

WSU Vancouver
School of Engineering and
Computer Science

2024 – 2025

GRADUATE STUDENT HANDBOOK

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1. Welcome! – Letter from the Director

Dear Graduate Students:

It is my great pleasure to welcome you to the School of Engineering and Computer Science (ENCS), as you begin your new journey with us in our graduate programs. Graduate students are a vital part of the ENCS community, making valuable contributions to both our research and education missions. At the School of ENCS, we offer master's and doctoral level programs which aim for preparing the next generation of scholars, researchers, engineers, and leaders. These programs require hard work, high level of productivity, determination, collaboration, and innovative ideas. All programs balance advanced coursework with hands-on research opportunities in our state-of-the-art laboratories. The graduate courses are designed to provide a broad perspective of a particular discipline. The research opportunities allow you to work closely with your faculty advisor to further advance your skills and knowledge by investigating a research problem and making contributions to the larger research community.

The faculty and staff at the School of ENCS are committed to creating a supportive environment where you will grow and thrive. We have Graduate Studies Committees in all our programs including Computer Science, Mechanical Engineering and Electrical Engineering. These committees oversee all aspects of our graduate programs. Along with your faculty advisor, they will assist you in setting up your academic and research program. Our Graduate Academic Coordinator will facilitate your communications with the Graduate School and maintain your student records. Our Student Success Group is a dedicated faculty/staff group which goes above and beyond to support your academic success, professional development, and personal well-being. Please feel free to reach out to them or myself when you have questions or need help. In addition, I strongly encourage you to make connections with your fellow graduate students as you develop and learn.

Once again, welcome to the School of Engineering and Computer Science. We hope you find your education journey with us enjoyable and rewarding.

Xinghui Zhao, Ph.D.

Director

School of Engineering and Computer Science (ENCS)

2. ENCS GRADUATE PROGRAMS OVERVIEW

2.1. Master of Science

The School of Engineering & Computer Science offers the following Master of Science degree programs:

- Computer Science M.S. – Thesis or Non-Thesis
- Electrical Engineering M.S. – Thesis or Non-Thesis
- Mechanical Engineering M.S. – Thesis or Non-Thesis

2.2. Doctor of Philosophy - in partnership with WSU Pullman

The below Ph.D. programs are offered through WSU Pullman School of Electrical Engineering & Computer Science and School of Mechanical & Materials Engineering; selected students admitted to these programs may have the opportunity to study on the WSU Vancouver campus under the direction of faculty advisors in the School of Engineering & Computer Science.

- Computer Science, Ph.D.
- Electrical & Computer Engineering Ph.D.
- Mechanical Engineering Ph.D.

2.3. ENCS Research Areas

Computer Science

- Theory
- Artificial intelligence
- Big data and data science
- Systems and networks
- Security

Electrical Engineering

- Antenna Design
- RF/microwave
- Systems Micro/nanoelectronics
- MEMS
- Sensors and signal processing
- Nanotechnology
- Electric Power Systems
- Digital/embedded Systems

Mechanical Engineering

- Solid mechanics
- Manufacturing and design

- Robotics and automation
- Fluid mechanics
- Heat and mass transfer
- Micro/nano technology

3. ADMINISTRATION OF GRADUATE PROGRAMS

In addition to ENCS policies, students are expected to abide by the Graduate School requirements, policies, and procedures as outlined in the [Graduate School Policies & Procedures Manual \(GS PPM\)](#).

3.1. Graduate School:

- Under the direction of the provost, Graduate School administration rests with the vice provost for graduate and professional education and the vice provost's designees in consultation with the Faculty Senate's Graduate Studies Committee and Professional Health Sciences Committee. The policies and procedures of the Graduate School are designed to give structure and consistency to all of WSU's graduate academic programs systemwide.

3.2. ENCS Graduate Studies Committee

- The School of ENCS Graduate Studies Committee (ENCS GSC) is composed of faculty who have Graduate Faculty status and includes a Chair and a Co-chair for each graduate degree program. The committee members are appointed by the School Director, and their appointment period starts on August 16 and ends on August 15 of the following year.

The ENCS GSC:

- Oversees the MS-CS, MS-ME, and MS-EE Program.
- Is responsible for recommending admission of students to its program.
- Meets regularly during the academic year to discuss pertinent matters. Items desired to be included on the agenda should be submitted to the Chair of the appropriate ENCS GSC.
- As appropriate, acts as liaison between the student and the Graduate School, and the ENCS faculty and the Graduate School.
- Makes recommendations concerning new graduate courses and changes in existing graduate courses, and updates the School's graduate course plan.
- Makes recommendations to the faculty concerning changes in graduate policies and programs.
- Oversees the assignment of the Teaching Assistants with input from the School Director.

- Assists with maintaining and updating the ENCS Graduate Student Handbook.

3.3. ENCS Graduate Program Faculty

- **Graduate Faculty membership.** The Graduate Faculty consists of tenure-track faculty who demonstrate ability and continuing interest in conducting research and whose academic duties normally involve research expectations as well as instruction or supervision of graduate students.
- **Associate Graduate Faculty membership.** The Associate Graduate Faculty (career track) consists of career-track faculty who clearly demonstrate ability and continuing interest in conducting research and who may be involved in graduate education.

ENCS Graduate Faculty Allowable Committee Roles for Thesis & Dissertation

Computer Science Faculty

Faculty Member	Appointment	Chair	Co-Chair	Committee Member
ZHAO, Xinghui	tenure track	✓	✓	✓
BONAMY, Paul	career track			✓
MCCAMISH, Ben	career track			✓
WALLACE, Scott	tenure track	✓	✓	✓
WILLIAMS, Grant	career track			✓
WISNIEWSKA, Anna	tenure track	✓	✓	✓
ZHANG, Xuechen	tenure track	✓	✓	✓

Mechanical Engineering Faculty

Faculty Member	Appointment	Chair	Co-Chair	Committee Member
CHEN, Linda (Xiaolin)	tenure track	✓	✓	✓
GUROCAK, Hakan	tenure track	✓	✓	✓
KIM, Dave (Dae-Wook)	tenure track	✓	✓	✓
KIM, Jong-Hoon	tenure track	✓	✓	✓

QIN, Chris (Chao)	tenure track	✓	✓	✓
RAD, Hamid	career track			✓
SOLOVITZ, Stephen	tenure track	✓	✓	✓
TAN, Hua	tenure track	✓	✓	✓

Electrical Engineering Faculty

Faculty Member	Appointment	Chair	Co-Chair	Committee Member
GAO, Hang	tenure track	✓	✓	✓
KARACOLAK, Tutku	tenure track	✓	✓	✓
LYNCH, John	career track	✓	✓	✓
MAJDARA, Aref	career track			✓
SEKHAR, Praveen	tenure track	✓	✓	✓
ZHAO, Feng	tenure track	✓	✓	✓

3.4. Graduate Program Administration

- **ENCS Administrative Manager:** provides administrative support for graduate programs and graduate assistantships; assists with maintaining and updating the ENCS Graduate Student Handbook; assists with the fall and spring ENCS new student orientation meetings; point of contact for employment questions; responsible for assigning workspace for graduate students.
- **Graduate Academic Coordinator:** assists with the administration of the graduate program, including recruitment, admissions, and academic implementation; provides support by ensuring that Graduate School and departmental policies and procedures are followed; coordinates daily activities and information with the Graduate School, processes forms and maintains student records in the Graduate Research Management (GRM) module within myWSU; supports graduate students by providing information and guidance on program requirements and deadlines; assists with maintaining and updating the ENCS Graduate Student Handbook; organizes and administers the fall and spring ENCS new student orientation meetings.

4. APPLICATION AND ADMISSION

Admission to the graduate program is a joint decision between the WSU Graduate School and the School of Engineering and Computer Science (ENCS) at WSU Vancouver.

The School of Engineering & Computer Science evaluates applicants for admission to its graduate programs based on college transcripts, undergraduate/graduate GPA, evaluator references (minimum of three), a statement of purpose, and an English language proficiency score (if applicable).

Applications will be evaluated by the ENCS Graduate Studies Committee and appropriate program faculty members; applicants deemed most qualified will be recommended to the Graduate School for admission. Please note that admission may be denied by the Graduate School if an applicant does not meet the minimum university standard for admission.

4.1. MS Application Process

- The application is a two-step process:
 1. [apply to the School of Engineering and Computer Science \(ENCS\)](https://ecs.vancouver.wsu.edu/how-apply): (<https://ecs.vancouver.wsu.edu/how-apply>)
 2. [apply to the WSU Graduate School](https://gradschool.wsu.edu/apply/): applications for any Engineering program, including Computer Science, are now completed through the EngineeringCAS (centralized application) system: (<https://gradschool.wsu.edu/apply/>)

Please see [WSU Graduate School application website](#) for further domestic and international admission requirements.

4.2. MS Priority Deadlines for Applying

- **Fall Semester:** January 10
- **Spring Semester:** July 1
- Although we do have priority graduate application deadlines, we also have a rolling application process for admissions; after the priority deadline, graduate applications will still be accepted and considered for admissions into the ENCS graduate program, however, the availability of support in the form of assistantships is limited.
- Graduate assistantships are typically only available for students during a fall admissions term.

4.3. MS Admission Criteria

- 3.0 cumulative GPA
 - Provisional Admission: Provisional admission may be granted through an exception to policy by the department chair with approval by the vice

provost. The number of provisional admissions is limited to 10% of the total enrollment in the degree program for a given academic year (based on the Washington Student Achievement Council (WSAC) admission standards). Provisionally admitted students with grade point averages above 2.75 may receive an initial appointment if recommended and justified by the ENCS GSC or department chair.

4.4. Ph.D. Program

- The Doctor of Philosophy degree in Computer Science, as well as the Doctor of Philosophy degree in Electrical and Computer Engineering are offered through the School of Electrical Engineering and Computer Science, WSU Pullman campus.
- The Doctor of Philosophy in Mechanical Engineering is offered through the School of Mechanical and Materials Engineering, WSU Pullman campus.
- Our School does have a program in place for selected Ph.D. students to study on the Vancouver campus under the direction of an ENCS graduate faculty member; if a graduate faculty member on the Vancouver campus has funding available for a Ph.D. applicant, the faculty member will review prospective Ph.D. students from those who have applied to Pullman's Ph.D. program and have met admission criteria.

5. ONBOARDING AND ORIENTATION

New students will be contacted via WSU email by the ENCS Graduate Academic Coordinator who will provide an onboarding checklist and information for attending the mandatory in-person orientation; the ENCS orientation is held the week prior to the start of classes.

5.1. Required Graduate Student Trainings

- **Safety Training**
 - All graduate students must receive program specific safety training from the ENCS Engineering Technicians; this training is usually scheduled during the mandatory in-person ENCS orientation.
 - All graduate students must complete required online safety trainings; information regarding safety trainings is provided during the onboarding and orientation process.
 - Safety trainings are accessed via both WSU online learning platforms, [Canvas](#) (for students) and [Percipio](#) (for employees); *graduate assistants may need to access trainings via Canvas if their access to Percipio is delayed.
- [CITI-RCR training](#): select the Engineering Module; includes "Conflicts of Interest" and "Responsible Conduct of Research for Engineers."

5.2. Graduate Assistant Trainings

All graduate students on assistantship are required to complete the additional trainings below:

- **Discrimination, Sexual Harassment, and Sexual Misconduct Prevention (DSHP):** offered online through the WSU Human Resource Services (HRS) [Percipio](#) platform.
- **Cyber Security Awareness:** offered online through the WSU Human Resource Services (HRS) [Percipio](#) platform. Graduate students are required to complete the training within six months of the date of hire
- **Hazing Prevention:** offered online through the WSU Human Resource Services (HRS) [Percipio](#) platform. Training must be completed within the first six months of employment.

5.3. Okta, Network ID, Student Email

- Per WSU policy, all correspondence regarding academic and business-related activities must be sent to your WSU email address.
- In order to access your student email, you'll need an active Okta (password management system) account and a Network ID (NID).
- Your Network ID (NID) is the username you'll use to log into all WSU resources while you are a student.
- WSU resources like your student email, myWSU account and Workday can be accessed from the [WSU Vancouver homepage](#)

5.4. CougarCard

- A CougarCard is your official WSU Photo ID.
- You will be able to [request your CougarCard](#) once you've received your Network ID, student email and WSU ID number.
 - *NOTE: You'll need to upload both a passport style photo of yourself and a second current photo ID for verification.*
- You'll receive an email at your student email address once your CougarCard is ready to be picked up at the Cougar Center.

5.5. Swipe Card Access/Building Access

- WSU Vancouver buildings require external access by way of the Cougar Card (WSU ID card) when the campus is closed.
- Students will automatically receive basic swipe access to the VECS and VSCI buildings, graduate cubical work space and general computer labs; the student's PI/faculty advisor must request for the student to have access to research-specific labs.

- Students must have a CougarCard and have completed the mandatory ENCS safety trainings prior to a request for access to campus buildings.

5.6. Parking Permit

- Campus parking is enforced from 7 am to 7 pm, Monday through Friday.
- Purchase a parking permit via the [WSUV Parking Services website](#).

5.7. Telephones

- When calling someone on campus, you only need to dial the last 5 digits of the phone number (all begin with 6-xxxx).
- Off-campus calls: Dial (7) to get an outside line, then dial the entire 10 -digit phone number.
- Long-distance calls: obtain a long-distance authorization code from your faculty advisor; dial (7) to get an outside line, then dial (1) then the entire 10-digit phone number; next enter your long-distance code and “#”.

5.8. Campus Mail

- [WSU Vancouver Mailroom](#)
- No personal mail can be sent from the department outgoing mail bin.
- Inter-campus mail can be sent from the VECS 201 workroom to specific people and locations on any WSU campus. Please speak with the ENCS Administrative Specialist for assistance.
- All official mail that is intended to leave WSU must have a budget number on it; you should obtain a budget number from your faculty advisor.
 - NOTE: Dangerous Goods Shipping; you will need to contact van.mailroom@wsu.edu for guidance and mailing requirements.

5.9. Photocopying/Scanning

- Copy machine use by students is restricted to teaching or research duties only; please see the ENCS Administrative Specialist for assistance.

5.10. Office Supplies & Use of Lab Equipment

- Office supplies and clerical assistance are provided to TAs to the extent required for their teaching responsibilities. Such supplies are obtained by permission from the ENCS office staff.
- Equipment and shop services needed by TAs for the performance of assigned duties should be arranged through the faculty advisor and ENCS technicians.

6. EMERGENCY NOTIFICATION SYSTEM (ENS) & WSU VANCOUVER DEPARTMENT CONTACTS

6.1. Emergency Notification System (ENS)

- The ENS system notifies students, faculty and staff of emergency situations and campus closures via campus phones and email messages to university email addresses. To receive ENS alerts on your cell phone or non-university email, register by selecting the Emergency Notification tile on your myWSU homepage.

6.2. [Department of Public Safety](#)

- Administers the Campus Safety Escort Program (available 7 am to 11:30 pm) and Whistle Safety Program
- Located in the Classroom Building, Room 120
- Non-emergency assistance: Phone 360-546-9001
- After-hours and weekends: page or text 360-690-1527; be sure to include your 10 -digit phone number to receive a call back.

6.3. Facilities Operations and Environmental Health and Safety

- Manages building, grounds, infrastructure and utilities.
- [to place a facilities request](#)

6.4. Lab Supervisor / Principal Investigator (PI)

- Since each laboratory situation is unique, please review safety concerns and plans with the supervisor of the lab where you work.
- Immediately report all workplace illnesses or injuries to your supervisor and seek medical treatment if needed.
- For minor injuries that occur over the weekend, after regular business hours or while in travel status, students should report the incident to their supervisor within 24 hours.

6.5. Reporting Incidents

- Dial 9-911 from any campus landline before contacting Campus Police for medical emergencies or if public safety is a concern (ie: to report a fire or suspicious activity).

7. ENCS FACULTY AND STAFF CONTACT INFORMATION

([online ENCS Directory](#))

Main Phone: 360-546-9639

Computer Science Faculty

Faculty Member	Office	Phone	Email	Additional Role
ZHAO, Xinghui	VECS 201X	546-9110	x.zhao@wsu.edu	Director ENCS
BONAMY, Paul	VECS 301H	546-9463	paul.bonamy@wsu.edu	
KABIR, Farhana	VECS 301E	546-9195	farhana_kabir@wsu.edu	
MCCAMISH, Ben	VECS 301F	546-9228	b.mccamish@wsu.edu	
WALLACE, Scott	VECS 201U	546-9112	wallaces@wsu.edu	CS Prgm. Coordinator
WILLIAMS, Grant	VECS 301G	546-9632	grant.s.williams@wsu.edu	
WISNIEWSKA, Anna	VECS 201Q	546-9183	anna.wisniewska@wsu.edu	
ZHANG, Xuechen	VECS 201V	546-9631	xuechen.zhang@wsu.edu	Chair, ENCS GSC

Mechanical Engineering Faculty

Faculty Member	Office	Phone	Email	Additional Role
CHEN, Linda (Xiaolin)	VECS 301U	546-9117	chenx@wsu.edu	
GUROCAK, Hakan	VECS 301V	546-9637	hgurocak@wsu.edu	
KIM, Dave (Dae-Wook)	VECS 301W	546-9081	kimd@wsu.edu	ME Prgm. Coordinator
KIM, Jong-Hoon	VECS 301X	546-9250	jh.kim@wsu.edu	
QIN, Chris (Chao)	VECS 301Q	546-9184	chris.qin@wsu.edu	
RAD, Hamid	VECS 301L	546-9208	hamidrad@wsu.edu	
SOLOVITZ, Stephen	VECS 301P	546-9253	stevesol@wsu.edu	
TAN, Hua	VECS 301K	546-9144	hua.tan@wsu.edu	Chair, ME GSC

Electrical Engineering Faculty

Faculty Member	Office	Phone	Email	Additional Role
GAO, Hang	VECS 201H	546-9130	hang.gao@wsu.edu	
KARACOLAK, Tutku	VECS 201N	546-9185	tutku.karacolak@wsu.edu	Chair EE GSC
LYNCH, John	VECS 301J	546-9252	jdlynch@wsu.edu	
MAJDARA, Aref	VECS 201G	546-9129	aref.majdara@wsu.edu	
SEKHAR, Praveen	VECS 201W	546-9186	praveen.sekhar@wsu.edu	
ZHAO, Feng	VECS 201P	546-9187	feng.zhao@wsu.edu	EE Prgm. Coordinator

Technical Staff

Staff Member	Office	Phone	Email	Role
JANZEN, Kurt	VSCI 157	546-9287	kurt.janzen@wsu.edu	Engineering Technician II
JUDD, Sam	VECS 020	546-9201	sam.judd@wsu.edu	Electronics Technician II
SWANSON, Chad	VSCI 157	546-9481	chad_swanson@wsu.edu	Engineering Technician II
WELTER, Shawn	VECS 201A	546-9200	shawn.welter@wsu.edu	IT Systems Administrator

Office Staff

Staff Member	Office	Phone	Email	Role
BILIK-THOMPSON, Leslie	VECS 201D	546-9356	l.bilik-thompson@wsu.edu	Graduate Academic Coordinator
BULGER, Mary Beth	VECS 201Y	546-9160	mary.bulger@wsu.edu	Assessment and Internship Program Coordinator
DEFORD, Keri	VECS 201B	546-9424	keri.deford@wsu.edu	Undergraduate Academic Coordinator
TBD	VECS 201Y	546-9639		Administrative Specialist
POTTER, Claire	VECS 201C	546-9638	c.potter@wsu.edu	Undergraduate Academic Coordinator

VIZCAINO, Ashley	VECS 201E	546-9092	ashley.vizcaino@wsu.edu	Administrative Manager
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8. GRADUATE STUDENT ACADEMIC REQUIREMENTS

For further information see the [Graduate School Policies & Procedures Manual](#).

8.1. Enrollment

- **Continuous Enrollment:** All full-and part-time degree-seeking graduate students must maintain continuous enrollment in the Graduate School, registering for each semester, excluding summer sessions, from the time of first enrollment until all requirements for the degree are completed. Continuous enrollment is maintained by registering for a minimum of 2 graduate credits per semester (excluding the summer).
- **Students Receiving Financial Support:** All students on assistantship must be enrolled full-time (10 to 18 credits) during the term of their appointment.
- **International Students:** All international students must be enrolled full-time (10 to 18 credits) during the academic year in order to maintain legal status, unless they have obtained permission to be enrolled part-time via the Reduced Course Load form. See [WSU International Student and Scholar Services](#) for further information.
- **Thesis 700 Credits:** In general, full-time graduate students must register for at least one 700 (thesis masters) research credit each fall & spring semester to track faculty advisor effort. Part-time students enrolling solely for the purpose of completing theses or taking master's final examinations, must register for a minimum of 2 semester hours of 700 (thesis masters) research credit during that semester or summer session.
- **Non-Thesis 702 Credits:** full-time graduate students in the non-thesis program need not enroll in 702 credits each semester; these students should enroll in 702 credits in the semester in which they are actively working on their special project or taking the final examination.
- **Graduate Leave:** Degree-seeking students in active status and in good academic standing who must be away from campus for personal reasons and who cannot maintain continuous enrollment in any given semester, may apply for an official graduate leave of absence. The Graduate School must receive the *Application for Graduate Student Leave* form no later than the 30th day of classes during the semester in which the leave is requested.
 - ❖ **No Leave Allowed First Semester - Admission Valid for One Term Only:** Students who do not complete their first semester of study are not eligible for a graduate leave of absence. Students must enroll and complete the first semester of study to be considered a graduate student in active status. If the first semester of study is not completed for any reason (e.g., withdrawal due

to medical reasons), the student must reapply to the Graduate School in order to return to the program to which the student was originally admitted. Admission is not guaranteed.

- **Reenrollment after non-approved absence:** A degree-seeking graduate student who does not maintain continuous enrollment or who is not on approved graduate leave and who is absent for one semester (excluding the summer), must complete the *Request for Reenrollment* form before the student can register for classes. Reenrollment requires a nonrefundable processing fee because the student is returning from an unapproved absence.
- **Readmission after non-approved absence:** A degree-seeking graduate student who fails to maintain continuous enrollment or approved graduate leave and who is absent for two or more consecutive semesters (excluding the summer) is required to reapply for admission and pay a nonrefundable application fee to the Graduate School if the student wishes to be considered for readmission to a program. Readmission is not guaranteed.

8.2. Grades

- The Graduate School has established a minimum 3.0 cumulative GPA and a 3.0 Program of Study GPA in order for a graduate student to be considered in good academic standing. In order to graduate, a student must have a minimum 3.0 cumulative GPA on both their WSU transcript and for courses listed on their Program of Study. Those who fall below this threshold are considered deficient and may be subject to dismissal.
- The [GS PPM](#) indicates “No graded courses of “B-” or below may be dropped from a Program of Study for an advanced degree nor can a course be repeated for a higher grade if the final grade is “C” or higher. Any course listed on the Program of Study for which a grade of “C-” or below is earned must be repeated for a letter grade, not on a Pass/Fail basis.” Graduate students cannot graduate with an Incomplete (“I”) grade on their transcript.
- **Directed Study/595 Policy:** Graded Credit. The instructing faculty and student must provide an abstract of the planned work and submit the designated signed form to the Graduate Studies Committee Chair for approval by the end of the second week of the semester. A report describing the work must be submitted to the Graduate Studies Committee Chair at the end of the semester. If a conference or journal paper or Tech Report is generated, a separate report is not necessary.
- **Research 700 Credits:** Each thesis MS program has associated 700 credits for students working on their master’s research, thesis and/or final examination. The 800-level credit is for doctoral research, dissertation and/or final examination. It is Graduate School policy that every semester all full-time graduate students must

enroll in a minimum of one credit hour of the appropriate research credit. Research credits are variable depending on the research effort by each student, and grading is Satisfactory/Unsatisfactory (S, U).

- To make satisfactory progress towards their degree, a student needs to make continuous progress with their research efforts. Research credits are to be determined by the student in consultation with their advisor, with one credit representing *a minimum of 3 hours of research work each week* during the academic semester. It is important that the student keep their advisor and committee members informed of their research progress throughout each semester.
 - Faculty will set research credit expectations each semester that a student is enrolled, and will provide an S (Satisfactory) or U (Unsatisfactory) grade at the end of the semester based on the student's performance in meeting those expectations. A student is expected to earn an S grade for all research credits. If a student does little or no research during a semester, or fails to keep in contact with their advisor about their research progress, it usually indicates they are not making satisfactory progress toward their degree, and they can be given a U grade.
 - Graduate School policy is that if a student receives two U grades for research credits, they will be dismissed from the program.
- **Non-thesis 702 Credits:** Each non-thesis MS program has associated 702 credits for students working on their master's special project, directed study, and/or final examination. Non-thesis master's credits are variable depending on the project effort by each student, and grading is Satisfactory/Unsatisfactory (S, U).
 - Faculty will set course requirements for each semester that a student is enrolled in 702 credits and provide an S/U grade at the end of the semester based on the student's performance in meeting those requirements. Generally, students enroll in a minimum of two credits of 702 in the semester in which they take their final examination or present their special project. In the event of exam failure, a U grade may be assigned for that semester's 702 credits. Two U grades for 702 credits will lead to dismissal from the program.

8.3. Program of Study and Coursework

- Unlike the undergraduate program, the graduate program does not have a set list of courses that the student must take. Rather, the Program of Study is determined by the student and their permanent advisor.
- **Program of Study Request Form and Submission:** The *Program of Study Request* is the official form required by the Graduate School which documents the student's plan for courses to take as well as indicating their research interests.

Once approved and submitted, the Program of Study becomes the basis of the course requirements for the degree. The completed *Program of Study Request* form, including all committee signatures should be submitted to the Graduate Academic Coordinator for review. The Graduate Academic Coordinator will obtain the ENCS Director's signature and then submit the completed Program of Study Request form to the Graduate School for their final approval.

- **Selection of Courses:** Each degree-seeking graduate student must plan their individualized program of study with the aid of their faculty advisor and committee members. This can only be done properly if the student communicates with the advisor regarding areas of interest, goals, and plans for the future.
- **Deadline to Submit:** The School of ENCS policy is that the *Program of Study Request* form must be submitted by the following deadlines:
 - **full-time enrolled students:** by the end of the second semester of study
 - **part-time enrolled students:** by September 1 or February 1 in the semester before you intend to take your final exam
 - ❖ The School of ENCS and the Graduate School will not accept, under any circumstances, Programs of Study submitted the same semester that a student plans to graduate.
- **Revisions to the Program of Study:** If program changes are made, the *Program Change* form must be completed, signed, and given to the ENCS Graduate Academic Coordinator to be submitted to the Graduate School before a student submits their Application for Degree.

8.4. Transfer Course Policy and Process

- Credits appropriate to the program of study (with a grade of B or higher) earned in other accredited graduate schools after the award of the Bachelor's degree may be transferred and applied toward a student's graduate degree program upon approval by the appropriate ENCS GSC and the Graduate School.
- A maximum of six graduate-level transfer credits are allowed.
- Up to six credit hours for graduate courses taken during the senior year at WSU can be added to the graduate program provided that the credit hours are not used to satisfy requirements in the undergraduate program and provided the courses are approved as "Graduate Reserve Credit" by the Graduate School before the classes are taken. The Reserve Credit Form used for this purpose can be obtained from the Graduate Program Coordinator.

8.5. Time Limit for Completion of Degree

- Most full-time student enrolled in master's degree programs at WSU require 2-3 years for completion of their program. The maximum time allowed for completion of

a master's degree is six years from the beginning date of the earliest course applied toward their degree (including transfer coursework).

8.6. Extension of Degree Program

- An extension may be requested by the advisory committee chair for students who have not completed their master's degree within the 6-year time limit.

8.7. Reinstatement

- Reinstatement of a provisionally admitted graduate student who falls below a 3.0 GPA following completion of one semester, or of a graduate student who falls below 2.75 GPA following completion of one semester will be considered only through a petition from the graduate student to the program director.

8.8. Dismissal from Program

Students will be subject to termination of enrollment under any of the following conditions:

- final credentials do not meet the conditions of the admissions certificate
- a cumulative GPA below 2.75 at the end of the first semester of study
- provisionally admitted students: a cumulative GPA below 3.0 at the end of the first semester of study
- failing to establish and maintain a cumulative GPA of at least 3.0 after more than one semester of study
- two U grades for 700 credits
- two U grades for 702 credits

8.9. Formal Grievances/Appeals

A student may wish to appeal a specific decision made by the departmental or program faculty such as those related to academic and employment issues (e.g., failed examinations, termination of assistantship, dismissal from program); students must make a formal grievance request to the vice provost of graduate and professional education in writing with signature.

9. CHANGE OF PROGRAM PLAN (thesis/non-thesis)

Students who wish to make a change to their current program plan must:

- have approval from faculty advisor and program director
- complete the Plan and Degree Level Change form; send this form to the ENCS graduate academic coordinator who will in turn submit it to the Graduate School
 - *A new *Program of Study Request* must be submitted if the student changes programs and already has an approved program of study on file.
 - For changes from a thesis to non-thesis program:

- Full time students: after the second semester in the program, approval to change program plan will be considered only through a petition from the graduate student to their faculty advisor and the ENCS Graduate Studies Committee (GSC).
- Non-thesis students are not eligible for any assistantship funding.

10. IT POLICY

Computer security is critical:

- You are required to have anti-virus software on computers connected to the WSU network or used at home for school purposes. Information Technology Services provides antivirus software free of charge to WSU students as a means to protect your workstations from network infections as well as to prevent your workstation from infecting others. For assistance installing anti-virus software, go to <http://www.vancouver.wsu.edu/information-technology>. This site also describes other software offerings available to students for a discount or free of charge.
- It is important that Windows software on all computers connected to the campus network be kept current with security patches and updates from Microsoft. This includes any laptops. Without security patches, all of the files on your PC could be lost and your PC used by hackers for their purposes. For your personal computers you should plan on downloading and install patches from Microsoft's update site. Follow the on-screen instructions—the Microsoft site is designed for end users and it is easy to install the patches and updates. You may need to visit the site several times to get all the updates installed. It is also strongly suggested that you update your home computers as well. If you need assistance in downloading and installing software updates on your office and laboratory computers, please arrange a time when the ENCS Information Technology Specialist may visit your PC and install the updates.

11. ACADEMIC/WORKPLACE ENVIRONMENT EXPECTATIONS

11.1. Standards of Conduct

All students are expected to contribute to a safe, healthy and inclusive campus. This standard of professional conduct requires each member to function in a manner that is free of intimidation and harassment based on sex, race, religion, politics or professional interest. Student disciplinary proceedings for misconduct, including plagiarism and cheating, are covered by the policies and procedures in the *Standards of Conduct for Students*, WAC 504-26, which can be downloaded at the [Center for Community Standards](#).

11.2. Graduate Student Rights

Policies and guidelines pertaining to graduate student rights can be found in chapter twelve of the [Graduate School Policies & Procedures Manual](#).

12. MASTER'S ADVISORY COMMITTEE AND STUDENT PERFORMANCE REVIEWS

The advisory committee guides the student through the master's program, advises the student on required coursework, oversees the student's scholarly activities or research, reviews progress toward degree, and conducts the final exam. The master's advisory committee is established through the *Program of Study*.

12.1. Establishing Faculty Advisors and Advisory Committee

- New students should have a permanent faculty advisor established by the end of their first semester.
- If a permanent faculty advisor has not already been determined at the time of matriculation, the GSC program chair will appoint a graduate faculty member to serve as a temporary advisor.
 - The temporary advisor will help the student choose which courses to enroll in their first semester and offer suggestions as to which faculty member might make a good permanent advisor based on the student's research interests.
- Master's Thesis Program: During the second semester of study, the full-time enrolled student and their permanent advisor should determine the research topic and research committee; part-time enrolled students should work with their faculty advisor to determine anticipated timeline for developing the research topic and research committee.
- Master's Non-Thesis Program: During the second semester of study, the full-time enrolled student and their permanent advisor should determine the special project/general topic and advisory committee; part-time enrolled students should work with their faculty advisor to determine anticipated timeline for developing the special topic and advisory committee.

12.2. Expectation of Faculty Advisors and Mentors

- The advisor/mentor should provide the student with a clear understanding about specific research expectations and responsibilities, including verbal or written comments and evaluation of the student's work in a timely manner. If the student perceives a problem with their advisor, the matter should be discussed with the Chair of the GSC. If he/she is not available, or if a resolution cannot be reached, the student should then discuss the matter with the ENCS Director.

- The advisor/mentor should interact with the graduate student in a professional and civil manner consistent with University policies governing nondiscrimination and sexual harassment. If a student perceives a problem with their advisor or any other faculty or staff member, the matter should be discussed with the Chair of the GSC for his/her program. If he/she is not available, or if a resolution cannot be reached, the student should then discuss the matter with the ENCS Director.

12.3. Graduate Student Performance Review

In adherence with Graduate School Policies, our School (under the direction of the ENCS GSC) will conduct an annual review of all graduate students; if the program takes two academic years or longer to complete, the program must do, at a minimum, an academic review of progress toward degree of all graduate students at the mid-point of their program.

The elements of the annual review include:

1. Cumulative graded coursework, and progress towards degree.
2. Qualitative assessment by advisor of student's progress in their program.
3. Statement as to the rate of progress, i.e., satisfactory or unsatisfactory.
4. Expectations for the next review period.

The review process will normally be completed May 5. If it is felt that the student is not making satisfactory progress towards their degree, the ENCS GSC will consult with the student's advisor and possibly other faculty to decide what, if any, disciplinary action should be taken. Disciplinary action may include withholding future assistantship funding or removing the student from the program.

In addition to the annual review, a semester review will take place at the end of each fall semester. This review is intended to provide students with interim input on their performance and assist them to adjust their studies and research before the annual review and final thesis exam.

13. PROGRAM OBJECTIVES & STUDENT LEARNING OUTCOMES

The goal of graduate education is to enable the student to become an independent thinker and self-directed professional; it is not just a set of facts to be learned or obstacles to overcome. A graduate education, like any education, is part of a life-long process that should not end when the degree is earned. Thus, it is particularly important to learn, in the course of formal education, what are central and generative questions to ask about one's field, and how professionals approach these questions both conceptually and practically. Graduate education should provide sufficient understanding of the central materials and concepts of a sub-discipline in ENCS to serve as a basis and a framework for critical thinking,

reading, writing, and research. In addition, a graduate education should provide some practical, as well as theoretical, understanding of how to function as a professional – for instance, how to be a good teacher, how to direct a research project, how to present papers at meetings, and how to publish those papers.

As part of this effort, we have designed a series of four Graduate Student Learning Outcomes, which represent the desired results for our graduate students. We aim to develop students that:

1. Have depth of knowledge in a particular field or subfield of their discipline.
2. Have the ability to formulate and execute a research plan, including generating and analyzing research results.
3. Are able to communicate effectively through oral presentations and publications.
4. Pursue professional development to meet the challenging demands and increasing responsibilities of a successful career.

14. MASTER'S DEGREE THESIS PROGRAMS

The thesis for all MS programs requires that a student complete a significant research project and submit a thesis adhering to the formatting requirements of the student's advisory committee and to the [Thesis and Dissertation Formatting Requirements of the Graduate School](#). It is the student's responsibility to meet the final thesis exam deadlines specified by the Graduate School.

14.1. Computer Science – Thesis Program Course Requirements

The Master of Science in Computer Science Thesis Program requires 30 credit hours, including 21 hours of graded course work and 9 credits of thesis research (CS 700).

The 21 semester hour credits of graded course work are subject to the restrictions listed below:

- 15 CS credits – minimum
- 6 credits non-graduate (400-level) credits – maximum
- 6 transferred/Pullman credits – maximum
- 3 Directed Study credits (CS 595) – maximum

Two 400-level courses are permitted in the student's MS-CS thesis program. These courses are to be chosen in consultation with the advisor. However, CS 402 cannot be used for the program, nor can conjoint courses (those listed 400/500). That is, students must take the 500 level-course if they wish to use a conjoint course in their

graduate program of study. Undergraduate courses listed as admission requirements cannot be counted towards the MS-CS degree.

In order to ensure that each student obtains a reasonable graduate-level understanding of a number of fundamental areas, each M.S. Computer Science – Thesis student must complete the following course requirements with a grade of B- or better:

- CS 515-Advanced Algorithms (Pullman) or CS 516-Theory of Computation (Vancouver)
- Students need to select two different focus areas. In each area, students need to select two courses. One course cannot be used for multiple requirements.
 - Big Data & Artificial Intelligence
 - CS 415 Big Data
 - CS 453 Cloud Data Management
 - CS 483 Introduction to Deep Learning
 - CS 541 Artificial Intelligence
 - CS 570 Machine Learning
 - CS 580 Advanced Databases
 - Security
 - CS 425 Digital Forensics
 - CS 426 Applied Systems Security
 - CS 527 Cryptography and Network Security
 - Systems & Networks
 - CS 455 Introduction to Computer Networks
 - CS 501 Cloud Systems
 - CS 558 Wireless Sensor Networks
 - CS 563 Concurrent Programming
 - CS 564 Distributed Systems
 - CS 565 File and Storage Systems
 - CS 566 Embedded Systems
 - Visual & Scientific Computing & Theory
 - CS 516 Theory of Computation
 - CS 542 Computer Graphics
 - CS 547 Computer Game Design

Final Examination

The final examination should be scheduled after the student has completed all required coursework, applied for the degree, and had their thesis approved by their committee. A List of Publications should also be submitted to the GSC prior to scheduling of exam. The list should include all publications submitted, accepted, or in preparation as well as the full name of the conference or journal for which they were submitted and the

(anticipated) date of submission or appearance. At least one paper must have been submitted for publication before the scheduling form will be processed by the Graduate Program Coordinator.

14.2. Electrical Engineering – Thesis Program Course Requirements

The Master of Science in Electrical Engineering Thesis Program requires a minimum of 30 credit hours. This includes 21 hours of graded coursework beyond the bachelor's plus a minimum of 4 thesis credits. Students present their research results to the faculty at the end of their last semester. The master's degree is awarded after approvals of the research by the student's advisory committee.

The thesis program must contain:

1. A minimum of 21 credit hours of graded coursework of which:
 - At least 15 credit hours must be at the ECE 500-level
 - ECE 501 or 525 is required (3 credit hours)
 - Six credit hours of additional courses as approved by the student's advisor.
2. A minimum of four credit hours of ECE 700 (thesis credits).

The Graduate School requires a minimum of 30 total credit hours for an MS degree. The School of ENCS graded course requirements add up to 21 credits and with the required minimum four credits of ECE 700, the program becomes 25 credits. The remaining five credits can be additional ECE 700 thesis credits or 500-level ECE classes.

14.3. Mechanical Engineering – Thesis Program Course Requirements

The Master of Science in Mechanical Engineering Thesis Program requires a minimum of 30 credit hours. This includes 21 hours of graded coursework beyond the bachelor's plus a minimum of 4 thesis credits. Students present their research results to the faculty at the end of their last semester. The master's degree is awarded after approvals of the research by the student's advisory committee.

The thesis program must contain:

1. A minimum of 21 credit hours of graded coursework of which:
 - At least 15 credit hours must be at the MECH 500-level.
 - Six credit hours of additional courses as approved by the student's advisor.
2. A minimum of four credit hours of MECH 700 (thesis credits).

These requirements add up to 25 credits. The Graduate School requires a minimum of 30 total credit hours for an MS degree. The remaining five credits can be additional MECH 700 thesis credits or 500-level Mech courses. Up to 50 percent of the program of study can be conjoint MECH 400/500-level courses.

14.4. Final Thesis Examination Process

- The scheduling of the final thesis exam requires following a strict time schedule and process. See the [Graduate School Deadlines and Procedures for Graduation](#).
- **Before Scheduling the Final Exam:**
The student must:
 - have an approved *Program of Study* on file with the Graduate School
 - have completed or be enrolled in all the coursework required by the program or listed on the *Program of Study*
 - be enrolled in a minimum of two 700 credits during the final exam semester.
 - completed the *Application for Degree* in myWSU
 - paid the graduation fee
 - had their thesis approved by their committee
- **Location of Final Exam:**
 - If the final examination requires the use of an AMS (Academic Media Services) videoconference room, the student will need to schedule this via WSU's [25Live Pro](#).
 - The ENCS Administrative Specialist can help with the reservation of one of ENCS conference rooms (VECS 201M, VECS 309, VECS 301S).
- All committee members must attend the final thesis exam and balloting meeting.
- In the case of a failed examination, the thesis committee will recommend the student to take a second examination with some specific conditions. If the student fails the second examination, it is recommended that the student be terminated from the Graduate School.

15. MASTER'S DEGREE NON-THESIS PROGRAMS

The non-thesis option for all MS programs requires that a student complete a final project consisting of a portfolio of representative projects from the student's Master's course work, a resume/CV, a LinkedIn profile, and a report (a brief response to an assigned paper or project report written for CS 702).

15.1. Computer Science – Non-Thesis Course Requirements

Students in the M.S. Computer Science Non-Thesis program must complete the following coursework for their Program of Study:

- **31 total credits – minimum**
 - **27 graded credits – minimum**
 - 18 CS credits – minimum
 - 9 credits non-graduate (400-level) credits – maximum
 - 6 transferred/Pullman credits – maximum
 - 3 Directed Study credits (CS 595) – maximum
 - **4 CS 702 credits – minimum**
- Students must hold a 3.0 cumulative GPA.
- Any undergraduate coursework assigned to the student to make up for undergraduate deficiencies at the time of admission may not be used toward the student's degree.

In order to ensure that each student obtains a reasonable graduate-level understanding of a number of fundamental areas, each M.S. Computer Science non-thesis student must complete the following course requirements with a grade of B- or better:

- CS 515-Advanced Algorithms (Pullman) or CS 516-Theory of Computation (Vancouver)
- Students need to select two different focus areas. Within the two focus areas selected, students need to complete two courses. One course cannot be used for multiple requirements.
 - Big Data & Artificial Intelligence
 - CS 415 Big Data
 - CS 453 Cloud Data Management
 - CS 483 Introduction to Deep Learning
 - CS 541 Artificial Intelligence
 - CS 570 Machine Learning
 - CS 580 Advanced Databases
 - Security
 - CS 425 Digital Forensics
 - CS 426 Applied Systems Security
 - CS 527 Cryptography and Network Security
 - Systems & Networks
 - CS 455 Introduction to Computer Networks
 - CS 501 Cloud Systems

- CS 558 Wireless Sensor Networks
- CS 563 Concurrent Programming
- CS 564 Distributed Systems
- CS 565 File and Storage Systems
- CS 566 Embedded Systems
- Visual & Scientific Computing & Theory
 - CS 516 Theory of Computation
 - CS 542 Computer Graphics
 - CS 547 Computer Game Design

15.2. Electrical Engineering – Non-Thesis Course Requirements

Students in the M.S. Electrical Engineering Non-Thesis Program must complete the following coursework for their Program of Study:

- **31 total credits – minimum**
 - **27 graded credits – minimum**
 - 12 ECE (Vancouver) credits – minimum
 - 6 E_E (Pullman) or CS & ME (Vancouver) credits – maximum
 - 9 credits non-graduate (400-level) credits – maximum
 - 6 transferred credits (graduate-level courses) – maximum
 - 3 Directed Study credits (ECE 595) – maximum
 - **4 ECE 702 credits – minimum**
- Any undergraduate coursework assigned to the student to make up for undergraduate deficiencies at the time of admission may not be used toward the student's degree.
- Students must maintain a 3.0 cumulative GPA at all times and must hold a 3.0 cumulative GPA and 3.0 GPA among courses listed on the Program of Study in order to graduate.

In order to ensure that each student obtains a reasonable graduate-level understanding of a number of fundamental areas, each M.S. Electrical Engineering non-thesis student must complete the following course requirements with a grade of B- or better:

- At least four courses from ECE Courses in Vancouver
 - ECE Courses in Vancouver
 - ECE 501 Fundamentals of Laboratory-on-Chip
 - ECE 522 High Voltage Engineering
 - ECE 525 Experimental Methods for Electrical Engineering

- ECE 533 Advanced Antenna Design
 - ECE 536 Power Systems Economics and Electricity Markets
 - ECE 537 High Frequency Circuit Design
 - ECE 543 Advanced Hardware Verification
 - ECE 569 Advanced Power Electronics
 - ECE 576 Sensors
 - ECE 582 Advanced Topics
 - ECE 586 Solid State Device Design and Modeling
- Maximum of two courses from E_E courses in Pullman or listed CS & ME courses in Vancouver
 - E_E courses in Pullman
 - Computer Engineering
 - E_E 524 Advanced Computer Architecture
 - E_E 586 VLSI Systems Design
 - E_E 587 System on Chip Design and Test
 - Electrophysics
 - E_E 518 Advanced Electromagnetic Theory I
 - E_E 535 Numerical Solutions to EM Problems
 - E_E 571 Advanced Wireless Integrated Circuits & Systems
 - Microelectronics
 - E_E 571 Advanced Wireless Integrated Circuits & Systems
 - E_E 596 Advanced Analog Integrated Circuits
 - Power
 - E_E 521 Analysis of Power Systems
 - E_E 523 Power Systems Stability & Control
 - E_E 582 Cyber Power Systems
 - Systems
 - E_E 501 Linear System Theory
 - E_E 503 Structure, Dynamic, & Control of Large-Scale Networks
 - E_E 507 Random Processes in Engineering
 - CS&ME courses in Vancouver
 - CS 518 Advanced Algorithms
 - CS 566 Embedded Systems
 - Mech 509 MEMS Engineering
 - Mech 538 Microfabrication Technology
 - Mech 550 Advanced Topics in Micro and Nano Technology
 - Math 540 Applied Mathematics I

15.3. Mechanical Engineering – Non-Thesis Course Requirements

Students in the M.S. Mechanical Engineering Non-Thesis Program must complete the following coursework for their Program of Study:

- **30 total credits – minimum**
 - **26 graded credits – minimum**
 - 18 Mech credits–minimum
 - 9 credits non-graduate (400-level) credits–maximum
 - 6 transferred/Pullman credits – maximum
- **4 Mech 702 credits – minimum**
- Any undergraduate coursework assigned to the student to make up for undergraduate deficiencies at the time of admission may not be used toward the student’s degree.
- Each student must complete these courses with an average grade of B or better.

15.4. Final Non-Thesis Examination Process

The student must file an Application for Degree form with the Graduate School on or before the deadline date specified by the Graduate School; this is an online process and submission.

The final examination should be scheduled after the student has completed all required coursework, applied for the degree, and has discussed the final exam with their committee. The scheduling form must be submitted to the Graduate Program Coordinator a minimum of two weeks in advance of the examination date. In the case of the written exam detailed below, the scheduling form will denote a Ballot Meeting that the student does not need to attend. Note that the student must be enrolled in a minimum of two 702 credits during the final exam semester.

The final exam consists of a portfolio of representational projects from the student’s Master’s course work, a resume/CV, and a report (a brief response to an assigned paper or project report written).

- If a student chooses to write a response to an assigned paper, the advisory committee will assign a research paper related to the student’s Focus Area(s), together with a specific set of questions. The student will be asked to write a 5-page report (in scientific format) that addresses the questions and submit it to the committee one-week before the date determined on the exam scheduling form.

- If a student chooses to submit a written project report, the student will be asked to work with the project advisor and submit a 5-page report based on the project (in scientific format) to the committee one week before the date determined on the exam scheduling form.

Based on the portfolio, the committee will then grade the entire final project to determine a Pass/Fail grade and forward the signed examination ballots to the Graduate School.

- The scheduling of the final thesis exam requires following a strict time schedule and process. See the [Graduate School Deadlines and Procedures for Graduation](#) and
- Before scheduling the final exam, the student must:
 - have an approved *Program of Study* on file with the Graduate School
 - have completed or be enrolled in all the coursework required by the program or listed on the *Program of Study*
 - be enrolled in a minimum of two 702 credits during the final exam semester.
 - completed the *Application for Degree* in myWSU
 - paid the graduation fee
 - had their special project approved by their committee
- The committee will grade the entire final project to determine a Pass/Fail grade.
- All committee members must attend the balloting meeting.

16. PH.D. PROGRAMS - in partnership with WSU Pullman

16.1. Summary of Pd.D. Programs and Course Requirements

- Ph.D. students who are studying on the Vancouver campus under an ENCS faculty member will follow the Pullman based Ph.D. program and course requirements as noted in their corresponding program handbooks.
- For CS Ph.D., see the [School of Electrical Engineering & Computer Science \(EECS\) handbook.](#)
- For ECE Ph.D., see the [School of Electrical Engineering & Computer Science \(EECS\) handbook.](#)
- For MECH Ph.D., see the [School of Mechanical and Materials Engineering \(MME\) handbook.](#)

17. SCHOOL OF ENCS MASTER DEGREE MILESTONES (Based on Full-time Student Enrollment)

Semester 1

- ◆ Advisor: New students should have a permanent faculty advisor established by the end of their first semester.
- ◆ Enrollment: Students on assistantship and those with F1 visa status must enroll full-time (at least 10 credit hours) each semester.

Semester 2

- ◆ Research/Special Project Topic: Students and their permanent advisor should determine the research/special project topic.
- ◆ Thesis/Non-Thesis Committee: Students and their permanent advisor must establish the thesis/non-thesis committee.
- ◆ Program of Study. The *Program of Study Request* must be submitted to the Graduate School by the end of semester 2.

Semester 3

- ◆ Application for degree. Per Graduate School policies, a student must apply for degree and graduation in myWSU at least one semester before the final exam is scheduled.
 - ❖ The student must have an approved Program of Study on file with the Graduate School before the system will allow students to apply for degree and graduation.
- ◆ Writing the thesis. The student is encouraged to begin writing at least six months before they intend to take their final exam and is encouraged to show their progress to their advisor and/or research committee several times to obtain feedback on the format and content.

Semester 4

- ◆ Enrollment. The Graduate School requires that a student must have completed or be enrolled in all of the required course work and enroll for a minimum of two credit hours of 700 (Thesis/Research) or 702 (Non-Thesis Special Project) the semester or summer session in which the final exam is to be taken.
- ◆ Schedule Your Final Thesis/Non-Thesis Exam: Students must have their *Final Examination Scheduling* form ready to be submitted to the Graduate School at least 10 business days prior to the date of the exam. The ENCS Graduate Academic Coordinator will submit the form to the Graduate School.

- ❖ Non-thesis master's degree students may not have a formal examination; however, at a minimum, the advisory committee must hold a balloting meeting, scheduled through the Graduate School via the *Final Examination Scheduling Form* to determine if the student has satisfactorily met all program requirements including passing the final examination.
- ◆ Submit Thesis Draft to the Graduate School: students must upload a complete draft of their thesis to [ProQuest](#) at least 10 business days prior to the date of the exam.
- ◆ Thesis Final Examination: students must complete their final exams in accordance with [Graduate School deadlines](#). The exam must be Monday – Friday, between 8am and 5pm, excluding holidays.
- ◆ Submit Final Thesis: students must upload their final thesis (including revisions from their thesis committee and the Graduate School) to [ProQuest](#) within 10 business days after the final exam.
- ◆ Submit Thesis Approval in myWSU: must be submitted and approved by the student's committee chair in myWSU within 10 business days after the final exam.
- ◆ Submit Hold Harmless in myWSU: must be submitted within 10 business days after the final exam.
- ◆ Complete ENCS Exit Questionnaire: Please schedule an exit interview with the Chair of the appropriate GSC and bring the completed questionnaire to the interview.
- ◆ Departure: Offboarding will be discussed with faculty advisor. Student must work with ENCS IT Systems Administrator to receive any research or project data prior to their departure. All cubicle space needs to be cleaned and personal items removed.

18. GRADUATE ASSISTANT (Academic Student Employees – ASE) GUIDELINES & EXPECTATIONS

Assistantship awards offer a stipend to the student in return for specified services to the School of Engineering and Computer Science (ENCS). The stipend is treated as income (subject to withholding taxes).

- Graduate Assistantship appointments require half-time service (20 hours of work per week) to qualify for a full tuition waiver.
- Graduate Assistantship appointments must be for a full semester.
- During the term of the appointment, all graduate students on assistantship appointment are expected to be at work each normal workday, including periods when the university classes are not in session, with the exception of the legal holidays designated by the Board of Regents. [Official WSU Holidays](#)

18.1 Research Assistantship or Teaching Assistantship

Research Assistant (RA): A Research Assistantship (RA) conducts academically significant research under the direction of a faculty member, who is generally a principal investigator on an external grant or contract.

- **Expectations:** The precise nature of the duties will vary depending on the discipline, the particular research projects under way in the School, and the interests and skills of the students.

Teaching Assistant (TA): A Teaching Assistantship (TA) provides academic program support under the supervision of a faculty member.

- **Expectations:**
 - **Grading Assistance:** may be expected to review, critique, and grade problem sets, exercises, reports, examinations, and other written or oral material. A grader may also be expected to assist in preparing programs, problem sets, and contribute to examination sets.
 - **Laboratory Assistance:** The lab TA assists in the laboratory by interpreting the laboratory instructions, demonstrating proper use of equipment and supplies, answering students' questions, encouraging students to perform quality work and investigating odd or unexpected results. The TA may aid in preparing experiments and exams, performing demonstrations, preparing and grading reports and examinations. Laboratory assistance may include helping students learn computer techniques.

Student employees will meet their faculty supervisor to conduct check-in opportunities for expectations and feedback about employment progress. These check-in sessions are opportunities for the student employee and faculty to document whether expectations are being met. These meetings will be documented and placed in student employee file.

If a graduate assistant feels a task is unreasonable or may cause harm to themselves or others, they should discuss the matter with their supervisor. If a resolution cannot be reached, they should discuss the matter with the Chair of the ENCS Graduate School Committee (GSC). If a resolution still cannot be reached or the Chair is not available, the School Director should be contacted.

18.2. Duration of Appointment

- Assistant appointments are for the period August 16 to December 31 (fall semester) or January 1 to May 15 (spring semester).
- Appointments are made on a semester-by-semester basis during the academic year.

- Renewal: Based on result of the student's annual review performance of coursework, research progress, and assigned responsibilities. Renewal cannot be guaranteed as continuation of any support is subject to availability of funds. The School of ENCS reserves the right to terminate an appointment because of unavailability of funds or other conditions beyond its control.

18.3. Assistantship and Tuition Waiver Eligibility

The School of ENCS requires that for a student to be eligible to hold and maintain graduate assistant appointment, all of the following must be met:

- Only students in the thesis program are eligible for an assistantship.
- The student must be eligible to work with appropriate visa status and work permits.
- The student must reside in the state of Washington.
- The student must have taken all of the relevant mandatory trainings required by the Graduate School.
- The student must be available for work on the first working day and through the last working day of their appointment period.
- The student must be enrolled fulltime during the term of their appointment (10 to 18 credit hours during the academic semester).
- The student must maintain a minimum cumulative GPA of 3.0 on their transcript and a minimum cumulative GPA of 3.0 for the courses listed on their Program of Study.
- The student must perform assigned RA and/or TA duties and functions in a timely and competent fashion. Continual deficient performance or misconduct while performing the duties of the assistantship may result in immediate termination of the assistantship.
- The student must demonstrate satisfactory progress in their specified program. Unsatisfactory progress may be defined as the failure to maintain a 3.0 GPA, being placed on academic probation, failure to file the Program of Study in a timely manner, unsatisfactory progress in research, an unsatisfactory evaluation of a thesis or dissertation, or any other failure of a required component of one's Program of Study.
- The student must comply with the University's expected standards of conduct for students.
- Because current WSU enrollment is a condition of holding an assistantship, assistantships will terminate immediately upon withdrawal or disenrollment from WSU, or a final order of suspension or expulsion as a result of a violation of the Standards of Conduct for Students.

18.4. Medical Plan

Graduate students on 50% or greater assistantship who maintain a 3.0 grade point average and are enrolled for a minimum of 10 credits hours are entitled to the [Graduate Student Health Insurance Medical Plan](#).

18.5. Washington State Residency

Residency policies are set by the state of Washington (RCW 28B.15) and applied uniformly throughout Washington's public colleges and universities.

- Non-resident domestic graduate students holding an assistantship appointment on a quarter-time or greater basis may be awarded a waiver of the non-resident differential.
 - **Non-resident waivers are only permitted for the first year. Because of this one-year limitation, it is imperative that as soon as a domestic student is given an assistantship, they start working on establishing Washington State residency.**
 - If a student has not established residency by the one-year limit, they will be required to pay out-of-state tuition.
 - plan early for establishing residency; read about the forms you will need to document your residency. The deadline for establishing residency is the 30th day of classes of the term for which you are seeking residency.
 - International students may not be granted residency, but they must reside in Washington State throughout their assistantship appointment period.

18.6. Residual/Mandatory Fees

[Mandatory fees for students on the Vancouver campus](#) are the residual service/activity/building/technology fees not covered by the tuition waivers associated with Graduate Assistantships. These must be paid every semester.

- Pay mandatory fees in full in myWSU (*due by first day of classes) **OR** through Payroll Deduction.
 - Students on Graduate Assistantships may opt to sign up for the Payroll Deduction service in order to have the mandatory fees taken from their stipend payments throughout the semester. There is a small semester fee for this service and students must enroll each semester via Workday.

18.7. Payroll

- All state employees are paid semi-monthly and no later than ten days after the pay period in which wages are earned except that if payday falls on a Sunday, they may be paid the following Monday.

- Payday is normally the 10th and the 25th of the month. Pay periods are "lagged", meaning the period worked or earned is not paid until ten days later. If payday falls on a weekend, employees are paid on the closest business day.
 - All graduate assistants are encouraged to sign up for [direct deposit](#). Funds are automatically deposited to your bank account each payday.
 - If not using direct deposit, paychecks are sent to the address the person has listed in Workday. Graduate assistants are responsible for [maintaining their correct mailing address in Workday](#).
- Further information on student pay can be found on the [Payroll Services website](#).

18.8. Additional TA Duties and Responsibilities

The contributions of a TA are extremely important in support of our undergraduate program. A good TA can make a significant difference in the quality of a class and on the success of the students in that class. The position of TA entails certain responsibilities different from those of an RA. These include:

- **Availability during the appointment period:** It is very important that a TA contact the instructor and be available for work on the first working day of their appointment. Although classes may not start until a week or two after the appointment period begins, the instructor will often times need help with class preparation.
- **Initial contact with the instructor:** The TA is expected to report to their supervisor on the first day of employment.
- **Communication with the instructor:** It is the responsibility of the TA to make sure they keep in continuous communication with the instructor for work assignments and expectations.
- **Interaction with students:** A TA must adhere to the same restrictions as the instructor in their interaction with the students. See [Discrimination and Sexual Harassment Policy](#) and [Standards of Conduct for Students](#).
- **Student difficulties:** If the TA is having difficulty with a student, the matter should be discussed with the instructor immediately.
- **TA Grievance:** TAs could be the subject of a grievance filed by a student. If the TA is aware of a student grievance, they should consult with the instructor immediately. A grievance must be handled officially and with final resolution.
- **Mailboxes:** Papers or communication from the instructor will often be put in the TA's mailbox (located in VECS 201 or 301 Mailroom). Mailboxes should be checked daily.
- **Office hours:** An instructor will often request that the TA post and keep office hours. The students should be given the TA's email address, office location, office phone number (if there is one), when they will hold office hours.

- **Posting of grades:** If the TA is asked by the instructor to post grades, they must adhere to the University's policy on the posting of student grades:

Student grades (including final grades, mid-term grades and class assignment grades) may be posted, both on printed lists as well as on class websites, provided that the posting method maintains a high standard for data security and that student confidentiality is protected. Posting grades by name, student ID number or Social Security Number is not permitted under any circumstances. The best way to post grades is using an approved online learning environment where students must login using credentials that only the student knows and in which the student can only see their own record. Another method that protects student confidentiality is to assign randomly generated numbers to students in a class which only the student knows and then post grades along with these assigned numbers in numerical, not alphabetic, order. Classes with 10 or fewer students should not have grades posted in this manner, as protecting the identity of student records in small groups is difficult. See [WSU's grade posting policy](#).

Additional TA Required Training:

- [Family Educational Rights and Privacy Act \(FERPA\)](#): training must be taken if the TA is going to be grading or posting grades.
 - Student's right to privacy. Protection of a student's education records is governed by a federal law called the Family Educational Rights and Privacy Act (FERPA). To protect a student's privacy, nothing should be done that would allow a student to see another student's complete WSU identification number, or that may otherwise jeopardize a student's right to privacy.

18.9. ASE Leave Policy: Vacation and Personal Leave Requests

As set forth in the Graduate School's policies ([GS PPM](#)) all ASEs are expected to be at work each normal workday, including periods when the University is not in session with the exception of the legal holidays. During official WSU academic breaks, students must utilize paid or unpaid leave unless specific work has been assigned by their Supervisor (RA/TA instructor). Requests for sick leave/vacation leave will be processed in Workday.

Details on the WSU/UAW contract and implementation are available through [WSU Human Resource Services](#).

- Sick Leave: ASE must inform their RA/TA instructor(s), Administrative Manager/Graduate Coordinator of any unexpected absences as soon as possible.
- Vacation Leave: ASE shall provide email notice to their RA/TA instructor(s) and Administrative Manager/Graduate Coordinator in advance of requested time off; time off must be taken in 4-hour increments; ASE must communicate with RA/TA instructor(s) regarding plan for missed work.
- Long-Term Leave: If a situation arises that requires taking a leave of absence from the position, contact your faculty advisor and ENCS Graduate Coordinator to discuss the duration and the Graduate School policies for requesting official graduate leave.

18.10. Termination of Appointment

The appropriate ENCS GSC, after consultation with the student's advisor, other faculty (if appropriate), and the School Director, may elect to terminate an assistantship appointment in the event that one or more of the following occur:

- The student is not available for work during part or all of the appointment period and has not complied with the School's policy on leave.
- If the student is an RA, they have consistently failed to perform assigned duties and functions in a timely and competent fashion.
- If the student is a TA, they have consistently failed to keep in communication with the instructor and/or consistently failed to perform one or more of the required duties.
- The student has failed to maintain the required full-time course load throughout their appointment period.
- The student's GPA has fallen below the required 3.0 and reinstatement has become necessary, or the student has been put on probation or dismissed.
- The student has failed to file a program of study by the required date.
- The student has not demonstrated satisfactory progress in their specified program.
- The student has carried a grade of "I" (incomplete) longer than one semester or summer session while on appointment.
- The student has not complied with WSU's Standards of Conduct for Students.

18.11. Assistantship Appeals

Students are granted 15 calendar days after the date of written notice to appeal the termination of assistantship in accordance with the Graduate and Professional Student's

Grievance Procedures set forth in Chapter 12.E.3. of Graduate School's policies ([GS PPM](#)).

19. TRAVEL AND REIMBURSEMENT

During your time as a graduate student, your advisor may require you to travel for a conference and/or research-related activities deemed critical and necessary for work directly related to your research or assistantship. While on travel, students are representatives of ENCS and WSU, and it is expected they will conduct themselves in a professional manner consistent with School and University policies.

All persons in travel status for official University business should be familiar with state and University travel policies and regulations (See WSU Business Policies and Procedures Manual - [BPPM Chapter 95](#)). Check with the department for additional travel requirements.

Contact the staff *prior* to making any arrangements or travel commitments.

- Students should not make purchases on their own, with their own funds, for their graduate assistantship work/research related duties.
- If your PI/faculty advisor ask that you make a request for a purchase, use the ENCS "Staff Request Form" in all cases. This form can be found on [info.encs](#).
- Please speak with our ENCS Administrative Specialist or Administrative Manager for assistance with purchases.

19.1. Spend Authorization (Travel Authorization) Process

Approval prior to travel is required for all official University travel in order for the traveler to be eligible for reimbursement of allowable expenses and to be covered under WSU's worker's compensation insurance.

In order to receive approval to travel on official business, a *Spend Authorization* in Workday must be approved.

- To assist staff in creating a Spend Authorization on a student's behalf, graduate students, with the help of their faculty advisor, are asked to complete a *Travel Details for Spend Authorization* worksheet at least 5 business days prior to your intended date of travel. The worksheet is to be given to the ENCS Administrative Specialist to assist in processing.
- You will be notified by Workday when your Spend Authorization is approved.

19.2. Types of Travel Arrangements

- Rental Cars/Car Service: WSU is contracted with Enterprise Rent-A-Car and National Car Rentals. This contract includes comprehensive and collision, bodily injury, and property damage liability coverage. Do not request any additional insurance coverage when renting from Enterprise. Contact the ENCS Administrative Specialist for the WSU contract number prior to reserving a rental car. Direct billing is not available through them so you must pay first and receive reimbursement.
- Airfare: Economy is the primary criteria and WSU travelers are to use U.S.-flag air carriers for international air transportation. If a foreign carrier is used, the traveler is to justify the use of the foreign carrier on the TJW or Travel Reimbursement Claim form. Students should contact the ENCS Administrative Specialist to make flight arrangements.
- Hotel Reservations: Reimbursement may not to exceed the maximum lodging amount for the location per [WSU Travel policy 95.06](#).
- Conference Registrations: with spending approval, students can request for the ENCS Administrative Specialist to process and pay for conference registrations on a WSU Procurement Card (p-card).
- Meal Expenses: Graduate students can only ask for meal reimbursement if it is approved by the travel funds or the PI on their grant/travel funds before the travel occurs. Some grants do not cover meal reimbursement. You may never receive more than the per diem rate. If funding is approved for meals, meals will only be authorized following the 11th hour travel status rule. [Reimbursable Meal Periods](#)

19.3. Travel Expense Reimbursement:

If authorized, students may request reimbursement for expenses incurred while traveling on official University business.

- To request reimbursement, contact the ENCS Administrative Specialist who will create an Expense Report in Workday on your behalf.
- Provide receipts and documentation timely upon returning from the trip and ensure an Expense Report is prepared and routed in Workday.
 - NOTE: The traveler must substantiate expenses on an Expense Report in Workday within 60 days of the trip end date to avoid being taxed on the expenses.

- Receipts must meet the following State of Washington standards to qualify for reimbursement:
 - Display the business name
 - Have a printed date of the transaction
 - Show the last 4 digits of a credit card number
 - Display a “0” balance

20. Resources

20.1. ENCS & WSU Vancouver

[School of Engineering and Computer Science \(ENCS\)](#)

201 Engineering and Computer Science Building
14204 NE Salmon Creek Avenue
Vancouver, WA 98686
(360) 546-9639

ENCS Email: encs.connections@wsu.edu

- [info.encs](#) : safety trainings, cubical/room reservations, technical support, extracurricular activities, online services
- **ENCS Graduate Student Canvas Page:** WSU login required: [CONT-ONLIN-ADV ENCS GRAD-101-NCR41-LEC](#)

WSU Vancouver

- [WSU Vancouver Home Page](#): to search all things WSU Vancouver
- [WSU Vancouver Graduate Student Association](#)

Food Pantry

- [WSU Vancouver Campus Food Pantry](#)

Payroll

- [All Things Payroll](#)
- [Payroll Direct Deposit](#)
- [Graduate Student Payroll Deduction](#)

Health

- [Graduate Student Assistant Insurance](#)
- [Legacy Salmon Creek Medical Center](#)
- [WSU Vancouver Wellness Center](#): counseling and health services

Enrollment & Costs

- [Tuition and fees](#)
- [Academic calendar](#)
- [Schedule of classes](#)
- [Registration how-to-guides](#)
- [Commencement](#)
- [Transcripts](#)
- [Grades, degrees and diplomas](#)

- [Residency](#)

Research

- [Travel Grants](#)

Graduate School

324 French Administration Building
Pullman, WA 99164-1030
(509) 335-6424 (main office)
(509) 335-1218 (exam scheduling)
(509) 335-1337 (thesis acceptance)

Graduate School Email: gradsch@wsu.edu

- [Graduate School Policies and Procedures Manual](#)
- [Navigating Your Degree Resource Guide](#)
- [Graduate School Forms \(all\)](#)
- [Final Semester Grad School Info](#)
- [Professional Development for Graduate Students](#)
- [Graduate Student Resources for all WSU Campuses](#)

Graduate School Deadlines and Procedures

- [Deadlines and Procedures for Master's Degree](#)
- [Deadlines and Procedures for Doctoral Degree](#)

WSU International

- [WSU International Student Services:](#)
 - visa; immigration policies; mypassport questions
 - “walk-in” remote advising (1-3pm, Monday - Friday) available for all international students thru the International Student and Scholar Services portal
- [Taxes for International Graduate Students](#)

Concerned about someone?

- [How to help a student in distress](#)
- [Student Care Network](#)
- [Campus Safety Plan](#)

Mental Health Resources available (for more acute situations):

- WellTrack HelpNow Vancouver Crisis Line: 360-546-9046. WSU contracts with this service. Have mental health counselors available 24/7.
- Southwest Washington Crisis Line: 800-626-8137. Not just for WSU students, but for anyone. Can use after hrs, 24/7. Can assess whether or not a crisis team is needed on-site.

20.2. Clark County Resources

<p><u>Vancouver Police Department</u></p> <p>Police Administration 605 E. Evergreen Blvd. Vancouver, WA 98661</p> <p>(360) 487-7400 Fax: (360) 694-9646</p> <p>Email: vanpd@cityofvancouver.us</p>	<p><u>Clark County Sheriff's Office</u></p> <p>707 West 13th Street Vancouver, WA 98660</p> <p>911 (EMERGENCY ONLY) (360) 397-2211 Email: sheriff@clark.wa.gov</p>
<p><u>Clark County Fire District 6</u></p> <p>1200 NE 134th Street Vancouver, WA 98685</p> <p>911 (EMERGENCY ONLY) (360) 576-1195 Email: contact@ccfd6.org</p>	<p><u>City of Vancouver</u></p> <p>City Hall 415 W. 6th Street Vancouver, WA 98660</p> <p>(360) 487-8600 Email: vancmo@cityofvancouver.us</p>
<p><u>Vancouver Chamber of Commerce</u></p> <p>1101 Broadway, Suite 100 Vancouver, WA 98660</p> <p>(360) 694-2588 Email: yourchamber@vancouverusa.com</p>	<p><u>C-Tran</u></p> <p>2425 NE 65th Avenue Vancouver, WA 98661</p> <p>(360) 695-0123</p>
<p><u>U-Haul Moving & Storage Hazel Dell</u></p> <p>8250 Hwy 99 Vancouver, WA 98665</p> <p>(360) 574-1234</p>	

20.3. [Association for Computing Machinery \(ACM-W\)](#)

ACM brings together computing educators, researchers, and professionals to inspire dialogue, share resources, and address the field's challenges. As the world's largest computing society, ACM strengthens the profession's collective voice through strong leadership, promotion of the highest standards, and recognition of technical excellence. ACM-W supports, celebrates, and advocates internationally for the full engagement of women in all aspects of the computing field. Visit the [ACM-W website/chapters](#) for further information on student chapters worldwide. Please contact the ACM-W faculty advisors.

- 20.4. [Institute of Electrical and Electronics Engineers \(IEEE\)](#)** CS and EE students are encouraged to join the [student chapter of IEEE](#). IEEE is the world's largest technical society, bringing members access to the industry's most essential technical information, networking opportunities, career development tools, and many other exclusive benefits. Please contact the IEEE faculty advisor.