32
700/800-Level Research Grades.....	32
Incomplete Grades.....	32
<i>Good Practices in Graduate Education</i>	33
<i>Graduate School Policies and Procedures (GSPP)</i>	33
<i>Schedule of Classes</i>	33
<i>Seminar</i>	33
<i>Seminar Abstracts (PL P 515)</i>	33
<i>Student's Progress</i>	35
<i>Teaching Experience</i>	35
<i>Time Limitations</i>	35
<i>Transfer of Graduate Credit Hours</i>	35
<i>Writing Center</i>	35
MASTER'S DEGREE IN PLANT PATHOLOGY	36
<i>Major Professor</i>	36

<i>Master’s Advisory Committee</i>	36
<i>Master’s Program of Study</i>	36
<i>Master’s Thesis</i>	37
<i>Final Master’s Examination</i>	37
<i>Scheduling your Exam</i>	38
<i>Final Defense via AMS (videoconference)</i>	38
<i>Deadlines and Procedures for M.S. Graduate Degrees</i>	39
<i>Major Professor</i>	41
<i>Doctoral Advisory Committee</i>	41
<i>Doctoral Program of Study</i>	41
<i>Degree Deadlines</i>	42
<i>Dissertation Research Proposal</i>	42
<i>Preliminary Examination</i>	42
<i>Doctoral Dissertation</i>	43
<i>Doctoral Dissertation Defense</i>	44
<i>Scheduling your Exam</i>	44
<i>Final Defense via AMS (videoconference)</i>	45
<i>More Information</i>	45
<i>Deadlines and Procedures for PhD Graduate Degrees</i>	46
<i>Appointments</i>	48
<i>Funding Source</i>	48
<i>Reappointment</i>	48
<i>Vacation/Leave Policy</i>	48
<i>Residency Requirement</i>	49
DISSERTATION RESEARCH PROPOSAL GUIDELINES	50
GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION	53
<i>GPSA Research Exposition</i>	53
<i>GPSA Excellence Awards</i>	53
<i>Travel/Registration Grants</i>	53
<i>Copy Services</i>	53
FACULTY	54

INTRODUCTION

The **purpose of this handbook** is to clarify requirements of the Department of Plant Pathology that co-exist with those of the Graduate School. This handbook is not intended to replace the [Graduate School Policies and Procedures](#) (GSPP) nor any other University document. Each graduate student should read the GSPP, the Guidelines for [Good Practices in Graduate Education](#) and the [Graduate Student Code of Rights and Responsibilities](#) along with the Plant Pathology Graduate Handbook in order to understand the requirements set forth for graduation both by the Graduate School and the Department of Plant Pathology. When the Department regulations are stricter than those of the Graduate School, the Department regulations take precedence.

Excerpt from GSPP, Chapter 1.E:

The **graduation requirements** of the Graduate School, which must be met for completion of a graduate degree program, are those published in the Policies and Procedures of the Graduate School in effect at the time of the student's initial admission as a regular or provisional student. Departmental requirements are those in effect at the time the student files a program of study. If a student is dropped from the University for failure to maintain continuous enrollment, the requirements of the Graduate School are those in effect at the time of re-admission to the Graduate School. Modification of certain aspects of Graduate School policy may be necessary to conform to legislation enacted by the Washington State Legislature.

Please visit the **Plant Pathology website** located online at <http://plantpath.wsu.edu/> for updated information pertinent to the Department.

Graduate Program Administration

The Plant Pathology Graduate Program is governed by official [bylaws](#), approved by the Graduate Faculty in Plant Pathology, the Graduate School, and the WSU Faculty Senate.

Dr. Timothy Murray, Department Chair and **Graduate Program Director**, tim.murray@wsu.edu

Dr. Hanu Pappu, **Faculty Graduate Coordinator**, hrp@wsu.edu,

Academic Coordinators:

The CAHNRS Graduate Center facilitates the Plant Pathology graduate program and is located in Hulbert Hall. The Academic Coordinators ([Deb Marsh](#) 509-335-2615, [Lisa Lujan](#), 509-335-9542, [Jill Staab](#), 509-335-0691) are responsible for handling graduate student records, scheduling, and administering certain aspects of the Plant Pathology graduate program described herein. The Academic Coordinators are available to answer many of your questions regarding the implementation of Graduate School and program policies and procedures.

THINGS TO DO UPON ARRIVAL

Check-In

Check in at the main departmental office (Johnson Hall, Room 345).

- Map of the university—ask us if you'd like one! Maps can also be obtained at [WSU Visitors Center](#) or [WSU Parking Services](#).
- Introduce yourself to Tammy Cunningham, Administrative Manager
- Receive desk assignment from Tammy.
- Obtain from Tammy any necessary keys for building, lab, office and greenhouse (optional)
NOTE: Some keys require your major professor's approval by email.

New Student Checklist

The New Student Checklist is available here: <https://cahrns.wsu.edu/academics/graduate-center/>

Students are expected to read and follow the New Student Checklist prior to arrival as well as upon arrival. Much of this is time-sensitive information and needs to be attended to accordingly. The checklist link is provided in the offer letter, and also in the welcome email from the CAHRNS Graduate Center on behalf of your department.

Tuition Waiver and Establishing Washington State Residency

Pay particular attention to residency requirements and restrictions. Out-of-state waivers for domestic students are only guaranteed for one year. **Most items need to be in place for one year**, so it is important to take the necessary steps now to ensure a successful WA residency application at the 1 year mark. Review the information here: <http://gradschool.wsu.edu/establishing-residency/>

Important IMMEDIATE steps to establish your residency:

- Change your vehicle registration to Washington State
- Change your driver's license to Washington State (even if you do not drive).
- If you do not have a driver's license in another state, have you applied for a Washington State ID card?
- Establish proof of independence documentation, such as income tax return or permanent full-time employment
- Keep copies of your lease agreement, utilities, phone bills, etc.
- Register to vote in Washington.
- Make sure all supporting documentation is updated to a Washington address, such as bank statements, utility bills, etc.
- Keep your mailing address updated

Complete Employment Onboarding Requirements Upon Arrival

Much of the onboarding tasks are time sensitive. Please refer to the [New Student Checklist](#) for full details on each of these items:

- Complete I-9 Employment Eligibility Verification: TIME SENSITIVE due on or before your first date of employment
- COVID-19 Vaccination Verification Request
- Personal Information Changes
- Manage Payment Elections – such as direct deposit of your payroll
- Complete Federal Withholding Elections (W4 – for tax withholding) – VERY IMPORTANT
 - International students should visit the WSU Payroll webpage <https://payroll.wsu.edu/non-u-s-citizens/> for useful information. Please pay attention to the Tax Determination Questionnaire <https://s3.wp.wsu.edu/uploads/sites/1383/2016/08/TaxDeterminationQuestionnaire.pdf> and reach out to payroll@wsu.edu if you have any questions when filling out your withholding elections (W4) in Workday. Staff does not advise on how your withholding elections are filled out, but can direct you to tools that will help.
- Social Security Numbers and Application – VERY IMPORTANT

Required Trainings

These trainings must be completed by the end of your first semester of enrollment. You can complete these trainings online before your first semester, once your appointment paperwork has been processed.

Responsible Conduct of Research (RCR) Training

The Graduate School requires all graduate students on an assistantship to complete the web-based Responsible Conduct of Research Training. The current requirement is for the Collaborative Institutional Training Initiative RCR. Contact your graduate coordinator to determine which modules are appropriate for your course of study. When you complete the training, please notify your graduate program coordinator. [Directions for CITI Training](#) DO NOT SELECT THE RCR MODULE FOR ADMINS

Discrimination, Sexual Harassment, and Sexual Misconduct Prevention (DSHP) Training

WSU's statements on Discrimination, Sexual Misconduct, and Sexual Harassment are provided [here](#). DSHP training is mandatory for all WSU employees, including graduate students on assistantship. This training is offered online through the WSU Human Resource Services at (<http://hrs.wsu.edu/dshp>).

GENERAL INFORMATION

Address Change

Please keep your address and emergency contact information updated by going to [myWSU](#). International students are required by SEVIS policy to update **a new address within 10 days of moving**. Please also keep your personal information updated in Workday as well. Workday and myWSU are separate systems and are not linked.

Bulletin Boards

The large bulletin boards (between rooms 346 and 348) list seminar notices, fellowship announcements, organizational brochures, etc. The small board (between rooms 348 and 350) is for official use only: for safety and other important notices. Please ask for permission before posting anything on these boards. The bulletin boards in the hall adjacent to the student carrels are for graduate student related use only. Scholarship opportunities are posted on the board above the telephone in room 337.

Child Care Center

Full- and part-time child care for 6 weeks to 12-year-old children; call 335-8847. Child Care Resource & Referral Services offers information to all center and family day care homes in Whitman County, call 335-7625, or visit The Children's Center, Room 108.

Computing and Data Networking

Follow the link for instructions on how to set up your [wireless connection](#).

To connect to the HP 400 Printer in 350 Johnson Hall, sign into computer using AD.

Start

In "Search all programs and files" or "Computer"

Type: [\\134.121.80.28](#)

Find: pp350 HP 400

Click on printer to install

Or, you can simply click the IP address link above, find printer, and install.

These instructions were successfully tested using Windows 7.

Compton Union Building (CUB)

Please visit their [website](#) for a list of amenities including wireless internet access, increased student meeting space, an upgraded & relocated home for the Student Book Corporation (Bookie), and a multitude of new vendors. Should you need further assistance, please call 335-9444.

Counseling and Psychological Services

WSU Cougar Health Services offers free and confidential assistance to students with personal, social, and vocational problems. Learn more [here](#). If you have a crisis situation after regular office hours, call: (509) 335-2159.

Copier and Printing

The copier in room 347 is for office and faculty use. Copy and print work must be related to assigned research projects. With permission of your major professor you will be assigned a number code that allows you to operate the copy machine. ***Please note that the copier is not to be used for copying class notes, articles, or books used for study purposes. Similarly, the copier in Johnson 347 or any of the student printers should not be used to duplicate your thesis or dissertation.*** There are copy machines available at [Coug Prints Plus](#) (CUB Rm 80) and [Coug Prints](#) for this purpose.

Departmental Office

The main office of the Department of Plant Pathology is located in Johnson Hall 345. Office hours are: 8:00 a.m. - 12 Noon & 1:00 p.m. - 5:00 p.m (Monday-Friday).

Email

Once you have been fully admitted your WSU Email account will be activated. WSU policy states a student's WSU email address is the official address for all academic and business-related activities. Please make sure you are checking daily and responding to emails sent to you at your official WSU email address. Your name will also be added to your department's graduate student list serve upon admission – generally using your WSU email address. Questions—contact crimsonservicedesk@wsu.edu.

Equipment

Equipment should not be moved without permission of the person in charge of the equipment.

Facilities

The department provides laboratory, greenhouse, and field plot facilities to conduct research. These are generally assigned by research projects and are under the supervision of the project leader who may also function as the major professor. Students should arrange for the use of such facilities through their major professor.

Orville A. Vogel Plant BioSciences Building (PBS)

Those students working in the [Vogel Plant BioSciences Building](#) labs need to see Tammy once they have obtained a Cougar Card in order to activate their access to the facility.

C. Gardner Shaw Mycological Herbarium

The department maintains one of the most comprehensive mycological herbaria in the U.S. This is located in the new Orville Vogel Plant Biosciences (PBS) Building in Rooms B6 and B8, and is curated by Professor Jack D. Rogers. Those wishing to use this resource should consult with Dr. Rogers and/or Dr. Carris.

Owen Science Library

A comprehensive plant pathology library was recently incorporated into WSU's [Owen Science & Engineering Library](#) on the 2nd floor. This is administered by personnel of the University Library system and conducted under the same policies as the central library. It includes a plant pathology collection of over 70,000 reprints collected by personnel of this department over many years.

Media Center

The department maintains equipment for digitizing and editing images from photographic slides and printed materials for seminars, presentations at meeting, posters, publications, and Internet applications. A network is established for transfer of digitized images to personal computers that allows the majority of preparation of a presentation to be completed in the researcher's office. Our classrooms are equipped with projection equipment for full multimedia presentations. Mike Adams is in charge of scheduling, training, and general supervision of this facility. Its use is limited to working days and hours.

Research and Extension Centers

The faculty and research-teaching facilities at Pullman, as well as some at the research and extension centers (REC: Prosser, Puyallup, Wenatchee, and Mt. Vernon), are all part of the department. Students at Pullman are encouraged to visit the REC and become acquainted with the plant pathologists conducting research or teaching classes there. Students are likewise encouraged to visit with REC faculty on the frequent occasions when they come to Pullman to lecture or present seminars.

Photographic Laboratory

The department provides a photographic darkroom to be used by the faculty, staff, and graduate students for research and teaching functions. Mike Adams is in charge of scheduling and general supervision of this facility. It is not to be used until proficiency is established with the major professor. Individual researchers supply film and chemicals. *This facility is not for personal use.*

Reprint Library

The department maintains a reprint collection that contains reprints published by WSU plant pathologists. The reprints are catalogued alphabetically by first author, and then by year under the author's name. Where only limited numbers of reprints are available, please consult with the Program Coordinator before taking one. *Please do not take the last available reprint.* You may make a copy of the last reprint.

Reprint Request Cards: These preprinted post cards are stored in the copy/storage room in Johnson Hall 347. They are used to order reprints by mail. To ensure proper delivery, include your name above the department's return address - this is often used as the return-mailing label for your reprint.

Thesis Library

M.S. and Ph.D. theses of departmental alumni are in the main office and may be checked out. However, as of Fall 2021, there will be new additions to this department library, but may instead be accessed via WSU Libraries.

Insurance

Graduate students on a paid assistantship are automatically enrolled in the Graduate Student Health Insurance Medical Plan (including dental). Effective dates for this plan are 8/16-12/31 for Fall appointments, and 1/1-8/15 for Spring appointments. No premiums are deducted during the summer months if the policy was in effect during spring semester. International students not eligible for the aforementioned plan, will automatically be enrolled in the iSHP health insurance plan and are responsible for the premium. Likewise domestic graduate students not eligible are invited to review the Cougar

Health Services website for other available options and will be responsible for the related premiums. Health cards, plan information and effective dates can be found at the [Cougar Health Services](#) website.

Dependents such as spouse and/or children may be added to the insurance policy but the student is responsible for the additional premiums. If premiums are being paid for a dependent, spring semester rates will be higher than fall semester rates because of the summer coverage.

The CAHNRS Graduate Center has prepared a **Guide for Using the WSU Graduate Student Health Plans** – available [here](#). You are highly encouraged to consult this guide - intended to help graduate students, especially those off campus, to navigate their health plan in order to get the most benefit.

The [PASS Program](#) enables spouses or partners of eligible graduate/professional students (Pullman campus only) to access health care services available at Health and Wellness Services (HWS). The PASS Program is not a substitute for health insurance.

Interlibrary Loans (ILLiad)

Research projects often require books, journals, or articles that the WSU libraries may not own, but can retrieve for you from another institution. Interlibrary loans are now done through the web. To learn more about Interlibrary loans or to place a request, please visit: their [website](#).

Interlibrary Loan support personnel (335-5517) can be found at the Circulation Desk located on the first floor of the new Holland Library or email them at: ill@mail.wsu.edu if you have further questions.

By going to their [Services](#) link, you can also take online tours and discover many other useful features of the WSU library system.

International Programs/SEVIS Information

The [International Programs Office of International Students Services](#) is located in Bryan Hall, room 206, phone (509) 335-4508, or email them at: ip.globalservices@wsu.edu. **International students are reminded that they are responsible for maintaining their legal status within the country.** If there are any changes to a student's I-20, that student is responsible for reporting the change to the CAHNRS Graduate Center and or your HR Partner (your main office personnel specialist).

All SEVIS information, including required entry and departure documents, is available through the International Programs office.

Mail – U.S. Postal Service

Students are assigned a mailbox here in the department. Please check your mailbox frequently as the office staff puts phone messages and important notices in your mailbox as necessary. Mail is picked-up and delivered on weekdays at approximately 11:30 a.m. There is a basket in the office for outgoing USPS mail and a plastic WSU mailing services tub for interdepartmental mail. All USPS mail must have the departmental return address on the envelope. International mail over 1" thick or over 1 lb. must have a green customs sticker attached. When sending interdepartmental mail, you must use a four-digit campus zip code, which can be found in the campus phone directory, our four-digit code is 6430.

Pre-paid and/or pre-addressed envelopes must also be stamped with Department of Plant Pathology address in the return area.

Personal mail should not be sent to or from your university address. There is a USPS mail drop box across the street in front of the French Administration building. Personal mailboxes are available *only* at the Post Office located on Grand Avenue.

The U.S. Postal Service sorts mail electronically. For the quickest delivery, the complete address should be in capital letters with no punctuation. Mail sent to you at the department should be addressed as follows:

YOUR NAME
DEPARTMENT OF PLANT PATHOLOGY
WASHINGTON STATE UNIVERSITY
P O BOX 646430
PULLMAN WA 99164-6430

Note: Please do not include Johnson Hall or a room number.

Mail – United Parcel Service (UPS)

If you are receiving a package via United Parcel Service, the sender should address the package as follows:

YOUR NAME
345 JOHNSON HALL
100 DAIRY ROAD
PULLMAN, WA 99164

Mail – Federal Express

Contact your administrative office for assistance with Federal Express packages. Be sure your packages are completely prepared for mailing. Federal Express envelopes and pouches are available at the administrative office..

NOTE: *Any* packages shipped via Federal Express or UPS must have a completed Shipping Request form. You can obtain this form at the JHBC. ANY shipments must be completed by 11:00 a.m.

Microscopes

The department maintains a number of microscopes for its teaching program. Please consult with research technologist Mike Adams before microscopes are used for any purpose or moved.

Motor Pool Vehicle

WSU Motor Pool vehicles are to be used for approved business travel. Requests are made through the JHBC and should be placed early to ensure availability. A valid driver's license is required along with your supervisor's permission and budget code numbers for the use charges. Questions can be directed to the JHBC. The use of personal vehicles is an exception to policy and must be justified and approved in advance.

Network ID

Your Network ID allows you to login to myWSU (<https://portal.wsu.edu/>), your WSU email and other WSU resources such as Canvas and Workday. Applicants are sent an email which includes an invitation to create a Network ID and includes a temporary access code for setting up your network ID and OKTA account (multi-factor authentication). Typically, this email is sent within a day or two of completing the application. If you aren't able to locate the email or if you are having difficulties, email gradschool@wsu.edu. Visit <https://login.wsu.edu/login/login.htm?fromURI=%2Fenduser%2Fsettings> to create your Network ID.

Notary

Notary services are available at the Office of the Dean of Students, located in French Administration Building Room 134. Also, the WSU Graduate School has a notary, located in French Administration Building Room 324.

Office Equipment

Equipment in the main office, except for the fax machine, is for use of the office staff only.

Office Supplies

Office supplies are intended for teaching and research only and should be requested from the office staff. They are not supplied for personal use.

Parking Regulations

Parking regulations are enforced every day, 24 hours a day, all year. If you have a car and intend to park on campus, you need to purchase a parking permit. You should also pick up and read the Parking Rules pamphlet. Permits and pamphlets are available at [WSU Transportation Services](#) located on the corner of Colorado and D Street. Phone: (509) 335-PARK.

Payroll Deductions

Graduate students on assistantships may authorize Payroll Services to deduct the total amount of their residual tuition and mandatory fees (not covered by the tuition waiver) owed over eight (8) pay cycles beginning the second pay date of the semester. Payroll deduction is an optional service provided at a fee of \$8.00. Signup is done via Workday – and must be done each semester. [Information and deadlines are available here](#). Payroll deduction is not available for Summer session term.

Photo Identification Cards - Cougar Card

NOTE: This card is required to obtain access to the Vogel PBS building.

New students may obtain their Cougar Card in the [Cougar Card Center](#) located in the Compton Union Building (CUB), room G60. Returning students will continue to use their previously issued card. The Cougar Card Center is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. A \$15.00 replacement fee is charged for replacement cards. For any information or to report lost or found ID cards, call 335-CARD or visit their website.

Purchasing

The university makes purchases both on and off campus. Permission should be obtained from the faculty member whose budget you will be using before buying anything. Some type of purchase order is required before you make any kind of purchase. It is not appropriate to make a purchase and then request a purchase order. Prior authorization is required for all purchases. Contact the faculty member whose budget you will be using before buying anything. It is not appropriate to make a purchase and then later request a purchase order or reimbursement. Refer to the [Business Center website](#) for training and procedures. Most research supervisors maintain "blanket" purchase orders at WSU facilities (Central Stores, Chemical Stores, Surplus Stores, etc.) and service centers (Physical Plant, Technical Services, etc.). You should plan ahead as much as possible for purchasing as variable circumstances such as shipping, product availability, and office staffing could delay receipt of your orders.

Registration

NOTE: see also the Academic Information section of this handbook.

Registration is done online through your MY WSU portal. Go to: <https://my.wsu.edu>/sign on using your Network ID and from there your myWSU portal page will appear and you can register. **Please consult with your advisor before registering.**

Registration from the first day of classes through the 10th day of classes will be assessed a \$25.00 late fee. Those registering after the 10th day without prior approval of the Registrar's office, will be assessed a \$100.00 late fee. For a listing of available courses for the semester, please visit myWSU or: <http://www.schedules.wsu.edu>

Student Recreation Center

The [Student Recreation Center](#) offers a wide range of activities, including intramural sports, fitness classes, weight training, track, pools and spa. Full-time students become automatic Student Recreation Center members with their payment of tuition and fees. For more information phone 335-UREC, see their website or visit their campus location on North Fairway Drive across from the university golf course. For information on the [Palouse Ridge Golf Course](#), please visit their website

The [Outdoor Recreation Center](#) is located across from the student recreation center on North Fairway Drive. For questions regarding specific equipment, call 335.1892. The Outdoor Recreation program offers classes, information and equipment rentals for outdoor activities including camping, rock climbing and various water and winter sports.

Taxes

Questions about taxes should be addressed to the Payroll Office, Tax Compliance Officer, French Administration Bldg, Room 240, or the International Programs Office in Bryan Hall. Professional tax consultants are available throughout the community as well.

International students should visit the WSU Payroll webpage <https://payroll.wsu.edu/non-u-s-citizens/> for useful information. Please pay attention to the Tax Determination Questionnaire <https://s3.wp.wsu.edu/uploads/sites/1383/2016/08/TaxDeterminationQuestionnaire.pdf> and reach out to payroll@wsu.edu if you have any questions when filling out your withholding elections (W4) in

Workday. Staff does not advise on how your withholding elections are filled out, but can direct you to tools that will help

Telephones

There are restricted telephones (Pullman, Moscow, and campus calls only) in the student carrels. It does not have access to “Information”. Any calls outside the local area should be made only for official business, with your major professor’s approval, and on his/her telephone when possible. For local calls:

Campus 5 – xxxx (last four digits)

Pullman/Moscow 7 and the 7 -digit phone number

Dial ‘7’ for an off-campus line

Calls to WSU Research & Extension Centers (using the ‘tie-line’):

Mount Vernon 8-6-xxx (last three digits)

Prosser 6-1-xxx (last three digits)

Puyallup 8-4-xxx (last three digits)

Wenatchee direct dialing, (long distance)

Travel

The department reimburses students for travel costs associated with their programs and approved by their advisors for travel lasting more than 12 hours. All arrangements should be made using the most economical accommodations available. Please follow the procedures as outlined below.

Travel Authority

A travel authority is required for all travel and must be completed and approved prior to your trip. Contact the [CAHNRS Business Center](#) for more information, or you may reach out via email at travel.bc@wsu.edu. For authorized and qualifying travel, a Travel Advance may be requested in order to help with anticipated expenses. Conference registrations may also be paid directly by the university using a department purchasing card or one checked out from CAHNRS Business Center Purchasing team. If the registration cannot be paid using a card, these expense can be noted on the Travel Authority submitted, if received at least 2 weeks before the registration due date. If registration payment requests are not received in time for the university to pay directly, the traveler will have to make the payment and will be reimbursed for the expense. Once your travel authority is approved, you can make airline reservations using local travel agents to charge WSU directly. Please let the travel agency know you are with CAHNRS and CSS, they will route your airfare to the Business Center for approval to purchase the airline tickets.

The CAHNRS Business Center Travel unit allows for ‘Blanket TAs’ (Blanket Travel Authority) for routine/repeat travel, such as collecting data at research sites. Usually done for an entire fiscal year, you should list all the places where the routine travel occurs. For instance, you may have a blanket TA for doing field research at a particular site. This can save a lot of paperwork so use this method when you are able. If this is something you would like to do, please reach out to the Business Center for guidance and assistance.

International Travel Requirement

The required [International Travel Registry](#) is an online registration system that provides WSU with a secure means of documenting international travel plans for undergraduate and graduate students

participating in not-for-credit travel for WSU-related activities—including graduate research while enrolled in research credits.

Travel Expense Voucher (TEV)

Authorized travel expenses may be reimbursed up to a set amount for the travel destination. This is called the per diem rate. Check with the CAHNRS Business Center Travel unit for these rates prior to travel so you can plan your expenses. You will need original, itemized receipts for all lodging and any expenses over \$50. If you share a room with WSU personnel, you will be reimbursed one-half of the room rate. A travel expense voucher (TEV) should be submitted as soon as possible following return from travel. If a travel advance is received, the TEV must be completed immediately upon return from travel. Reimbursements are generally received within three weeks of completing the TEV. (Tax implications may apply if travel is submitted 60 days after the trip ended).

Please see the JHBC for answers to all your travel questions.

Typing

The office staff does not type letters, job applications, resumes, theses, seminar abstracts, manuscripts, etc. for students. You can access all Graduate School Program Forms [on-line](#) where you can complete the forms at your computer and then print them off.

Visitors

The department hosts several visitors throughout the year including scientists invited by the department for job interviews, visiting scientists invited by specific research programs, and graduate students themselves. Students are expected to actively participate and attend receptions, meals, and seminars for these visitors to the department as it is an extremely important part of your professional development. These events may be hosted in the evenings and on weekends.

ASSESSMENT AND LEARNING OUTCOMES

The Department of Plant Pathology is committed to providing a high-quality graduate program at the M.S. and Ph.D. levels. The following Graduate Program Learning Assessment Plan includes a mission statement for the department and the broad objectives that define what we consider to be indicators of an effective graduate program. A variety of data will be collected and compiled annually to assess the graduate programs, and the plan for collection of these data is included in this document.

Please note that in addition to annual evaluations of each graduate student, we will also use a rubric for assessing performance on oral preliminary examinations (PhD) and final defense examinations (M.S. and PhD). Each member of the student's committee will fill out a rubric, and a copy will be maintained as part of the student's permanent file. Copies of the annual evaluation forms and rubric are included in the assessment document.

Plant Pathology Graduate Program Learning Outcomes Assessment

[adopted June 30, 2008]

Overview

The mission of the Department of Plant Pathology is to provide instruction, extension, and research directed toward all aspects of plant diseases, including causes, protection, prevention, and control, as they affect commercial crop and landscape plants in Washington and worldwide. The mission is accomplished by providing quality graduate education, conducting applied and basic research for the state and the scientific community at large, and disseminating information to the public through extension education.

Objectives

To enable students earning the M.S. and Ph.D. in Plant Pathology to understand and apply the scientific method to plant pathological problems, to develop critical thinking and professional skills needed for successful careers in the public and private sectors at a national and international level. In addition, students earning the Ph.D. will conduct novel research in an independent manner (i.e., with limited input from their major advisor) and be able to interpret and write up their research for publication in peer-reviewed journals.

To maintain a leadership role in plant pathology and related disciplines at the state, national and international levels.

Requirements

For the M.S. degree, students are expected to fulfill all of the academic requirements of WSU, present one seminar (PIP 515) to the Department of Plant Pathology, attend the weekly departmental seminar series during the academic year to learn about plant pathology research and other issues outside of their thesis project, conduct research, and prepare and defend an acceptable thesis under the direction of their major advisor and advisory committee in an oral examination.

For the Ph.D. degree, students must fulfill all of the academic requirements of WSU for the Ph.D. degree, including presenting two seminars to the Department of Plant Pathology (PIP 515), pass an oral preliminary examination after completion of the majority of their coursework, and conduct independent,

original research and prepare an acceptable dissertation with oversight and advising from their major advisor and advisory committee. Successful defense of the dissertation in an oral examination is required.

Outcomes for each of the program's objectives are:

To enable students earning the M.S. and Ph.D. in Plant Pathology to understand and apply the scientific method to plant pathological problems, to develop critical thinking and professional skills needed for successful careers in public and private sectors, the program provides training and coursework to help students develop the following skills:

- Understanding, interpretation and synthesis of scientific literature pertaining to plant pathology and related disciplines
- Formulating hypotheses; developing experimental designs to test these hypotheses; establishing and maintaining experiments
- Collecting data in an objective way and conducting appropriate statistical analyses
- Interpretation and presentation of research results in oral and written formats
- Presentation of research at professional meetings and local commodity meetings
- Publication of research in peer-reviewed scientific journals and other discipline-appropriate outlets such as commodity newsletters

To maintain a leadership role in plant pathology and related disciplines at the state, national and international levels, the program aims to:

- Attract, retain and train high quality graduate students.
- Place students earning the M.S. into positions including extension agents, state and federal plant pathologists, instructors at the community college level, support scientists in public or private sector research programs, and Ph.D. programs.
- Place students earning the Ph.D. as leaders of scientific research programs in the public or private sector including industry, and faculty positions at the University level.

Outcomes Assessment Plan

Data will be collected via several different mechanisms, including application statistics; annual review of graduate students (below); an evaluation rubric (below) for oral preliminary examinations (Ph.D.), thesis defense examinations (M.S.), and dissertation defense examinations (Ph.D.); graduate student exit interviews with department chair; and job placement statistics. Data will be summarized in a report provided annually to the Graduate School. The means by which the specific outcomes will be assessed is detailed in the following table.

Objective 1. To enable students earning the M.S. and Ph.D. in Plant Pathology to understand and apply the scientific method to plant pathological problems, to develop critical thinking and professional skills needed for successful careers in public and private sectors.

Outcome	Data	Source	Collected
1a. Understanding and interpretation of scientific literature pertaining to plant pathology and related disciplines	Course grades in plant pathology classes; rubric completed at oral preliminary exams and thesis/dissertation defense exams.	Faculty teaching plant pathology courses; thesis advisory committee members	Annually
1b-d. Formulating hypotheses; experimental design; establishing and maintaining experiments; collecting data and conducting appropriate statistical analyses; interpretation and presentation of research results in oral and written formats.	Rubric completed at oral preliminary exams and thesis/dissertation defense exams; annual evaluations of graduate students	Thesis advisory committee members; major advisor	Annually
1e & f. Presentation of research at professional meetings ¹ , publication of research in peer-reviewed scientific journals and other outlets appropriate to the discipline ² .	Annual evaluations of graduate students	Major advisors	Annually

¹ Meetings sponsored by professional societies, government organizations and commodity groups

² Examples include trade journals, commodity newsletters, and conference proceedings

Objective 2. To maintain a leadership role in plant pathology and related disciplines at the state, national and international levels.

Outcome	Data	Source	Collected
2a. Attract, retain and train high quality graduate students	Application statistics (number of applicants, percentage of applicants accepted, GPAs of accepted students)	Plant Pathology Program Coordinator; Graduate School	Annually
2b. Place students earning the M.S. into positions discipline appropriate positions including Ph.D. programs.	Job placement statistics	Faculty advisors; exit interviews with Department Chair	Annually
2c. Place students earning the Ph.D. as leaders of scientific research programs in the public or private sector and academic positions.	Job placement statistics	Faculty advisors; exit interviews with Department Chair	Annually

Evaluation Rubric – Thesis or Dissertation Defense

PLANT PATHOLOGY EVALUATION RUBRIC: THESIS OR DISSERTATION DEFENSE

Candidate: _____ Degree: _____

Title: _____

Evaluator: _____ Date: _____

Criteria	Poor	Competent	Excellent
Understands and is able to interpret scientific literature relevant to research topic			
Demonstrates ability to independently formulate hypotheses, develop experimental design, establish and maintain experiments			
Demonstrates ability to collect data and conduct appropriate statistical analyses			
Demonstrates ability to defend research methodology and interpretation and to entertain alternative interpretations			
Demonstrates ability to interpret and present research results in oral and written formats			
Demonstrates ability to obtain funding to support professional travel and/or research			

Comments:

Evaluation Rubric – Oral Preliminary Exam

NOW IN QUALTRICS

PLANT PATHOLOGY EVALUATION RUBRIC: ORAL PRELIMINARY EXAM

Candidate: _____

Title: _____

Evaluator: _____ Date: _____

Criteria	Poor	Competent	Excellent
Demonstrates familiarity with and understanding of the primary literature relevant to the discipline			
Able to synthesize knowledge from courses and primary literature and apply this to a novel research question			
Demonstrates breadth of understanding of scientific principles outside of, but relevant to, the field of plant pathology			
Demonstrates ability to answer questions pertaining to understanding scientific problems involving plant diseases, plant pathogens, and emerging methodology			
Demonstrates ability to apply the principles and terminology of the discipline to a novel problem			

Comments:

Graduate Student Annual Review Form

DUE February 28, 2020. Once complete and fully signed, email a combined pdf (annual review and CV) to Deb Marsh (marshdj@wsu.edu) AND be sure both student/advisor are included in the message. This will ensure all parties have a copy. Please retain originals until degree requirements are completed.

Graduate Student Annual Review: Jan 1, 2019-Dec 31, 2019

Horticulture, Plant Pathology, Entomology, and Food Science

Annual review of graduate students is required by the WSU Graduate School. The evaluation period for this annual review is January 1, 2019 (or starting date) to December 31, 2019. Each student is responsible for completing Sections A and B, and then forwarding it **electronically** with a [curriculum vita \(CV\)](#) to their advisor in advance of the review meeting. **The student is responsible for arranging the annual review meeting.** The student’s advisor will complete Section C and review it with the student at the annual review meeting. Both parties will complete Sections D, and E (if applicable).

This form must be typed

Section A. Cumulative Record

Name:	
WSU ID#:	
Term Entered (i.e. Fall 2017):	
Degree Objective (MS or PhD):	
Degree Program:	
Advisor:	
Co-Advisor:	
Campus Advisor (if applicable):	
Other Committee Members:	
Number of committee meetings since last review:	
Date of most recent committee meeting:	
Program of Study approval date:	
<i>Or program of study anticipated filing date:</i>	
Cumulative GPA:	
Thesis/Dissertation subject or title:	
Thesis/Dissertation proposal approval date:	
<i>Or thesis/dissertation proposal anticipated approval date:</i>	
MS or PhD Proposal seminar date (if required):	
Other required seminar dates:	
PhD preliminary exam completion date:	
<i>Or anticipated preliminary exam completion date:</i>	
Anticipated term for exit seminar and final exam:	

Section B. Self Assessment

Summarize your academic and research progress this past year. Please address the following items:

1. What academic/research goals did you propose to accomplish in your last review (*not applicable for first year students*)?
2. What have you accomplished this past year?
 - a. Discuss your academic and research progress. If your accomplishments did not meet your goals, discuss why.
 - b. Describe your publications to date. Please list published manuscripts and book chapters, manuscripts in preparation (and expected date of submission), abstracts (professional papers and posters presented).
 - c. List professional activities such as awards/scholarships, meetings attended, abstracts/papers published, presentations given, and teaching experience.
 - d. Discuss your departmental and professional service and development.
3. What are your greatest challenges and how will you overcome them?

Discuss your future directions and goals as follows:

1. Overall.
2. For the next review period.

***Attach CV and forward with this form to your advisor for review.
The student is responsible for arranging the annual review meeting.***

Section C. Advisor's Assessment

Performance, Skill Ratings	Excellent	Good	Average	Fair	Poor	NA
Academic Performance						
Research Performance						
Work Habits						
Technical Skills						
Rate of Progress						
Communication Skills						
Teaching Performance						
Professional Development						
Overall Rating						

Take this opportunity to review the student's CV and provide suggestions for improvement.

Please provide an assessment of your student's research progress and accomplishments for the current review period (or research potential for a first year student). Comment on the student's strengths and weaknesses and provide specific recommendations or requirements on areas that need improvement. Consider the student's understanding of the scientific literature, recent proposal defense (PhD), seminar performance, and other research benchmarks.

Outline specific conditions or expectations that must be fulfilled prior to the next review and discuss the student's probable success in completing their degree requirements in a timely manner. If the probability is not good, please indicate why.

ACADEMIC INFORMATION

Academic Calendar

The [Academic Calendar](#) provides relevant deadlines for registration, fees, applications, enrollment, and exams.

Academic Integrity

As an institution of higher education, Washington State University is committed to principles of truth and academic honesty. All members of the university community share the responsibility for maintaining and supporting these principles. When a student enrolls in Washington State University, the student assumes an obligation to pursue academic endeavors in a manner consistent with the standards of academic integrity adopted by the university. To maintain the academic integrity of the community, the university cannot tolerate acts of academic dishonesty including any forms of cheating, plagiarism, or fabrication. Washington State University reserves the right and the power to discipline or to exclude students who engage in academic dishonesty. To that end, the university has established rules defining prohibited academic dishonesty and the process followed when such behavior is alleged. These rules incorporate Washington State University's Academic Integrity Policy, the university-wide document establishing policies and procedures to foster academic integrity. This policy is applicable to undergraduate and graduate students alike, as it pertains to dishonesty in course work and related academic pursuits. In cases of dishonesty in research and original scholarship, the University's Policy and Procedural Guidelines for Misconduct in Research and Scholarship may take precedence over the policies and procedures contained herein. More information regarding the rules governing academic integrity can be found at the [Academic Integrity](#) website.

Catalog of WSU Courses

The [WSU Catalog](#) is found only online. It is used by both prospective and enrolled students to inform them of the courses offered at WSU and the requirements for each degree. It also highlights the faculty research interests.

Course Offerings in Plant Pathology (PL P): Description of Courses

150 [BSCI] [Q] Molds, Mildews, Mushrooms: The Fifth Kingdom 3 A survey of the socio-historical impact of fungi and their role in development and application of the scientific method.

300 Diseases of Fruit Crops 2 Course Prerequisite: BIOLOGY 120, HORT 310, or HORT 313. Comprehensive understanding of the diseases of fruit crops grown in the state of Washington.

301 Food Mycology 3 (2-3) Course Prerequisite: MBIOS 101. Survey of the biology and uses of fungi important in the production and storage of foods and beverages. (Crosslisted course offered as PL P 301, FS 301).

403 Advanced Cropping Systems 3 Course Prerequisite: HORT 202. Understanding the management of constraints to crop production and quality; biological, physical, and chemical approaches to crop health management. Field trips required. (Crosslisted course offered as CROP SCI 403, PL P 403). Recommended preparation: CROP SCI 305; PL P 429. Offered at 400 and 500 level. Cooperative: Open to UI degree-seeking students.

429 General Plant Pathology 3 (2-3) Classification, symptoms, causes, epidemiology, and control of plant diseases.

499 Special Problems V 1-4 May be repeated for credit. Independent study conducted under the jurisdiction of an approving faculty member; may include independent research studies in technical or specialized problems; selection and analysis of specified readings; development of a creative project; or field experiences. S, F grading.

501 Biology and Control of Plant Diseases 3 (2-3) Introduction to the biology and control of plant diseases covering disorders caused by fungi, viruses, bacteria, and nematodes. NOT AVAILABLE TO PULLMAN STUDENTS

503 Advanced Cropping Systems 3 Understanding the management of constraints to crop production and quality; biological, physical, and chemical approaches to crop health management. Field trips required. (Crosslisted course offered as CROP SCI 403, PL P 403). Recommended preparation: CROP SCI 305; PL P 429. Offered at 400 and 500 level. Cooperative: Open to UI degree-seeking students.

511 Viruses and Virus Diseases of Plants 3 Course Prerequisite: MBIOS 503 or 504. Nature of plant viruses, vector-virus relationships and virus diseases of plants. Cooperative: Open to UI degree-seeking students.

512 Topics in Plant Pathology V 1-3 May be repeated for credit; cumulative maximum 6 hours. Concepts of plant pathogen interactions and disease management.

513 Plant Nematology 3 Anatomy and morphology of plant-parasitic nematodes, molecular plant-nematode interactions, genomics, symptoms, identification, techniques and control. Cooperative: Open to UI degree-seeking students.

514 Phytobacteriology 3 Isolation and characterization of bacteria having a saprophytic, symbiotic or pathogenic association with plants, molecular structure, function, and genetics. Cooperative: Open to UI degree-seeking students.

515 Seminar 1 May be repeated for credit.

521 General Mycology 3 The structure, life histories, classification, and economic importance of the fungi. Cooperative: Open to UI degree-seeking students.

525 Field Plant Pathology and Mycology 3 Diverse plant diseases, disease diagnosis and management in fields, orchards, nurseries; interact directly with diverse agricultural stakeholders. Field trip required. Recommended preparation: PL P 429 or PL P 521.

526 Advanced Fungal Biology 4 (2-6) Course Prerequisite: PL P 521. Advanced topics in fungal biology, ecology, systematics, evolution and coevolution via discussions of literature and special laboratory projects. Cooperative: Open to UI degree-seeking students.

535 Molecular Genetics of Plant and Pathogen Interactions 3 Genetic and molecular biological aspects of host-pathogen interactions. Cooperative: Open to UI degree-seeking students.

551 Epidemiology and Management of Plant Diseases 3 Principles of plant disease epidemiology, control and ecology of pathogens. Recommended preparation: PL P 429. Cooperative: Open to UI degree-seeking students.

570 Techniques in Plant Pathology 3 (1-6) Laboratory techniques for isolating, cultivating, and identifying the major groups of plant pathogenic organisms. Cooperative: Open to UI degree-seeking students.

700 Master's Research, Thesis, and/or Examination V 1-18 May be repeated for credit. Independent research and advanced study for students working on their master's research, thesis and/or final examination. Students must have graduate degree-seeking status and should check with their major advisor/committee chair before enrolling for 700 credit. S, U grading.

800 Doctoral Research, Dissertation, and/or Examination V 1-18 May be repeated for credit. Independent research and advanced study for students working on their doctoral research, dissertation and/or final examination. Students must have graduate degree-seeking status and should check with their major advisor/committee chair before enrolling for 800 credit. S, U grading.

Course Semester Rotation (anticipated)

Course #	Course Name	Coop Status	Instructor	Credits	Term/Rotation
150	Molds, Mildews & Mushrooms: The Fifth Kingdom			3	no longer taught
300	Diseases of Fruit Crops		Rayapati	2	Fall Even Years
301	Food Mycology		TBD	3	Fall Odd Years, taught by Food Science
403	Advanced Cropping Systems		C. Neely	3	Fall
429	General Plant Pathology		Pappu	3	Fall
499	Special Problems		arranged	Arr	Fall/Spring/Summer
501	Biol/Control of Plant Diseases <i>Online—Restricted to MSAG students</i>		Grove	3	Spring
503	Advanced Cropping Systems	WSU CoOp	C. Neely	3	Fall
511	Viruses & Virus Diseases of Plants	WSU CoOp	Pappu	3	Spring Odd Years
512	Special Topics in Plant Pathology		TBD	V 1-3	Fall/Spring TBA
513	Plant Nematology		Gleason	4	Spring Odd Years
514	Phylobacteriology	WSU CoOp	Friesen	3	Fall Even Years
515	Seminar		TBD	1	Fall/Spring
521	General Mycology	WSU CoOp		3	Fall Odd Years
525	Field Plant Pathology & Mycology		duToit	3	Summer Even Years
526	Advanced Fungal Biology	WSU CoOp		4	Spring Even Years
535	Molecular Genetics/ Plant & Pathogen Interactions	WSU CoOp	Tanaka	3	Spring Even Years
551	Epidemiology & Management of Plant Diseases	WSU CoOp	Grove	3	Spring Even Years
570	Techniques in Plant Pathology	WSU CoOp	Pappu/Gleason/ Friesen/	3	Fall
700/800	Research Credits		Advisors	V 1-18	X

Continuing Graduate Study after M.S.

If study beyond the M.S. Degree is planned, the student must write a letter of application to the Department of Plant Pathology Graduate Admission Committee. If the student is recommended into the Ph.D. program, the Graduate School should be notified using the [Add an Academic Program Degree Level](#) form from the Graduate School—facilitated by the CAHNRS Graduate Center.

Degree Sought

Students with a Bachelor's degree are typically considered as a candidate for the M.S. degree. In some cases, a student may display a high aptitude for graduate study and have substantial research experience and be considered ready to proceed directly to a Ph.D. program without first obtaining an M.S. degree. Students with a B.S. applying directly to a Ph.D. program must document research experience by describing the research project(s) with which they were involved. This should include the nature of the research project, duration, supervisor, role and involvement in the project, what was learned from the project, and any publications or conference presentations resulting from the project. The applicant should also include a *Statement of Purpose* that addresses specifically why they want to go directly into a Ph.D. program instead of first completing an M.S. degree, their interests in pursuing a Ph.D., and their career goals. Applicants should have a GPA of at least 3.25. If they are not a native English speaker, test scores of either TOEFL or IELTS must be submitted. GRE scores are not required.

Students in the second year of graduate study working towards an M.S. in Plant Pathology may decide they would rather work directly towards a Ph.D. degree instead of finishing their M.S., if they realize this is a good career goal and their project can be suitably expanded into a Ph.D. project. This option, referred to as a 'by-pass option', is available under some conditions. The student must submit in writing his/her desire to transfer to the Ph.D. program to his/her major advisor, with copies to the Graduate Coordinator and the Department Chair. The request should include the reasons why the student believes she/he is ready to begin study toward the Ph.D. and bypass the M.S. After initial discussion with and approval by the Department Chair, the major advisor will convene the student's thesis committee to discuss the request. To be considered ready for transfer to the Ph.D. program, a student must:

- demonstrate evidence of significant progress in research during the first year of graduate study in which she/he is registered as an M.S. student, and
- demonstrate strong academic performance in graduate-level courses completed at WSU.

The totality of the student's performance in course work, research and other professional activities must be considered by their committee. The committee will then vote; 75% of the committee, or unanimous if there are only 3 committee members, must vote in favor in order for the student to be recommended for the Ph.D. program. If the Department Chair concurs with the committee's recommendation the student will be allowed to transfer to the Ph.D. program. The Chair reserves the right to consult with other department faculty to seek input on the request. If the student is recommended into the Ph.D. program, the Graduate School should be notified using the [Plan and Degree Level Change](#) form from the Graduate School—facilitated by the CAHNRS Graduate Center. The student is also required to file a Ph.D. program of study. If the student is not recommended for a Ph.D., he/she will continue on to complete their M.S. program. Successful transfer from the M.S. to the Ph.D. program does not eliminate any of the requirements for the latter degree as described by the Graduate School or the Department of Plant Pathology Graduate Student Handbook.

Enrollment

All students must remain enrolled continuously unless they have applied (and been approved) for leave status. International students must be enrolled full time. Self-supported domestic students must be enrolled for a minimum of 2 graduate credits. If students are not continuously enrolled, and have not been approved for leave, they will have to reapply in order to finish their program. For further information, please see [Chapter 5](#) of the Graduate School Policies and Procedures.

Students on assistantships must be enrolled full time (minimum 10 credits) with a recommended average of 10-12 credits per semester. Full-time students must enroll for at least one credit per semester of either PI P 700 or 800 during the spring and fall semesters.

Enrollment during the summer session is not mandatory. However, if a summer class is needed for a student's program, a minimum of 3 credit hours is required to put the individual on appointment. Should the class be for 2 credit hours, a research credit hour may be used to make up the difference. All summer classes must be within the student's program.

Enrollment in any course not on the Program of Study must be approved by the student's major professor.

Reduced Course Load (RCL) status *may* be an option for international students who are in their last semester of study in Plant Pathology if the student is either self-supported or on timeslip. Students on assistantships cannot apply for RCL. For additional criteria which must be met, please visit the [International Student Services](#) site.

Plant Pathology students applying for RCL must:

1. Obtain the proper form at the International Programs Office;
2. Obtain the department chair's signature/approval, along with the student's advisor's signature; and
3. Provide a photocopy to the JHGC for placement in the student's file.

Grades

700/800-Level Research Grades

700-level credit is for students working on their master's research, thesis and/or examination. The 800-level credit is for doctoral research, dissertation and/or examination. Credits are variable and grading is satisfactory/unsatisfactory (S/U). Credit is awarded for a grade of 'S'; no credit is awarded for a grade of 'U'. The S/U grade does not carry any quality points and is not calculated in the grade point average (GPA). **In the event of exam failure, a 'U' grade should be recorded for that semester's 700 or 800 credits. Two 'U' grades for 700 or 800 credits will lead to dismissal from the program.** Faculty should set requirements for each semester that a student is enrolled in research credits, and provide an S/U grade at the end of the semester based on the student's performance in meeting those requirements. In extenuating circumstances, faculty may use the 'X' grade to indicate continuing progress toward completion of those requirements. The 'X' grade should be changed when the faculty member determines that the student has successfully met the requirements for that semester; the 'X' grades should be changed by the faculty no later than the semester of the final defense. Generally, students enroll in a minimum of 2 credits of the appropriate 700/800 level in the semester in which they take their final oral examination.

Incomplete Grades

Students will have up to one year (unless a shorter time is specified by the instructor) to complete work for which they received an 'I' grade; after one year the 'I' grade will become an "F" if not completed.

Good Practices in Graduate Education

Found here, these [guidelines](#) provide a code of ethics to be used in creating successful practices for faculty and graduate student interaction. These Guidelines should be read and followed by all students and faculty.

Graduate School Policies and Procedures (GSPP)

Referenced frequently, the [Graduate School's Policies and Procedures manual](#) serves as a guide to students, faculty and staff to insure that proper advising occurs leading to the completion of a graduate degree.

Schedule of Classes

In addition to myWSU, the web version of the [Schedule of Classes](#) (SOC or Time Schedule) lists times and places for all courses offered each semester. Students may find this version easier to review.

Seminar

Seminar is scheduled every Monday at 4:10 PM. All students are expected to attend all seminars unless there is a course conflict. Course conflicts must be approved by the major professor.

Seminar Abstracts (PL P 515)

Each M.S. student must enroll in Seminar (PLP 515) once for their degree and each PhD. student must enroll in Seminar (PLP 515) twice for their degree. See Degree Requirements. These seminar presentations must be on topical subjects other than the student's thesis/dissertation, which have been approved by the faculty member directing seminar for that particular semester.

Seminar abstracts should be sent *electronically* to Tammy Cunningham (t.cunningham@wsu.edu) 10 days prior to your seminar in final form for duplication and distribution; the student must also indicate in the message to Tammy that it has been approved by both advisor and PLP 515 course instructor. The following steps will help you with preparation of the abstract:

Write the abstract using the standard format as described in the current year *Phytopathology*. Please be sure to include course name and #, place, date, and time. (See example on the following page.)

- Consult with your advisor.
- Make corrections or rewrite as indicated by your advisor.
- Consult with the seminar instructor
 - Make corrections or rewrite as indicated by the seminar instructor and return to the seminar instructor for final proofing and approval.

EXAMPLE

TITLE: Investigation of the mode of action of two fungal elicitors,
Fspb DNase and chitosan, in a mammalian system

Your Name

ABSTRACT:

In plants, non-host disease resistance is the result of the interaction between an incompatible plant pathogen and the plant. For example, an incompatible fungal pathogen of pea plants is *Fusarium solani* f. sp. *phaseoli* (*Fspb*), normally a pathogen of bean. The non-host disease resistance response in this interaction is characterized by the accumulation of about 20 proteins that temporally correlate with disease resistance. A similar pattern of defense protein accumulation occurs in response to certain DNA-damaging agents such as actinomycin D and UV_{260nm} light (6). Chitosan, a β -1,4-linked glucosamine, and a DNase are released from *Fspb* during its interaction with pea tissue (1,2). These components elicit pea defense responses (4,6). Moreover, *Fspb* DNase can cause pea DNA degradation *in vivo* (4) while chitosan has been shown to cleave DNA *in vitro* (5). Chitosan has been shown to localize in the nucleus early in the pea-*Fusarium* interaction (3).

In vertebrate cells, one particular response to DNA-damaging agents is the accumulation of the p53 protein (7). P53 is a sequence-specific transcription factor that activates many genes. In turn, these gene products play roles in the processes of cell cycle arrest or programmed cell death (8). We investigated the hypothesis that *Fspb* DNase and chitosan could induce p53 accumulation in a mammalian system. We chose this system to test our hypothesis for three reasons. First, a number of the same agents that induce p53 also induce pea defense responses (6,7). Second, since p53 has been a subject of intense study, there are a wide variety of commercial monoclonal antibodies to follow its accumulation. Finally, in addition to gaining insight on how these elicitors function in the pea system, their activity in an animal system could suggest possible therapeutic value in animals.

By western analysis, we determined that neither *Fspb* DNase nor chitosan were capable of causing p53 protein accumulation at the time points studied in the mouse preneoplastic mammary epithelial cell line, CL-S1. At 36 hrs. similar results were obtained utilizing the human MCF-7 mammary epithelial cell line. Also, treatment of the CL-S1 cell line with *Fspb* macroconidia, capable of excreting high levels of DNase, did not result in p53 accumulation. Immunocytochemistry was used as a supplemental method in determining whether p53 accumulated at 40 hrs. The immunocytochemical data were similar to those obtained by western analysis at 36 hrs. Finally, chitosan did not inhibit the growth of CL-S1 cells in culture. Taken together, these data suggest that *Fspb* DNase and chitosan did not interact with the DNA in either of the two cultured animal cell lines, at least not in a manner consistent with p53 accumulation.

Time Date Location
Plant Pathology 515, Semester, Year

PLEASE PUT YOUR REFERENCES ON THE BACK

Student's Progress

The major professor regularly, at least annually, assesses the student's progress during his or her tenure in the department. This applies to maintaining required grades, research progress, and meeting other departmental and university requirements toward fulfillment of degree requirements. Each student will receive annually a letter from the Chairman assessing the student's performance. Refer to the annual review form found in the Assessment section of this handbook.

Teaching Experience

The department does not have a formal requirement for teaching experience in any of its degree programs. However, Plant Pathology faculty encourage graduate students to pursue teaching opportunities whenever possible. Such experience becomes an important part of a student's qualifications for teaching positions after graduation. Presenting workshops, extra seminars, or assigned TA responsibilities in the department would constitute such experience.

Time Limitations

Ordinarily, the length of time a student may hold an appointment is limited to 2 years for Master's candidates and 4 years for Doctoral candidates.

Transfer of Graduate Credit Hours

PhD Programs often include transfer credits from the student's M.S. program. Up to ½ of the 34 graded credits for the Ph.D. program can be transferred from another university, which is determined by the Graduate School.

Appropriate credit hours (with a grade of B or higher) earned in other accredited graduate schools may be applied to a limited extent toward an advanced degree; however, they may not be substituted for residence requirements. Acceptability of transfer credits is determined by the Graduate School, not the department. For more information on transfer credit and transfer credit restrictions see the GSPP's and discuss the requested transfer with your major advisor.

Writing Center

In January 2008, the University's new Graduate and Professional Writing Center (GPWC) opened for business. GPWC features one-on-one in-person consultations, peer groups, and an onsite resource library. For further information, please visit their [website](#).

MASTER'S DEGREE IN PLANT PATHOLOGY

Major Professor

Each student in the Department of Plant Pathology is chosen by a professor and agrees to be that professor's student. The professor is known as the student's major professor and also functions as his/her academic advisor. The major professor is the chair of the student's advisory committee and supervises the thesis research. The major professor, and most of the student's research program, may be either in Pullman or one of the Research and Extension Centers. Regardless of this, the MS student should be in residence at WSU on the Pullman campus for least one semester.

Master's Advisory Committee

During the first semester, an advisory committee should be chosen. The student, the major professor and the committee plan the student's program of study. The Master's committee must include a minimum of three (3) members including the Major Advisor as Chair. At least one member must be tenured or tenure-track Plant Pathology Graduate Faculty; USDA-ARS researchers appointed as WSU adjunct Plant Pathology faculty are entitled to Chair, Co-Chair, or serve as a committee member of graduate student committees. At least one member must be located on the Pullman campus; ***for students whose major advisor is located off campus, the Pullman designated committee member will serve as campus advisor while the student is Pullman*** and provide lab space in which to work, if needed. Other individuals internal to WSU serving as Graduate Faculty in their own program or discipline may serve as a committee member with approval of the Plant Pathology Chair. External committee members are approved on a case-by-case basis. **The Graduate School strongly recommends the majority of the committee be Graduate Faculty in Plant Pathology.**

Master's Program of Study

The M.S. program form should be submitted to the Graduate School by way of the JHGC no later than the beginning of the second semester of graduate work. ***Please be sure to submit the completed program form (including committee signatures) to the JHGC.*** The program for the Master of Science in Plant Pathology must include:

30 credit hours minimum of total credit

21 credit hours minimum of graded course work, 15 of which must be at the 500-level with a maximum of 6 credit hours of non-graduate 300-and 400-level course work. The program must include at least one credit hour of Seminar (PI P 515)

4 credit hours minimum of PI P 700 research credits

The maximum number of PI P 700 credit hours that may be recorded on the form is 15; you may enroll for more than 15 credit hours of PI P 700, they just can't be shown on the program form.

Copies of the forms and directions can be found on the Graduate School's ['forms'](#) page.

Front of Program Form: If a definite thesis title has not been decided upon, the general subject area should be reported. Please obtain appropriate departmental and committee members' signatures.

Back of Program Form: The student should supply appropriate information regarding courses taken and proposed, utilizing the WSU catalog, Graduate Study Bulletin, 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 credit hours should be reported in semester hours. All credits should be listed by year.

Master's Thesis

A thesis based on original research is required for the M.S. in plant pathology. The thesis is a scholarly study that is a significant contribution to the knowledge of Plant Pathology.

[Thesis and dissertation formatting and submission requirements](#), in addition to a [Word template](#), are available on the Graduate School website.

A draft of the thesis that has been read and approved by the major advisor must be given to all committee members *at least one (1) month prior to the date of your defense. Refer to the Graduate School's 'Deadlines and Procedures for Graduation' for relevant deadlines. Committee members must read, edit, and return drafts of theses to the student within a reasonable period of time. The Graduate Studies Committee recommends that committee members hold drafts for no longer than 30 days.

**Students: Be aware that your committee may require more time to review/comment on your thesis. Communicate with your advisor and committee early in the thesis writing process to establish the specific timelines for your thesis. It is strongly advised that the student call a committee meeting one (1) semester prior to their anticipated defense date to discuss the timeline for the actual defense date, committee members' availability, etc.*

Note: The deadlines for submission to committee members are different for the Department of Plant Pathology from the Graduate School recommendations. Candidates for Doctoral degree must comply with both the Department and Graduate School requirements.

To inform yourself as to the committee's expectations for a successful defense, see the Final Defense Rubric in the Assessment section of this handbook. Talk to your advisor and committee members for any clarification you need.

It is also strongly advised that *the Application for Degree* be submitted at least one semester prior to the final examination is scheduled so the student can be notified of graduate requirements (to-do lists) before enrolling their last semester.

Final Master's Examination

All students are required to give an **Exit Seminar**. The date and time are to be decided after consultation with the student's advisor but optimal timing is generally a day or two before the defense. Sometimes these seminars fit into the regular Monday 4:10 pm time-slot but are often at other times on other days. The non-credit exit seminar will be part of the requirements for graduation and is in addition to the topical seminars that are to be given for credit in Pl P 515. The format and other requirements, such as an abstract that needs to be distributed prior to the exit seminar, are the same as those for Pl P 515.

A final oral examination is also required of all M.S. candidates. Refer to the Assessment section of this handbook for a copy of the rubric that will be used for all exams. The student must have completed or be enrolled in all the required course work and registered for a minimum of 2 credit hours in Pl P 700 for the semester in which the final exam is to be taken.

A student, department chair, graduate program director, committee member, or any other member of the WSU community may request that the Graduate School provide an independent observer (“Graduate Mentor”) to be present at any final examination/ballot meeting. The name of the individual making the request will be held confidential.

Scheduling your Exam

Exam scheduling forms are due no less than 10 working days in advance of the selected exam date; send your completed and signed form to your Academic Coordinator in the CAHNRS Graduate Center for Department Chair approval, and upload to myWSU > Graduate School for processing.

IMPORTANT NOTE: By signing the *Dissertation/Thesis Acceptance/Final Examination Scheduling Form* each Faculty Advisory Committee member agrees that a “typed (or electronic) dissertation, suitable in format and content for submission to the Library has been given their approval.” This means that each committee member has reviewed a complete version of the student's dissertation or thesis, and that it requires only minor revisions that could be made within a five-day period.

Students must also upload the draft of their thesis/dissertation to Proquest (for format check) no less than 10 working days prior to the selected exam date. In addition, please send same electronic copy to the Academic Coordinator in the CAHNRS Graduate Center to serve as the ‘display’ copy and made available to the statewide faculty via secure Sharepoint. The abstract will also be extracted and shared with the exam announcement.

Copies must also be furnished to each of the candidate’s committee members at least (5) working days before the final examination.

Balloting will be conducted via myWSU, coordinated by your advisor.

Immediately after successful examination, the student should upload their title page, abstract page(s), and BLANK signature page into myWSU for electronic routing approval by their committee (in lieu of wet ink signatures on cotton paper). [Instructions are here](#). Your Academic Coordinator in the CAHNRS Graduate Center will be alerted and initiate the routing with instructions to committee members.

Within 5 working days after the exam, the student should navigate to <http://www.dissertations.wsu.edu/> to upload the FINAL version of the thesis or dissertation in PDF format to ProQuest. The signature page must be BLANK.

Final Defense via AMS (videoconference)

ALL final exams will be held in Pullman. The student and major professor must be in attendance in Pullman. Requests for exceptions must be directed to the department chair *in writing* by the advisor for the student. This must be done well in advance so as not to jeopardize the student meeting the requirement regarding submission of the Scheduling Form.

More Information

For more information on the Master’s Degree, please go to [Chapter 7](#) of the GSPP.

Deadlines and Procedures for M.S. Graduate Degrees



Deadlines for Masters Degrees

Masters students must complete these actions by their associated deadlines to proceed through their degree program. If you have any questions, please contact the Graduate School at gradschool@wsu.edu.

****All forms are submitted to your graduate program's academic coordinator unless stated otherwise.**

Degree Program Action	Deadline to Complete																																																		
<p>Obtain an Advisor/Committee Chair Refer to your graduate program's student handbook for more information.</p>	As soon as possible after admission to the Graduate School.																																																		
<p>Submit a Program of Study to the Graduate School Masters students must submit the Program of Study form to their graduate program's academic coordinator at the beginning of the semester before they intend to take a final exam.</p> <p>A graduate student cannot take an exam in the same semester they submit their Program of Study. For example, if you plan to take a final exam in Fall 2022, your program form is due no later than 2/1/2022. Missing this deadline is grounds for the Graduate School to deny an examination request.</p> <p>More information: https://gradschool.wsu.edu/chapter-seven-c/</p>	<table border="1"> <thead> <tr> <th>Graduation Semester</th> <th>Form Deadline</th> </tr> </thead> <tbody> <tr><td>Spring 2022</td><td>9/1/2021</td></tr> <tr><td>Summer 2022</td><td>2/1/2022</td></tr> <tr><td>Fall 2022</td><td>2/1/2022</td></tr> <tr><td>Spring 2023</td><td>9/1/2022</td></tr> <tr><td>Summer 2023</td><td>2/1/2023</td></tr> <tr><td>Fall 2023</td><td>2/1/2023</td></tr> <tr><td>Spring 2024</td><td>9/1/2023</td></tr> <tr><td>Summer 2024</td><td>2/1/2024</td></tr> <tr><td>Fall 2024</td><td>2/1/2024</td></tr> </tbody> </table>	Graduation Semester	Form Deadline	Spring 2022	9/1/2021	Summer 2022	2/1/2022	Fall 2022	2/1/2022	Spring 2023	9/1/2022	Summer 2023	2/1/2023	Fall 2023	2/1/2023	Spring 2024	9/1/2023	Summer 2024	2/1/2024	Fall 2024	2/1/2024																														
Graduation Semester	Form Deadline																																																		
Spring 2022	9/1/2021																																																		
Summer 2022	2/1/2022																																																		
Fall 2022	2/1/2022																																																		
Spring 2023	9/1/2022																																																		
Summer 2023	2/1/2023																																																		
Fall 2023	2/1/2023																																																		
Spring 2024	9/1/2023																																																		
Summer 2024	2/1/2024																																																		
Fall 2024	2/1/2024																																																		
<p>Apply for Graduation <i>You must have an approved Program of Study on file with the Graduate School and have at least a 3.0 cumulative graduate GPA to apply for graduation.</i></p> <p>You may apply for graduation within myWSU by selecting the Academic Advising tile and clicking on Apply to Graduate. All applicants pay a \$60 processing fee which is valid for one calendar year.</p> <p>Directions are available at https://gradschool.wsu.edu/graduation-application/</p> <p>Updating Graduation Date Students who have applied to graduate but are unable to complete their requirements may update their application for graduation. Send an email with your name, WSU ID number, and new graduation term to gradschool@wsu.edu. The Graduate School will send you a form to update your graduation term. Return the completed form to gradschool@wsu.edu for processing. Students whose Application for Graduation fee is more than one calendar year old will be required to reapply within myWSU and pay this fee again.</p>	<table border="1"> <thead> <tr> <th>Semester of Graduation</th> <th>Application Deadline</th> </tr> </thead> <tbody> <tr> <td>Spring 2022</td> <td>3/4/2022</td> </tr> <tr><td>App available on</td><td>10/11/2021</td></tr> <tr><td>+\$50 late fee</td><td>3/5 - 3/31</td></tr> <tr><td>+\$75 late fee</td><td>4/1 - 4/22</td></tr> <tr> <td>Summer 2022</td> <td>5/27/2022</td> </tr> <tr><td>App available on</td><td>1/1/2022</td></tr> <tr><td>+\$50 late fee</td><td>5/28 - 6/30</td></tr> <tr><td>+\$75 late fee</td><td>7/1 - 7/29</td></tr> <tr> <td>Fall 2022</td> <td>10/7/2022</td> </tr> <tr><td>App available on</td><td>6/13/2022</td></tr> <tr><td>+\$50 late fee</td><td>10/8 - 10/31</td></tr> <tr><td>+\$75 late fee</td><td>11/1 - 11/18</td></tr> <tr> <td>Spring 2023</td> <td>3/3/2023</td> </tr> <tr><td>App available on</td><td>10/10/2022</td></tr> <tr><td>+\$50 late fee</td><td>3/4 - 3/31</td></tr> <tr><td>+\$75 late fee</td><td>4/1 - 4/21</td></tr> <tr> <td>Summer 2023</td> <td>5/26/2023</td> </tr> <tr><td>App available on</td><td>1/1/2023</td></tr> <tr><td>+\$50 late fee</td><td>5/27 - 6/30</td></tr> <tr><td>+\$75 late fee</td><td>7/1 - 7/28</td></tr> <tr> <td>Fall 2023</td> <td>10/6/2023</td> </tr> <tr><td>App available on</td><td>6/12/2023</td></tr> <tr><td>+\$50 late fee</td><td>10/7 - 10/31</td></tr> <tr><td>+\$75 late fee</td><td>11/1 - 11/17</td></tr> </tbody> </table>	Semester of Graduation	Application Deadline	Spring 2022	3/4/2022	App available on	10/11/2021	+\$50 late fee	3/5 - 3/31	+\$75 late fee	4/1 - 4/22	Summer 2022	5/27/2022	App available on	1/1/2022	+\$50 late fee	5/28 - 6/30	+\$75 late fee	7/1 - 7/29	Fall 2022	10/7/2022	App available on	6/13/2022	+\$50 late fee	10/8 - 10/31	+\$75 late fee	11/1 - 11/18	Spring 2023	3/3/2023	App available on	10/10/2022	+\$50 late fee	3/4 - 3/31	+\$75 late fee	4/1 - 4/21	Summer 2023	5/26/2023	App available on	1/1/2023	+\$50 late fee	5/27 - 6/30	+\$75 late fee	7/1 - 7/28	Fall 2023	10/6/2023	App available on	6/12/2023	+\$50 late fee	10/7 - 10/31	+\$75 late fee	11/1 - 11/17
Semester of Graduation	Application Deadline																																																		
Spring 2022	3/4/2022																																																		
App available on	10/11/2021																																																		
+\$50 late fee	3/5 - 3/31																																																		
+\$75 late fee	4/1 - 4/22																																																		
Summer 2022	5/27/2022																																																		
App available on	1/1/2022																																																		
+\$50 late fee	5/28 - 6/30																																																		
+\$75 late fee	7/1 - 7/29																																																		
Fall 2022	10/7/2022																																																		
App available on	6/13/2022																																																		
+\$50 late fee	10/8 - 10/31																																																		
+\$75 late fee	11/1 - 11/18																																																		
Spring 2023	3/3/2023																																																		
App available on	10/10/2022																																																		
+\$50 late fee	3/4 - 3/31																																																		
+\$75 late fee	4/1 - 4/21																																																		
Summer 2023	5/26/2023																																																		
App available on	1/1/2023																																																		
+\$50 late fee	5/27 - 6/30																																																		
+\$75 late fee	7/1 - 7/28																																																		
Fall 2023	10/6/2023																																																		
App available on	6/12/2023																																																		
+\$50 late fee	10/7 - 10/31																																																		
+\$75 late fee	11/1 - 11/17																																																		

Updated 2/10/2022

<p>Schedule Final Exam <i>You must have applied for graduation to schedule a final exam.</i></p> <p>Meet with your committee to identify a final exam date well in advance. Submit your exam form and upload a complete draft of your dissertation to ProQuest at least 10 working days prior to the proposed exam date at www.dissertations.wsu.edu.</p> <p><i>Second attempt final exam scheduling forms and drafts are due 15 working days prior to the proposed date of the exam.</i></p> <p>More information: https://gradschool.wsu.edu/chapter_sevene/</p>	<table border="1"> <thead> <tr> <th>Semester</th> <th>Form Deadline</th> </tr> </thead> <tbody> <tr> <td>Spring 2022</td> <td>4/8/2022</td> </tr> <tr> <td>Summer 2022</td> <td>7/15/2022</td> </tr> <tr> <td>Fall 2022</td> <td>11/3/2022</td> </tr> <tr> <td>Spring 2023</td> <td>4/7/2023</td> </tr> <tr> <td>Summer 2023</td> <td>7/14/2023</td> </tr> <tr> <td>Fall 2023</td> <td>11/2/2023</td> </tr> </tbody> </table>	Semester	Form Deadline	Spring 2022	4/8/2022	Summer 2022	7/15/2022	Fall 2022	11/3/2022	Spring 2023	4/7/2023	Summer 2023	7/14/2023	Fall 2023	11/2/2023
Semester	Form Deadline														
Spring 2022	4/8/2022														
Summer 2022	7/15/2022														
Fall 2022	11/3/2022														
Spring 2023	4/7/2023														
Summer 2023	7/14/2023														
Fall 2023	11/2/2023														
<p>Complete Final Exam</p> <p>Students must take their final exam by these deadlines. Exceptions cannot be made to extend these dates. The exam must be Monday - Friday, between 8am and 5pm, excluding holidays.</p> <p>See the above deadlines for scheduling your final exam.</p> <p>More Information: https://gradschool.wsu.edu/chapter_sevene/</p>	<table border="1"> <thead> <tr> <th>Semester</th> <th>Last Day for Final Exams</th> </tr> </thead> <tbody> <tr> <td>Spring 2022</td> <td>4/22/2022</td> </tr> <tr> <td>Summer 2022</td> <td>7/29/2022</td> </tr> <tr> <td>Fall 2022</td> <td>11/18/2022</td> </tr> <tr> <td>Spring 2023</td> <td>4/21/2023</td> </tr> <tr> <td>Summer 2023</td> <td>7/28/2023</td> </tr> <tr> <td>Fall 2023</td> <td>11/17/2023</td> </tr> </tbody> </table>	Semester	Last Day for Final Exams	Spring 2022	4/22/2022	Summer 2022	7/29/2022	Fall 2022	11/18/2022	Spring 2023	4/21/2023	Summer 2023	7/28/2023	Fall 2023	11/17/2023
Semester	Last Day for Final Exams														
Spring 2022	4/22/2022														
Summer 2022	7/29/2022														
Fall 2022	11/18/2022														
Spring 2023	4/21/2023														
Summer 2023	7/28/2023														
Fall 2023	11/17/2023														
<p>Final Document Submission</p> <p>You must upload your final thesis (including revisions from your committee and the Graduate School) at https://dissertations.wsu.edu. Also, you must email your Hold Harmless form to gradschool@wsu.edu. Your myWSU upload of your thesis title, abstract, and signature pages must be approved by your committee and delivered to the Graduate School.</p>	<p>All final documents (final dissertation, Hold Harmless, SED, and myWSU upload approved by your committee) are due 5 working days after your final exam.</p> <table border="1"> <thead> <tr> <th>Example Final Exam Date</th> <th>Example Deadline</th> </tr> </thead> <tbody> <tr> <td>4/5/2023</td> <td>4/12/2023</td> </tr> </tbody> </table>	Example Final Exam Date	Example Deadline	4/5/2023	4/12/2023										
Example Final Exam Date	Example Deadline														
4/5/2023	4/12/2023														
<p>Commencement Participation</p> <p>Masters students wishing to participate in commencement must have applied for graduation. You must also register for the ceremony at the Graduation Fair or at https://commencement.wsu.edu.</p>	<p>*WSU commencement ceremonies are currently held virtually.</p> <p>For more information, please see https://commencement.wsu.edu.</p>														

Updated 2/10/2022

DOCTORAL DEGREE IN PLANT PATHOLOGY

The period of study for the Ph.D. should be at least 3 years regardless of the degree status of the student before they begin their program. At least one semester shall be in residence at WSU on the Pullman campus.

Major Professor

Each student in the Department of Plant Pathology is chosen by a professor and agrees to be that professor's student. The professor is known as the student's major professor and also functions as his/her academic advisor. The major professor is the chair of the student's advisory committee and supervises the thesis research (see Faculty listing in the back of this handbook).

Doctoral Advisory Committee

During the first semester, an advisory committee should be chosen. The student, the major professor and the committee plan the student's program of study. The Doctoral committee must include a minimum of four (4) members including the Major Advisor as Chair. At least two members must be tenured or tenure-track Plant Pathology Graduate Faculty; USDA-ARS researchers appointed as WSU adjunct Plant Pathology faculty are entitled to act as Chair, Co-Chair, or member of graduate student committees. At least one member must be located on the Pullman campus; ***for students whose major advisor is located off campus, the Pullman designated committee member will serve as campus advisor while the student is Pullman*** and provide lab space in which to work, if needed. Other individuals internal to WSU serving as Graduate Faculty in their own program or discipline may serve as a committee member with approval of the Plant Pathology Chair. External committee members are approved on a case-by-case basis. **The Graduate School strongly recommends the majority of the committee be Graduate Faculty in Plant Pathology.**

At least one faculty member of the committee must be from the minor department/program if a minor is declared on the doctoral program. When no minor is declared, no outside member is required. However, when outside supporting course work is included in the program, an outside member is recommended.

Doctoral Program of Study

The Ph.D. program form should be submitted to the Graduate School no later than the end of the first year of Ph.D. studies. ***Please be sure to submit a copy of the completed program form (including all signatures) to the JHGC before filing it with the Graduate School.*** The program for the Ph.D. in Plant Pathology must include:

72 credit hours minimum of total credit

34 credit hours minimum of graded course work, 25 of which must be at the 500 level with a maximum of 9 credit hours of non-graduate credit (300 or 400 level). Only ½ of the graded coursework is transferable from another university. (Approximately 17-18 credits of the 34 semester hours)

14 credit hours minimum of Plant Pathology coursework are required which may also include transfer credits if they are accepted by the Graduate School.

2 credit hours minimum of Seminar (PIP 515) must be taken in the PhD program, and 20 credit hours minimum of PIP 800 research credit hours

The program of study form and directions are found on the Graduate School's [website](#).

Degree Deadlines

Doctoral students have two deadlines: 1) the oldest coursework on the Program of Study cannot be over 10 years old at time of graduation; and 2) the degree must be earned within three years of successfully passing the Preliminary Exam.

Dissertation Research Proposal

Effective for students beginning their studies in spring semester of 2018 and thereafter, all Ph.D. students will be required to submit a Dissertation Research Proposal to his/her Doctoral Committee. Effective fall semester 2020, Ph.D. students will be required to undergo a dissertation research proposal defense of their proposal in front of their Doctoral Committee, and is open to all faculty members. The proposal should be initiated during the second semester of the Ph.D. program and should be presented to the student's Doctoral Committee by the end of the third semester. The committee may suggest revisions to the proposal which will then be incorporated by the student. If the proposal is not completed by the end of the fourth semester, the student will receive an 'Unsatisfactory' on her/his PIP800 credits and an unsatisfactory grade will be received in subsequent semesters until the proposal is completed. The proposal is not completed until it is deemed acceptable to the student's advisor and committee members. Students are welcome and encouraged to communicate with committee members on objectives and methods while writing the proposal. More details of the format are given on pages 51-53.

Preliminary Examination

An oral preliminary examination is required for each Ph.D. student during his/her program. The purpose of the preliminary examination is to test the student's knowledge of plant pathology and related areas. The preliminary examination is typically [scheduled](#) after the student has completed most of his/her required course work, usually at the end of the second year of his/her program, but no later than 4 months prior to the oral dissertation defense. Refer to the Assessment section of this handbook for a copy of the rubric that will be used for all preliminary exams. Student must have an approved program of study on file, and permission from their committee. ***The preliminary exam must be scheduled a minimum of 10 working days in advance of the exam date. Please provide a completed copy of the scheduling form with committee signatures to the Academic Coordinator in the CAHNRS Graduate Center. They will get Department Chair approval and then submit the form to Graduate School via myWSU for processing.*** Check deadlines!

The student's dissertation advisory committee will give the examination. A student, department chair, graduate program director, committee member, or any other member of the WSU community may request that the Graduate School provide an independent observer ("Graduate Mentor") to be present at

any final examination/ballot meeting. The name of the individual making the request will be held confidential. There are three possible outcomes of the preliminary examination: 1) the committee votes to pass the student based on satisfactory performance; 2) the committee votes to fail the student based on unsatisfactory performance but recommends the student be allowed to take the examination again after a minimum period of three months with a Graduate Mentor present; 3) the committee votes to fail the student based on unsatisfactory performance and recommends the student be terminated from the graduate program in a second exam with a Graduate Mentor present. The committee may also make recommendations to correct deficiencies that become evident during the preliminary examination. To inform yourself as to the committee's expectations for a successful defense, see the Final Defense Rubric in the Assessment section of this handbook. Talk to your advisor and committee members for any clarification you need.

NOTE: Preparation for the preliminary examination, i.e. studying, is to be done on the student's own time.

Doctoral Dissertation

A dissertation based on original research is required for the Ph.D. in plant pathology. The dissertation is a scholarly study that represents a significant publishable contribution to the science of Plant Pathology.

[Thesis and dissertation formatting and submission requirements](#), in addition to a [Word template](#), are available on the Graduate School website.

A draft of the dissertation that has been read and approved by the major advisor must be given to all committee members ****at least one (1) month prior to the date of your defense***. Refer to the Graduate School's 'Deadlines and Procedures for Graduation' for relevant deadlines. Committee members must read, edit, and return drafts of the dissertation to the student within a reasonable period of time. The Graduate Studies Committee recommends that committee members hold drafts for no longer than 30 days.

**Students: Be aware that your committee may require more time to review/comment on your dissertation.*

Communicate with your advisor and committee early in the thesis writing process to establish the specific timelines for your dissertation. It is strongly advised that the student call a committee meeting one (1) semester prior to their anticipated defense date to discuss the timeline for the actual defense date, committee members' availability, etc.

Note: The deadlines for submission to committee members are different for the Department of Plant Pathology from the Graduate School recommendations. Candidates for Doctoral degree must comply with both the Department and Graduate School requirements.

To inform yourself as to the committee's expectations for a successful defense, see the Final Defense Rubric in the Assessment section of this handbook. Talk to your advisor and committee members for any clarification you need.

It is also strongly advised that *the Application for Degree* be submitted at least one semester prior to the final examination is scheduled so the student can be notified of graduate requirements (to-do lists) before enrolling their last semester.

Doctoral Dissertation Defense

All students are required to give an **Exit Seminar**. The date and time are to be decided after consultation with the student's advisor, but optimal timing is generally a day or two before the defense. Sometimes these seminars fit into the regular Monday 4:10 pm timeslot but are often at other times on other days. The non-credit exit seminar will be part of the requirements for graduation and is in addition to the topical seminars that are to be given for credit in PI P 515. The format and other requirements, such as an abstract that needs to be distributed prior to the exit seminar, are the same as those for PI P 515.

A final oral defense is also required of all Ph.D. candidates. The student must have completed or be enrolled in all the required course work and registered for a minimum of 2 credit hours in PI P 800 for the semester in which the final exam is to be taken. To schedule your final examination, you must have an approved *Application for the Degree* on file with the Graduate School. It is strongly advised that the *Application for Degree* be completed and submitted at least one semester prior to the final examination is scheduled so the student can be notified of graduate requirements (to-do lists) before enrolling their last semester. Refer to the Assessment section of this handbook for a copy of the rubric that will be used for all exams

A student, department chair, graduate program director, committee member, or any other member of the WSU community may request that the Graduate School provide an independent observer ("Graduate Mentor") to be present at any final examination/ballot meeting. The name of the individual making the request will be held confidential.

It is also strongly advised that the student call a committee meeting one (1) semester prior to their anticipated defense date to discuss the timeline for the actual defense date, committee members' availability, etc. Communication between a student and their committee members is critical and must go in both directions.

Scheduling your Exam

Exam scheduling forms are due no less than 10 working days in advance of the selected exam date; send your completed and signed form to your Academic Coordinator in the CAHNRS Graduate Center for Department Chair approval, and upload to myWSU > Graduate School for processing.

IMPORTANT NOTE: By signing the *Dissertation/Thesis Acceptance/Final Examination Scheduling Form* each Faculty Advisory Committee member agrees that a "typed (or electronic) dissertation, suitable in format and content for submission to the Library has been given their approval." This means that each committee member has reviewed a complete version of the student's dissertation or thesis, and that it requires only minor revisions that could be made within a five-day period.

Students must also upload the draft of their thesis/dissertation to Proquest (for format check) no less than 10 working days prior to the selected exam date. In addition, please send same electronic copy to the Academic Coordinator in the CAHNRS Graduate Center to serve as the 'display' copy and made available to the statewide faculty via secure Sharepoint. The abstract will also be extracted and shared with the exam announcement.

Copies must also be furnished to each of the candidate's committee members at least (5) working days before the final examination.

Balloting will be conducted via myWSU, coordinated by your advisor.

Immediately after successful examination, the student should upload their title page, abstract page(s), and BLANK signature page into myWSU for electronic routing approval by their committee (in lieu of wet ink signatures on cotton paper). [Instructions are here](#). Your Academic Coordinator in the CAHNRS Graduate Center will be alerted and initiate the routing with instructions to committee members.

Within 5 working days after the exam, the student should navigate to <http://www.dissertations.wsu.edu/> to upload the FINAL version of the thesis or dissertation in PDF format to ProQuest. The signature page must be BLANK.

Final Defense via AMS (videoconference)

ALL final exams will be held in Pullman. The student and major professor must be in attendance in Pullman. Requests for exceptions must be directed to the department chair in writing by the advisor for the student. This must be done well in advance so as not to jeopardize the student meeting the requirement regarding submission of the Scheduling Form.

More Information

For more information on the Ph.D. Degree, please go to [Chapter 8](#) in the Policies and Procedures.

Deadlines and Procedures for PhD Graduate Degrees



Deadlines for Doctoral Degrees

Doctoral students must complete these actions by their associated deadlines to proceed through their doctoral degree program. If you have any questions, please contact the Graduate School at gradschool@wsu.edu.

**All forms are submitted to your graduate program's academic coordinator unless stated otherwise.

Degree Program Action	Deadline to Complete																		
<p>Obtain an Advisor/Committee Chair Refer to your graduate program's student handbook for more information.</p>	As soon as possible after admission to the Graduate School.																		
<p>Submit a Program of Study to the Graduate School Doctoral students must submit the Program of Study form to their graduate program's academic coordinator during their third semester.</p> <p>A graduate student cannot take an exam in the same semester they submit their Program of Study. If you plan to take a prelim exam in Fall 2022, your program form is due by the Spring 2022 deadline. Missing this deadline is grounds for the Graduate School to deny an examination request.</p> <p>More information: https://gradschool.wsu.edu/chapter-eight-c/</p>	<table border="1"> <thead> <tr> <th>Third Semester</th> <th>Form Deadline</th> </tr> </thead> <tbody> <tr> <td>Spring 2022</td> <td>3/1/2022</td> </tr> <tr> <td>Summer 2022</td> <td>3/1/2022</td> </tr> <tr> <td>Fall 2022</td> <td>10/1/2022</td> </tr> <tr> <td>Spring 2023</td> <td>3/1/2023</td> </tr> <tr> <td>Summer 2023</td> <td>3/1/2023</td> </tr> <tr> <td>Fall 2023</td> <td>10/1/2023</td> </tr> </tbody> </table>	Third Semester	Form Deadline	Spring 2022	3/1/2022	Summer 2022	3/1/2022	Fall 2022	10/1/2022	Spring 2023	3/1/2023	Summer 2023	3/1/2023	Fall 2023	10/1/2023				
Third Semester	Form Deadline																		
Spring 2022	3/1/2022																		
Summer 2022	3/1/2022																		
Fall 2022	10/1/2022																		
Spring 2023	3/1/2023																		
Summer 2023	3/1/2023																		
Fall 2023	10/1/2023																		
<p>Schedule Preliminary Exam <i>You must have an approved Program of Study on file with the Graduate School to schedule your preliminary exam (see above).</i></p> <p>Submit your exam form at least 10 working days prior to the proposed exam date. You must have no more than 6 graded credits of outstanding and/or in-progress coursework remaining on your Program of Study to schedule your exam.</p> <p><i>Second attempt preliminary exam scheduling forms are due 15 working days prior to the proposed date of the exam.</i></p> <p>More information: https://gradschool.wsu.edu/chapter-8d/</p>	<table border="1"> <thead> <tr> <th>Semester</th> <th>Form Deadline</th> </tr> </thead> <tbody> <tr> <td>Spring 2022</td> <td>4/15/2022</td> </tr> <tr> <td>Summer 2022</td> <td>7/15/2022</td> </tr> <tr> <td>Fall 2022</td> <td>11/23/2022</td> </tr> <tr> <td>Spring 2023</td> <td>4/14/2023</td> </tr> <tr> <td>Summer 2023</td> <td>7/14/2023</td> </tr> <tr> <td>Fall 2023</td> <td>11/22/2023</td> </tr> </tbody> </table>	Semester	Form Deadline	Spring 2022	4/15/2022	Summer 2022	7/15/2022	Fall 2022	11/23/2022	Spring 2023	4/14/2023	Summer 2023	7/14/2023	Fall 2023	11/22/2023				
Semester	Form Deadline																		
Spring 2022	4/15/2022																		
Summer 2022	7/15/2022																		
Fall 2022	11/23/2022																		
Spring 2023	4/14/2023																		
Summer 2023	7/14/2023																		
Fall 2023	11/22/2023																		
<p>Complete Preliminary Exam Students may take their preliminary exams at any point during the semester, Monday - Friday, between 8am and 5pm, excluding holidays. Preliminary exams may not be held during finals week.</p> <p>See the above deadlines for scheduling your preliminary exam.</p> <p>More Information: https://gradschool.wsu.edu/chapter-8d/</p>	<table border="1"> <thead> <tr> <th>Semester</th> <th>Last Day for Prelim Exams</th> </tr> </thead> <tbody> <tr> <td>Spring 2022</td> <td>4/29/2022</td> </tr> <tr> <td>Summer 2022</td> <td>7/29/2022</td> </tr> <tr> <td>Fall 2022</td> <td>12/9/2022</td> </tr> <tr> <td>Spring 2023</td> <td>4/28/2023</td> </tr> <tr> <td>Summer 2023</td> <td>7/28/2023</td> </tr> <tr> <td>Fall 2023</td> <td>12/8/2023</td> </tr> </tbody> </table>	Semester	Last Day for Prelim Exams	Spring 2022	4/29/2022	Summer 2022	7/29/2022	Fall 2022	12/9/2022	Spring 2023	4/28/2023	Summer 2023	7/28/2023	Fall 2023	12/8/2023				
Semester	Last Day for Prelim Exams																		
Spring 2022	4/29/2022																		
Summer 2022	7/29/2022																		
Fall 2022	12/9/2022																		
Spring 2023	4/28/2023																		
Summer 2023	7/28/2023																		
Fall 2023	12/8/2023																		
<p>Apply for Graduation <i>You must have an approved Program of Study on file with the Graduate School, have passed your preliminary exam, and have at least a 3.0 cumulative graduate GPA to apply for graduation.</i></p> <p>You may apply for graduation within myWSU by selecting the Academic Advising tile and clicking on Apply to Graduate. All applicants pay a \$60 processing fee which is valid for one calendar year.</p> <p>Directions are available at https://gradschool.wsu.edu/graduation-application/</p>	<table border="1"> <thead> <tr> <th>Semester of Graduation</th> <th>Application Deadline</th> </tr> </thead> <tbody> <tr> <td>Spring 2022</td> <td>3/4/2022</td> </tr> <tr> <td>App available on</td> <td>10/11/2021</td> </tr> <tr> <td>+\$50 late fee</td> <td>3/5 - 3/31</td> </tr> <tr> <td>+\$75 late fee</td> <td>4/1 - 4/22</td> </tr> <tr> <td>Summer 2022</td> <td>5/27/2022</td> </tr> <tr> <td>App available on</td> <td>1/1/2022</td> </tr> <tr> <td>+\$50 late fee</td> <td>5/28 - 6/30</td> </tr> <tr> <td>+\$75 late fee</td> <td>7/1 - 7/29</td> </tr> </tbody> </table>	Semester of Graduation	Application Deadline	Spring 2022	3/4/2022	App available on	10/11/2021	+\$50 late fee	3/5 - 3/31	+\$75 late fee	4/1 - 4/22	Summer 2022	5/27/2022	App available on	1/1/2022	+\$50 late fee	5/28 - 6/30	+\$75 late fee	7/1 - 7/29
Semester of Graduation	Application Deadline																		
Spring 2022	3/4/2022																		
App available on	10/11/2021																		
+\$50 late fee	3/5 - 3/31																		
+\$75 late fee	4/1 - 4/22																		
Summer 2022	5/27/2022																		
App available on	1/1/2022																		
+\$50 late fee	5/28 - 6/30																		
+\$75 late fee	7/1 - 7/29																		

Updated 2/10/2022

<p>Apply for Graduation (continued from above) See above for details regarding the application for graduation.</p> <p>Updating Graduation Date Students who have applied to graduate but are unable to complete their requirements may update their application for graduation. Send an email with your name, WSU ID number, and new graduation term to gradschool@wsu.edu. The Graduate School will send you a form to update your graduation term. Return the completed form to gradschool@wsu.edu for processing. Students whose Application for Graduation fee is more than one calendar year old will be required to reapply within myWSU and pay this fee again.</p>	<table border="1"> <tr><td>Fall 2022</td><td>10/7/2022</td></tr> <tr><td>App available on</td><td>6/13/2022</td></tr> <tr><td>+\$50 late fee</td><td>10/8 - 10/31</td></tr> <tr><td>+\$75 late fee</td><td>11/1 - 11/18</td></tr> </table> <table border="1"> <tr><td>Spring 2023</td><td>3/3/2023</td></tr> <tr><td>App available on</td><td>10/10/2022</td></tr> <tr><td>+\$50 late fee</td><td>3/4 - 3/31</td></tr> <tr><td>+\$75 late fee</td><td>4/1 - 4/21</td></tr> </table> <table border="1"> <tr><td>Summer 2023</td><td>5/26/2023</td></tr> <tr><td>App available on</td><td>1/1/2023</td></tr> <tr><td>+\$50 late fee</td><td>5/27 - 6/30</td></tr> <tr><td>+\$75 late fee</td><td>7/1 - 7/28</td></tr> </table> <table border="1"> <tr><td>Fall 2023</td><td>10/6/2023</td></tr> <tr><td>App available on</td><td>6/12/2023</td></tr> <tr><td>+\$50 late fee</td><td>10/7 - 10/31</td></tr> <tr><td>+\$75 late fee</td><td>11/1 - 11/17</td></tr> </table>	Fall 2022	10/7/2022	App available on	6/13/2022	+\$50 late fee	10/8 - 10/31	+\$75 late fee	11/1 - 11/18	Spring 2023	3/3/2023	App available on	10/10/2022	+\$50 late fee	3/4 - 3/31	+\$75 late fee	4/1 - 4/21	Summer 2023	5/26/2023	App available on	1/1/2023	+\$50 late fee	5/27 - 6/30	+\$75 late fee	7/1 - 7/28	Fall 2023	10/6/2023	App available on	6/12/2023	+\$50 late fee	10/7 - 10/31	+\$75 late fee	11/1 - 11/17
Fall 2022	10/7/2022																																
App available on	6/13/2022																																
+\$50 late fee	10/8 - 10/31																																
+\$75 late fee	11/1 - 11/18																																
Spring 2023	3/3/2023																																
App available on	10/10/2022																																
+\$50 late fee	3/4 - 3/31																																
+\$75 late fee	4/1 - 4/21																																
Summer 2023	5/26/2023																																
App available on	1/1/2023																																
+\$50 late fee	5/27 - 6/30																																
+\$75 late fee	7/1 - 7/28																																
Fall 2023	10/6/2023																																
App available on	6/12/2023																																
+\$50 late fee	10/7 - 10/31																																
+\$75 late fee	11/1 - 11/17																																
<p>Schedule Final Exam <i>You must have applied for graduation to schedule a final exam.</i></p> <p>Meet with your committee to identify a final exam date well in advance. Submit your exam form and upload a complete draft of your dissertation to ProQuest at least 10 working days prior to the proposed exam date.</p> <p><i>Second attempt final exam scheduling forms and drafts are due 15 working days prior to the proposed date of the exam.</i></p> <p>More information: https://gradschool.wsu.edu/chapter-8-e/</p>	<table border="1"> <thead> <tr><th>Semester</th><th>Form Deadline</th></tr> </thead> <tbody> <tr><td>Spring 2022</td><td>4/9/2021</td></tr> <tr><td>Summer 2022</td><td>7/16/2021</td></tr> <tr><td>Fall 2022</td><td>11/4/2021</td></tr> <tr><td>Spring 2023</td><td>4/8/2022</td></tr> <tr><td>Summer 2023</td><td>7/15/2022</td></tr> <tr><td>Fall 2023</td><td>11/3/2022</td></tr> </tbody> </table>	Semester	Form Deadline	Spring 2022	4/9/2021	Summer 2022	7/16/2021	Fall 2022	11/4/2021	Spring 2023	4/8/2022	Summer 2023	7/15/2022	Fall 2023	11/3/2022																		
Semester	Form Deadline																																
Spring 2022	4/9/2021																																
Summer 2022	7/16/2021																																
Fall 2022	11/4/2021																																
Spring 2023	4/8/2022																																
Summer 2023	7/15/2022																																
Fall 2023	11/3/2022																																
<p>Complete Final Exam Students must take their final exam by these deadlines. Exceptions cannot be made to extend these dates. The exam must be Monday - Friday, between 8am and 5pm, excluding holidays.</p> <p>See the above deadlines for scheduling your final exam.</p> <p>More Information: https://gradschool.wsu.edu/chapter-8-e/</p>	<table border="1"> <thead> <tr><th>Semester</th><th>Last Day for Final Exams</th></tr> </thead> <tbody> <tr><td>Spring 2022</td><td>4/22/2022</td></tr> <tr><td>Summer 2022</td><td>7/29/2022</td></tr> <tr><td>Fall 2022</td><td>11/18/2022</td></tr> <tr><td>Spring 2023</td><td>4/21/2023</td></tr> <tr><td>Summer 2023</td><td>7/28/2023</td></tr> <tr><td>Fall 2023</td><td>11/17/2023</td></tr> </tbody> </table>	Semester	Last Day for Final Exams	Spring 2022	4/22/2022	Summer 2022	7/29/2022	Fall 2022	11/18/2022	Spring 2023	4/21/2023	Summer 2023	7/28/2023	Fall 2023	11/17/2023																		
Semester	Last Day for Final Exams																																
Spring 2022	4/22/2022																																
Summer 2022	7/29/2022																																
Fall 2022	11/18/2022																																
Spring 2023	4/21/2023																																
Summer 2023	7/28/2023																																
Fall 2023	11/17/2023																																
<p>Final Document Submission You must update your ProQuest submission with your final dissertation (including revisions from your committee and the Graduate School). Also, you must email your Hold Harmless form and SED completion certificate to gradschool@wsu.edu. Your myWSU upload of your dissertation's title, abstract, and signature pages must be approved by your committee and delivered to the Graduate School.</p>	<p>All final documents (final dissertation, Hold Harmless, SED, and myWSU upload approved by your committee) are due 5 working days after your final exam.</p> <table border="1"> <thead> <tr><th>Example Final Exam Date</th><th>Example Deadline</th></tr> </thead> <tbody> <tr><td>4/5/2023</td><td>4/12/2023</td></tr> </tbody> </table>	Example Final Exam Date	Example Deadline	4/5/2023	4/12/2023																												
Example Final Exam Date	Example Deadline																																
4/5/2023	4/12/2023																																
<p>Commencement Participation Doctoral students may be hooded in the commencement ceremony if they have completed all degree requirements - including having their final documents approved by the Graduate School - by noon on the Wednesday before the ceremony. Exceptions cannot be made to extend this deadline.</p> <p>Those intending to participate in the ceremony must register at the Graduation Fair or at https://commencement.wsu.edu.</p>	<p>*WSU commencement ceremonies are currently held virtually and do not include a hooding ceremony for doctoral graduates.</p> <p>For more information, please see https://commencement.wsu.edu.</p>																																

ASSISTANTSHIPS

Appointments

Within the Department of Plant Pathology there is a limited number of Research Assistantships (RA) available for students. There are two levels of compensation: one for M.S. students (Step 42) and one for Ph.D. students (Step 47). All students on appointment are paid on a 12-month basis. Summer salary is the same as the salary for spring semester. Increases in pay from one level to the next occur only at the beginning of fall or spring semester. Benefits for TA/RA appointments currently includes medical and dental insurance.

Appointments are at .50 FTE (full-time equivalent). The required academic load is 10 credit hours (10-12 average enrollment) during fall and spring semester, and if necessary, three for the summer. The required workload is 20 hours per week. For the RA the work required is at the discretion of the major professor. Assistantships are granted on a semester basis and are renewed each semester at the discretion of the Graduate School and the Department. All study, whether for classes, exams or defense, is to be done on the student's own time.

The acceptance of admission, whether paid for from teaching funds, research grants, experiment station monies, or from public, private or foreign sources, implies a commitment on the part of the graduate student to conduct research with the major professor under a specific project. Except under extraordinary circumstances, students are discouraged from changing research projects. Doing so not only is disruptive of ongoing research, but also requires reassignment and finding other sources of financial support, both of which may be difficult, or even impossible.

Funding Source

Not all assistants are funded from the same sources. Whether or not tuition can be paid depends on the stipulations regulated by the granting agency. If tuition is not allowed, the assistant will be paid a higher salary to compensate and will be expected to pay tuition him/herself. This may or may not result in a slightly higher tax responsibility. All tax responsibility rests with the student.

Reappointment

Reappointments normally will be approved if recommended by the department provided the student has maintained a 3.0 cumulative grade point average (GPA) or higher in all work since initial admission to the Graduate School, provided there are no outstanding incomplete grades of more than one semester or summer session's duration, and provided student has demonstrated satisfactory research progress and continued regular enrollment in the Graduate School.

Vacation/Leave Policy

There are no scheduled or guaranteed vacations. Students on appointment do not earn leave time. *During the term of their appointments, all graduate student assistants 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.* The major professor must approve all absences in advance.

Continuous enrollment and graduate leave policies are provided in the Graduate School Policies and Procedures Manual, [Chapter 5](#).

Residency Requirement

Graduate students on RA/TA/PA appointments must live in the State of Washington.

Non-resident U.S. citizens with assistantships are guaranteed a non-resident tuition waiver for one year only. Upon your arrival, please begin taking the necessary steps to become a Washington State resident.

Information on establishing Washington residency can be found on the Graduate School website [here](#).

DISSERTATION RESEARCH PROPOSAL GUIDELINES

Request for Proposals for Student Dissertation Proposals

These guidelines are intended to be an aid for each Ph.D. graduate student to develop their Dissertation Research Proposal. Any additional details for a student's research proposal should be discussed with their Doctoral Committee.

Purpose

The purpose of the proposal is two-fold:

1. It will help the student plan her/his research and timeline and ensure that the plan is acceptable to the student's dissertation committee, and
2. It will provide experience in grant writing.

In addition, the proposal could serve as a draft of a grant proposal to a funding agency. Many dissertation projects evolve as discoveries and obstacles are encountered, so the proposal is not meant to be a contract for work that will be performed.

The full dissertation proposal should present:

- The long term goals, objectives, and scientific significance of the proposed work;
- The rationale for the research and benefits to society;
- The methods to be employed;
- The merits of the proposed project stated clearly.

Proposal Page Formatting

- Number of pages: 8 – 15, not including Cover Sheet, References cited, and Facilities (F and G below).
- Visual materials, including charts, graphs, maps, photographs and other pictorial presentations are encouraged and should be included in the 15-page limit.
- Font: Cambria, Courier New, Times New Roman or similar fonts: 11 points or larger.
- 10 point fonts are acceptable for figure captions, mathematical formulae and equations, tables and diagram captions.
- Tables and figures can be embedded in text or listed at the end of the proposal at the discretion of the student's advisor.
- No more than six lines of text within a vertical space of one inch.
- Margins in all directions must be at least an inch.
- Single column format.
- The proposal major sections and sub-sections should be delineated with headings and sub-headings.

Proposal Elements and Organization

A. Cover Sheet

- 1) Student name
- 2) Committee members

B. Project Summary (Maximum 300 words, written in the third person, understandable by technically literate non-scientists)

- 1) Overview - need for research.
- 2) Description of methods and expected results, including experimental resources, design, and data analysis.
- 3) Statement of intellectual merit - potential of the proposed research to advance knowledge.
- 4) Statement of the broader impacts of the proposed activity - potential of the proposed research to benefit society.

C. Project Description

- 1) Introduction. The research problem and major objectives of the proposed project should be stated. The need for research should be supported with a thorough description of the present state of knowledge in the field, work in progress in the laboratory in which the student is working, and work in progress elsewhere.
- 2) Specific Objectives. Include a bullet list or outline of major and specific objectives.
- 3) Preliminary work, described for each objective:
 - a. Ongoing or recently completed activities and pilot studies significant to the project. Concentrate on reporting results in this section.
 - b. If the same experiments are to be repeated in the proposed work, it is ok to describe those details in the experimental plan section and refer the reader to those descriptions.
- 4) Experimental plan for each objective. For each objective, the experimental plan should include:
 - i. Re-statement of the objective
 - ii. A hypothesis for the proposed experiments within that objective. The hypothesis must be testable, falsifiable, parsimonious, precise, useful, and relevant.
 - iii. A rationale for this hypothesis.
 - iv. Experimental methods to be used. The project activities may be based on previously established and/or innovative methods and approaches, and must be well justified.
 - v. For each objective, address:
 - Address what will be done
 - Why this method was chosen
 - How the experiment will be conducted
 - Feasibility of achieving results with this method/experiment
 - How the data will be collected and stored
 - How the data will be analyzed and interpreted including statistical methods
 - Expected results by objective
 - Potential limitations and problems. Include alternative methods to complete the objective.

D. The broader impacts of the proposed research. What are the benefits that will accrue if the project is successful?

E. Timeline for achieving research goals. Include in this timeline the milestones for completing course requirements and the preliminary exam.

F. References cited. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. If the document is available electronically, the website address also should be identified and verified. The use of bibliographic software is encouraged. Please double check to make sure that this software has accurately formatted references in the same style for all references cited.

G. Facilities, equipment, and other resources. This section of the proposal is used to assess the adequacy of the resources available to perform the effort proposed. List applicable equipment, laboratory space, greenhouse and field space available to complete the work proposed.

Additional Resources

In addition to the graduate advisor, committee members and other students, grant writing support is available through:

- The [WSU Graduate and Professional Writing Center](#) (Smith CUE 414, gpwc@wsu.edu)
- Crops/Soils 511: Science Writing Workshop. (2 credits, graded S/F, offered spring semester).

GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION

The [Graduate and Professional Student Association](#) (GPSA) is the representative body for graduate and professional students at WSU. The GPSA's primary role is to provide academic and professional support services. Through active participation and membership in numerous national, state, and university organizations and committees, the GPSA seeks to provide graduate and professional students with representation and a forum to express their concerns. All graduate and professional students are encouraged to direct their concerns and questions to their respective Senators, District Representatives, or to the President and Vice President.

The GPSA sponsors several activities for the benefit of graduate students. Please see [Services](#) at their website for complete details.

There is at least one GPSA Senator from each department on campus that has a graduate program. The number of senators is based on the number of graduate students in the department. Currently, the Department of Plant Pathology can have 2 Senators, selected by the students.

GPSA Research Exposition

The [GPSA Research Exposition](#) held each Spring provides an opportunity for graduate and professional students to present and publish their research. Cash prizes are awarded in each of five academic divisions. To find out when to register and further information regarding abstract submission, please visit the website.

GPSA Excellence Awards

The Graduate and Professional Student Association conducts the [GPSA Excellence Awards](#) each year. The GPSA Excellence awards are broken up into six different categories; Graduate Assistant, Teaching Assistant, Research Assistant, Graduate Student Instructor, Academic Advisor, and Registered Student Organization. Nominations are accepted from students, peers, and advisors in the fall, and spring with winners being recognized during our spring awards banquet.

Travel/Registration Grants

Travel and registration grants are available to help defray transportation and registration costs for presentation of papers at significant professional meetings.

Travel grants may also be available through various professional organizations including The American Phytopathological Society (APS), Mycological Society of America, and the Society of Nematologists. These must be applied for well in advance. Consult with your advisor for potential meetings you will be attending.

Copy Services

Graduate students can make copies for 5 cents/copy in the [GPSA Study Center](#) which is located in the Holland Terrill Library. To pay for printing and copying you must have money on your Cougar Card, the same card you use to check out books. To put money on your Cougar Card online, just go to the Cougar Card [website](#), click on Add Cougar Cash, and follow the instructions. If you need to put cash on your Cougar Card, or have problems with your card, go to the Cougar Card office, CUB Room 60.

FACULTY

DEPARTMENT OF PLANT PATHOLOGY

* Indicates Adjunct Faculty

<u>NAME & TITLE</u>	<u>EXPERTISE</u>	<u>LOCATION, PHONE, & E –MAIL</u>
Achour Amiri, Ph.D. Assistant Professor.	Postharvest disease in tree fruit	TFREC - Wenatchee 509-663-8181 a.amiri@wsu.edu
Gary A. Chastagner, Ph. D. Plant Pathologist and Extension Specialist	Christmas trees, turf, bulb, and ornamental diseases	WWREC - Puyallup 253-445-4528 chastag@wsu.edu
*Weidong Chen, Ph.D. Research Plant Pathologist USDA-ARS	Fungal diseases of grain legumes, genetics of host-pathogen interactions.	WSU - Pullman 509-335-9178 w-chen@wsu.edu
*Xianming Chen, Ph.D. Research Plant Pathologist USDA-ARS	Cereal rusts, genetics and plant resistance	WSU - Pullman 509-335-8086 xianming@wsu.edu
Lindsey du Toit, Ph.D. Professor and Extension Plant Pathologist	Vegetable seed pathology, vegetable pathology	NWREC Mt. Vernon 360-848-6140 dutoit@wsu.edu
Maren L. Friesen, Ph.D. Assistant Professor	Biological nitrogen-fixation, evolutionary ecology, population Genomics, mathematical modeling	WSU – Pullman 509-335-5805 m.friesen@wsu.edu
Cynthia Gleason, Ph.D. Assistant Professor	Molecular basis of plant- nematode interactions	WSU - Pullman 509-335-3742 cynthia.gleason@wsu.edu
Gary G. Grove, Ph.D. Professor	Fruit tree diseases and epidemiology	IAREC - Prosser 509-786-9283 grove@wsu.edu
*Christina Hagerty, Ph.D. Extension Educator	Cereal pathology	OSU Extension 541-278-4186 christina.hagerty@oregonstate.edu
Scott Harper, Ph.D. Assistant Professor Director, Clean Plant Center Northwest	Viruses of perennial crops, virus-virus and virus-host interactions, viral diagnostics and disease management	IAREC – Prosser 509-786-9230 scott.harper@wsu.edu

Scot H. Hulbert, Ph.D. Professor, Crop & Soil Sciences Scientist, Plant Pathology Dept Associate Dean and Director, CAHNRS Office of Research	Genetics of resistance and virulence; disease manage- ment in conservation-oriented cropping systems.	WSU - Pullman 509-335-3722 scot_hulbert@wsu.edu
*Ned Klopfenstein, Ph.D. Research Plant Pathologist USDA-Forest Service	Forest pathogens	Rocky Mtn. Res. Stn. Moscow, Idaho 208-883-2310 nklopfenstein@fs.fed.us
Chakradhar Mattupalli, Ph.D. Assistant Professor	Berry and potato pathology	NWREC Mt. Vernon 360-848-6138 c.mattupalli@wsu.edu
*Michelle Moyer, Ph.D. Affiliate Associate Professor	Viticulture, grapevine stress response, IPM, Extension	IAREC – Prosser 509-786-9324 michelle.moyer@wsu.edu
Timothy D. Murray, Ph.D. Professor and Chair Extension Plant Pathologist	Cereal diseases, ecology and epidemiology of soilborne pathogens, disease resistance and chemical control	WSU - Pullman 509-335-7515 tim.murray@wsu.edu
*Patricia Okubara, Ph.D. Research Plant Pathologist USDA- ARS	Molecular plant-microbe interactions and genomics	WSU - Pullman 509-335-7824 pokubara@wsu.edu
Hanu Pappu, Ph.D. Professor Plant Pathologist	Plant virology Virus-host interactions Vegetables & Ornamentals	WSU - Pullman 509-335-3752 hrp@wsu.edu
*Timothy C. Paulitz, Ph.D. Research Plant Pathologist USDA-ARS	Mycology and soilborne plant pathology	WSU - Pullman 509-335-7077 paulitz@wsu.edu
Naidu Rayapati, Ph.D. Professor	Plant virology; virus-vector interactions, virus diseases of grapes	IAREC – Prosser 509-786-9215 naidu@wsu.edu
*Deven See, Ph.D. Research Geneticist USDA-ARS Director, Western Regional Small Grains Genotyping Lab.	Molecular genetics of wheat, positional cloning, manipulating and characterizing puroindoline genes, genome evolution	WSU - Pullman 509-335-5740 deven.see@ars.usda.gov
Kiwamu Tanaka, Ph.D. Associate Professor Plant Pathologist	Molecular plant-microbe interactions and plant innate immunity,	WSU - Pullman 509-335-6418 kiwamu.tanaka@wsu.edu

*Linda S. Thomashow, Ph.D.
Research Plant Pathologist
USDA-ARS

Cereal root diseases,
molecular plant-microbe

WSU - Pullman
509-335-0930
thomashow@wsu.edu

*George Vandemark
Plant Research Geneticist
USDA-ARS

Legume germplasm and
basic & applied investigations
of problems associated with
legume improvement

WSU Pullman
509-335-9521
george.vandemark@ars.usda.gov

*David M. Weller, Ph.D.
Research Plant Pathologist
USDA-ARS

Interactions, and biocontrol
cereal diseases, bacteriology,
biocontrol, and molecular
ecology

WSU - Pullman
509-335-6210
wellerd@wsu.edu

David Wheeler, Ph.D.
Assistant Professor
Plant Pathologist

Epidemiology

WSU Pullman
509-335-3733
david.wheeler@wsu.edu

Youfu (Frank) Zhao, Ph.D.
Professor

Bacterial diseases of tree fruits

IAREC – Prosser
509-786-9284
youfu.zhao@wsu.edu