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2025-26

GRADUATE STUDENT HANDBOOK

DEPARTMENT OF PLANT PATHOLOGY

WASHINGTON STATE UNIVERSITY

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 any way, 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

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 based 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 regular visits to the Pullman campus.

New Student Checklist

Students are provided a New Student Checklist from the 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, and payroll deduction
- 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). Students based on the Pullman campus should review the safety orientation checklist with their advisor and submit the completed checklist to the Administrative Manager, Melissa Bills. Students based at the RECs should check with their advisor and the relevant REC Safety Committee Chair to ensure they have completed all required safety training.

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 and 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 crimsonservicedesk@wsu.edu.

Equipment

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

Facilities

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

Orville A. Vogel Plant BioSciences Building (PBS)

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 located at RECs are, likewise, encouraged to come to Pullman on occasions when their advisors travel 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 2025-2026 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*

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 l 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 to you 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. Shipping packages with dry ice requires special approval so communicate in advance with Melissa Bills to ensure you can get the required forms and approval in a timely manner.

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. 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
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** 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 you purchase your airfare on your own expense, you can be reimbursed after the travel, once your file your Expense Report in Workday.

If traveling **within** the State of Washington, you should seek verbal approval from your advisor 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. If you attended a conference, you will be required to submit an agenda for the meeting with your Expense Report.

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 <u>on-line</u> 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 seminars presented for PL_P 515, 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 preliminary or defense 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; updated August 13, 2025]

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.

Core Requirements

For the M.S. degree, students are expected to fulfill all the academic requirements of WSU, and present one seminar (PL_P 515) to the Department of Plant Pathology that is not on their thesis project. In addition to one seminar, there are two required courses for the Plant Pathology M.S. degree: PL_P 429 (General Plant Pathology), offered each fall semester, and PL_P 570 (Techniques in Plant Pathology), offered each fall semester. Changes to the core curriculum are decided on a case-by-case basis based on students having completed equivalent courses at other institutions, and require approval by the committee chair and the Chair of the Department, e.g., if a student has taken equivalent plant pathology courses to PL_P 429 and/or PL_P 570 at another institution and can provide the syllabus of each to demonstrate the equivalence of the course(s). Students are required to attend the weekly departmental seminar series (PL_P 515) in person, or on Zoom if based at one of the RECs, during the academic year to learn about plant pathology research and

other issues outside of their thesis projects. See more info on the PL_P 515 seminar series beginning on page 37.. M.S. students are expected to 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. All committee members must attend the exit seminar. The defense exam should take place after the seminar, preferably on the same day or the next day.

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 (as part of the PL_P 515 seminar series) that are not on their dissertation project. The core curriculum required for Ph.D. students includes the following two courses: PL_P 429 (General Plant Pathology), offered every fall semester, and PL_P 570 (Techniques in Plant Pathology), offered every fall semester; AND at least 2 of the following organismal courses: PL_P 511 (Virology), offered in odd spring semesters; PL_P 513 (Nematology), offered in odd spring semesters; PL_P 514 (Bacteriology), offered in even fall semesters; PL_P 521 (General Mycology), offered in odd fall semesters. Changes to the core curriculum are decided on a case-by-case basis based on students having completed equivalent courses at other institutions, and require approval by the committee chair and the Chair of the Department e.g., if a student has taken equivalent plant pathology courses to PL_P 429, 570, 511, 513 and/or 514 at another institution and can provide the syllabus of each to demonstrate the equivalence of the course(s). Students must pass an oral preliminary examination after completion of a majority of their coursework, prepare a Ph.D. research proposal (see guidelines beginning on page 47), 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. All committee members must attend the exit seminar. The defense exam should take place after the seminar, preferably on the same day or the next day.

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, and 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, and 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 relevant 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 the 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, and 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

Evaluation Rubric – Thesis or Dissertation Defense
<mark>NOW IN QUALTRICS</mark>

PLANT PATHOLOGY EVALUATION RUBRIC: THESIS OR DISSERTATION DEFENSE

Candidate:_____ Degree:_____

Tite:_____

_____

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

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:

DUE DATE: Friday, February 28, 2025

PLANT PATHOLOGY Academic Annual Review:
Jan 1, 2024 (or starting date) to-Dec 31, 2024

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 <u>save the documents as PDF</u> 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? *The POS is due 2nd term for MS students; due 3rd term for PhD students.*	Submitted and approved _____ Submitted, awaiting Graduate School approval _____ Not submitted _____ *If not, indicate when you plan to submit your program of study:* _____
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 _____ *If not, when do you plan to take your prelims:* _____

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:

<mark>***Attach CV*** *and forward both to your advisor for review. The student is responsible for arranging the annual review meeting.*</mark>

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.

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 coursework 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)

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. (Cross-listed 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.

421 General Mycology 3 The structure, life histories, classification, and economic importance of the fungi. Credit not granted for both PL_P 421 and 521. Offered at 400 and 500 level. Typically offered Odd Years - Fall. 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 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. Credit not granted for both PL_P421 and 521. Offered at 400 and 500 level. Typically offered Odd Years - Fall. 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.

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
300	Diseases of Fruit Crops		Rayapati	2	Fall Even Years
301	Food Mycology			3	no longer taught
403	Advanced Cropping Systems		C. Neely	3	Fall
421	General Mycology	WSU CoOp	U'Ren	3	Fall Odd Years
429	General Plant Pathology		Pappu/TBD	3	Fall
499	Special Problems		arranged	Arr	Fall/Spring/Summer
501	Biol/Control of Plant Diseases *Online—Restricted to MSAG students*		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	Phytobacteriology	WSU CoOp	Friesen/Zhou	3	Fall Even Years
515	Seminar		Rotates among Plant Pathology faculty	1	Fall/Spring
521	General Mycology	WSU CoOp	U'Ren	3	Fall Odd Years
525	Field Plant Pathology & Mycology		du Toit	3	Summer 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	TBD	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 in the department 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 M.S.-Bypass and Direct-Admit to Ph.D.)

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(s) 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 coursework, 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 meet with the student to 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. Completion of the Credit Expectation Agreement is required by the end of the second week of class each semester for each graduate student enrolled in research credits (PL_P 700 for M.S. students and PL_P 800 for Ph.D. students). These agreements are essential for **setting clear expectations and fostering accountability**, and they serve as an important reference for both the advisor and the student. Completing these agreements supports a productive student-advisor relationship and **contributes to the overall success of the student's journey**. Agreements must be term-specific, completed each term, and signed by both the student and advisor, with each retaining a copy. A signed copy should also be provided to the Graduate Academic Coordinator for the student's academic file.

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](#) lists times and places for all courses offered each semester. Be sure to enroll in the section for your receiving location, i.e. Pullman, Prosser etc. to ensure course delivery to your location. In myWSU Class Search, click on 'detail' to see the location and/or delivery information. If your receiving location is not listed, don't assume it will be available for you to receive. You will need to contact the instructor/unit offering the course who makes these decisions.

Seminar

Seminar is scheduled every Monday at 4:10 PM. All plant pathology graduate students (whether registered for PL_P 515 credits or not) are **required** to attend PL_P 515 seminars unless they have obtained advance approval from the course instructor. All in-person graduate students will sign the sheet each week to mark their attendance; the seminar instructor will write the names of students attending over Zoom on the sheet. Attendance grade: Students enrolled in PL_P 515 for credit will be graded on attendance (5%). To receive a full grade for seminar participation, students must have attended all seminars (or have only approved absences and completed make-up work), over the duration of the semester (see Seminar Participation Rubric). Students enrolled in PL_P 515 for credit will also be graded on their level of participation during the seminar Q&A sessions (5%). Over the course of the semester, students are expected to each ask a minimum of 3 questions during seminar Q&A sessions (see the Seminar Participation Rubric). Even if presenting over Zoom, students are expected to present their seminar to a live, in-person audience. See the PL_P 515 syllabus below for complete course information.

Seminar Abstracts (PL_P 515)

Requirements for the seminar abstract are listed in the PL_P 515 syllabus below. Each M.S. student must enroll in seminar (PL_P 515) once for their degree, and each Ph.D. student must enroll in seminar (PL_P 515) twice for their degree. See the Degree Requirements section. These seminar presentations must be on topical subjects other than the student's thesis/dissertation, and which have been approved by the faculty member directing seminar for that semester.

The abstract must be 1 page in length with 1-inch margins and standard font (Times New Roman or Arial, 11–12 pt font). At least 6 references must be cited in the abstract. Maximum 1-page list of references. References should be placed on the reverse side of the abstract flyer. In-text references should be numbered sequentially and in parentheses (e.g., [1-2]). References in the list on the second page should be numbered and formatted as follows: Author(s) surname, initial(s). Year. Article title. Journal Name Volume: first page-last page. Doi.

See the following example.

EXAMPLE

TITLE: Investigation of the mode of action of two fungal elicitors,
Fsph 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* (*Fsph*), 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 ∃-1,4-linked glucosamine, and a DNase are released from *Fsph* during its interaction with pea tissue (1,2). These components elicit pea defense responses (4,6). Moreover, *Fsph* 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 *Fsph* 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 *Fsph* 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 *Fsph* 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 *Fsph* 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.

PLEASE PUT REFERENCES ON THE REVERSE SIDE OF THIS PAGE

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. Two teaching assistantships (TAs) are available each fall semester for PL_P 429.

Assistantship Time Limitations

The length of time a Plant Pathology student may hold an appointment is generally limited to 3 years for M.S candidates and 5 years for Ph.D. candidates.

Transfer of Graduate Credit Hours

Ph.D. programs often include transfer credits from the student's M.S. program. Per Graduate School policy, up to half of the graded credits listed on the WSU program of study 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 M.S. 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.
- Career-Track faculty in Plant Pathology 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 in 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 and Core Required Coursework

The M.S. program of study form should be submitted no later than the beginning of the second semester of graduate work. 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, 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](#)). The form and directions can be found on the Graduate School's ['forms'](#) page.

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 coursework (A-F grading basis), 15 of which must be at the 500-level with a maximum of 6 credit hours of non-graduate 300-and 400-level coursework.
- **Core required coursework:**
    o 1 credit hour of Seminar (PL_P 515)
    o 3 credit hours for PL_P 429 (General Plant Pathology) – offered Fall term only
    o 3 credit hours for PL_P 570 (Techniques in Plant Pathology) – offered Fall term only
    Changes to the core curriculum are decided on a case-by-case basis based on students having completed equivalent courses at other institutions, and require approval by the committee chair and the Chair of the Department, e.g., if a student has taken equivalent plant pathology courses to PL_P 429 and/or PL_P 570 at another institution and can provide the syllabus of each to demonstrate the equivalence of the course(s).
- S/F graded coursework may be included toward the 30 overall required credits. P/F graded coursework and audits may not be include on the program of study.
- 4 credit hours minimum of PL_P 700 research credits, two which must be taken in the term of final examination

Completion Deadline

The maximum time allowed to complete a master's degree is six years from the beginning date of the earliest course listed on the Program of Study which was approved by the Graduate School.

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 ['forms'](#) page.

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.

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 on the same day, or 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. **The student's advisor and all committee members must attend the defense seminar.**

A final oral examination is also required of all M.S. candidates. The student must have completed or be enrolled in all the required coursework, 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.

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 as soon as the application becomes available (generally about 3 months in advance of the semester for which you plan to graduate) 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 to be present at any final examination/ballot meeting. The name of the individual making the request will be held confidential. Please refer to the related policy here: [Graduate Faculty Representative](#).

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 <u>working</u> 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 approval/processing.

IMPORTANT NOTE: By signing the *Dissertation/Thesis Acceptance/Final Examination Scheduling Form*, each Faculty Advisory Committee member agrees that a "typed (or electronic) thesis, 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 thesis, and that it requires only minor revisions that could be made within the required ten-day period.

Students must also upload the upload a complete draft of their thesis to ProQuest in PDF format. Navigate to https://gradschool.wsu.edu/dissertations-theses/ and follow the directions carefully to submit their draft.no less than 10 working days prior to the selected exam date. At this time, the student must also send an updated final draft to their committee members, AND email a pdf of their 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 complete the following:
1. One the final edits are made, you need to complete and upload your Thesis/Dissertation Approval form into myWSU using these directions. Your graduate program and committee chair must approve these pages within myWSU and route them to the Graduate School within ten business days, so it is important to start this process immediately after your exam.
2. Email your completed Hold Harmless and Copyright Acknowledgment Form to gradschool@wsu.edu.
3. Using the link contained in your Graduate School review, update your ProQuest submission with your completed and revised thesis. This must be the final version, containing all revisions required by the Graduate School and by your committee, and must be in PDF format. Graduate School staff will review these during degree conferral and may require additional revisions. Once approved by the Graduate School, no further changes are permitted.

Additional **departmental exit requirements** will be shared by the Academic Coordinator along with the exam announcement.

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. The student, major professor, and other committee members must also have attended the defense seminar. 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 Masters 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	
Obtain an Advisor/Committee Chair Refer to your graduate program's student handbook for more information.	As soon as possible after admission to the Graduate School.	
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. 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 2026, your program form is due no later than 2/1/2026. Missing this deadline is grounds for the Graduate School to deny an examination request. More Information is available here.	**Graduation Semester**	**Form Deadline**
	Fall 2025	2/1/2025
	Spring 2026	9/1/2025
	Summer 2026	2/1/2026
	Fall 2026	2/1/2026
	Spring 2027	9/1/2026
	Summer 2027	2/1/2027
	Fall 2027	2/1/2027
	Spring 2028	9/1/2027
	Summer 2028	2/1/2028
Apply for Graduation *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.* 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. Directions are available at https://gradschool.wsu.edu/graduation-application/	**Semester of Graduation**	**Application Deadline**
	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
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.	**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
	Fall 2026	**10/2/2026**
	App available on	6/8/2026
	+$50 late fee	10/3 – 10/31
	+$75 late fee	11/1 – 11/20
	Spring 2027	**3/5/2027**
	App available on	10/12/2026
	+$50 late fee	3/6 – 3/31
	+$75 late fee	4/1 – 4/23
	Summer 2027	**5/28/2027**
	App available on	1/1/2027
	+$50 late fee	5/29 – 6/30
	+$75 late fee	7/1 – 7/30

Schedule Final Exam

You must have applied for graduation to schedule a final exam.

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 http://gradschool.wsu.edu/dissertations-theses/

Second attempt final exam scheduling forms and thesis drafts are due 15 working days prior to the proposed date of the exam.

More information is available here.

Semester	Form Deadline
Fall 2025	11/6/2025
Spring 2026	4/10/2026
Summer 2026	7/17/2026
Fall 2026	11/5/2026
Spring 2027	4/9/2027
Summer 2027	7/16/2027

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.

See the above deadlines for scheduling your final exam.

More Information is available here.

Semester	Last Day for Final Exams
Fall 2025	11/21/2025
Spring 2026	4/24/2026
Summer 2026	7/31/2026
Fall 2026	11/20/2026
Spring 2027	4/23/2027
Summer 2027	7/30/2027

Final Document Submission

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 *Hold Harmless* form and your *Thesis/Dissertation Approval* form into myWSU. Your committee chair must approve your *Thesis/Dissertation Approval* form within myWSU. Your academic coordinator will electronically deliver the approved form to the Graduate School.

All final documents (final thesis, the *Hold Harmless* form, and the *Thesis/Dissertation Approval* form along with myWSU approval by your committee chair) are due 10 business days after your final exam.

Example Final Exam Date	Example Deadline
4/7/2026	4/21/2026

Commencement Participation

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.

For more information, please see https://commencement.wsu.edu.

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.
- Career-Track faculty in Plant Pathology 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.
- 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 coursework is included in the Program of Study, an outside member is recommended.

Doctoral Program of Study and Core Required Coursework

The Ph.D. program form should be submitted no later than the end of the first year of Ph.D. studies. 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, 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](#)). The form and directions can be found on the Graduate School's ['forms'](#) page.

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 Ph.D. in Plant Pathology must include:

- **72** credit hours minimum of total credit
- **34** credit hours minimum of graded coursework (A-F grading basis), 25 of which must be at the 500-level with a maximum of 9 credit hours of non-graduate credit 300- or 400-level coursework. Reminder—as indicated earlier, only half of the graded coursework is transferrable from another university (approximately 17-18 credits of the 34 semester graded credit hours).
- **Core required coursework: 14** credit hours minimum of Plant Pathology coursework are required, which may also include transfer credits if they are accepted by the Graduate School, **and must include**:
  - 3 credit hours for **PL_P 429** (General Plant Pathology)
  - 3 credit hours for **PL_P 570** (Techniques in Plant Pathology)
  - AND a minimum of 6 credit hours from the following organismal courses:
    - **PL_P 511** (Virology, 3 credits)
    - **PL_P 513** (Nematology, 3 credits)
    - **PL_P 514** (Bacteriology, 3 credits)
    - **PL_P 521** (General Mycology, 3 credits).
  - **2** credit hours minimum of **PL_P 515** Seminar must be taken in the PhD program
- 20 credit hours minimum of **PL_P 800** research credit hours

Changes to the core curriculum are decided on a case-by-case basis based on students having completed equivalent courses at other institutions, and require approval by the committee chair and the Chair of the Department, e.g., if a student has taken equivalent plant pathology courses to PL_P 429 and/or PL_P 570 at another institution and can provide the syllabus of each to demonstrate the equivalence of the course(s).

Completion 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 provided 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 coursework, 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 <u>read and approved</u> 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. <u>Communicate</u> 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.*

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 the same day or at most 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. The student's advisor and all committee members must attend the defense seminar.

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 coursework 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 as soon as the application becomes available (generally about 3 months in advance of the semester for which you plan to graduate) 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 to be present at any final examination/ballot meeting. The name of the individual making the request will be held confidential. Please refer to the related policy here: Graduate Faculty Representative.

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 approval/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, and that it requires only minor revisions that could be made within the required ten-day period.

Students must also upload the upload a complete draft of their dissertation to ProQuest in PDF format. Navigate to https://gradschool.wsu.edu/dissertations-theses/ and follow the directions carefully to submit your draft.no less than 10 working days prior to the selected exam date. At this time, the student must also send an updated final draft to their committee members, AND email a pdf of their 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 complete the following:
1. One the final edits are made, you need to complete and upload your Thesis/Dissertation Approval form into myWSU using these directions. Your graduate program and committee chair must approve these pages within myWSU and route them to the Graduate School within ten business days, so it is important to start this process immediately after your exam.
2. Email your completed Hold Harmless and Copyright Acknowledgment Form to gradschool@wsu.edu.
3. Doctoral students must email their Survey of Earned Doctorates (SED) completion certificate to gradschool@wsu.edu.
4. Using the link contained in your Graduate School review, update your ProQuest submission with your completed and revised dissertation. This must be the final version, containing all revisions required by the Graduate School and by your committee, and must be in PDF format. Graduate School staff will review these during degree conferral and may require additional revisions. Once approved by the Graduate School, no further changes are permitted.

Additional **departmental exit requirements** will be shared by the Academic Coordinator along with the exam announcement.

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. The student,

major professor, and other committee members must also have attended the defense seminar. 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.

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	
Obtain an Advisor/Committee Chair Refer to your graduate program's student handbook for more information.	As soon as possible after admission to the Graduate School.	

Degree Program Action		
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. 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 2026, your program form is due by the Spring 2026 deadline. Missing this deadline is grounds for the Graduate School to deny an examination request. More information is available here.	**Third Semester**	**Form Deadline**
	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
	Fall 2027	10/1/2027
	Spring 2028	3/1/2028
	Summer 2028	3/1/2028

Degree Program Action		
Schedule Preliminary Exam *You must have an approved Program of Study on file with the Graduate School to schedule your preliminary exam (see above).* 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. *Second attempt preliminary exam scheduling forms are due 15 working days prior to the proposed date of the exam.* More information is available here.	**Semester**	**Form Deadline**
	Fall 2025	11/19/2025
	Spring 2026	4/17/2026
	Summer 2026	7/17/2026
	Fall 2026	11/25/2026
	Spring 2027	4/16/2027
	Summer 2027	7/16/2027

Degree Program Action		
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. See the above deadlines for scheduling your preliminary exam. More Information is available here.	**Semester**	**Last Day for Prelim Exams**
	Fall 2025	12/5/2025
	Spring 2026	5/1/2026
	Summer 2026	7/31/2026
	Fall 2026	12/11/2026
	Spring 2027	4/30/2027
	Summer 2027	7/30/2027

Updated 8/14/2025

Apply for Graduation

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.

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.

Directions are available at https://gradschool.wsu.edu/graduation-application/

Apply for Graduation (continued from above)
See above for details regarding the application for graduation.

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.

Semester of Graduation	Application Deadline
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
Fall 2026	10/2/2026
App available on	6/8/2026
+$50 late fee	10/3 – 10/31
+$75 late fee	11/1 – 11/20
Spring 2027	3/5/2027
App available on	10/12/2026
+$50 late fee	3/6 – 3/31
+$75 late fee	4/1 – 4/23
Summer 2027	5/28/2027
App available on	1/1/2027
+$50 late fee	5/29 – 6/30
+$75 late fee	7/1 – 7/30

Schedule Final Exam

You must have applied for graduation to schedule a final exam.

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 http://gradschool.wsu.edu/dissertations-theses/) at least 10 working days prior to the proposed examination date.

Second attempt final exam scheduling forms and drafts are due 15 working days prior to the proposed date of the exam.

More information is available here.

Semester	Form Deadline
Fall 2025	11/6/2025
Spring 2026	4/10/2026
Summer 2026	7/17/2026
Fall 2026	11/5/2026
Spring 2027	4/9/2027
Summer 2027	7/16/2027

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.

See the above deadlines for scheduling your final exam.

More Information is available here.

Semester	Last Day for Final Exams
Fall 2025	11/21/2025
Spring 2026	4/24/2026
Summer 2026	7/31/2026
Fall 2026	11/20/2026
Spring 2027	4/23/2027
Summer 2027	7/30/2027

Updated 8/14/2025

Final Document Submission You must update your ProQuest submission with your final dissertation (including revisions from your committee and the Graduate School). Also, you must upload your completed *Hold Harmless* form and your *Thesis/Dissertation Approval* form into myWSU. Your committee chair must approve your *Thesis/Dissertation Approval* form within myWSU. Your academic coordinator will electronically deliver the approved form to the Graduate School. Students graduating from a PhD program must also complete the *Survey of Earned Doctorates* (SED) using the link found at www.gradschool.wsu.edu/forms. You must upload your SED completion certificate into myWSU.	All final documents (final thesis, the *Hold Harmless* form, SED completion certificate, and the *Thesis/Dissertation Approval* form along with myWSU approval by your committee chair) are due 10 business days after your final exam. | Example Final Exam Date	Example Deadline | |---|---| | 4/7/2026 | 4/21/2026 |
Commencement Participation 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.	For more information, please see https://commencement.wsu.edu.

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.

At least annually, the ASE's performance is to be assessed 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. This ASE performance evaluation is for employment purposes only and does not replace the required *Academic Evaluation of Students*. While ASE performance evaluations for assistantship employment and academic evaluations may be conducted at the same time, each type of evaluation must be retained separately at the academic unit level.

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 themself. 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: 1) the student has maintained a 3.0 cumulative grade point average (GPA) or higher in all work since initial admission to the Graduate School, 2) there are no outstanding incomplete grades of more than one semester or summer session duration, 3) the student has demonstrated satisfactory research progress and continued enrollment in the Graduate School, and 4) the student has demonstrated satisfactory performance as an ASE.

ASE Time Off

Vacation time off requests are to be submitted to and approved by the supervisor prior to time off being taken. 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. Supervisors 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 Workday Knowledge Base Employee Request and Correct Time Off for detailed instructions. ASEs are responsible for reviewing Workday notices to certify time offs submitted on their behalf

Sick leave time off may only be used for reasons described in Article 30.1.3. When ASEs need to be absent from work for sick purposes, they are to provide notice of the request to their supervisors as soon as the need is known.

Academic year leave balances expire May 15 and will be wiped by June 1. Fall to Spring leave balances will roll over when reappointed. Summer Assistantship leave balance are separate from academic year and will be wiped on Aug 15.

Vacation Time Off (WSU/UAW Contract, Article 28)	Sick Leave (WSU/UAW Contract, Article 30)
Salaried ASEs with 50% FTE on a 9-month appointment will receive 48-hours	**Salaried** ASEs with 50% FTE on a 9-month appointment will receive 36-hours
Salaried ASEs below 50% FTE or appointed to a lesser term (i.e. Summer, or late start) will have prorated vacation time off	**Salaried** ASEs below 50% FTE or appointed to a lesser term (i.e. Summer, or late start) will have prorated sick leave
Hourly ASEs **not eligible**	Hourly ASEs are eligible Accrual Rate: 1 hour of sick leave for every 40 hours worked
Summer PAP **not eligible**	Summer PAP **not eligible**
Unless otherwise approved, vacation time off must be used in four-hour increments during academic semester breaks or as otherwise mutually agreed upon by the ASE and their supervisor. Vacation time off requests are to be submitted to and approved by the supervisor prior to time off being taken.	Sick leave time off may only be used for reasons described in Article 30.1.3. When ASEs need to be absent from work for sick purposes, they are to provide notice of the request to their supervisors as soon as the need is known.

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 GSPP 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 <u>well in</u> <u>advance</u>. 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

NAME, TITLE	EXPERTISE	LOCATION, PHONE, E –MAIL
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 Emeritus	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
Chakradhar Mattupalli, Ph.D. Assistant Professor	Berry and potato pathology	WSU Mount Vernon 360-848-6138 cmattupalli@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 Emeritus	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 and 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 and 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, UDA-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@ars.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.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.
3) 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

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: _____

1

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 _____

2

PLANT PATHOLOGY SEMINAR (PL_P515) SYLLABUS

Instructor's Name
Email
Office hours

Course Learning Objectives
In this course, each student will learn how to:
1. Search, review, and synthesize the primary literature on a selected research topic.
2. Write a professional abstract on their seminar topic with appropriate citations and formatting.
3. Organize, prepare, and deliver an oral presentation with the necessary visual aids in front of a live audience of faculty, research staff, and graduate students.
4. Participate in Q&A sessions following weekly presentations by both answering and asking questions in a professional manner.

Seminar Attendance and Participation
- **All plant pathology graduate students** (whether registered for PL_P 515 credits or not) are **required to attend PL_P 515 seminars** unless they have obtained advance approval from the course instructor.
- **Student attendance sign-in sheet:** All in-person graduate students will sign the sheet each week to mark their attendance; the seminar instructor will write the names of students attending over Zoom on the sheet.
- **Attendance grade:** Students enrolled in PL_P 515 for credit will be graded on **attendance** (5%). To receive a full grade for seminar participation, students must have **attended all seminars** (or had only approved absences and completed make-up work), over the duration of the semester. (See the "Class Attendance" section below and the **Seminar Participation Rubric** in the Plant Pathology Graduate Student Handbook.)
- **Participation grade:** students enrolled in PL_P 515 for credit will also be graded on their level of **participation** during the seminar Q&A sessions (5%). Over the course of the semester, students are expected to each ask a **minimum of 3 questions** during seminar Q&A sessions. (See the **Seminar Participation Rubric** in the Plant Pathology Graduate Student Handbook.) See the *PL_P515-Seminar_Tips for Asking Questions* document provided by the instructor.
- **Presentations**: Even if presenting over Zoom, students are expected to present their seminar to a live, in-person audience.

Synopsis of Major Deadlines
* Deadlines may be subject to change by the instructor. Students are responsible for ensuring they meet deadlines for all assignments.
1. **Select (or be assigned) a seminar date**
   Prior to- or at the start of the semester, the instructor will assign or ask each student registered for PL_P 515 credit to sign up for a seminar presentation date.

2. **Email the instructor the proposed seminar topic and tentative title for approval**
   By the **second week of the semester***, each student will email their seminar topic and a tentative title to the instructor for review and approval. The instructor can request changes to the title or topic.
3. **Email the instructor the final seminar title, abstract, and list of references (see instructions below)** At least **3 weeks prior*** to the seminar date, the student is required to email a Word document with their draft title, abstract, list of references, and name(s) of abstract reviewer* to the instructor for feedback. The instructor may request revisions before step 5.
   > * Prior to emailing the draft flier to the instructor, the abstract and references *must be reviewed and edited by your major advisor or another suitably qualified individual.* Each student must submit the name(s) of the abstract reviewer(s) to the course instructor with their abstract.
4. **Give a practice seminar presentation**
   At least **2 weeks prior*** to the seminar date, the student will give a practice presentation to their major advisor (encourage the advisor's program members to attend). The student is responsible for scheduling their practice seminar and scheduling a room for the practice.
5. **Email the department Administrative Manager with your approved title, abstract, and list of references**
   After approval from the instructor and at least **1 week prior*** to the seminar date, the student will submit the final, approved flier with the seminar title, abstract, and list of references, to the Plant Pathology Administrative Manager (melissa.bills@wsu.edu) as a Word document.
   Penalty for late abstracts: *The abstract grade will be penalized 1 point for each day the abstract is submitted after the deadline (1 week prior to the seminar date).*
6. **Practice presentation of the seminar with the course instructor**
   At least **1 week prior*** to their seminar date, the student will meet with the instructor to review their presentation in **near-final form** (not draft) and incorporate revisions based on feedback from the instructor.
7. **Post-seminar meeting with the instructor**
   Within 2 weeks after the seminar*, the student will schedule a debriefing with the instructor to review the seminar, assigned grade, and other feedback, including the evaluations from others attending the seminar.

Seminar Topic Selection

- Each student must identify and select a research topic relevant to the discipline of plant pathology for their seminar. The instructor reserves the right to reject or request a revised topic.
- Students are encouraged to discuss topic ideas with the course instructor and their major advisor prior to selecting a topic.
- Students enrolled in PL_P 515 may not present a seminar on their research topic. Research topics are presented as defense seminars, for which students do not enroll in PL_P 515.
- **Penalty for late submission**: It is important that seminar topics be submitted on time. A student's seminar grade will be penalized by **1 point for each day it is late**.

Seminar Grading and Specific Format Requirements

- The abstract will be graded using the **Abstract Rubric** posted in the Plant Pathology Graduate Student Handbook.
- Rubric criteria include the quality of the information, clarity of writing, correct grammar, appropriate length, and a sufficient number of correctly formatted references.

- **Length**: The abstract must be **1 page in length** with 1-inch margins and standard font (Times New Roman or Arial, 11–12 pt font).
- **References**: At least **6 references** must be cited in the abstract. Maximum 1-page list of references. References should be placed on the reverse side of the abstract flyer.
- **Reference Format**: In-text references should be numbered sequentially and in parentheses (e.g., [1-2]). References in the list on the second page should be numbered and formatted as follows: Author(s) surname, initial(s). Year. Article title. Journal Name Volume: first page-last page. doi

Seminar Content Requirements

Student seminars will be graded by the instructor using the P**resentation Rubric** in the Plant Pathology Graduate Student Handbook. Students are advised to read the rubric prior to your seminar to understand what is required. **NOTE:** The final grade is assigned by the instructor, not by student, staff, and faculty evaluations of the seminar, although their feedback is taken into consideration by the instructor.

In their seminar, each student should:
- Present a topic relevant to plant pathology
- Address specific questions and hypotheses on that topic
- Provide relevant background information that is suitable for a diverse audience
- Provide an in-depth investigation of the topic
- Use multiple peer-reviewed publications
- Integrate information from multiple sources
- Present detailed information (relevant methods, data, and analysis results)
- Generalize and draw conclusions from all the information
- Provide conclusions/synthesis that include any personal perspectives from your research experiences

Seminars should not be superficial, lack detail, or present information in a disconnected way.
For example, students should not present a list of different papers one by one (i.e., Materials & Methods, Results, Discussion from one paper, followed by those from a second paper, etc.).

Seminar Length Requirements

Each semester, the instructor will specify the required length of student seminars. Seminars will be either **short format** (~20 minutes long) or **long format** (~40-45 minutes long). It is essential that students practice their seminars to meet, but not exceed, the length requirements. This is one criterion for your grade (see **Presentation Rubric**).

Seminar Q&A

- After giving their seminar, the student should be prepared to answer questions from the audience.
- To ensure that those in the room and those attending on Zoom can hear the question, students should repeat each question to the audience before answering. If questions are posted over Zoom chat, students should also read the question aloud before answering.

Seminar Evaluation and Debriefing Requirements

- **Within 2 weeks of giving their seminar**, each student is required to schedule and hold a meeting with the instructor for a "debriefing" session.

- In this session, the instructor will discuss the strengths and weaknesses of the student's seminar and provide suggestions for how they can improve their seminar development and presentation skills.
- This will include information from the instructor in the **Presentation Rubric** (Plant Pathology Graduate Student Handbook). Additionally, the instructor will provide a summary of the *non-graded feedback* received from other department members who attended the presentation.

Expectations for Student Effort
For each hour of lecture equivalent, students should expect to have a minimum of two hours of work outside class.

Grading

Abstract:	(15 points) 15%
Presentation:	(75 points) 75%
Seminar attendance and participation:	(10 points) 10%
Total	**100 points**

Grading scale:

>95% = A	75-79% = C
90-94% = A-	70-74% = C-
85-89% = B	60-69% = D
80-84% = B-	<60% = F

University Syllabus Statement
Students are responsible for reading and understanding all university-wide policies and resources pertaining to all courses (for instance, accommodations, care resources, policies on discrimination or harassment), which can be found in the [university syllabus](#).

Academic Integrity Policy
The student is responsible for reading WSU's [Academic Integrity Policy](#), which is based on [Washington State law](#). If you cheat in your work in this class, you will:
- **fail the course**
- Be reported to the Center for Community Standards
- Have the right to appeal the instructor's decision
- Not be able to drop the course or withdraw from the course until the appeals process is finished

If you have any questions about what you can/cannot do in this course, ask the instructor.

If you want to ask for a change in the instructor's decision about academic integrity, use [the form](#) at the [Center for Community Standards](#) website. You must submit this request within 21 calendar days of the decision.

AI Statement
The use of generative AI is not permitted for this course. All work must be entirely your own. <u>Any</u> use of AI for assigned work will be treated as plagiarism, and students will be subject to academic discipline.

Class Attendance
Participation and attendance are vital for learning outcomes in the seminar course. As such, the expectation for the course is that students will attend all seminars throughout the semester, unless there are extenuating circumstances. In the event a student is unable to attend a class due to planned or unexpected event, it is the responsibility of the student to **inform the instructor in writing as soon as possible**, explain the reason for the absence (and provide documentation, if appropriate), and make arrangements with the instructor for missed work. **To make up for an excused absence, students must watch the seminar recording, write a 1-page summary of the talk (single-spaced, 12 pt font), and include one question that they would have asked had they been able to attend live.** Unexcused absences may result in a reduction of the overall grade in the class.

Students are responsible for reading WSU's Class Attendance and Absences.

Rubric for PL_P 515 Seminar

Abstracts Student Name: _____

The following rubric will be used to assess each student's abstract (15 pts total).

Criteria	Excellent	Very Good	Good	Fair
Content: Introduction, background, rationale (___of 2.5 points)	Introduction, background, and rationale for the topic are elucidated clearly and coherently. (2.25–2.50 points)	Introduction, background, and rationale for the topic generally are clear. The reader generally can understand. (2.00–2.25 points)	Introduction, background, and rationale for the topic lack adequate detail. The reader cannot fully understand the information presented. (1.50–2.00 points)	Introduction, background, and rationale for the topic are very difficult to follow. The reader cannot understand the information presented. (0–1.50 points)
Content: Clarity of information, writing organization (of 7.points)	Abstract is written clearly with topic sentences for paragraphs, sufficient supporting information for statements. Transitions between paragraphs are logical, and the abstract is organized logically. (6.75–7.50 points)	Abstract is written clearly as described for "Excellent" but is missing some key information or elements. Abstract is well written and logical overall. (6.00–6.75 points)	Abstract statements are not fully supported, key elements or information are missing that hinder the reader's ability to understand topic. (5.25–6.00 points)	Abstract is poorly written. Sentences are unclear and missing key information. Reader is unable to understand the authors' meaning. Paragraphs and sentences are not organized logically. (0–5.25 points)
Grammar, punctuation, format, length (___of 2.5 points)	No obvious errors in spelling/ punctuation. Font, line spacing, and abstract length are appropriate. (2.25–2.50 points)	Minimal errors in spelling/ punctuation. Font, line spacing, and abstract length are appropriate. (2.00–2.25 points)	Numerous errors in spelling/ punctuation. Font, line spacing, and abstract length are not appropriate. (1.50–2.00 points)	Significant errors in spelling/punctuation detract from readers' ability to judge the content. Font, line spacing, and length are not appropriate. (0–1.50 points)
References (__ of 2.5 points)	Sufficient references are provided, cited in the text, and formatted correctly in the bibliography. (2.25–2.50 points)	Sufficient references are provided and formatted correctly in the bibliography, but citations are missing in the text. (2.00–2.25points)	References are insufficient and/or formatted incorrectly. (1.50–2.00 points)	References are missing and/or not formatted following abstract instructions. (0–1.50 points)

Comments

Total Score_____/15

Rubric for PL_P 515 Seminar Presentations

Student Name: _____

The following rubric will be used to assess each student's presentation (75 pts total).

Criteria	Excellent	Very Good	Good	Fair
Presentation organization: Overall (__ of 20 points)	Presentation is clear and logical. Listener can easily follow line of reasoning. Subsections are connected logically (18–20 points).	Presentation is generally clear. A few minor points may be confusing. Subsections seem somewhat disconnected (15–17 points).	Listener can follow presentation with some effort. Organization is not well thought out, missing connections between subsections. (13–15 points)	Presentation is unclear and unorganized. Sections are disconnected. Audience struggled to understand the information presented. (0–12 points)
Presentation organization: Slide coherence (__ of 2.5 points)	All slides follow a similar color scheme, font, and design. (2.25–2.50 points)	Most slides follow a similar color scheme, font, and design. Some slides vary, but it is not too distracting. (2.00–2.25 points)	Slides have a few different color schemes, fonts, and designs that is distracting. (1.75–2.00 points)	Significant differences in color schemes, fonts, and design that is very distracting. (0–1.75 points)
Presentation quality: Professionalism (__ of 10 points)	Style is appropriate for presentation of results. Not too casual. Speaker is readily heard and understood. No typographical or grammatical errors. (9–10 points)	Style generally is appropriate. Audience may have some trouble hearing or understanding the speaker. Some information on the slides is read. 1-3 typographical or grammatical errors. (7–8 points)	Presentation is too informal or poorly prepared. Speaker is difficult to hear or understand. Much information on the slides is read and sounds robotic. 4-6 typographical or grammatical errors. (5–6 points)	Presentation is unprofessional. Unable to understand speaker or speaker reads verbatim from slides. Many typographical or grammatical errors. (0–4 points)
Presentation quality: Use of visual aids (__ of 10 points)	Slides are visually appealing and visual aids significantly help explain content. Text size and figures are readable. (9–10 points)	Visual aids help explain content, with minimal missing information. Text size and figures are readable. (7–8 points)	Some visual aids are difficult to read, but most help explain the content. Some text size is too small or text is too dense. (5–6 points)	Visual aids are confusing and do not help explain content. Visual aids and font are unreadable. (0–4 points)
Presentation quality: Duration (__ of 2.5 points)	Duration of presentation was within 1-2 minutes of the limit. (2.25–2.50 points)	Presentation was <3 minutes over/under the limit. (2.00–2.25 points)	Presentation was >5 minutes over/under the limit. (1.75–2.00 points)	Presentation was >7 minutes over/under the limit. (0–1.75 points)

Presentation content: Depth, clarity, and accuracy (of 10 points)	Topic is described very clearly and is easy to understand. Methods and figures are explained coherently. Information conveyed is accurate. (9–10 points)	Description of topic, methods and figures generally is clear, some discussion of implications of the topic. Information generally is accurate, with minimal, minor errors. (7–8 points)	Key components of the presentation are present, but discussion is limited. Some information is inaccurate, with mistakes. (5–6 points)	Key components of the presentation are missing. Vital information is missing or inaccurate. (0–4 points)
Presentation content: Synthesis and future directions (__ of 7.5 points)	Impacts and implications of topic are discussed and elucidated effectively. Future work or directions are proposed. (6.5–7.5 points)	Impacts and implications of topic are discussed, and future work or directions are proposed, but some information is missing. (5.5–6.4 points)	Impacts and implications of topic are discussed, and future work or directions are proposed, but there is a lot of missing information. (4.5–5.4 points)	Impacts and implications of topic and future directions either are not discussed or lack clarity. Key information is missing (0–4.4 points)
Presentation content: References (of 2. points)	References provided for figures, tables, images, and relevant bullet points. (2.25–2.50 points)	Some key references missing, but almost all figures, tables, images, and relevant bullet points have references cited. (2.00–2.25 points)	Many key references missing but almost all figures, tables, images, and relevant bullet points have references cited. (1.75–2.00 points)	No references are cited in the presentation. (0–1.75 points)
Presentation creativity (__ of 2.5 points)	Very creative and engaging presentation. (2.25–2.50 points)	Presentation generally engaging and creative. (2.00–2.25 points)	Presentation included only a few creative or engaging aspects. (1.75–2.00 points)	Presentation lacked creativity and is not engaging. (0–1.75 points)
Competency at addressing questions from the audience (__ of 7.5 points)	Answered all questions coherently and competently (6.5–7.5 points)	Answered questions with less clarity (5.5–6.5 points)	Answers to questions do not reflect synthesis or broader understanding of topic presented (4.5–5.5 points)	Unable to answer audience questions competently (0–4.5 points)

Comments and Suggestions:

Total Points _____ /75

Rubric for PL_P 515 Seminar Participation

Student Name: _____

The following rubric will be used to assess class participation for each student registered for PL_P 515 credit (10 pts total).

Criteria	Excellent (4.5 - 5 points)	Very Good (4.0 - 4.5 points)	Good (3.5-4.0 points)	Fair (0-3.5 points)
Participation (___of 5 points)	Asked at least 3 or more logical and pertinent questions over the duration of the semester	Asked at least 2 logical and pertinent questions over the duration of the semester	Asked at least 1 logical and pertinent question over the duration of the semester	Over the duration of the semester, the student did not ask any questions, or the questions were not logical or pertinent to the topic
Attendance* (___of 5 points)	Attended all seminars during the semester and made up any excused absences	Attended all but 1 seminar during the semester and made up any excused absences	Student was absent for 2-3 seminars and did not make up all excused absences	Absent for >3 seminars and did not make up all excused absences

* See the syllabus for policy on attendance and clarify any questions with the instructor regarding what is necessary to make up absences.

Comments:

Total Score   ____/10

Tips for Asking Questions After a Seminar: A Guide for Graduate Students
Dr. Tanaka

Asking thoughtful questions after a seminar is a valuable skill that enhances your understanding, contributes to the discussion, and helps you build professional connections. This guide provides practical steps to help you ask insightful questions with confidence.

Why Ask Questions?
1. **Enhance Learning**: Gain a deeper understanding of the topic.
2. **Engage the Speaker**: Thoughtful questions demonstrate interest and leave a positive impression.
3. **Build Connections**: Questions can lead to professional relationships, collaborations, or new ideas.

How to Develop Good Questions
1. **Take Notes**
   o Jot down key points, surprising ideas, or concepts that stand out during the talk.

2. **Focus Your Thinking**
   Ask yourself:
   o Did something surprise or intrigue me? Why?
   o Does this remind me of another concept, method, or problem?
   o Is something unclear or difficult to follow?
   o Are there alternative methods, interpretations, or applications to explore?

3. **Types of Questions to Consider**
   o **Clarification**: "Could you elaborate on [specific point]?"
   o **Technical Details**: "What methods did you use to [specific part of the research]?"
   o **Connections**: "How do these findings relate to [related topic or your research]?"
   o **Alternatives**: "Have you considered other approaches, such as [alternative method]?"
   o **Future Directions**: "What's next for this research? Are there broader applications?"

4. **Learn from Others**
   o Observe the questions others ask and reflect on what makes them effective.

How to Phrase Your Question
- **Be Clear and Concise**: Keep your question brief and focused.
- **Ask One Question at a Time**: Avoid combining multiple questions.
- **Stay Relevant**: Ensure your question connects directly to the talk's content.
- **Provide Context**: Briefly frame your question if needed (e.g., "In my research, I've observed X. How does that compare to your findings?").

Building Confidence to Ask Questions
- **Start Small**: Practice asking questions in smaller settings like lab meetings or informal discussions.
- **Understand Your Value**: Don't hesitate to ask "basic" questions, which are often helpful to others in the audience.
- **Prepare in Advance**: Write down or outline your question before speaking.

Final Thoughts
Engaging in scientific conversations is a core part of being a researcher. Asking questions not only strengthens your understanding but also fosters meaningful discussions and connections. Like any skill, it gets easier with practice—so challenge yourself to ask questions and enjoy the process of becoming an active, engaged scientist.