

2024-25
**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. You will need to refer to this handbook throughout your degree as a guide to help you through to graduation.

At WSU, we strive to provide and sustain an atmosphere of belonging, mutual respect, and a collective belief and conviction to strive for excellence 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 department staff, your major professor, the department Faculty Graduate Coordinator, and/or me.

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 (dutoit@wsu.edu), phone (360-848-6140), or to meet with you in person or on Teams or Zoom.

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 department 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 (dutoit@wsu.edu). I wish you all the best.

Sincerely,

Lindsey du Toit
Department Chair

TABLE OF CONTENTS

INTRODUCTION	6
<i>Graduate Program Administration</i>	<i>6</i>
<i>Graduate Academic Coordinators:</i>	<i>6</i>
<i>Notice of Non-Discrimination</i>	<i>6</i>
THINGS TO DO UPON ARRIVAL.....	9
<i>Departmental Check-In.....</i>	<i>9</i>
<i>New Student Checklist.....</i>	<i>9</i>
<i>Establishing Washington State Residency for Domestic Graduate Assistants</i>	<i>9</i>
<i>Employment Onboarding Requirements.....</i>	<i>10</i>
<i>Taxes</i>	<i>10</i>
<i>Required Trainings.....</i>	<i>10</i>
<i>Responsible Conduct of Research (RCR) Training.....</i>	<i>10</i>
<i>Employee Rights & Responsibilities Under Executive Policy #15 (formerly Discrimination, Sexual Harassment, Sexual Misconduct and Prevention).....</i>	<i>10</i>
<i>Ethics in Public Service: Executive Policy 45</i>	<i>11</i>
<i>Aspire Journey Cyber Security Awareness at WSU.....</i>	<i>11</i>
<i>Hazing Prevention</i>	<i>11</i>
<i>Aspire Journey Safety Training for WSU employees</i>	<i>11</i>
<i>Environmental Health and Safety required training.....</i>	<i>11</i>
GENERAL INFORMATION.....	12
<i>Address Change.....</i>	<i>12</i>
<i>Child Care Center</i>	<i>12</i>
<i>Child Care Reimbursement.....</i>	<i>12</i>
<i>Compton Union Building (CUB)</i>	<i>12</i>
<i>Counseling and Psychological Services</i>	<i>12</i>
<i>Email.....</i>	<i>12</i>
<i>Equipment.....</i>	<i>12</i>
<i>Facilities.....</i>	<i>12</i>
<i>Orville A. Vogel Plant BioSciences Building (PBS).....</i>	<i>13</i>
<i>Plant Sciences Building (PSB), Clark Hall, and Information Technology Building (ITB)</i>	<i>13</i>
<i>C. Gardner Shaw Mycological Herbarium.....</i>	<i>13</i>
<i>Owen Science Library (part of WSU Libraries).....</i>	<i>13</i>
<i>Research and Extension Centers</i>	<i>13</i>
<i>Insurance</i>	<i>13</i>
<i>International Programs/SEVIS Information</i>	<i>14</i>
<i>Library Loans and Services.....</i>	<i>15</i>
<i>Mail – U.S. Postal Service.....</i>	<i>15</i>
<i>Mail – United Parcel Service (UPS).....</i>	<i>15</i>
<i>Mail –Express Shipping.....</i>	<i>16</i>
<i>Microscopes</i>	<i>16</i>
<i>Motor Pool Vehicle</i>	<i>16</i>
<i>Network ID.....</i>	<i>16</i>
<i>Notary</i>	<i>16</i>

<i>Office Supplies</i>	16
<i>Parking Regulations</i>	16
<i>Payroll Deductions</i>	16
<i>Photo Identification Cards - Cougar Card</i>	17
<i>Pregnancy/Parental Leave</i>	17
<i>Purchasing</i>	17
<i>Registration</i>	17
<i>Student Recreation Center</i>	17
<i>Telephones</i>	18
<i>Travel</i>	18
<i>Spend Authorization / Prior Approval</i>	18
<i>International Travel Requirement</i>	19
<i>Typing</i>	19
<i>Visitors</i>	19
ASSESSMENT AND LEARNING OUTCOMES	20
<i>Plant Pathology Graduate Program Learning Outcomes Assessment</i>	20
<i>Overview</i>	20
<i>Objectives</i>	20
<i>Requirements</i>	20
<i>Outcomes for each of the program's objectives are:</i>	21
<i>Outcomes Assessment Plan</i>	21
<i>Evaluation Rubric – Thesis or Dissertation Defense</i>	24
<i>Evaluation Rubric – Oral Preliminary Exam</i>	25
<i>Graduate Student Annual Review Form (example)</i>	26
ACADEMIC INFORMATION	31
<i>Academic Calendar</i>	31
<i>Academic Integrity</i>	31
<i>Catalog of WSU Courses</i>	31
<i>Course Catalog in Plant Pathology (PL_P)</i>	31
<i>Course Semester Rotation (anticipated)</i>	33
<i>Continuing Graduate Study after M.S.</i>	34
<i>Degree Sought (including MS-Bypass and Direct-Admit to PhD)</i>	34
<i>Enrollment</i>	35
<i>Grades</i>	35
700/800-Level Research Grades.....	35
Incomplete Grades.....	36
<i>Graduate School Policies and Procedures (GSPP)</i>	36
<i>Schedule of Classes</i>	36
<i>Seminar</i>	36
<i>Seminar Abstracts (PL_P 515)</i>	36
<i>Student's Progress</i>	39
<i>Teaching Experience</i>	39
<i>Time Limitations</i>	39
<i>Transfer of Graduate Credit Hours</i>	39
<i>Graduate and Professional Writing Center</i>	39

MASTER'S DEGREE IN PLANT PATHOLOGY	40
<i>Major Professor.....</i>	<i>40</i>
<i>Master's Advisory Committee</i>	<i>40</i>
<i>Master's Program of Study</i>	<i>40</i>
<i>Master's Thesis.....</i>	<i>41</i>
<i>Final Master's Examination</i>	<i>41</i>
<i>Scheduling your Exam.....</i>	<i>42</i>
<i>Final Defense via Videoconference (ZOOM)</i>	<i>42</i>
<i>Deadlines and Procedures for MS Graduate Degrees.....</i>	<i>43</i>
DOCTORAL DEGREE IN PLANT PATHOLOGY	45
<i>Major Professor.....</i>	<i>45</i>
<i>Doctoral Advisory Committee</i>	<i>45</i>
<i>Doctoral Program of Study.....</i>	<i>45</i>
<i>Degree Deadlines.....</i>	<i>46</i>
<i>Dissertation Research Proposal.....</i>	<i>46</i>
<i>Preliminary Examination.....</i>	<i>47</i>
<i>Doctoral Dissertation.....</i>	<i>47</i>
<i>Doctoral Dissertation Defense</i>	<i>48</i>
<i>Scheduling your Exam.....</i>	<i>49</i>
<i>Final Defense via Videoconference (ZOOM)</i>	<i>49</i>
<i>More Information</i>	<i>49</i>
<i>Deadlines and Procedures for PhD Graduate Degrees.....</i>	<i>50</i>
ACADAMIC STUDENT EMPLOYEE (ASE) EMPLOYMENT	53
<i>WSU/UAW Union Affiliation/Collective Bargaining Agreement.....</i>	<i>53</i>
<i>Scope of Overlap Between ASE RA Duties and Academic Research/Training ..</i>	<i>53</i>
<i>Graduate Appointments in Plant Pathology</i>	<i>55</i>
<i>Assistantships.....</i>	<i>55</i>
<i>Vacation Time Off and Sick Leave for ASE's</i>	<i>56</i>
<i>Short-term Pregnancy/Parental Leave.....</i>	<i>56</i>
GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION	57
<i>GPSA Research Exposition</i>	<i>57</i>
<i>GPSA Excellence Awards</i>	<i>57</i>
<i>Travel/Registration Grants</i>	<i>57</i>
<i>Copy Services.....</i>	<i>58</i>
FACULTY	59
APPENDIX	62
<i>Dissertation Research Proposal Guidelines</i>	<i>63</i>
<i>Dissertation Research Proposal Defense Evaluation Form.....</i>	<i>66</i>

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, WSU's [Academic Integrity policies](#), 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 their 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 the Plant Pathology Graduate Program Bylaws, approved by the Graduate Faculty in Plant Pathology. These bylaws provide a structured framework for the governance and operation of the graduate program, ensuring consistency with the Graduate School Policies and Procedures and promoting a high-quality educational experience for students and faculty.

Dr. Lindsey du Toit, Department Chair and **Graduate Program Director**, dutoit@wsu.edu

Dr. Cynthia Gleason, **Faculty Graduate Coordinator**, cynthia.gleason@wsu.edu

Graduate Academic Coordinators:

The CAHNRS Graduate Center facilitates the Plant Pathology graduate program. The Graduate 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 Graduate Academic Coordinators are available to answer many of your questions regarding the implementation of Graduate School and program policies and procedures.

Notice of Non-Discrimination

In matters of admission, employment, housing or services, or in the educational programs or activities it operates, WSU does not discriminate or permit discrimination by any member of its community against any individual on the basis of sex (including sex stereotypes, sex characteristics, pregnancy or related

conditions, sexual orientation, and gender identity), race, color, national or ethnic origin, physical disability, mental disability, sensory disability, use of a trained service animal, age, religion, creed, genetic information, marital status, protected veteran status, honorably discharged veteran, member of the military, or immigration or citizenship status except as authorized by federal or state law, regulation, or government contract.

WSU policies comply with federal and state civil rights laws and regulations, including, but not limited to: Title IX of the Education Amendments of 1972 (20 USC § 1681), Title IX implementing regulations 34 CFR 106, Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq) and the Pregnancy Discrimination Act, Title I and II of the Americans with Disabilities Act (ADA) of 1990 as amended, the Rehabilitation Act of 1973 (P.L. 93-11) and 45 CFR Part 84, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq), Title IV of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq), Chapter 49.60 RCW, and the Gender Equality in Higher Education (Chapter 28B.110 RCW).

Inquiries about the application of these laws and regulations (including inquiries regarding the application of Title IX and its implementing regulations), as well as reports and complaints of discrimination and harassment, can be made verbally or in writing to WSU's Compliance and Civil Rights, the Department of Education's Office of Civil Rights, or both:

Compliance and Civil Rights

Tel: 509-335-8288

Email: ccr@wsu.edu

Online: [Online Reporting/Complaint Form](#)

In-person: French Administration Building Room 220

Address: PO Box 641022

Pullman, WA 99164-1022

Title IX or Deputy Title IX Coordinator: TitleIX.Coordinator@wsu.edu

ADA Coordinator: ADA.Coordinator@wsu.edu

U.S. Department of Education

Office of Civil Rights

Online: [Online Complaint Form](#)

Lyndon Baines Johnson Department of Education Bldg

400 Maryland Avenue, SW

Washington, DC 20202-1100

Tel: 800-421-3481

FAX: 202-453-6012; TDD: 800-877-8339

Email: OCR@ed.gov

Local OCR office: <https://ocrcas.ed.gov/contact-ocr>

Reports and complaints about conduct that may constitute discrimination (including sex discrimination under Title IX) can be made verbally or in writing to Compliance and Civil Rights and the university's Title IX Coordinators at the contact information above. WSU's prohibition on and relevant procedural guidelines for discrimination, discriminatory harassment, sex discrimination, and sexual harassment, including sexual assault, dating violence, domestic violence, and stalking, are available here:

- [WSU's Policy Prohibiting Discrimination and Harassment](#)
- [CCR's Procedural Guidelines](#)
- [WSU's Standards of Conduct for Students](#)
- Employee manuals:

- [Faculty Manual](#)
- [Administrative Professional Handbook](#)
- [Civil Service code](#)
- [Collective Bargaining Agreements](#)

THINGS TO DO UPON ARRIVAL

Departmental Check-In

Faculty, staff, and students at the Pullman campus are located in four buildings (Clark, ITB, PBS, and Vogel). In addition, about half the faculty, as well as staff and students are located at the four Research and Extension Center locations across the state (Mount Vernon NWREC, Prosser IAREC, Puyallup REC, and Wenatchee TFREC). See the faculty contact list near the end of this handbook. All faculty and staff in the department are committed to supporting you as you pursue your graduate degree in the Department of Plant Pathology.

- Please introduce yourself to the department Administrative Manager, Melissa Bills, whose office is in ITB 3039, Monday through Friday, with occasional remote work. Please contact the Administrative Manager at 509-335-4852 or melissa.bills@wsu.edu. Obtain your desk assignment from the Administrative Manager, as well as necessary keys for building, lab, office, and greenhouse access (optional). NOTE: Some keys require your major professor's approval by email.
- Similarly, students located at the Research and Extension Centers should contact the business office staff at their locations for the same aspects noted above.
- Dr. Lindsey du Toit, Department Chair, is located at the WSU Mount Vernon Northwestern Washington Research and Extension Center and is available at dutoit@wsu.edu, 360-848-6140, and Zoom if you wish to talk with her. Dr. du Toit makes periodic visits to the Pullman campus.

New Student Checklist

Students were provided a New Student Checklist from CAHNRS Graduate Center upon offer and/or admission: <https://cahnrs.wsu.edu/academics/graduate-center/>. Please be sure to review the list again to ensure completion of the checklist.

Establishing Washington State Residency for Domestic Graduate Assistants

Pay particular attention to residency requirements and restrictions. **Out-of-state tuition waivers for domestic students on assistantship are guaranteed for one year only.** Several items for the residency application need to be completed within the first 30 days of arrival, 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, apply 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 (if a US citizen and eligible to vote).
- Make sure all supporting documentation is updated to a Washington address, such as bank statements, utility bills, etc.

- Keep your mailing address updated in Workday and [myWSU](#).

Employment Onboarding Requirements

Employment onboarding will be done in Workday. For new employees, access to Workday is not available until your appointment in Workday is approved. At this point, the employment onboarding will launch, and you will receive electronic notification.

- Complete I-9 Employment Eligibility Verification
- Personal Information Changes
- Manage Payment Elections – such as direct deposit of your payroll
- Complete Federal Withholding Elections (W4 – for tax withholding) – VERY IMPORTANT
- Social Security Numbers and Application – VERY IMPORTANT (see New Student Checklist)

Taxes

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

All students should contact payroll@wsu.edu if you have any questions when filling out your withholding elections (W4) in Workday. Staff do not advise on how your withholding elections are filled out but can direct you to tools that will help.

International students should visit the WSU Payroll webpage <https://payroll.wsu.edu/non-u-s-citizens/> for useful information. International students especially are encouraged to complete the Tax Determination Questionnaire on the website – to help ensure you have the correct amount of taxes taken out each pay period, so you can avoid owing large sums later when you file your taxes.

Required Trainings.

Responsible Conduct of Research (RCR) Training

The Graduate School requires **all graduate students** complete the web-based Responsible Conduct of Research Training: Responsible Conduct in Research AND Conflict of Interest. **This should be done prior to arrival.** [Directions for CITI Training.](#) Note: Most agriculture students take the ‘Physical Science’ module. DO NOT SELECT THE RCR MODULE FOR ADMINS.

The following employee required trainings (including graduate students on assistantship) are accessed via the [HRS New Employee Training website](#).

Employee Rights & Responsibilities Under Executive Policy #15 (formerly Discrimination, Sexual Harassment, Sexual Misconduct and Prevention)

All WSU employees (including students, temp hourly, and graduate students) must complete the DSHP course within the first six months of hire, and annually thereafter.

Ethics in Public Service: Executive Policy 45

Each Washington State officer and employee has the personal responsibility to comply with the Ethics in Public Service requirements found in RCW 42.52 and WAC 292. All WSU faculty and staff (including students, temp hourly, and graduate students) must complete Ethics in Public Service within the first six months of hire, and annually thereafter.

Aspire Journey Cyber Security Awareness at WSU

Effective August 1, 2022, all active WSU employees, including faculty, student employees, and temporary hourly, are required to complete annual cyber security awareness training.

Hazing Prevention

On March 10, 2022, the Washington State Legislature passed Second Substitute House Bill 1751 – Concerning Hazing Prevention and Reduction at Institutions of Higher Education. All WSU faculty and staff (including students, temp hourly, and graduate students) are required to complete the Hazing Prevention course within the first six months of hire, then annually afterward.

Aspire Journey Safety Training for WSU employees

Environmental Health and Safety required training

Dedicated to the safety of all University students, employees, and visitors. Employee Health and Safety Training Courses (all employees must complete Safety Training for WSU Employees once at time of hire).

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.

Child Care Center

Full- and part-time childcare for 6-week-old to 12-year-old children for students located on the Pullman campus; 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.

Child Care Reimbursement

Washington State University (WSU) has developed a process to comply with the [WSU/UAW Contract 21.2](#), offering eligible Academic Student Employees (ASEs) the opportunity to apply for childcare reimbursements through the ASE Childcare Reimbursement Program (see [website](#) for details).

Compton Union Building (CUB)

Please visit the CUB [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.

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 this email account 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 listserv upon admission – generally using your WSU email address. Questions — contact crimonservicedesk@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)

Plant Sciences Building (PSB), Clark Hall, and Information Technology Building (ITB)

Starting in summer 2022, the department was moved from its longtime home in Johnson Hall to temporary facilities in Clark Hall and the Information Technology Building (ITB). The Plant Pathology Office is now located in ITB 3037. Students needing desk space in any of the department facilities should see the department Administrative Manager (ITB 3039) once they have obtained a Cougar Card 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 in the new Orville Vogel Plant Biosciences (PBS) Building in Rooms B6 and B8. Those wishing to use this resource should consult with Monique Slipher (mslipher@wsu.edu or 509-335-5242).

Owen Science Library (part of WSU Libraries)

Learn about WSU Libraries extensive services [here](#). A comprehensive plant pathology library was incorporated recently 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.

Research and Extension Centers

The faculty and research-teaching facilities at Pullman, as well as some at the Research and Extension Centers (Prosser, Puyallup, Wenatchee, and Mount Vernon), are all part of the department. Students at Pullman are encouraged to visit the RECs and become acquainted with the plant pathologists conducting research, Extension, and/or teaching classes there. Students are, likewise, encouraged to visit with REC faculty on the frequent occasions when they come to Pullman to lecture, present seminars, participate in student defense or preliminary exams, etc.

Insurance

Graduate students (domestic and international) **who are on a paid half-time assistantship or qualifying fellowship** are automatically enrolled in the Graduate Student Health Insurance Medical Plan (including vision and dental). Effective dates for this plan are:

- Graduate assistants Fall: coverage from August 16 through December 31
- Graduate assistants Spring/Summer: coverage from January 1 **through summer, ending August 15**
- 'Gap' insurance is also available in some instances:
 - Graduate students defending in the final semester of a degree program enrolled in 2-6 credits who were enrolled in the graduate insurance plan the previous semester. Please email student.insurance@wsu.edu with your request to enroll by the 13th day of classes.
 - Graduate students enrolled at the University on internships as part of their course of study who were covered the previous semester (must be enrolled in at least 2 credits). Please email student.insurance@wsu.edu with your request to enroll by the 13th day of classes.

- Graduate students who begin their studies during the summer session can enroll in summer medical insurance until the fall semester begins. Contact student.insurance@wsu.edu for current rates and forms.

International students not on assistantship will automatically be enrolled in the iSHP health insurance plan and are responsible for the premium. This plan does not include dental insurance. Effective dates for the iSHP plan differ than that above, and are as follows: Fall term appointments: coverage from August 16 through December 31

- iSHP Fall: August 1-December 31
- iSHP Spring/Summer: Jan 1-July 31
- International students who begin their studies during the summer session can enroll in summer medical insurance until the fall semester begins.
- Contact student.insurance@wsu.edu for current rates and forms.

Dependent enrollment is also available through Cougar Health Services; the student is responsible for the premium; please note that spring semester rates will be higher than fall semester rates because of the extended summer coverage.

Each student is responsible to review the [Cougar Health Services](#) website **for complete plan information, preferred provider listings, as well as a multitude of additional health and wellness resources.** To reduce your out-of-pocket costs, please understand that the 2024-2025 plan is a preferred provider organization plan, or “PPO.” It provides a higher level of coverage when covered medical expenses are received from healthcare providers who are part of the plan’s network of “preferred providers.” The provider network for this plan is "Choice." To receive the highest level of benefits from the plan, you should obtain covered services from preferred providers whenever possible.

Resources for those not insured: While health insurance is not required, WSU highly recommends that all students carry it. Students who do not qualify as a dependent on another person’s insurance and who are not eligible for one of WSU’s plans can also purchase a plan through the [Washington Health Benefit Exchange](#). If you meet certain financial criteria, you may be eligible for Apple Health (Washington Medicaid), which is accepted by CHS.

“CHS will never refuse service to students who don’t have health insurance. If you don’t have insurance and need to be seen, let us know when you make your appointment.” –
per Cougar Health Services website 2/5/2025.

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 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 Graduate Academic Coordinator and your HR Partner (your local main office personnel specialist).

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

Library Loans and Services

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 the Interlibrary Loan [website](#).

Interlibrary Loan support personnel (509-335-5517) 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.

Mail – U.S. Postal Service

Students who receive any first-class mail at the Department address will be notified by the department Administrative Manager. Mail is picked-up and delivered on weekdays at approximately 10 am. There is a plastic tub in the Plant Pathology work room next to the Administrative Manager's 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](#); our department four-digit code is 6430.

Pre-paid and/or pre-addressed envelopes must also be stamped with the 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 in front of the French Administration building.

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 a building 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
3039 INFORMATION TECHNOLOGY BLDG.
100 DAIRY ROAD
PULLMAN, WA 99164

Mail –Express Shipping

Contact your administrative office for assistance with express shipments.

Microscopes

The department maintains several microscopes for the teaching program. Please consult with the Administrative Manager 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 CAHNRS Business Center (<https://business-center.cw.wsu.edu/motor-pool-procedure-for-cahnrs-travelers/>) and should be placed early to ensure availability. A valid driver's license is required along with at least two years' of driving experience, your supervisor's permission, and budget code numbers for the use charges. 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 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 are not 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; the WSU Graduate School, located in French Administration Building Room 324; and the WSU Payroll office, located in French Administration Building Room 236.

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 8** of the 9 pay cycles in 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 \(scroll down to ‘Graduate Student Pay.’](#) 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 and the PSB.

New students may obtain their Cougar Card in the [Cougar Card Center](#) located in the Compton Union Building (CUB), room G60. Students way from campus should contact the CougarCard center in Pullman for instructions on receiving a Cougar Card, specific to your situation. 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 509-335-CARD or visit their website.

Pregnancy/Parental Leave

Policies on the Short-Term Pregnancy/Parental Leave are available here for your careful review:

- [GSPP Chapter 5.A.7 Short-term Pregnancy/Parental Leave](#)
- [Leaves and Time Off - Manuals and Policies - Confluence](#)
- [Application for Short-Term Pregnancy/Parental Leave \(STPPL\)](#) (due 8 weeks in advance)

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. It is not appropriate to make a purchase and then later request purchase authorization or reimbursement. Contact your administrative office for procedures and assistance. Most purchases can be done with a WSU Purchasing Card. Purchases \$10,000 and over require assistance of the WSU Purchasing office. Most research supervisors maintain purchasing requisitions for WSU facilities (Central Stores, Surplus Stores, Facilities Services).

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 myWSU 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.

Telephones

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 campus dialing:

Calls between Pullman campus phones	5-XXXX or 3-XXXX
Local dialing (from Pullman campus)	Dial 7 for outside line e.g., 7-XXX-XXXX (no area code)
Research and Extension Centers (from Pullman campus)	Dial only the last 7 digits

More information on dialing instructions [here](#).

For emergencies, dial 911 from any phone.

Travel

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

Spend Authorization / Prior Approval

Prior approval is required for ALL official University travel **outside** of the State of Washington and all Foreign travel in order for the traveler to be eligible:

- To travel on behalf of WSU;
- To receive reimbursement for authorized and allowable expenses (see [BPPM 95.05](#));
- For employees, this also is required in order to be covered under WSU's worker's compensation insurance while in travel status.

Once your **out of state** Spend Authorization has been submitted and approved, you may charge your airfare to the CTA card by calling Global Travel at 509-332-1212. Once you return from travel, you will submit an Expense Report in WorkDay.

If traveling within the State of Washington, you should seek verbal approval prior to travel. Once your trip is complete, you will simply submit an **Expense Report** in Workday to claim your reimbursable expenses for travel >12 hours.

Please refer to the CAHNRS Travel webpage for more detailed travel information and tutorials: <https://business-center.cw.wsu.edu/travel/>

For per diem rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

For any questions regarding travel or to get help with submitting your Spend Authorization or Expense Report, please email the CAHNRS Travel Department at: travel.bc@wsu.edu

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.

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, if necessary.

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. Students are expected to participate actively 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 occur 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. 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 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 after the examination, 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. degrees in Plant Pathology to understand and apply the scientific method to plant pathology problems, and to develop critical thinking and professional skills needed for successful careers in the public and private sectors at national and international levels. 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 the academic requirements of WSU, present one seminar (PL_P 515) to the Department of Plant Pathology that is not on their thesis project, 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 a defense seminar and an oral examination. Defense seminars should be recorded in Zoom for access by those not able to attend the live seminar.

For the Ph.D. degree, students must fulfill all the academic requirements of WSU for the Ph.D. degree, including presenting two seminars to the Department of Plant Pathology (PL_P 515) that are not on

their thesis project, pass an oral preliminary examination after completion of the majority of their coursework, prepare a PhD research proposal, 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 a seminar and an oral examination is required. Defense seminars should be recorded in Zoom for access by those not able to attend the live seminar.

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 pathology 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
- Interpreting and presenting research results in oral and written formats
- Presenting research at professional meetings and local commodity meetings
- Publishing 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 regulatory agencies, and faculty positions at the University level.

Outcomes Assessment Plan

Data will be collected via several 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 pathology 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 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

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, and establish and maintain experiments			
Demonstrates ability to collect data and conduct appropriate statistical analyses			
Demonstrates ability to defend research methods 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 methods			
Demonstrates ability to apply the principles and terminology of the discipline to a novel problem			

Comments:

Graduate Student Annual Review Form (example)

DUE DATE: Friday, March 10, 2023

PLANT PATHOLOGY

Graduate Student Annual Review: Jan 1, 2022 (or starting date) to-Dec 31, 2022

Annual review of graduate students is required by the WSU Graduate School. Each student is responsible for completing Sections A and B, and then forwarding it **via email with a CV/Resume** to their advisor(s) 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) **and ensure each has a signed copy.**

Once fully complete AND fully signed, the student is responsible to save the documents as PDF and submit via myWSU:

1. Navigate in myWSU to your **Student Home Page > Profile > Service Requests** in the left navigation > **Create New Request** > select **College of Agri Human and Nat Res Sciences** > select **your Department** > select **Graduate Student Annual Review** at the bottom of the list.
2. Add your PDF attachments (annual review, and CV/Resume), add comment if you wish, and **then click the Submit button.**

The service request will route to the Academic Coordinator (Deb Marsh), and she will review and route to your Department Chair for review/approval. Please retain copies of your submission until degree requirements are met.

This form must be typed

Section A. Cumulative Record

Name:	
WSU ID#:	
Term studies began (e.g. Fall 2021):	
Degree sought:	
Degree program:	
Advisor (and Co-Advisor, if applicable):	
Graduate advisory committee members:	
Number of graduate advisory committee meetings since last review:	
Date of most recent graduate advisory committee meeting (1 meeting /year minimum recommended):	
Has your program of study been submitted and approved by the WSU Graduate School? <i>The POS is due 2nd term for MS students; due 3rd term for PhD students.</i>	Submitted and approved _____ Submitted, awaiting Graduate School approval _____ Not submitted _____ <i>If not, indicate when you plan to submit your program of study: _____</i>
Thesis/Dissertation subject or title:	
Anticipated completion term:	
For PhD students:	
Has dissertation proposal been approved by your committee?	Yes _____ No _____
Have you passed prelims?	Yes _____ No _____ <i>If not, when do you plan to take your prelims: _____</i>

Section B. Self Assessment

Summarize your academic progress this past year, including cumulative GPA. Include notice of any 'I' grades (incomplete) on your record (must be cleared within one year).

Summarize your research progress this past year:

1. *What 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 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).*
3. *What are your greatest challenges and how will you overcome them?*

Summarize your professional activities this past year:

List professional activities such as awards/scholarships, meetings attended, abstracts/papers published, presentations given, professional development, and teaching experience.

Discuss your future directions and goals, both overall and for the next review period:

Attach CV and forward both 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.

Section D. Recommendations

Overall assessment is: _____ satisfactory or _____ unsatisfactory*

If the evaluation is **unsatisfactory, enrollment should be ___ continued or ___ discontinued*

Conditions or recommendations for continued enrollment if evaluation is **unsatisfactory**:

Before signing, discuss specific conditions to be fulfilled before next annual review and any differences in progress ratings and expectations.

Signature of Advisor: _____ Date: _____

Signature of Co-Advisor (if applicable): _____ Date: _____

Signature of Student: _____ Date: _____

My handwritten signature above acknowledges this evaluation has been discussed with me. Comments on review by student may be attached.

SIGNATURES ALSO REQUIRED BELOW

Section E. Certification of Assistantship Duties

If the student served in an assistantship position during the past year, please have the student review and sign below, along with the student's faculty advisor or supervisor.

Student: The graduate assistantship position that you have held **during calendar year 2022** and the related tuition waivers were contingent upon factors as outlined in your offer letter. By signing below you certify you have met the following contingent factors for the preceding semester(s) during which you held an assistantship (check all that apply):

Specify which terms you received wavier for: () Spring 2022 () Summer 2022 () Fall 2022

- I remained enrolled full time (at least 10 [3 or in summer] credits as defined in Graduate School policy manual, chapter 9) during the period of the appointment.
- I maintained a 3.0 cumulative GPA during the period of the appointment (or approved exception to policy)
- I met the service requirement of an average of 20 hours per week for 0.5 FTE as scheduled by my department/supervisor (or based on hours required for partial FTE appointment).

Student Signature Date

RA Advisor or TA Supervisor Signature Date

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 [WSU Center for Community Standards](#) 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 Catalog in Plant Pathology (PL P)

150 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 or concurrent enrollment, or MBIOS 304 and 305, either with concurrent enrollment. Survey of the fungi important in food production, storage, and spoilage. (Crosslisted course offered as FS 301, PL_P 301). Cooperative: Open to UI degree-seeking students.

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. (Cross listed course offered as CROP SCI 403, CROP SCI 503, PL_P 403, PL_P 503.) Credit not granted for both CROP SCI 403 and 503, or PL_P 403 and 503.

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. Course Prerequisite: By department permission. 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.

499 (Effective through Summer 2023) 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) Course Prerequisite: Admission to the Master of Science in Agriculture graduate degree program. Introduction to the biology and control of plant diseases covering disorders caused by fungi, viruses, bacteria, and nematodes.

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. (Cross listed course offered as CROP SCI 403, CROP SCI 503, PL_P 403, PL_P 503.) Credit not granted for both CROP SCI 403 and 503, or PL_P 403 and 503. 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 Nature of plant viruses, vector-virus relationships and virus diseases of plants. Recommended Preparation: MBIOS 503 or equivalent coursework providing a basic understanding of molecular biology. Cooperative: Open to UI degree-seeking students.

512 Topics in Plant Pathology V 1-3 May be repeated for credit; cumulative maximum 6 credits. 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) Advanced topics in fungal biology, ecology, systematics, evolution and coevolution via discussions of literature and special laboratory projects. Recommended preparation: Introductory mycology and genetics coursework. 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.

545 Statistical Genomics 3 (2-3) Develop concepts and analytical skills for modern breeding by using Genome-Wide Association Study and genomic prediction in framework of mixed linear models and Bayesian approaches. (Cross listed course offered as CROP SCI 545, ANIM SCI 545, BIOLOGY 545, HORT 545, PL_P 545.) Recommended preparation: BIOLOGY 474; MBIOS 478. 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. Course Prerequisite: Admitted to the Plant Pathology PhD program. 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)

PL_P 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	no longer taught
403	Advanced Cropping Systems		C. Neely	3	Fall
429	General Plant Pathology		Grove/Pappu	3	Fall
499	Special Problems		arranged	Arr	Fall/Spring/Summer
501	Biol/Control of Plant Diseases <i>Online—Restricted to MSAG students</i>		Mattupalli	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	3	Spring Odd Years
514	Phytopathology	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		du Toit	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
545	Statistical Genomics	WSU CoOp	Zhang	3	Spring Odd Years, taught by Crop and Soils
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 have a faculty member in the department agree to serve as their Ph.D. advisor, and submit 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 Graduate Academic Coordinator.

Degree Sought (including MS-Bypass and Direct-Admit to PhD)

Students with a Bachelor's degree are typically considered as candidates for the M.S. degree. In some cases, a student may display a high aptitude for graduate study, 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 their desire to transfer to the Ph.D. program to their major advisor, with copies to the Graduate Coordinator and the Department Chair. The request should include the reasons why the student believes they are 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 they are 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 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 Graduate Academic Coordinator. The student is also required to file a Ph.D. program of study. If the student is not recommended for a Ph.D., they will continue completing 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 re-apply 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 PL_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, particularly for international students who are in their last semester of study in Plant Pathology, if the student is not on assistantship. Reduced Credit Load (RCL) status allows an international student to enroll part-time for the purpose of defense, i.e., less than 10 credits in the Fall or Spring, or less than 3 credits in the Summer. For students requesting RCL for final defense term, all coursework must be finished to be eligible for RCL (unless their final defense seminar is for credit). International students will still be required to pay health insurance. Contact an advisor at the WSU International Programs office in advance of the term for details/criteria, application, and deadlines. Ultimately, students will apply for RCL through <http://mypassport.wsu.edu>; such requests are routed electronically for approval.

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 (Credit Expectations Agreement) 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.

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 Class Search, 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, and the student must notify the seminar instructor for that semester.

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 semester.

Seminar abstracts should be sent *electronically* to the Administrative Manager 10 days prior to the student’s seminar in final form for duplication and distribution; the student must also indicate in the message to the Administrative Manager that the abstract has been approved by both their advisor and the PLP 515 course instructor, and copy both on the email correspondence. The following steps will help students with preparation of the abstract:

Write the abstract using the standard format as described in the current year's volume of *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.
- Practice the seminar, including with your advisor and then with the seminar instructor. It can be valuable to practice your seminar in front of other students or post-docs to get constructive feedback.

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 REFERENCES ON THE BACK

Student's Progress

The major professor regularly, at least annually, assesses the student's progress during their 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 a letter annually from their advisor, 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 3 years for Master's candidates and 5 years for Doctoral candidates.

Transfer of Graduate Credit Hours

Ph.D. 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, refer to the Graduate School's [full transfer credit policy](#) and discuss the requested transfer with your major advisor.

Graduate and Professional Writing Center

The Graduate and Professional Writing Center (GPWC) features one-on-one in-person consultations, peer groups, and an onsite resource library. For further information, please visit their [website](#). WSU's English 545 (3 cr) Graduate Student Writing Workshop taught by Dr. Elizabeth Siler is also an excellent resource (enrollment is limited, so register early). Crops/Soils 511: Science Writing Workshop. (2 credits, offered spring semester) is another learning opportunity.

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 functions as the student's 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 in Pullman or at 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 current WSU faculty members including the Major Advisor as Chair.

- At least two of these three members must be current members of the Faculty of the Graduate School.
- At least two members must be from the student's graduate program faculty, and at least one of these two must be Graduate Faculty (meaning, tenured/tenure-track).
- USDA-ARS researchers appointed as WSU adjunct Plant Pathology faculty are entitled to 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 the Pullman 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.
- All members must hold a degree at a level comparable to the degree sought by the student.
- Post-docs may not serve on graduate committees.

Master's Program of Study

The M.S. program of study form should be submitted no later than the beginning of the second semester of graduate work. ***Please be sure to submit a copy of the completed program form (including all signatures) to the Graduate Academic Coordinator who will file it electronically with the Graduate School via myWSU.*** 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 (PL_P 515)

4 credit hours minimum of PL_P 700 research credits

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

The program of study is two-fold: 1) it confirms the committee composition, and 2) it lists the coursework both taken and planned to meet degree requirements – including proposed transfer credit, of which cannot exceed more than half of the graded credit listed on the program of study. Students planning transfer credit should get their planned transfer credit reviewed by the Graduate School in advance — in order to determine the equivalent number of credits at WSU ([full transfer credit policy](#)).

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.

The Plant Pathology program requires 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. 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.*

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 when 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 a **Final Defense 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 exam. 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 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 have 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 the Graduate Academic Coordinator 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 the required ten-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. At this time, also send an updated final draft to your committee members, AND email a pdf of your final draft to the Graduate Academic Coordinator to serve as the ‘display’ copy that is made available to the statewide faculty via secure Sharepoint. The abstract will also be extracted and shared with the exam announcement.

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

Within 10 working days of successful examination, the student is required to upload their final draft to [Proquest](#) and then upload a Thesis/Dissertation Approval Form to myWSU, as explained [in the Service Request Guide](#), for electronic approval by the committee chair on behalf of the committee.

Additional departmental exit requirements will be shared by the Academic Coordinator when the exam is announced.

Final Defense via Videoconference (ZOOM)

ALL final exams will be held in Pullman or at one of the Research & Extension Centers. The student, major professor, and other committee members must be in attendance in Pullman or at an REC. 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 MS Graduate Degrees



WASHINGTON STATE
UNIVERSITY

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>	<p>As soon as possible after admission to the Graduate School.</p>																																																		
<p>Submit a Program of Study to the Graduate School As a masters student you must submit the Program of Study form to your graduate program's academic coordinator at the beginning of the semester before you intend to take a final exam.</p> <p>You may not take an exam in the same semester you submit your Program of Study. For example, if you plan to take a final exam in Fall 2024, your program form is due no later than 2/1/2024. Missing this deadline is grounds for the Graduate School to deny an examination request.</p> <p>More Information is available here.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Graduation Semester</th> <th style="width: 50%;">Form Deadline</th> </tr> </thead> <tbody> <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> <tr><td>Spring 2025</td><td>9/1/2024</td></tr> <tr><td>Summer 2025</td><td>2/1/2025</td></tr> <tr><td>Fall 2025</td><td>2/1/2025</td></tr> <tr><td>Spring 2026</td><td>9/1/2025</td></tr> <tr><td>Summer 2026</td><td>2/1/2026</td></tr> </tbody> </table>	Graduation Semester	Form Deadline	Fall 2023	2/1/2023	Spring 2024	9/1/2023	Summer 2024	2/1/2024	Fall 2024	2/1/2024	Spring 2025	9/1/2024	Summer 2025	2/1/2025	Fall 2025	2/1/2025	Spring 2026	9/1/2025	Summer 2026	2/1/2026																														
Graduation Semester	Form Deadline																																																		
Fall 2023	2/1/2023																																																		
Spring 2024	9/1/2023																																																		
Summer 2024	2/1/2024																																																		
Fall 2024	2/1/2024																																																		
Spring 2025	9/1/2024																																																		
Summer 2025	2/1/2025																																																		
Fall 2025	2/1/2025																																																		
Spring 2026	9/1/2025																																																		
Summer 2026	2/1/2026																																																		
<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. Students whose latest Application for Graduation fee is more than one calendar year old will be required to reapply for graduation within myWSU and pay this fee again.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Semester of Graduation</th> <th style="width: 50%;">Application Deadline</th> </tr> </thead> <tbody> <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> <tr> <td>Spring 2024</td> <td>3/1/2024</td> </tr> <tr><td>App available on</td><td>10/9/2023</td></tr> <tr><td>+\$50 late fee</td><td>3/2 - 3/31</td></tr> <tr><td>+\$75 late fee</td><td>4/1 - 4/19</td></tr> <tr> <td>Summer 2024</td> <td>5/31/2024</td> </tr> <tr><td>App available on</td><td>1/1/2024</td></tr> <tr><td>+\$50 late fee</td><td>6/1 - 6/30</td></tr> <tr><td>+\$75 late fee</td><td>7/1 - 7/26</td></tr> <tr> <td>Fall 2024</td> <td>10/4/2024</td> </tr> <tr><td>App available on</td><td>6/10/2024</td></tr> <tr><td>+\$50 late fee</td><td>10/5 - 10/31</td></tr> <tr><td>+\$75 late fee</td><td>11/1 - 11/22</td></tr> <tr> <td>Spring 2025</td> <td>3/7/2025</td> </tr> <tr><td>App available on</td><td>10/14/2024</td></tr> <tr><td>+\$50 late fee</td><td>3/8 - 3/31</td></tr> <tr><td>+\$75 late fee</td><td>4/1 - 4/18</td></tr> <tr> <td>Summer 2025</td> <td>5/30/2025</td> </tr> <tr><td>App available on</td><td>1/1/2025</td></tr> <tr><td>+\$50 late fee</td><td>5/31 - 6/30</td></tr> <tr><td>+\$75 late fee</td><td>7/1 - 7/25</td></tr> </tbody> </table>	Semester of Graduation	Application Deadline	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	Spring 2024	3/1/2024	App available on	10/9/2023	+\$50 late fee	3/2 - 3/31	+\$75 late fee	4/1 - 4/19	Summer 2024	5/31/2024	App available on	1/1/2024	+\$50 late fee	6/1 - 6/30	+\$75 late fee	7/1 - 7/26	Fall 2024	10/4/2024	App available on	6/10/2024	+\$50 late fee	10/5 - 10/31	+\$75 late fee	11/1 - 11/22	Spring 2025	3/7/2025	App available on	10/14/2024	+\$50 late fee	3/8 - 3/31	+\$75 late fee	4/1 - 4/18	Summer 2025	5/30/2025	App available on	1/1/2025	+\$50 late fee	5/31 - 6/30	+\$75 late fee	7/1 - 7/25
Semester of Graduation	Application Deadline																																																		
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																																																		
Spring 2024	3/1/2024																																																		
App available on	10/9/2023																																																		
+\$50 late fee	3/2 - 3/31																																																		
+\$75 late fee	4/1 - 4/19																																																		
Summer 2024	5/31/2024																																																		
App available on	1/1/2024																																																		
+\$50 late fee	6/1 - 6/30																																																		
+\$75 late fee	7/1 - 7/26																																																		
Fall 2024	10/4/2024																																																		
App available on	6/10/2024																																																		
+\$50 late fee	10/5 - 10/31																																																		
+\$75 late fee	11/1 - 11/22																																																		
Spring 2025	3/7/2025																																																		
App available on	10/14/2024																																																		
+\$50 late fee	3/8 - 3/31																																																		
+\$75 late fee	4/1 - 4/18																																																		
Summer 2025	5/30/2025																																																		
App available on	1/1/2025																																																		
+\$50 late fee	5/31 - 6/30																																																		
+\$75 late fee	7/1 - 7/25																																																		

Updated 7/31/2023

<p>Schedule Final Exam</p> <p><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 at least 10 business days prior to the proposed examination date. For those completing a master's thesis, you must also upload a complete draft of your thesis to ProQuest by this deadline at www.dissertations.wsu.edu.</p> <p><i>Second attempt final exam scheduling forms and thesis drafts are due 15 working days prior to the proposed date of the exam.</i></p> <p>More information is available here.</p>	<table border="1"> <thead> <tr> <th>Semester</th> <th>Form Deadline</th> </tr> </thead> <tbody> <tr> <td>Fall 2023</td> <td>11/2/2023</td> </tr> <tr> <td>Spring 2024</td> <td>4/5/2024</td> </tr> <tr> <td>Summer 2024</td> <td>7/12/2024</td> </tr> <tr> <td>Fall 2024</td> <td>11/7/2024</td> </tr> <tr> <td>Spring 2025</td> <td>4/4/2025</td> </tr> <tr> <td>Summer 2025</td> <td>7/11/2025</td> </tr> </tbody> </table>	Semester	Form Deadline	Fall 2023	11/2/2023	Spring 2024	4/5/2024	Summer 2024	7/12/2024	Fall 2024	11/7/2024	Spring 2025	4/4/2025	Summer 2025	7/11/2025
Semester	Form Deadline														
Fall 2023	11/2/2023														
Spring 2024	4/5/2024														
Summer 2024	7/12/2024														
Fall 2024	11/7/2024														
Spring 2025	4/4/2025														
Summer 2025	7/11/2025														
<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 is available here.</p>	<table border="1"> <thead> <tr> <th>Semester</th> <th>Last Day for Final Exams</th> </tr> </thead> <tbody> <tr> <td>Fall 2023</td> <td>11/17/2023</td> </tr> <tr> <td>Spring 2024</td> <td>4/19/2024</td> </tr> <tr> <td>Summer 2024</td> <td>7/26/2024</td> </tr> <tr> <td>Fall 2024</td> <td>11/22/2024</td> </tr> <tr> <td>Spring 2025</td> <td>4/18/2025</td> </tr> <tr> <td>Summer 2025</td> <td>7/25/2025</td> </tr> </tbody> </table>	Semester	Last Day for Final Exams	Fall 2023	11/17/2023	Spring 2024	4/19/2024	Summer 2024	7/26/2024	Fall 2024	11/22/2024	Spring 2025	4/18/2025	Summer 2025	7/25/2025
Semester	Last Day for Final Exams														
Fall 2023	11/17/2023														
Spring 2024	4/19/2024														
Summer 2024	7/26/2024														
Fall 2024	11/22/2024														
Spring 2025	4/18/2025														
Summer 2025	7/25/2025														
<p>Final Document Submission</p> <p>If you are completing a master's thesis for your degree, you must update your ProQuest submission with your final thesis (including revisions from your committee and the Graduate School). Also, you must upload your completed <i>Hold Harmless</i> form and your <i>Thesis/Dissertation Approval</i> form into myWSU. Your committee chair must approve your <i>Thesis/Dissertation Approval</i> form within myWSU. Your academic coordinator will electronically deliver the approved form to the Graduate School.</p>	<p>All final documents (final thesis, the <i>Hold Harmless</i> form, and the <i>Thesis/Dissertation Approval</i> form along with myWSU approval by your committee chair) are due 10 business 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>4/4/2024</td> <td>4/18/2024</td> </tr> </tbody> </table>	Example Final Exam Date	Example Deadline	4/4/2024	4/18/2024										
Example Final Exam Date	Example Deadline														
4/4/2024	4/18/2024														
<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>For more information, please see https://commencement.wsu.edu.</p>														

Updated 7/31/2023

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 functions as the student's 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 four committee members [per Plant Pathology program bylaws].

- Three of the four committee members must be current members of the Faculty of the Graduate School, including the Major Advisor as Chair or Co-Chair.
- Out of these three members, at least two must be members of the Graduate Faculty (meaning tenured/tenure-track), and the committee must also include two members from the student's doctoral graduate program faculty.
- All members must hold a degree at a level comparable to the degree sought by the student.
- USDA-ARS researchers appointed as WSU adjunct Plant Pathology faculty are entitled to act as 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 the Pullman 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.
- Post-docs may not serve on graduate committees.

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 of Study, an outside member is recommended.

Doctoral Program of Study

The Ph.D. program form should be submitted no later than the end of the first year of Ph.D. studies. ***Please be sure to submit a copy of the completed program of study form (including all signatures) to the Graduate Academic Coordinator who will file it electronically with the Graduate School via myWSU.*** 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 transferrable 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

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

The program of study is two-fold: 1) it confirms the committee composition, and 2) it lists the coursework both taken and planned to meet degree requirements – including proposed transfer credit, of which cannot exceed more than half of the graded credit listed on the program of study. Students planning transfer credit should get their planned transfer credit reviewed by the Graduate School in advance — in order to determine the equivalent number of credits at WSU ([full transfer credit policy](#)).

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 four 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 and thereafter, Ph.D. students are required to undergo a dissertation research proposal defense of their proposal in front of their Doctoral Committee. The proposal presentation is open to all faculty members.

Each student should initiate their dissertation research proposal at the start of the second semester of their Ph.D. program. The proposal defense should be scheduled and presented to the student's Doctoral Committee by the end of the third semester. The proposal must be emailed to all committee members in Word or PDF format (based on committee member's preference for review) at least 10 business days prior to the proposal defense date. The final, completed proposal must be approved by the committee by the end of the fourth semester. If the proposal defense to the Doctoral Committee is not completed by the end of the fourth semester, the student will receive an 'Unsatisfactory' on their PL_P 800 credits, and an unsatisfactory grade will be received in subsequent semesters until the proposal is completed. NOTE: Students are not permitted to receive an 'Unsatisfactory' grade for more than two semesters.

Students are welcome and encouraged to communicate with committee members on objectives and methods while writing the proposal. The student's Doctoral Committee chair and members are expected

to provide feedback on the proposal writing as they deem appropriate based on each student's individual experience and technical writing skills. After the dissertation defense, the committee members may suggest revisions to the proposal, which must then be incorporated by the student and the revised proposal sent back to the committee for review. The proposal is not completed until it is deemed acceptable to the student's Doctoral committee members. Each committee member must complete the [Dissertation Research Proposal Defense Evaluation Form \(.doc\)](#) with a written response to the student about the proposal, and must confirm in writing their acceptance of the final version of the proposal. More details of the format are given in the Appendix section of this handbook.

Preliminary Examination

An oral preliminary examination is required for each Ph.D. student during their 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 their required course work, usually at the end of the second year of their 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. The student must have an approved program of study on file, and permission from their committee members to schedule the exam. ***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 Graduate Academic Coordinator. They will get Department Chair approval and then submit the form to the 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. 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.

The Plant Pathology program requires 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.

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 a **Final Defense 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 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 defense exam 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 PL_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 the Graduate Academic Coordinator 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 10-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. At this time, also send an updated final draft to your committee members AND email a pdf of your final draft to the Graduate Academic Coordinator to serve as the ‘display’ copy that is made available to the statewide faculty via secure Sharepoint. The abstract will also be extracted and shared with the exam announcement.

Balloting will be conducted via myWSU, coordinated by the student’s advisor.

Within 10 working days of successful examination, the student is required to upload their final draft to [Proquest](#) and then upload a Thesis/Dissertation Approval Form to myWSU, as explained [in the Service Request Guide](#), for electronic approval by the committee chair on behalf of the committee.

Additional departmental exit requirements will be shared by the Academic Coordinator when the exam is announced.

Final Defense via Videoconference (ZOOM)

ALL final exams will be held in Pullman or at one of the Research & Extension Centers. The student, major professor, and other committee members must be in attendance in Pullman or at one of the RECs. 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



WASHINGTON STATE
UNIVERSITY

DEADLINES FOR DOCTORAL DEGREES

Doctoral 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 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 is available here.</p>	<table border="1"> <thead> <tr> <th>Third Semester</th> <th>Form Deadline</th> </tr> </thead> <tbody> <tr> <td>Fall 2024</td> <td>10/1/2024</td> </tr> <tr> <td>Spring 2025</td> <td>3/1/2025</td> </tr> <tr> <td>Summer 2025</td> <td>3/1/2025</td> </tr> <tr> <td>Fall 2025</td> <td>10/1/2025</td> </tr> <tr> <td>Spring 2026</td> <td>3/1/2026</td> </tr> <tr> <td>Summer 2026</td> <td>3/1/2026</td> </tr> <tr> <td>Fall 2026</td> <td>10/1/2026</td> </tr> <tr> <td>Spring 2027</td> <td>3/1/2027</td> </tr> <tr> <td>Summer 2027</td> <td>3/1/2027</td> </tr> </tbody> </table>	Third Semester	Form Deadline	Fall 2024	10/1/2024	Spring 2025	3/1/2025	Summer 2025	3/1/2025	Fall 2025	10/1/2025	Spring 2026	3/1/2026	Summer 2026	3/1/2026	Fall 2026	10/1/2026	Spring 2027	3/1/2027	Summer 2027	3/1/2027
Third Semester	Form Deadline																				
Fall 2024	10/1/2024																				
Spring 2025	3/1/2025																				
Summer 2025	3/1/2025																				
Fall 2025	10/1/2025																				
Spring 2026	3/1/2026																				
Summer 2026	3/1/2026																				
Fall 2026	10/1/2026																				
Spring 2027	3/1/2027																				
Summer 2027	3/1/2027																				
<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 preliminary 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 is available here.</p>	<table border="1"> <thead> <tr> <th>Semester</th> <th>Form Deadline</th> </tr> </thead> <tbody> <tr> <td>Fall 2024</td> <td>11/20/2024</td> </tr> <tr> <td>Spring 2025</td> <td>4/11/2025</td> </tr> <tr> <td>Summer 2025</td> <td>7/11/2025</td> </tr> <tr> <td>Fall 2025</td> <td>11/19/2025</td> </tr> <tr> <td>Spring 2026</td> <td>4/17/2026</td> </tr> <tr> <td>Summer 2026</td> <td>7/17/2026</td> </tr> </tbody> </table>	Semester	Form Deadline	Fall 2024	11/20/2024	Spring 2025	4/11/2025	Summer 2025	7/11/2025	Fall 2025	11/19/2025	Spring 2026	4/17/2026	Summer 2026	7/17/2026						
Semester	Form Deadline																				
Fall 2024	11/20/2024																				
Spring 2025	4/11/2025																				
Summer 2025	7/11/2025																				
Fall 2025	11/19/2025																				
Spring 2026	4/17/2026																				
Summer 2026	7/17/2026																				
<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 is available here.</p>	<table border="1"> <thead> <tr> <th>Semester</th> <th>Last Day for Prelim Exams</th> </tr> </thead> <tbody> <tr> <td>Fall 2024</td> <td>12/6/2024</td> </tr> <tr> <td>Spring 2025</td> <td>4/25/2025</td> </tr> <tr> <td>Summer 2025</td> <td>7/25/2025</td> </tr> <tr> <td>Fall 2025</td> <td>12/5/2025</td> </tr> <tr> <td>Spring 2026</td> <td>5/1/2026</td> </tr> <tr> <td>Summer 2026</td> <td>7/31/2026</td> </tr> </tbody> </table>	Semester	Last Day for Prelim Exams	Fall 2024	12/6/2024	Spring 2025	4/25/2025	Summer 2025	7/25/2025	Fall 2025	12/5/2025	Spring 2026	5/1/2026	Summer 2026	7/31/2026						
Semester	Last Day for Prelim Exams																				
Fall 2024	12/6/2024																				
Spring 2025	4/25/2025																				
Summer 2025	7/25/2025																				
Fall 2025	12/5/2025																				
Spring 2026	5/1/2026																				
Summer 2026	7/31/2026																				

Updated 8/1/2024

<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> <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. Students whose latest Application for Graduation fee is more than one calendar year old will be required to reapply for graduation 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>Fall 2024</td> <td>10/4/2024</td> </tr> <tr> <td>App available on</td> <td>6/10/2024</td> </tr> <tr> <td>+\$50 late fee</td> <td>10/5 – 10/31</td> </tr> <tr> <td>+\$75 late fee</td> <td>11/1 – 11/22</td> </tr> <tr> <td>Spring 2025</td> <td>3/7/2025</td> </tr> <tr> <td>App available on</td> <td>10/14/2024</td> </tr> <tr> <td>+\$50 late fee</td> <td>3/8 – 3/31</td> </tr> <tr> <td>+\$75 late fee</td> <td>4/1 – 4/18</td> </tr> <tr> <td>Summer 2025</td> <td>5/30/2025</td> </tr> <tr> <td>App available on</td> <td>1/1/2025</td> </tr> <tr> <td>+\$50 late fee</td> <td>5/31 – 6/30</td> </tr> <tr> <td>+\$75 late fee</td> <td>7/1 – 7/25</td> </tr> <tr> <td>Fall 2025</td> <td>10/3/2025</td> </tr> <tr> <td>App available on</td> <td>6/9/2025</td> </tr> <tr> <td>+\$50 late fee</td> <td>10/4 – 10/31</td> </tr> <tr> <td>+\$75 late fee</td> <td>11/1 – 11/21</td> </tr> <tr> <td>Spring 2026</td> <td>3/6/2026</td> </tr> <tr> <td>App available on</td> <td>10/13/2025</td> </tr> <tr> <td>+\$50 late fee</td> <td>3/7 – 3/31</td> </tr> <tr> <td>+\$75 late fee</td> <td>4/1 – 4/24</td> </tr> <tr> <td>Summer 2026</td> <td>5/29/2026</td> </tr> <tr> <td>App available on</td> <td>1/1/2026</td> </tr> <tr> <td>+\$50 late fee</td> <td>5/30 – 6/30</td> </tr> <tr> <td>+\$75 late fee</td> <td>7/1 – 7/31</td> </tr> </tbody> </table>	Semester of Graduation	Application Deadline	Fall 2024	10/4/2024	App available on	6/10/2024	+\$50 late fee	10/5 – 10/31	+\$75 late fee	11/1 – 11/22	Spring 2025	3/7/2025	App available on	10/14/2024	+\$50 late fee	3/8 – 3/31	+\$75 late fee	4/1 – 4/18	Summer 2025	5/30/2025	App available on	1/1/2025	+\$50 late fee	5/31 – 6/30	+\$75 late fee	7/1 – 7/25	Fall 2025	10/3/2025	App available on	6/9/2025	+\$50 late fee	10/4 – 10/31	+\$75 late fee	11/1 – 11/21	Spring 2026	3/6/2026	App available on	10/13/2025	+\$50 late fee	3/7 – 3/31	+\$75 late fee	4/1 – 4/24	Summer 2026	5/29/2026	App available on	1/1/2026	+\$50 late fee	5/30 – 6/30	+\$75 late fee	7/1 – 7/31
Semester of Graduation	Application Deadline																																																		
Fall 2024	10/4/2024																																																		
App available on	6/10/2024																																																		
+\$50 late fee	10/5 – 10/31																																																		
+\$75 late fee	11/1 – 11/22																																																		
Spring 2025	3/7/2025																																																		
App available on	10/14/2024																																																		
+\$50 late fee	3/8 – 3/31																																																		
+\$75 late fee	4/1 – 4/18																																																		
Summer 2025	5/30/2025																																																		
App available on	1/1/2025																																																		
+\$50 late fee	5/31 – 6/30																																																		
+\$75 late fee	7/1 – 7/25																																																		
Fall 2025	10/3/2025																																																		
App available on	6/9/2025																																																		
+\$50 late fee	10/4 – 10/31																																																		
+\$75 late fee	11/1 – 11/21																																																		
Spring 2026	3/6/2026																																																		
App available on	10/13/2025																																																		
+\$50 late fee	3/7 – 3/31																																																		
+\$75 late fee	4/1 – 4/24																																																		
Summer 2026	5/29/2026																																																		
App available on	1/1/2026																																																		
+\$50 late fee	5/30 – 6/30																																																		
+\$75 late fee	7/1 – 7/31																																																		
<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 www.dissertations.wsu.edu) at least 10 working days prior to the proposed examination 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 is available here.</p>	<table border="1"> <thead> <tr> <th>Semester</th> <th>Form Deadline</th> </tr> </thead> <tbody> <tr> <td>Fall 2024</td> <td>11/7/2024</td> </tr> <tr> <td>Spring 2025</td> <td>4/4/2025</td> </tr> <tr> <td>Summer 2025</td> <td>7/11/2025</td> </tr> <tr> <td>Fall 2025</td> <td>11/6/2025</td> </tr> <tr> <td>Spring 2026</td> <td>4/10/2026</td> </tr> <tr> <td>Summer 2026</td> <td>7/17/2026</td> </tr> </tbody> </table>	Semester	Form Deadline	Fall 2024	11/7/2024	Spring 2025	4/4/2025	Summer 2025	7/11/2025	Fall 2025	11/6/2025	Spring 2026	4/10/2026	Summer 2026	7/17/2026																																				
Semester	Form Deadline																																																		
Fall 2024	11/7/2024																																																		
Spring 2025	4/4/2025																																																		
Summer 2025	7/11/2025																																																		
Fall 2025	11/6/2025																																																		
Spring 2026	4/10/2026																																																		
Summer 2026	7/17/2026																																																		
<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 is available here.</p>	<table border="1"> <thead> <tr> <th>Semester</th> <th>Last Day for Final Exams</th> </tr> </thead> <tbody> <tr> <td>Fall 2024</td> <td>11/22/2024</td> </tr> <tr> <td>Spring 2025</td> <td>4/18/2025</td> </tr> <tr> <td>Summer 2025</td> <td>7/25/2025</td> </tr> <tr> <td>Fall 2025</td> <td>11/21/2025</td> </tr> <tr> <td>Spring 2026</td> <td>4/24/2026</td> </tr> <tr> <td>Summer 2026</td> <td>7/31/2026</td> </tr> </tbody> </table>	Semester	Last Day for Final Exams	Fall 2024	11/22/2024	Spring 2025	4/18/2025	Summer 2025	7/25/2025	Fall 2025	11/21/2025	Spring 2026	4/24/2026	Summer 2026	7/31/2026																																				
Semester	Last Day for Final Exams																																																		
Fall 2024	11/22/2024																																																		
Spring 2025	4/18/2025																																																		
Summer 2025	7/25/2025																																																		
Fall 2025	11/21/2025																																																		
Spring 2026	4/24/2026																																																		
Summer 2026	7/31/2026																																																		

Updated 8/1/2024

<p>Final Document Submission</p> <p>You must update your ProQuest submission with your final dissertation (including revisions from your committee and the Graduate School). Also, you must upload your completed <i>Hold Harmless</i> form and your <i>Thesis/Dissertation Approval</i> form into myWSU. Your committee chair must approve your <i>Thesis/Dissertation Approval</i> form within myWSU. Your academic coordinator will electronically deliver the approved form to the Graduate School.</p> <p>Students graduating from a PhD program must also complete the <i>Survey of Earned Doctorates</i> (SED) using the link found at www.gradschool.wsu.edu/forms. You must upload your SED completion certificate into myWSU.</p>	<p>All final documents (final thesis, the <i>Hold Harmless</i> form, SED completion certificate, and the <i>Thesis/Dissertation Approval</i> form along with myWSU approval by your committee chair) are due 10 business days after your final exam.</p> <table border="1" data-bbox="938 485 1291 562"> <thead> <tr> <th data-bbox="938 485 1112 533">Example Final Exam Date</th> <th data-bbox="1117 485 1291 533">Example Deadline</th> </tr> </thead> <tbody> <tr> <td data-bbox="938 533 1112 562">4/4/2024</td> <td data-bbox="1117 533 1291 562">4/18/2024</td> </tr> </tbody> </table>	Example Final Exam Date	Example Deadline	4/4/2024	4/18/2024
Example Final Exam Date	Example Deadline				
4/4/2024	4/18/2024				
<p>Commencement Participation</p> <p>Doctoral students wishing to participate in commencement must have applied for graduation. You (and the faculty member hooding you) must also register for the ceremony at the Graduation Fair or at https://commencement.wsu.edu.</p>	<p>For more information, please see https://commencement.wsu.edu.</p>				

Updated 8/1/2024

ACADAMIC STUDENT EMPLOYEE (ASE) EMPLOYMENT

WSU/UAW Union Affiliation/Collective Bargaining Agreement

Unless otherwise noted, when employed as a Graduate Research, Teaching, or Project Assistant, or a Graduate Summer Research or Teaching Assistant, or a Graduate Summer Work (PAP or hourly), these WSU academic student employees (ASEs) are represented and governed by a [collective bargaining agreement](#) as written or amended between Washington State University and the United Automobile, Aerospace, and Agricultural Implement Workers of America (UAW). Please reference this agreement for details on all ASE benefits, including, but not limited to, Vacation, Holidays, and Sick Leave. A copy of the representation for newly hired academic student employees is provided [here](#).

Scope of Overlap Between ASE RA Duties and Academic Research/Training

May 29, 2024 ([link](#))

Research Assistant (RA) duties

As a 0.5 FTE Academic Student Employee (ASE), RAs are expected to devote an average of 20 hours per week to the duties outlined in their appointment letter, which may include tasks such as programming, data collection and analysis, lab maintenance, attending meetings, writing papers, conducting activities related to grant-funded project goals, and more, as defined by their supervisor.

At least two weeks prior to the commencement of each semester, RAs are to be given a job description (or changes to a job description for reappointment). The job description is to adhere to provisions outlined in the [WSU/UAW Contract Article 11.4](#).

RA overlap with academic research and training

In many cases, the 20 hours per week of paid RA work will align with and contribute to the student's academic research and training. In this case, the RA appointment is intended to provide financial support for time spent on activities that fulfill the student's employment obligations and advance their academic progress. However, it is recognized that not all RA duties will directly relate to the student's academic research and training.

Academic research and training (outside of RA)

Students are expected to dedicate additional time beyond the 20 hours of weekly RA duties to make timely progress on their academic research and training (including but not limited to their thesis or dissertation). The amount of additional time required may vary depending on the requirements of their graduate program.

During the regular academic year, this research and training is required for their academic progress as measured by PREFIX 700 or 800 research credits each term. Whereas students are not typically enrolled in research credits during the summer, they are still expected to make progress on their academic research and training. Summer progress should be determined by the student's graduate program and advisory committee and should align with their overall academic goals and timeline. Although the exact number of hours may fluctuate, students should anticipate spending a substantial amount of time on their academic work outside of their RA duties to ensure satisfactory progress in their graduate program.

Separate assessment of academic performance and employment duties

The student's academic research performance will be assessed independently from their performance of assigned RA duties. Academic research performance is measured by PREFIX 700 or 800 research credits during the regular academic year and overall academic progress during the summer.

- Each year, the student's academic progress will be evaluated, at minimum, by their advisory committee based on factors such as academic milestones, quality of work, and overall progress toward completion of the thesis or dissertation.
- At least annually, the ASE's performance is to be assessed separately by their assistantship supervisor, as described in the [WSU/UAW Contract Article 33.4.2](#). This assessment focuses on fulfilling assigned duties, quality of work, professionalism, and other relevant factors outlined in the appointment letter and job description.

Communication and oversight

Regular communication between the student, RA supervisor, major professor/advisor (if different than RA supervisor), and graduate program leadership is crucial to ensure an appropriate balance between employment duties and academic progress. Students are to raise any questions they have about distinguishing between their RA duties and their academic research and training (including but not limited to their thesis or dissertation) to their supervisor or program director. Supervisors and program directors are to periodically review the RA's responsibilities and adjust as needed to optimize the student's overall academic and professional development.

Breaks and leave

It is important to note that breaks in the academic calendar, such as finals week, the period directly following finals, the period directly before the start of a semester, and Spring Break, are not considered holidays unless they align with official University Holidays. RAs planning to take leave during these periods must seek advanced vacation approval from their supervisor. In case of illness, sick leave should be appropriately requested according to University guidelines. Failure to follow these guidelines may result in unscheduled absences and misunderstandings between the student and their supervisor as well as potential pay impacts.

Summary

Whereas an RA appointment at 50% FTE will support a student's academic research and training, often relating to their own independent research project, it is understood that some RA tasks may not directly align with the student's specific independent research topic. Likewise, to fulfill their academic obligations, students are expected to devote additional time to academic research and training beyond their RA duties and expectations. The student's academic research performance and employment duties are to be assessed separately each year to ensure a fair evaluation of both components. Open communication and regular check-ins between all parties are essential to support the students' success in their dual roles as researchers in training and as employees.

Graduate Appointments in Plant Pathology

Within the Department of Plant Pathology there is a limited number of Research Assistantships (RA) available for students and very few Teaching Assistantships (TA). 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.

Compensation is outlined in the ASE WSU/UAW collective bargaining agreement and is based on educational level and position work location. Compensation is presented in the student's offer letter. For academic-year assistantships, the offer letter is due to the student at least 90 days in advance of the start date of the appointment except in extenuating situations outlined in Article 11.2.

Summer offers of employment are extended separately and employment type (hourly, stipend, or assistantship) will be determined by the supervisor offering the position.

Job descriptions are due within 2 weeks of the start of the appointment, unless extenuating situations outlined in Article 11.2.

Assistantships

Assistantships are typically half-time appointments during the academic year with accompanying tuition waiver* and health insurance (health insurance requires a half-time appointment) and requires the student to live in the State of Washington; refer to the offer letter for details. Non-resident domestic students are limited to non-resident differential waivers for only 2 semesters and are advised to take steps immediately upon arrival to establish residency ([refer to this guide to establishing residency](#)).

*Note: 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 themselves. This may or may not result in a slightly higher tax responsibility. All tax responsibility rests with the student.

Mandatory fees are required; however, some may be waived for students residing/researching away from Pullman, typically at one of the research and extension centers. Being appointed to an assistantship position does not waive these fees.

The required academic load is 10 credit hours (10-12 average enrollment) during fall and spring semester, and if necessary, three for the summer. ASEs with a 50% FTE appointment shall not be required to work more than an average of 20 hours per week in a given semester/term, and shall not exceed 30 hours in a given week except by the ASE's consent. Alternate percentage appointments will be directly proportional to the 50% FTE appointment in relationship to workload per week. For the RA, the work required is at the discretion of the major professor. All study, whether for classes, exams, or defense, is to be done on the student's own time.

Reappointments, assuming funding is available, 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 duration, and provided the student has demonstrated satisfactory research progress and continued regular enrollment in the Graduate School.

Vacation Time Off and Sick Leave for ASE's

Vacation time off and sick leave is defined in the ASE WSU/UAW collective bargaining agreement. To request time off, ASEs are to provide written notice (i.e., email, text, IM) to their supervisors in advance of the requested time as soon as the need for time off is known. Departments are expected to respond in a timely manner. If an ASE is requesting vacation time off, they are to provide a work plan for any duties assigned and/or expected to be performed during their time off with their vacation request. Accurate time offs (sick, vacation, leave without pay) must be entered into Workday each pay period for which an ASE takes time off. [See this Paid Time off guide for reference](#). ASEs are responsible for reviewing Workday notices to certify time offs submitted on their behalf. Official WSU Holidays are accounted for as 4 hours worked (for a half-time salaried appointment). Vacation Time Off and Sick Leave is awarded at the start of the appointment period (once the appointment is shown in Workday) and expire at the end of the appointment period. Leave records are viewable in Workday by the student, supervisor, and HR Partner.

Short-term Pregnancy/Parental Leave

The Short-term Pregnancy/Parental Leave plan provides eligible Academic Student Employees (ASEs) with paid leave for the period directly before or after the birth or adoption of a child. This policy applies to salaried ASEs on assistantships at Washington State University (WSU) who are eligible under the terms of the WSU/UAW Contract. Refer to [GSP Chapter 9.I.c.](#) (and the [earlier section](#) in this handbook).

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 recognized during the 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. The WSU Department of Plant Pathology has endowment funds from generous alumni, former faculty, and friends for graduate students and postdoctoral associates in plant pathology. The department's Graduate Student and Postdoctorate Travel Award Committee members release a request for applications at the start of each fall and spring semester. Current, enrolled Department of Plant Pathology graduate students in good standing, who are planning to give an oral or poster presentation at Plant Health or other relevant scientific society meetings, are eligible. Applicants who received funding from the department within the previous 1.5 years are not eligible to apply for a travel award. Only graduate students in the Department of Plant Pathology are eligible to apply for these awards. Travel to the meetings must be related to presenting research work completed at WSU. Applicants who have received partial support from other sources (scholarships, other travel awards) to attend professional meetings may apply for departmental travel grant but must include those funding details in their budget submitted as part of this application. Award recipients are required

to write a summary of the experience and a thank you letter to the endowment benefactors upon completion of the travel activities.

Travel grants are also available through WSU, and may 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 approval to travel and present your work at potential meetings.

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. Associate Professor.	Postharvest disease in tree fruit	WSU Wenatchee TFREC 509-663-8181 a.amiri@wsu.edu
Gary A. Chastagner, Ph. D. Plant Pathologist and Extension Specialist	Christmas trees, turf, bulb, and ornamental diseases	WSU Puyallup WWREC 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. Department Chair, Professor and Extension Plant Pathologist	Vegetable seed pathology, vegetable pathology	WSU Mount Vernon NWREC 360-848-6140 dutoit@wsu.edu
Maren L. Friesen, Ph.D. Associate Professor	Biological nitrogen-fixation, evolutionary ecology, population genomics, mathematical modeling	WSU–Pullman 509-335-5805 m.friesen@wsu.edu
Cynthia Gleason, Ph.D. Associate Professor	Molecular basis of plant- nematode interactions	WSU-Pullman 509-335-3742 cynthia.gleason@wsu.edu
*Christina Hagerty, Ph.D. Extension Educator	Cereal pathology	Oregon State University Extension 541-278-4186 christina.hagerty@oregonstate.edu
Scott Harper, Ph.D. Associate Professor Director, Clean Plant Center Northwest	Viruses of perennial crops, virus-virus and virus-host interactions, viral diagnostics and disease management	WSU Prosser IAREC 509-786-9230 scott.harper@wsu.edu
Joey Hulbert, Ph.D. Research Assistant Professor	Forest health	WSU Puyallup WWREC 541-908-5129 hulbe@wsu.edu

Chakradhar Mattupalli, Ph.D. Assistant Professor	Berry and potato pathology	WSU Mount Vernon NWREC 360-848-6138 c.mattupalli@wsu.edu
*Michelle Moyer, Ph.D. Affiliate Professor	Viticulture, grapevine stress response, IPM, Extension	WSU Prosser IAREC 509-786-9324 michelle.moyer@wsu.edu
Timothy D. Murray, Ph.D. Professor and 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
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	WSU Prosser IAREC 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
Jana U'Ren Assistant Professor	Mycology	WSU-Pullman 509-335- jana.uren@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

Youfu (Frank) Zhao, Ph.D.
Professor

Bacterial diseases of tree fruits

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

*Svetlana Yurgel, Ph.D.
Research Scientist
USDA-ARS

Soil and plant microbiomes
in legume rotations

WSU Prosser IAREC
509-405-5992
svetlana.yurgel@usda.gov

APPENDIX

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. Refer to details in the [Dissertation Research Proposal](#) section of this handbook for the timeline for a PhD student to prepare and present the Dissertation Research Proposal to their committee members, for committee members to provide feedback to the student using the [Dissertation Research Proposal Defense Form](#), and for the student to incorporate requested changes/edits into the 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 their 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 compete the work proposed.

Dissertation Research Proposal Defense Evaluation Form

[Please use the Word document version located on the Plant Pathology website, linked here.](#)

Dissertation Research Proposal Defense Evaluation Form WSU Department of Plant Pathology (Revised December 21, 2023)

Committee member name: _____

Student's name: _____

PhD proposal title: _____

Date of PhD proposal defense presentation to committee members: _____

Committee Member Recommendation (check one option below)

- Accepted. No Revisions Needed
- Accepted, Pending Minor Revisions (see below)
- Not Accepted. Major revisions needed (see below)

Committee Member's Suggestions for Revisions (Your specific requirements for revisions should be written below or provided to the student as a separate file):

Major revisions:

Minor revisions:

Due Date for Revisions (check one of the options below or specify a date)

- 2 weeks from today's date
- 3 weeks from today's date
- 4 weeks from today's date
- Other; please specify due date: _____

This following section is to be completed by each committee member within 2 weeks of receiving the revised proposal from the student, if revisions are adequate. The proposal must be approved by the student's advisor AND a majority of non-advisor committee members (e.g., 2 of 3). If the revised proposal is not acceptable, the student will have 1 month to prepare a second revision. Committee members will review and respond within 2 weeks of receiving the second revision.

By signing below, I agree that I have read the student's revised proposal and it is now accepted.

Committee member signature _____ Date _____