



*School of Mechanical
and Materials Engineering*

*Graduate Student Handbook
2021–2022*

This handbook belongs to



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1. WELCOME!

Dear graduate students:

It is my great pleasure to welcome you to the School of Mechanical and Materials Engineering (MME) as you embark on a challenging and exciting phase in your education, career, and personal life. We are pleased that you are now a part of the School of MME community at WSU. Succeeding in graduate school requires hard work, innovative ideas, a dedication to your field, and a high level of productivity. However, in doing so, you will build on the tremendous success of previous generations of excellent students, faculty, and staff that have made the School of MME a world-class program, and help us to bring our School to even higher levels of excellence. We pride ourselves with a very strong graduate program and very successful graduate students, and I am sure that with your hard work you will add to this success.

Professor Prashanta Dutta, Chair of the Graduate Studies Committee, will be in charge of all aspects of our graduate program. He, with the help of our Graduate Academic Coordinator, is deeply committed to having an excellent graduate program in the School of MME. They, along with your major advisor, will assist you in setting up your academic and research program.

Once again, I welcome you to the School of MME and hope you have a great and productive time here.

Dr. Indranath Dutta
Director

Welcome Students!

I would like to add my welcome to that of Dr. Indranath Dutta. We believe that the School of MME offers an outstanding graduate program, and we are pleased that you have taken the opportunity to study here. As Chair of the Graduate Studies Committee (GSC), I am involved in the administration of the graduate programs in the School of MME. In particular, the GSC deals with student admissions, policies and procedures, and the administering of the various graduate examinations.

It is important that you read this handbook very carefully. It has essential information regarding milestones that must be met, and requirements to be fulfilled, for each of the graduate degrees offered through the School of MME. It also references the *Graduate School Policies and Procedures Manual* where necessary.

If you have any questions concerning any area of your graduate life here at WSU, you'll find that my door is always open to you. My aim, and that of all my colleagues here, is to ensure that your stay at WSU is both enjoyable and productive. The strength of our graduate program relies on attracting bright students, and helping them grow into first class professionals in their respective fields. Our graduates have enjoyed a great deal of success over the years, and we hope that you will be part of the next generation of successful graduates from the School of MME.

Prof. Prashanta Dutta, PhD
Associate Director for Graduate Programs
Chair, Graduate Studies Committee

2. IMPORTANT INFORMATION FOR NEW STUDENTS

All students are responsible for reading these items as soon as possible:

1. This handbook. You are expected to reference this handbook throughout your program. Updates to the handbook can be found on our School's web site at <https://mme.wsu.edu/graduate/>.
2. Academic Integrity Policies and Resources. This web site provides information on how to prevent plagiarism, and the academic integrity violation process, <http://academicintegrity.wsu.edu>.
3. Graduate School Guidelines for Good Practices in Graduate Education. This document details the expectations of graduate students, WSU programs and departments, faculty advisors and mentors, TAs, and RAs. See <https://archive.wsu.edu/gradschool/policies-procedures>.
4. Graduate Mentor Policy. See <https://gradschool.wsu.edu/documents/2014/12/mentor-policy.pdf>.
5. Graduate Student Formal Grievance Procedures for Academic Progress and Other Issues. See <https://gradschool.wsu.edu/documents/2017/07/gs-grievance-procedures.pdf>.
6. Graduate School Policies and Procedures Manual (GS PPM). This manual provides the guidelines for graduate study at WSU. See <http://gradschool.wsu.edu/policies-procedures>.
7. Graduate Student Rights and Responsibilities. This provides a code of ethics to be used as guidelines for faculty and graduate student interaction. It focuses on graduate student rights and responsibilities, and on avenues for adjudication of these rights and responsibilities. See <https://gradschool.wsu.edu/chapter-twelve>.
8. Policy on Faculty-Student and Supervisor-Subordinate Relationships. See http://public.wsu.edu/~forms/HTML/EPM/EP28_Faculty-Student_and_Supervisor-Subordinate_Relationships.htm.
9. Policy Prohibiting Discrimination, Sexual Harassment, and Sexual Misconduct. This policy expresses the commitment of WSU to maintaining an environment free from discrimination, including sexual harassment and misconduct, <https://policies.wsu.edu/prf/index/manuals/executive-policy-manual-contents/ep15-discrimination-sexual-harassment-sexual-misconduct/>.
10. Standards of Conduct for Students. WSU, a community dedicated to the advancement of knowledge, expects all students to behave in a manner consistent with its high standards of scholarship and conduct. Students are expected to uphold these standards both on and off campus and acknowledge the university's authority to take disciplinary action. The Conduct Policies can be found at <https://conduct.wsu.edu/policies> and include Standards of Conduct for Students, Alcohol and Drug Policy, Good Samaritan Guideline, Downloading or Sharing Files/Software, and Group Accountability Statement.

Students on an assistantship (TA or RA) are also responsible for reading these items as soon as possible:

1. The *Graduate Assistant Guidelines* section of this handbook. This section includes information about mandatory trainings that must be taken prior to or shortly after the student starts their assistantship.
2. If you are a non-resident domestic student, pay special attention to the *Residency Requirements* section of the *Graduate Assistant Guidelines*.

General information of importance to all students:

- American Society of Mechanical Engineers (ASME). Students are encouraged to join the WSU Chapter of the ASME (<http://asme.wsu.edu>).
- Graduate & Professional Student Association (GPSA). The GPSA is the leading voice for graduate and professional students at WSU. Their primary goal is to facilitate the relationship between graduate and professional students and the WSU community. They bring unity to these students in the form of academic and professional support services, social activities, and student outreach. Some of their programs and services include the GPSC Study Center, evening childcare, and travel and registration grants to aid in travel and registration costs associated with attending conferences and meetings (<http://studentinvolvement.orgsync.com/org/gpsa/home>).

- Graduate School forms. All Graduate School forms can be found at <https://gradschool.wsu.edu/facultystaff-resources/18-2/>.
- Graduate student offices. Graduate student office space is very limited and is assigned by the Graduate Academic Coordinator following a priority list established by our School. Our School policy is that a student is not allowed to move the furniture around or change offices without the prior consent of the Graduate Academic Coordinator. If the policy is not followed, the student risks losing their office.
- Mailboxes. All Pullman campus students are assigned a mailbox in Sloan 210 that should be checked regularly. WSU policy is that individuals may not use WSU mailing services for personal mail (either to receive it, or to send it). Personal use of WSU stationery and stamps is a violation of WSU policy.
- MME Listserv. New students will be added to the MME Listserv by the Graduate Academic Coordinator. Our School uses this listserv to keep graduate students informed of important information, and it is expected that students will regularly check their WSU email.
- WSU Email Address. Every WSU employee or student is assigned an official WSU email address that is available to them and is listed in the WSU Directory. People at WSU will use this official WSU email address to correspond with you. For assistance with your WSU email address, contact CougTech, <http://cougtech.wsu.edu/>.
- Office supplies and clerical assistance. These supplies and services are provided to TAs to the extent required for their teaching responsibilities. For assistance, please see the staff in Sloan 201.
- Photocopy machine. Photocopy machine use by students is restricted to teaching or research duties only. No personal copying is allowed, including no copying of the thesis/dissertation. The guidelines are posted on the wall by the photocopy machine.
- Photographs. It is MME policy to keep a photograph of graduate students in the display case by the main office (Sloan 201). Please contact staff in the main office (Sloan 201) in order to have your picture taken.
- Transportation. There is a very efficient transit (bus) system to and from campus that is free for faculty, staff, and students. You must show your CougarCard to the bus driver in order to ride for free. Information about all modes of local transportation including parking can be found at <https://wsu.edu/life/transportation/>. Note that during the breaks (summer, Thanksgiving break, Winter holiday break, Spring break), the Pullman Transit system typically has reduced service so be sure to check the service schedule, <http://www.pullman-wa.gov/departments/pullman-transit>.
- Student Legal Services (SLS). SLS is an ASWSU-funded, student-run office created to service the legal needs for current students at WSU, free of charge. Their office is located in the CUB. They have a pamphlet available to give you which summarizes the landlord/tenant laws of Washington State. An excerpt of the Washington State Residential Landlord/Tenant Law can be found at https://offcampusliving.wsu.edu/info-for-students-and-parents/landlord-tenant_law.
- WSU Parking. The parking web site at <http://transportation.wsu.edu> has links to an online campus parking map, parking rules, etc.
- Police Department. There are two police units in Pullman that collaborate with each other: 1) The WSU Police Department (see <https://police.wsu.edu/>) and 2) the City of Pullman Police Department (see <http://www.pullman-wa.gov/departments/police>). The WSU Police web site has various student relevant resources such as the campus safety plan, what to do in case of an active shooter, sexual assault investigations, inclement weather (weather delay/closures), etc. It is highly recommended that all students sign up for emergency notifications via WSU Alerts, see <https://alert.wsu.edu/>.

Important computer security information:

- It is important that the Windows software on all computers connected to the campus network be kept current with security patches and updates from Microsoft. Without security patches, all the files on your PC could be lost and your PC used by hackers for their purposes. You can find update instructions at Microsoft's update site at <http://update.microsoft.com>. 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 check for

updates several times to get all the updates installed. It is also strongly suggested that you update your home computers as well.

- All PCs on the campus network must have anti-virus software installed. Windows 10 has built-in anti-virus. For privately owned computers, use MS Security Essentials or a similar product.

Mailing Lists (ListServes). Listed below are mailing lists you may be interested in subscribing to (they are all free):

- Beasley Performing Arts Coliseum news (<https://beasley.wsu.edu/join-our-listserv>).
- WSU Alert (<http://alert.wsu.edu>). Subscribe to be notified of emergency alerts for the Pullman campus at myWSU (the myWSU link can be accessed through the WSU Alert web site).
- WSU Insider (<https://news.wsu.edu/announcements/>). This is an on-line information service.

3. MISSION STATEMENT AND INTRODUCTION

The Purpose of Graduate Study in Mechanical Engineering (ME) and Materials Science and Engineering (MSE)

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 MME 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.

Welcome to the School of Mechanical and Materials Engineering (School of MME) at Washington State University! Our graduate program has a long history of excellence in graduate education. Our School offers specialization in a variety of disciplines in which graduate students develop cutting-edge knowledge and techniques. Our faculty members conduct research in a wide variety of areas supported by a range of sources, including governmental agencies, national laboratories, industry, and charitable foundations.

This handbook gives general information and policies pertaining to the MME graduate programs, and also provides specific details and requirements for both ME and MSE programs. Except for emphasis, the information contained in the *Graduate School Policies and Procedures Manual (GS PPM)* is not repeated herein. Those policies and procedures are University-wide policies upon which the MME graduate student guidelines expand. All graduate degree programs in MME must meet all requirements delineated in this handbook as well as all requirements of the Graduate School.

Graduate work, including both classroom and research endeavors, is a cooperative venture between faculty and students. Faculty are expected to guide and assist students in gaining knowledge, experience, and ability. However, the quality of education, particularly at the graduate level, is primarily dependent upon a student's individual efforts. Students are encouraged to make suggestions and to contribute to the development of courses, programs, and research areas.

4. ADMINISTRATION OF GRADUATE PROGRAMS

4.1. Graduate School Office

Under the direction of the Provost, Graduate School administration rests with the Dean and his/her designees in consultation with the Faculty Senate's Graduate Studies Committee. See the *GS PPM*.

4.2. Graduate Studies Committee

Associated with each graduate degree program at WSU is a Graduate Studies Committee. The School of MME Graduate Studies Committee (MME GSC) is composed of a Chair and approximately six to eight MME faculty. The committee members are appointed by the School Director, and their appointment period starts on August 16 and ends on August 15 of the next year.

4.3. Graduate Program Bylaws

All graduate programs must have approved Bylaws on file with the Graduate School office. The Bylaws define graduate faculty membership, the Graduate Studies Committee, Graduate Student Committees, and signature authority. They also list the Graduate Faculty participants. Any changes to the Graduate Program Bylaws supersede any information listed in this handbook.

5. SPECIAL PROGRAMS FOR UNDERGRADUATE STUDENTS

5.1. Undergraduate Senior Students—Reserve Graduate Credit

As set forth in the *GS PPM*, seniors who have at least a 3.0 grade point average in the last 60 semester hours of graded undergraduate work at WSU may register for up to 6 semester hours toward a thesis master's degree, and up to 9 hours for a non-thesis master's or doctoral degree in the Graduate School in excess of that required to complete the bachelor's degree. These credits may not simultaneously be counted as required credits toward both a baccalaureate degree and an advanced degree. It is our School policy that the reserved classes can only be 500-level ME or MSE courses, and the classes must be taken as part of the student's technical electives. However, a student can still take/reserve other 500-level classes, but they cannot be counted as technical electives. Special paperwork must be completed to reserve the credit, and it should be submitted before the semester begins. Please see the Graduate Academic Coordinator for assistance. To apply the course(s) towards the student's graduate program, the student will need to list the course(s) on their Program of Study when it is filed in the student's second semester of graduate study. See Section 15, BS/MS Accelerated Program Requirements for more details.

5.2. Select Graduate Admission (SGA) Program

The University has a program called the Select Graduate Admission (SGA) Program whose purpose is to encourage outstanding undergraduate students with top academic records to remain at WSU for a graduate degree by:

- Extending an early offer of admission and support to outstanding candidates.
- Removing financial and other costs associated with regular application.
- Potentially reducing the total number of combined semesters required to complete the undergraduate/graduate degree (without reducing the credit requirements for either).

The student must be nominated for this program by their future graduate program advisor. More information on this program can be found at <http://gradschool.wsu.edu/chapter-four-e>.

6. APPLICATION AND ADMISSION

6.1. Application Process

Complete application instructions and a list of the application material that our School requires can be found on our web site at <https://mme.wsu.edu/graduate/application>.

6.2. Deadlines for Applying

Our School adheres to the University's priority application deadlines, namely January 10 for the fall semester (classes begin mid-August) and July 1 for the spring semester (classes begin mid-January). A prospective student can apply after the priority deadline, but the applicant should contact our School at mme.gp@wsu.edu to notify us for expedited processing of admission.

6.3. Transfer Students

Like most universities in the U.S., our School has a policy of not accepting students who have already started a graduate degree program at another university unless the student can provide a form called Student in Good Academic Standing. The student can obtain this form from the Graduate School office at gradschool@wsu.edu. The Dean of the Graduate School of the student's university must sign and submit this form to the Graduate School office (the student is not allowed to submit it). If the Dean is not willing to complete the form, the Chair of the student's department (or the Chair of their Graduate Studies Committee) can submit it. The form verifies to WSU that the student is in good academic standing at the university, i.e., making acceptable progress towards their degree and that their research was progressing. If the student can provide the form, our School would also need a written response from the student indicating why they wish to leave the program. These are then reviewed along with the other required application material.

6.4. General Admission Criteria

6.4.1. Undergraduate Degrees

A Bachelor of Science degree from an accredited program in mechanical engineering or materials science & engineering provides a good background for our graduate programs. We routinely admit students with bachelor's

degrees in other engineering disciplines, mathematics, and the physical sciences but the student may be required to make up requisite undergraduate deficiencies.

6.4.2. Engineering Technology Degrees

Students who have an Engineering Technology degree will not be considered for admission to our graduate programs until they take additional courses so that they can obtain a BS ME degree first (from WSU or elsewhere). Our experience suggests that applicants with an Engineering Technology degree typically need 4 or 5 semesters (2 to 2.5 years) worth of courses to obtain a BS ME degree.

6.4.3. CGPA and GRE Requirements

Our current admission requirements, including CGPA and GRE scores, can be found on our web site at <https://mme.wsu.edu/graduate/application/>. Please note that our School requires GRE scores for all applicants, even those students getting their bachelor's degree from WSU. It is important for the student to study hard to get the best score possible as GRE scores are taken into consideration when reviewing a student's application for possible admission, and are often used in selecting Teaching and/or Research Assistant.

6.4.4. Exceptions to Policy and Ten Percent Rule

The Higher Education Coordinating Board (HECB) is required by law to establish minimum requirements for admission to Washington's public baccalaureate institutions (RCW 28B.80.350). On April 11, 2001, the HECB adopted Resolution No. 01-18 that states in part that each of the six public baccalaureate institutions in Washington may admit no more than 10 percent of graduate and professional students using an alternative standard. This is nicknamed the Ten Percent Rule. This means the School of MME is limited by law as to how many students it can admit that do not meet the minimum admission requirements and require an exception to Graduate School policy. Some types of exceptions to policy are provisional admission for a low GPA or having a TOEFL score waived that is below the required minimum. Requests for exceptions to policy are made by the MME GSC to the Graduate School, and the Graduate School makes the final decision as to whether or not the request is granted.

6.5. Advanced Degree Seeking Graduate Students

Detailed information about the various classifications of graduate students can be found in the *GS PPM*. The Advanced Degree Seeking Student classification has two categories: regular admission and provisional admission. Basically, regular admission is for those students admitted to Graduate School with a cumulative GPA of 3.0 or higher in their previous course work. Provisional admission is for those students admitted to Graduate School with a cumulative GPA of 2.99 or lower in their previous course work.

6.5.1. Provisional Admission

As is stated in the *GS PPM*, provisional admission is granted through an exception to policy by the Dean of the Graduate School. Provisional admission may be granted for applicants whose academic record or test scores do not meet admission requirements, or for applicants who have not met all of the admission requirements or submitted all of the admission documents. Such applicants may be admitted provisionally to the Graduate School upon recommendation of the department chair or program director with approval by the Dean of the Graduate School.

MME process for provisional admission is:

1. A MME faculty member must first agree to be the advisor for the student and must make a recommendation for provisional admission to the Chair of the MME GSC (a student cannot make the request themselves).
2. The Chair of the MME GSC will review the student's situation and application material, and discuss the matter with the faculty member and any other pertinent faculty.
3. If it is decided that the student shows potential for success as a graduate student, the Chair of the MME GSC will recommend to the Graduate School that the student be given provisional admission.
4. The Dean of the Graduate School office will make the final admission decision. If admitted, the student's CGPA will be re-set at the start of their first semester of graduate study. The MME GSC will review their progress at the end of the first semester, and if they are making satisfactory progress towards their degree and they are able to achieve at least a 3.0 CGPA, then their status will automatically revert to that of a regular graduate student, and any course work taken will count towards their graduate program. If a provisionally admitted student falls below a 3.0 CGPA in their first semester of study, the program may choose not to

reinstate the student. A student on provisional admission is not eligible for an assistantship unless their GPA is above 2.75 and such appointment has been approved by both the MME GSC and Graduate School.

6.6. Financing Your Education

6.6.1. Assistantships and Scholarships

We have two kinds of financial support available for students: Research Assistantship (RA) and Teaching Assistantship (TA). Most assistantships are available for full-time students on the Pullman campus starting in the fall semester. The number of openings varies from semester to semester and depends on the availability of funding. Competition for such support is very high. The students can get an RA by directly contacting the faculty by email after their application file is complete. TA positions are usually awarded to current PhD students and cannot be applied for. Some scholarships are available, but they can only be offered in conjunction with an assistantship to students who meet certain criteria. Once a student applies, the Graduate Academic Coordinator will inform the student of the assistantship process.

6.7. Students with Disabilities

As stated in the *GS PPM*, the Graduate School (and our School) is committed to providing equal opportunity in its services, programs, and employment for individuals with disabilities. Reasonable accommodations are available for students with a documented disability. Students are responsible for initiating requests for reasonable accommodations and services that they need, <http://accesscenter.wsu.edu>.

6.8. Unsuccessful Applicants

Admission to graduate school is a competitive process. Because of limitations of faculty and facilities, it may be necessary to deny admission to a qualified applicant. In addition, a student may be recommended for admission for a specific semester, but when they update their application to another semester, they may be denied. *Our School has the right to deny admission to any student, regardless of whether they meet the minimum admission requirements, and we are not required to provide a reason for the denial. All admission decisions are final. There is no appeal process for denied applicants.*

6.9. Visa Problems

Our School policy follows university policy in that we will not get involved in student visa problems. No exceptions!

7. DISCLAIMER

This Graduate Student Handbook is a guideline for students in MME programs. In addition to MME requirements, policies, and procedures, students should follow the Graduate School requirements, policies, and procedures as outlined in the Graduate School Policies & Procedures Manual found at <https://gradschool.wsu.edu/policies-procedures/>.

8. ACADEMIC EVALUATION OF STUDENTS (ANNUAL REVIEW)

Spring review. In adherence with the *GS PPM*, our School (under the direction of the MME GSC) will conduct an annual review of all graduate students each spring semester, including students who have just begun that semester. The elements of the annual review include:

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

The Chair of the MME GSC and our School Director will give written notification to each graduate student of his/her performance, with suggestions for improvement where indicated. The review process and notification will normally be completed by April 15. If a student fails to turn in their completed Annual Review form by the deadline, or if it is felt that the student is not making satisfactory progress towards their degree, the MME GSC will consult with the student's advisor and possibly other faculty to decide what, if any, disciplinary action should be taken such as withholding future assistantship funding or even dropping the student from the program. See also the *Termination of Enrollment* section of this handbook.

Fall review. In addition to the comprehensive spring review, our School (under the direction of the MME GSC) will conduct a short review of all graduate students in the fall semester, including students who have just begun that semester. This review is just between the advisor and the MME GSC, unless the student needs disciplinary action. This review will enable our School to pinpoint earlier those students who are struggling academically or otherwise demonstrating unsatisfactory progress in their program.

9. GRADES, ENROLLMENT, AND REINSTATEMENT

9.1. Grades: Minimum Grade Point Average (GPA)

As stated in the *GS PPM*, 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. It is the sole responsibility of the student to monitor their grades and take whatever action may be necessary to correct grade problems.

9.2. Grades: Incomplete

As stated in the *GS PPM*, “An incomplete (“I”) is the term indicating that a grade has been deferred. It is given to a student who, for reasons beyond the student’s control, is unable to complete the assigned work on time. The “I” grade for a graduate-level course (all courses numbered 500 and above) and an undergraduate course (all courses numbered 499 or lower) will be changed to an “F” if the work is not completed within one academic year following the semester in which the “I” grade was assigned unless a shorter time is specified by the instructor. The student may not repeat the course to remove an incomplete grade. Graduate students may not graduate with an “I” grade on their transcript.”

9.3. Grades: Incomplete and Policy as Relates to Assistantships

It is our School policy that students on a graduate assistantship appointment may not carry a grade of Incomplete longer than one semester or summer session. New or renewed appointments will not be approved for students who have earned a grade of Incomplete for longer than one semester or summer session.

9.4. Grades: Research Credits and Policy on Unsatisfactory Grades

To make satisfactory progress towards their degree, a student needs to make continuous progress with their research efforts. For this reason, it is imperative that the student keep their advisor and committee members informed of their progress throughout each semester. Faculty will set expectations for each semester that a student is enrolled in research credits, 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.

9.5. Continuous Enrollment

The Graduate School requires that all full and part-time degree-seeking graduate students at all campus locations must maintain continuous enrollment in the Graduate School, registering for each academic semester from the time of first enrollment until all requirements for the degree are completed except for periods during which the student is on official graduate leave or emergency medical or family leave. Continuous enrollment is maintained by registering for a minimum of 2 graduate credits per semester (excluding the summer) (at least 1 of these credit hours must be of the appropriate 700- or 800-level research credit in order for the University to be able to document faculty and departmental efforts in graduate teaching), or by registering for continuous enrollment status (using a special schedule line number) at a reduced tuition rate (no credit is earned).

9.6. Continuous Enrollment: International Students

As stated on the International Programs web site at <https://ip.wsu.edu/on-campus/f-1-students/overview>, an international student must be enrolled full-time during the academic year (10 to 18 credits per semester) to maintain legal status. In order to drop below a full course load (9 or fewer credits), one of the following issues must apply: academic difficulties, medical condition, graduate thesis (graduate students who have completed all course work and are only working on their thesis or dissertation), or students in the last semester of a degree program. International

students desiring to enroll part-time during the academic year must obtain approval first (before enrolling) of their department, the Graduate School office, and the International Programs Office. This is done by completing the Reduced Course Load form that can be accessed by logging in at <https://mypassport.wsu.edu>. Please note that if the student is being paid on an assistantship (TA or RA), they must be enrolled full-time that semester (10 to 18 credits).

9.7. Continuous Enrollment: Continuous Doctoral Status (CDS)

As stated in the *GS PPM*, “Typically, doctoral students are able to complete their doctoral studies in a timely manner after completing their coursework and preliminary requirements. However, on occasion, doctoral students who have completed their coursework, preliminary exams and most of their research requirements do not have funding to continue to register for research credits; consequently, they must leave campus to finish their dissertation work. To meet the continuous enrollment requirement, doctoral students who have successfully completed their coursework and their preliminary exams and who DO NOT enroll for credit automatically will be placed into Continuous Doctoral Status. Students must complete their degree within three years of the date of the successful completion of their preliminary exam.” Students who have an approved extension of their program deadline have certain enrollment requirements even if they are on CDS, see the *GS PPM* for more information. **NOTE:** Because international students are required to be enrolled fulltime, they will be out of compliance with SEVIS if they go on CDS and do not enroll, which means they will need to leave the country. It is highly recommended that they discuss their plans not only with their advisor but also with the International Programs office to make sure they stay in compliance with SEVIS.

9.8. Continuous Enrollment: Exceptions (Leave)

The Graduate School has two categories of official leaves of absence that are defined in the *GS PPM*.

9.8.1. Leave of Absence

Degree-seeking students in active status and in good academic standing who must be away from campus for reasons such as medical issues, family obligations, job obligations, military service, and Peace Corps service, and who cannot maintain continuous enrollment in any given semester, may apply for an official graduate leave of absence. See the *GS PPM* for the procedure to request this. Our School is willing to work with a student if they desire a leave of absence, as long as the leave is approved first. To initiate the leave request, the student must discuss the request with their advisor and, if the advisor approves it, then the advisor must discuss the request with the Chair of the MME GSC; if the GSC Chair approves it, then the student should complete the Graduate School’s Leave Form. Because of the uncertainty of financial aid, our School cannot guarantee that if a student has an assistantship before the leave, that the assistantship will be available when they return from leave. If, during the time the student is on graduate leave, the student decides to transfer to another university, our School would have to provide a letter of release for the student to give to that university. This letter of release is commonly required by all universities from students who are transferring to another university after starting their graduate program but not completing it. If the student has received approval from the School as outlined above, our School almost always will provide this letter of release to the other university. However, if the student has not obtained the School’s approval, then the School has a policy of not being willing to provide such a letter of release.

9.8.2. Internship Leave

As stated in the *GS PPM*, “Degree-seeking students who wish to go on an internship approved by their program and who do not need to register for credits for the internship may apply for internship leave status. Only internship leave required by the student’s program is available to doctoral students in Continuous Doctoral Status.” Please see the *GS PPM* for more information. To initiate the leave request, the student must discuss the request with their advisor and, if the advisor approves it, then the advisor must discuss the request with the Chair of the MME GSC; if the GSC Chair approves it, then the student should complete the Graduate School’s Internship Leave Form. The student is not required to register for credits but if they choose to do so, they should use our internship course number of ME/MSE 600.

9.9. Part-time Enrollment

As stated previously, to maintain continuous enrollment, a graduate student must register for a minimum of 2 graduate credit hours per academic semester. At least 1 of these credit hours must be of the appropriate 700- or 800-level research credit in order for the University to be able to document faculty and departmental efforts in graduate teaching. An international student must be enrolled full-time during the academic year (10 to 18 credits) in

order to maintain legal status, unless they have obtained permission to be enrolled part-time via the Reduced Course Load form.

9.10. Full-time Enrollment

The University considers a graduate student to be full-time if they carry an academic load of 10 to 18 credit hours per semester during the academic year (the Graduate School recommends an academic load of 10 to 12 credit hours). International students must be enrolled full-time during the academic year (10 or more credits) in order to maintain legal status. Any student conducting research with an advisor is required to enroll in credits of 700, 702 or 800 commensurate 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. The required credit load must be maintained throughout the entire semester; therefore, no course may be dropped if the resulting course load would change the student's enrollment from full-time to part-time. Academic loads in excess of 18 credits are considered overloads and must have the approval of the student's advisor and the Dean of the Graduate School. Credit hours of enrollment in "audit" status are not included in calculating the student's academic load. Note: Graduate School policy is that 100- and 200-level Physical Education (PE) activity courses are counted toward the minimum 10 credit enrollment requirement.

9.11. Research and Project Credits

The MME research credits are ME 700 (MS ME thesis), ME 701 (MS ME non-thesis – project based), ME 800 (PhD ME), MSE 700 (MS MSE thesis), and MSE 701 (MS MSE non-thesis – project based). Research credits are variable depending on the research effort by each student, and grading is Satisfactory/Unsatisfactory (S, U). 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 to document faculty and departmental efforts in graduate teaching. 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 GPA. The award of an S grade does not imply acceptance of the final thesis or dissertation since such acceptance can only be made by the student's entire committee at the time of the final oral exam.

It should be noted that just because a student has a Research Assistant position for which he or she gets paid for 20 hours a week, the main purpose of the RA is to waive the student's tuition and to pay them a stipend to help with expenses. There is no direct relationship between RA employment hours and actual research hours. In reality, a student will need to perform research for as many hours as are necessary to get the research results needed so the student can graduate in a timely manner, and in almost all cases this will be well above 20 hours a week. See the section "Grades: Research Credits and Policy on Unsatisfactory Grades" for important information on performance expectations.

9.12. Master's Independent Capstone Project and/or Examination (ME 701/MSE 701)

This course should be used by students in the MS ME or MS MSE Non-Thesis / Coursework-Only program. The credits are variable, and the grading is Satisfactory/Unsatisfactory (S, U). All Non-Thesis / Coursework-Only MS students must take at least 4 credit hours of this course for graduation, and they must be enrolled in at least 2 credits in their final semester to participate in the Cohort Final Exam/ Ballot Evaluation. See section 15 regarding Cohort Final Exam/ Ballot Evaluation requirements. Unlike research credits, students do not have to take this course every semester (except the final semester). The MME GSC chair is in charge of assigning grade for 701 courses, and students should not contact any other faculty member for such courses.

9.13. Reinstatement: Probationary Continuing Enrollment

As stated in the *GS PPM*, "A graduate student who has completed his/her first semester of graduate study and earns a GPA between 2.75 and 2.99 is eligible for one additional semester of continued enrollment on a probationary status. Upon completion of the probationary semester, and thereafter until graduation, a minimum of a 3.0 cumulative GPA is required to continue in Graduate School. Probationary status is only available to students immediately following their first semester of graduate study." This means that if a student's cumulative GPA is between 2.75 and 2.99 at the end of their first semester, the Graduate School office will automatically reinstate them and send them a letter stating they must achieve a cumulative GPA of 3.0 by the end of their second semester to remain enrolled.

9.14. Reinstatement Policy

As stated in the *GS PPM*, “Reinstatement of a graduate student who falls below 2.75 GPA following completion of one semester or one summer session (or CGPA less than 3.0 after second semester) will be considered only through a petition from the graduate student to the program chair and the chair may favorably recommend reinstatement for that student through a petition to the Dean of the Graduate School who has final approval authority. If approval to continue is granted, the student will have one semester or summer session to increase the cumulative GPA to 3.0. Failure to do so requires termination of enrollment in the program and in the Graduate School.” REINSTATEMENT IS A SERIOUS MATTER!

To request reinstatement, the Graduate School requires a written memo from the department (in our School, the MME GSC handles this). A hold is placed on the student’s registration until such time as the request for reinstatement is received and approved. It is the policy of our School that requests for reinstatement are not automatic but must be initiated by the student (the procedure is outlined below). The MME GSC will consider the student’s reinstatement request on a case-by-case basis. If it is decided that reinstatement is warranted, it will consider requesting reinstatement only once for each student (with the exception of the first semester and, if applicable, a probationary second semester). Exception from this policy will be considered by the MME GSC only if evidence of exceptional circumstance is submitted.

Reinstatement process:

1. **Student**. The student must initiate the reinstatement request using the Reinstatement Request form that can be obtained from the Graduate Academic Coordinator. The student must complete the form and then talk to their advisor about the request. This should be done as soon as possible after receiving notice of deficiency. If the student does not have a permanent advisor, they must talk with the Chair of the MME GSC. Failure to turn in the form in a timely manner, or not turning in the form at all, will result in the student being dropped from their program. The “plan of action” section is very important, and serious thought should be given as to how it is filled out. Some things to consider:
 - **If the Program of Study has been submitted**. Graduate School policy is that, “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.” This means that if the student received a grade of C- or below in a class listed on their Program of Study, they must re-take the course, and their plan of action in the reinstatement request must address their plan for that particular course.
 - **If the Program of Study has not been submitted**. If the student became deficient because they received a grade of C- or below in a class, the Graduate School office requires that in the plan of action they specify what their plan is for that course—are they going to re-take it and if so, when. If they are not going to re-take it, state why. If they fail to address their plan for that course, the Dean of the Graduate School office will either ask the student to provide the information or they will deny the reinstatement request which means the student will be dropped from their program.
2. **Advisor**. The student’s advisor must review the student’s statement and plan of action listed on the Reinstatement Request form. If the advisor supports the request for reinstatement, he or she must complete their own part of the form indicating their approval and belief that the student will proceed towards their degree without further deficiency and in a timely manner, and then the advisor must forward the request form to the Chair of the MME GSC. If the advisor does not support the student’s request for reinstatement, he or she will consult with the Chair of the MME GSC about the possibility of dropping the student from their program.
3. **MME GSC**. If the advisor supports the student’s request for reinstatement, the Chair of the MME GSC will review the request form, and at his or her discretion may ask the MME GSC to vote on the request. If approved, the Chair of the MME GSC will send a written petition to the Dean of the Graduate School indicating that our School supports the student’s request for reinstatement. If denied, the Chair of the MME GSC will consult with the student’s advisor then send the student written notification of the denial, indicating the student is being dropped from their program.

4. Dean of the Graduate School. If the MME GSC has sent a written petition to the Dean of the Graduate School indicating our School's support of the student's request for reinstatement, the Dean will review it. He or she may or may not ask for additional information. If approved, the Dean of the Graduate School will inform the student of the approval, and will have the reinstatement hold released so the student can enroll. If denied, the Dean (after consultation with the advisor and MME GSC) will notify the student of the denial, indicating the student is being dropped from their program. The Dean's decision is final.

9.15. Termination of Enrollment (Student Being Dropped from the Program)

All potential cases of termination of enrollment (i.e., a student being dropped from the program) must be brought before the MME GSC for discussion and decision. As stated in the *GS PPM*, "The enrollment of a graduate student will be terminated under any one of the following conditions: if student has a CGPA below 2.75 at the end of the first semester of study; if student has been provisionally admitted and has a CGPA below 3.0 at the end of the first semester of study; if student fails to establish and maintain a CGPA of 3.0 or above after more than one semester of study; if student has failed a preliminary or final exam for a second time; or if student has earned a U (Unsatisfactory) grade for research credits (700, 701, 800) for two semesters (including the summer term). Other reasons for termination might include failure to make normal progress towards degree completion (such as failure to complete coursework on time or multiple incompletes), failure to maintain continuous enrollment, issues related to academic integrity or student conduct, etc. Only the Dean of the Graduate School or the University Conduct Board has the authority to terminate a student's enrollment." Although the *GS PPM* says the enrollment of the student "will be" terminated, the Dean of the Graduate School will normally only do this based upon recommendation of the department (in our case, by the MME GSC after consultation with the student's advisor).

In our School, a student who fails to keep in regular contact with their advisor about their research progress and status will be deemed as not making satisfactory progress towards their degree, and the MME GSC will consult with the student's advisor and possibly other faculty to decide what, if any, disciplinary action should be taken. This may include the student being given a U grade for their research credits or even being dropped from the program. The MME GSC will give written notice to any student who is under consideration for being dropped from the program.

9.16. Reenrollment for a Degree-Seeking Student

As stated in the *GS PPM*, "A degree-seeking graduate student (who is not in Continuous Doctoral Status) who does not maintain continuous enrollment or who is not on approved graduate leave or internship leave status, and who is absent for one semester or two consecutive semesters (excluding the summer) must complete the Graduate School's Reenrollment Form before the student can register for classes." Reenrollment requires departmental approval and is not guaranteed, and our School reserves the right to deny the reenrollment request. In addition, there is no requirement that the previous advisor must continue on as advisor, i.e., the student must ask the faculty member whether or not they agree to act as advisor again, and the faculty member has the right to say no.

9.17. Readmission for a Degree-Seeking Student

As stated in the *GS PPM*, "A degree-seeking graduate student who fails to maintain continuous enrollment or approved graduate leave or internship leave, and who is absent for three or more consecutive semesters (excluding the summer) is required to reapply and pay an application fee to the Graduate School if he/she wishes to be considered for readmission to a program." Readmission requires departmental approval and is not guaranteed, and our School reserves the right to deny the readmission request. In addition, there is no requirement that the previous advisor must continue on as advisor, i.e., the student must ask the faculty member whether or not they agree to act as advisor again, and the faculty member has the right to say no.

10. MISCELLANEOUS

10.1. Signing of Official Graduate Documents

For all School of MME graduate programs, official documents must first be given to the Graduate Academic Coordinator, who will review them for compliance with our School and Graduate School requirements. If the document meets compliance, the coordinator will then get the signature of the Chair of the Graduate Studies Committee on the document, who signs instead of the department chair. The Graduate Academic Coordinator will then submit the document to the Graduate School via a special tracking process in myWSU.

10.2. Electronic Signatures on Graduate School Forms

The Graduate School office allows electronic signatures but only on certain documents. However, it is our School policy that original signatures are preferred except in exceptional circumstances.

11. PLAGIARISM POLICY

When writing papers and your thesis/dissertation, be mindful that plagiarism is a serious offense. Information about what constitutes plagiarism can be found at <http://www.wsulibs.wsu.edu/plagiarism>.

Intentional plagiarism is where the author knowingly appropriates the work of others and passes it off as their own. This can include:

- copying entire documents and presenting them as your own;
- cutting and pasting from the work of others without properly citing the authors;
- stringing together the quotes and ideas of others without connecting their work to your own original work;
- asserting ideas without acknowledging their sources, reproducing sentences written verbatim by others without properly quoting and attributing the work to them;
- making only minor changes to the words or phrasing of another's work, without properly citing the authors.

Any concerns regarding plagiarism should be brought to the attention of the Chair of the MME GSC, who will handle all such matters confidentially.

11.1. Academic Dishonesty and Plagiarism—who should report it and how

Academic integrity policies and resources can be found at <http://academicintegrity.wsu.edu>. Students and faculty share the responsibility of upholding and protecting academic honesty standards within the University. As stated in the *GS PPM*, “In the event that a graduate student becomes aware of any incidents of academic dishonesty, the graduate student should report the incident to the appropriate faculty member. The faculty member is then responsible for contacting the Office of Student Standards and Accountability for appropriate due process to determine whether a violation took place and the sanction(s) to be imposed. Sanctions imposed may include failure of the class or dismissal from the graduate program. Cases of academic dishonesty may also be reported to the Graduate School.” Faculty can find a reference guide on the above-mentioned web site for how to respond to academic integrity violations.

12. ADVISORS AND RESEARCH COMMITTEE

12.1. Temporary Advisor

Our School expects new students to have an advisor determined by the end of their first semester. In the interim, the Chair of the MME GSC (or their assignee) will act as the student’s 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. It is the student’s responsibility to talk to the faculty and determine a permanent advisor.

12.2. Policy Regarding Failure to Find Permanent Advisor by End of First Semester

In order to graduate (except Non-Thesis MS), a student is required to perform research on a project, and the results are presented at the end of the student’s program in the form of an oral exam and a written thesis, project report, or dissertation. The advisor is the one who will assign the research project to the student and who will monitor the student’s research efforts. If a student does not have an advisor determined by the end of their first semester, and hence is not starting to work on a research project, then they are not making satisfactory progress towards their degree. Our School policy is that if the student has not determined a permanent advisor by the end of their first semester, the student will automatically be given a U (unsatisfactory) grade for his/her research credits. If the student has still not determined an advisor by the end of their second semester, another U grade will be given for the research credits. Graduate School policy is that when a student receives two U grades, he/she is subject to dismissal from the program.

12.3. Permanent Advisor and Research Topic (Master’s Thesis and PhD Programs)

A permanent advisor for students in our research programs is identified by agreement between the student and an individual faculty member. As mentioned above, the student must determine their permanent advisor by the end of the student’s first semester of study. The student and advisor jointly identify a research topic that is compatible with the student’s interests and goals. During the second semester of study, the student and their permanent advisor should determine the research committee and then submit the Program of Study.

12.4. Permanent Advisor (Master’s Non-Thesis / Coursework-Only Program)

The MME GSC chair is the default permanent advisor for all Non-Thesis MS students.

12.5. Research Committee (Master’s Thesis Program)

The purpose of the research committee is to mentor and guide the student on their research project. Our School’s Graduate Program Bylaws govern who can serve on graduate student committees and how they can serve, and defines the process needed to approve them to be able to serve.

As stated in our Graduate Program Bylaws, the master’s committee must include at least three members, one of which is the student’s advisor who acts as Chair of the Committee. At least one of these members must be both a permanent WSU tenure-track faculty member and a member of the MME Graduate Faculty. If a non-WSU person is desired to serve on the committee (such as a person from industry), see the section 12.8 “Research Committee—External Committee Member”.

12.6. Research Committee (Master’s Non-Thesis / Coursework-Only Program)

Since there is no research involved in this non-Thesis program, the MME Graduate Academic Coordinator will help you in forming the committee. Please note that MME has a standing committee for this non-Thesis degree program, and students in this program should not contact any faculty member to serve in their committee. During the time of submitting the program of study, student must contact the Graduate Academic Coordinator for all paperwork related the committee formation.

12.7. Research Committee (PhD Program)

As stated in our Graduate Program Bylaws, the doctoral committee must include at least three members, one of which is the student’s advisor who acts as Chair of the Committee. At least two of these members must be both a permanent WSU tenure-track faculty member and a member of the MME Graduate Faculty. If a non-WSU person is desired to serve on the committee (such as a person from industry like PNNL), see the section Research Committee—External Committee Member.

12.8. Research Committee—External Committee Member

For a Master’s committee (except Non-Thesis), the Graduate School policy allows a person who has a PhD degree and who is not associated with WSU in any way (such as a person from industry) to potentially serve on a graduate student’s committee as one of the three committee members (they cannot serve as committee chair or co-chair). If not previously approved, the person must be approved to serve following the process outlined in our Graduate Program Bylaws. To start the process, the student and person outside of WSU must complete the Graduate School’s External Committee Member Request form, see <https://gradschool.wsu.edu/documents/2016/08/external-member-request.pdf/>. The completed form, along with the person’s CV, should be given to the Graduate Academic Coordinator who will then continue with the approval process as outlined in our Graduate Program Bylaws.

For a PhD committee, the Graduate School policy allows a person who has a PhD degree and who is not associated with WSU in any way (such as a person from industry) to potentially serve on a graduate student’s committee, but they are only allowed to serve as a fourth member. An external committee member cannot serve as committee chair or co-chair. To start the process, the student and person outside of WSU must complete the form, etc., as mentioned for the master’s committee above.

12.9. Expectations of Faculty Advisors and Mentors

As stated in the *GS PPM*, “Departments and programs are responsible for encouraging and ensuring effective mentorship for graduate students during the course of their studies. A mentor assists scholarly development, contributes to intellectual stimulation, and fosters professionally enriching relationships with graduate students. A faculty mentor is a peer-to-be, one who encourages and supports independent development; one who, through

insightful guidance, trust, and mutual respect, nurtures a rapid transition from graduate student to colleague. Students should expect that mentors will interact with them on a regular basis, providing the guidance, advice, and intellectual challenge necessary to help students complete their degree programs. Graduate students should expect that advisors and mentors will do the following:

- Interact in a professional and civil manner consistent with University policies governing nondiscrimination and sexual harassment.
- Create an ethos of collegiality in classroom, laboratory, or studio supervisory relations that stimulates and encourages students to learn creatively and independently.
- Develop clear understandings about specific research expectations and responsibilities, including timelines for completion of theses or dissertations.
- Provide verbal or written comments and evaluation of students' work in a timely manner.
- Discuss laboratory, studio, or departmental authorship policy with graduate students before commencing collaborative projects.
- Acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyrights and patents.

13. PROGRAM OF STUDY AND COURSEWORK

13.1. Program of Study Request Form and Its Submission

The Program of Study Request is an official form where the student will declare their coursework for their entire program and list all committee members. Once the student and his or her advisor have come up with some names of potential committee members (for Non-Thesis MS students- Graduate Academic Coordinator will set that for you), the student should ask their consent to serve on the committee. If there is a question as to whether or not a certain person is allowed to serve on a graduate committee as outlined in our Graduate Program Bylaws, please check with the Graduate Academic Coordinator.

The completed, signed Program of Study Request Form should be submitted to the Graduate Academic Coordinator for review by the Chair of the MME GSC and subsequent submission to the Graduate School. Approval of the Program of Study, and any subsequent changes to it, shall be determined jointly by the student and the student's advisor, with subsequent approval by the Chair of the MME GSC, with final approval by the Dean of the Graduate School. As mentioned previously, our School policy is that the Program of Study form must be submitted at the latest during the student's second semester of study, or the semester before graduating, whichever comes first. Students entering the program with prior or transferred credits may need to submit a program of study sooner to meet this deadline. If the form is not submitted in a timely manner, the student is considered as not making satisfactory progress towards their degree, and risks being given an Unsatisfactory grade for their research credits. Graduate School policy is that if a student receives two U grades for research credits, they will be dropped from the program.

13.2. Selection of Courses

Unlike the undergraduate program, the graduate program does not have a set list of courses that the student must take although, of course, there are general program requirements for each degree (see the Programs and Course Requirements section of this handbook). The student's advisor, in consultation with the committee members, should aid the student in the development of their proposed Program of Study, making sure it adheres to the program requirements. This can only be done properly if the student communicates with the advisor regarding areas of interest, goals, and plans for the future. If a student has a definite goal in mind, it is often possible to design the program around that goal.

As indicated previously, the Program of Study must contain the student's plan for courses to take throughout their entire graduate program (i.e., courses already taken since starting their graduate program, courses currently being taken, and anticipated future courses). For determining which courses are available in the future, the student should refer to the School's Graduate Course Offerings list found at <https://mme.wsu.edu/documents/2017/05/graduate-schedule-of-courses.pdf> (nicknamed the Five Year Plan). The courses on the list are subject to change because of things that cannot be anticipated such as instructor unavailability, low enrollment, etc. To change courses listed on an approved Program of Study, please see the Revisions to the Program of Study section of this handbook.

13.3. Graded Coursework, Pass/Fail Courses, and Audited Courses

All programs require a minimum number of credit hours of graded coursework. Graduate School policy is that graded courses of “C” or higher can be included on the Program of Study, and the student must maintain a minimum CGPA of 3.0 for all courses listed. For questions about grades of “B-” or below, see the section Repeating a Course. A student can choose which graded courses to list on their Program of Study, as there is no requirement that they have to list all courses taken.

A pass/fail course or an audited course is not considered as being a graded course. Such courses do not count towards fulfilling the required minimum number of credit hours of graded coursework. An audited course is normally not included on the Program of Study. If desired, a pass/fail class or audited class can still be included on the Program of Study under the section “Coursework recognized by the committee but cannot count toward degree’s requirements.”

13.4. 100- and 200-level Courses

It is Graduate School policy that 100- and 200-level courses cannot be applied towards a graduate program. It is also their policy that 100- and 200-level Physical Education (PE) activity courses cannot count toward the minimum 10 credit fulltime enrollment requirement.

13.5. 300- and 400-level Courses, Seminar, and non-MME Courses

For 300- and 400-level courses, the university’s myWSU system will automatically block a graduate student from enrolling in an undergraduate course, commonly giving the error message “prerequisites not met”. To enroll, the graduate student must contact the department offering the undergraduate course, and ask them to manually enroll the graduate student in the undergraduate course.

For seminar courses, each of our programs requires that the student take a certain number of seminar credits (ME 598 or MATSE 593). As stated in the PhD ME program requirements, seminar credits taken at the Master’s level cannot be used towards fulfilling the PhD requirement, and they should not be listed on the PhD ME Program.

For non-MME courses, a certain number of them can be taken as long as they fit into the degree program requirements (see the Summary of Programs and Course Requirements section of this handbook).

13.6. Repeating a Course

The *GS PPM* states, “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.” If the student has listed a course on their Program of Study and received a grade for it of “C-” or below, and if the student has not repeated the course and earned a higher grade by the time of their final defense, the student will not be allowed to graduate. As stated in a previous section, graduate students cannot graduate with an Incomplete (“I”) grade on their transcript.

13.7. Cumulative GPA for Graduation

In order for a student to be awarded a graduate degree, the Graduate School requires that the student must have 1) a minimum cumulative GPA of 3.0 on their transcript and 2) a minimum cumulative GPA of 3.0 for the courses listed on their Program of Study. It is the sole responsibility of the student to monitor their grades and take whatever action may be necessary to correct grade problems.

When courses reserved for graduate credit are listed on the student’s Program of Study, the grades received are included when determining the Program of Study cumulative GPA. However, the grades are not used when determining the student’s graduate transcript cumulative GPA because the grades can only be used once and they have already been used for the undergraduate degree.

13.8. Revisions to the Program of Study

It is not uncommon that a Program of Study must be revised to drop or add a course. To make revisions the student must use the Change of Program form found at <https://gradschool.wsu.edu/facultystaff-resources/18-2>. The completed, signed Change of Program form should be submitted to the Graduate Academic Coordinator for review by the Chair of the MME GSC and subsequent submission to the Graduate School. Upon scheduling of the final

exam, the Graduate School will review the student's program and will send the student a "to-do" list instructing the student of changes (if any) that need to be made to the program before graduation will be approved.

13.9. Transfer Course Policy and Process

Before considering the transfer of any course, it is imperative that the student read the Transfer Course Policy and Process document in the appendix section of this handbook. It is especially important for the student to read the sections "Old coursework" and "Program deadlines".

13.10. Time Limit for Completion of Degree

Each degree level has a time limit (program deadline) for completion of the degree (see the *GS PPM* for more details).

- **Program Deadline—Master's.** Most students in a master's degree program require two to three years for completion of their program. The Graduate School time limit for the use of graduate credits towards a master's degree is six years from the beginning date of the earliest course applied toward the degree, i.e., the oldest course listed on the POS.
- **Program Deadline—Doctoral.** Most students in a doctoral degree program require four to five years for completion of their program. The Graduate School office has two deadlines they consider for a PhD student's program completion deadline, and they go by whichever one is soonest:
 1. **10 year deadline.** The maximum time allowed for completion of a doctoral degree is 10 years from the beginning date of the earliest course applied toward the degree. This means that the courses (including transfer coursework) on the Program of Study remain valid only for 10 years from the earliest date of the courses applied toward the degree. For example, if the oldest course is from fall 2011, the expected graduation would be by fall 2021.
 2. **Preliminary exam deadline.** The student must conduct their final exam within 3 years of passing their preliminary exam, or by the 10 year deadline, whichever is soonest. For example, if the oldest course is from fall 2011 so the student's graduation deadline is set to fall 2021. However, if the student conducts their preliminary exam in fall 2017, the student would need to conduct his/her final exam by fall 2020 since it is sooner than the fall 2021 graduation date.

13.11. Extension of Degree Program Deadline

As indicated in the *GS PPM*, extensions of a program deadline are made on a year by year basis. This is our School's procedure to request an extension of a degree program deadline:

1. **First Extension.** A one-year extension may be requested as an exception to Graduate School policy as follows: 1) the student must make a written request to their thesis/dissertation chair (advisor), and the advisor and student must come up with a written timeline for completion within one year, then 2) the advisor must submit the student's written request and timeline to the Chair of the MME GSC, indicating the reason for his/her support of the request, then 3) the Chair of the MME GSC will review it and present the request/timeline to the GSC for vote at their next meeting, then 4) if the GSC votes to support the request/timeline, the Chair of the MME GSC will submit the request/timeline to an Associate Dean of the Graduate School office, indicating that the advisor and the MME GSC has voted to support the request, then 5) the Associate Dean will review the request, and grant or reject it. **Note:** A student who has been granted a first extension of their program deadline must be enrolled for a minimum of two research credits during either the fall or the spring semester of that extension period, and must be enrolled in a minimum of two research credits during the semester that they conduct their final exam.
2. **Second Extension.** If, after having been granted a first extension, a second extension for one year may be requested using the following procedure. The second extension is a serious matter and should be considered a final stage of the process to complete the degree: 1) the student must make a written request to their thesis/dissertation chair (advisor), and the advisor and student must come up with a written timeline for completion within one year, then 2) the advisor must submit the student's written request and timeline to the Chair of the MME GSC, indicating the reason for his/her support of the request, then 3) the Chair of the MME GSC will review it and present the request/timeline to the GSC for vote at their next meeting, then 4) if the GSC votes to support the request/timeline, the Chair of the MME GSC will present the request/timeline to the faculty for vote at their next meeting, then 5) if the faculty votes to support the request/timeline, then the Chair of the MME GSC will submit the request/timeline to an Associate Dean of the Graduate School office, indicating that the advisor, the MME GSC, and the faculty have voted to

support the request, then 6) the Associate Dean will review the request, and grant or reject it. Note: A student who has been granted a second extension of their program deadline must be enrolled for a minimum of two research credits during the fall semester and the spring semester of that extension period, and must be enrolled in a minimum of two research credits during the semester that they conduct their final exam.

3. Third Extension. Our School as well as the Graduate School highly discourage third extensions, and for that reason third extensions are only granted for very exceptional circumstances, such as a personal medical issue, and the MME GSC will only consider these on a case by case basis. See the *GS PPM* for more information. Please contact the Graduate Academic Coordinator for the process to request a third extension of the program deadline.

13.12. WSU/University of Idaho Cooperative Course Program

The WSU/UI Cooperative Course Program between WSU and the University of Idaho provides an opportunity for students at each university to take graduate and undergraduate coursework at the other university toward their degree program. Degree-seeking graduate students at WSU and UI may participate in the Cooperative Course Program through a simple registration and enrollment process developed jointly by the Registrar's Office at each university. Students are charged tuition at their home institution, and the student credit hours taken at the cooperative institution count toward their enrollment hours at their home institution for billing and financial aid purposes, see <http://schedules.wsu.edu/Coop>.

14. MASTER'S DEGREE PROGRAM (THESIS)

14.1. Dual Master's Degree Programs (internal to WSU)

Upon special request, the University may allow dual master's degree programs if they are internal to WSU. A dual master's degree program allows a graduate student to concurrently enroll in two master's degree programs so that the student may complete both degrees simultaneously or in less time than is required to complete the two degrees if taken sequentially. Additional information and specific requirements of the program can be found in *GS PPM*. Before our School will consider the request, 1) the student must have talked with and obtained the permission of their advisor in both programs, and 2) the Graduate Studies Committee of both programs must support the request.

14.2. MS (Thesis) in Mechanical Engineering (ME) or Materials Science and Engineering (MSE)

14.2.1. Program Requirements for MS ME/MSE (Thesis)

A Master of Science program in Mechanical Engineering (ME) or Materials Science and Engineering (MSE) requires a minimum of 30 credit hours approved by the Graduate School. See the *Summary of Programs and Course Requirements* and *Program of Study* sections of this handbook. The general University program requirements can be found in the *GS PPM*.

14.2.2. Timing of the program for MS ME/MSE (Thesis)

The general timing of what should occur during each semester of a student's program can be found in the *School of MME Milestones* section of this handbook. It is important that the student refer to the Milestones throughout their program to make sure they stay on target with MME deadlines. In addition, the student should review the Graduate School's *Deadlines and Procedures for Degree* to make sure they stay on target with Graduate School deadlines (see <https://gradschool.wsu.edu/facultystaff-resources/18-2>).

14.2.3. Thesis option and thesis instructions for MS ME/MSE (Thesis)

The thesis option is encouraged for all full-time students, especially those continuing on to the PhD.

Writing and distribution. It can and usually does take many months to write a good thesis or dissertation. The student is encouraged to begin writing at least six months (preferably longer) before they intend to take their final exam, and is encouraged to show their progress to their advisor and/or research committee to obtain feedback on format/content. In writing it, the student must follow the format outlined in the Graduate School's *Dissertation/Thesis Submission Guidelines and Formatting Requirements* found at <https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-submission-guidelines.pdf>. It is the student's responsibility to have the thesis typed, copied, and distributed as required.

Defense of the thesis. This is called the Final Exam, and includes a written element (the thesis or dissertation) and an oral element (an oral defense of the thesis or dissertation). See the *Final Examination* section of this handbook.

Graduate School copies. See the *Final Examination* section of this handbook.

School of MME copy. Our School does not require the student to provide us with a hard copy of the thesis or dissertation either before or after the final exam.

14.2.4. Final Examination for MS ME/MSE (Thesis)—requirements and process for scheduling it

The final examination and the policies regarding it are discussed in the *GS PPM* (see <https://gradschool.wsu.edu/policies-procedures/>). Among other things, it states that a final examination is required for all master's candidates and doctoral candidates. The final examination is intended to test the candidate's ability to carry out a critical dialogue integrating and interpreting material in the major and supporting fields with emphasis on the work presented in the thesis or dissertation. In our School, the final exam consists of two parts: 1) a written element (the thesis or dissertation) and 2) an oral element (an oral defense of the thesis or dissertation).

In preparation for graduating, in the semester before the student intends to conduct their final exam, the student should review:

1. The Graduate School web site "I'm planning to graduate this semester" (<https://gradschool.wsu.edu/graduating-this-semester/>). It includes a timeline and helpful links.
2. The Graduate School Deadlines & Procedures document (<https://gradschool.wsu.edu/facultystaff-resources/18-2/>) which lists various deadlines including the one for submitting the Application for Degree form and the last date that the exam can be conducted.
3. The Milestones section of this handbook.

Before scheduling the exam, the student must meet the requirements of both the Graduate School and the School of MME. The requirements include (but are not limited to):

- The student 1) must have an approved Program of Study on file, and 2) must have submitted the Application for Degree.
- The student must be enrolled in a minimum of two research credits (appropriate to their degree) as a regular graduate student at the beginning of the semester or summer session in which the exam is to be taken.
- The student must have at least a 3.0 cumulative GPA on their transcript and at least a 3.0 cumulative GPA in the graded coursework listed on the Program of Study.
- The student will not be allowed to graduate with an Incomplete on their transcript, so any Incomplete must be changed to a regular grade.
- The student should have a draft ready of the thesis or dissertation (see the section in this handbook, "Thesis option and thesis instructions for MS ME."). **The draft thesis 1) must be submitted to the Graduate School office at least ten working days before the final exam per the instructions on the Scheduling form, and 2) must be submitted to the student's advisor/committee at least ten working days before the exam.** If the committee does not receive the draft by the 10 working day deadline, they reserve the right to refuse to sign the Scheduling form or to cancel the exam if it has already been scheduled.
- The student and their advisor need to have completed the Graduate Student Exit Survey as it must be submitted to the MME Graduate Academic Coordinator at the same time as the Final Exam Scheduling form. The Graduate Academic Coordinator can provide the student with this form.
- The student is responsible for checking with their committee members about their availability for the exam, keeping in mind any deadlines plus the items listed below.
 - The exam must be held during regular working hours of an academic session in an academic environment. The exam cannot be held on the weekend or on a holiday or on a date not approved by the Graduate School. The student and their committee must allow a minimum of 2 hours and maximum of 2-1/2 hours for the exam. The exam cannot start before 8:00 a.m. and should end by 5:00 p.m. (although it is usually okay if the exam runs a little past 5:00 p.m.). To meet the 2-hour minimum, the exam should start no later than 3:00 p.m.

- If needed, the MME Graduate Academic Coordinator can help the student find an appropriate room. The student should reserve the room a half hour or an hour before the exam starts in order to allow time to become familiarized with the equipment in the room.
- The student and their advisor must both be physically present in the scheduled room. It would be best if the rest of the committee members also attended in person, but if needed they can attend by Zoom or via inter-campus AMS. The student must confirm with each committee member how they will attend, and that method of attendance must be listed on the Scheduling form. If a committee member is attending via inter-campus AMS, the location of the AMS building/room must also be listed on the Scheduling form along with the Pullman building/room.
- Students in the MS MSE program who are pursuing their studies at the Tri-Cities campus, and who intend to conduct their exam at the Tri-Cities campus, must arrange for an AMS room at the Tri-Cities campus as well as at the Pullman campus (this is required by the Graduate School since the MS MSE is Pullman-based program).
- Once the student and the advisor/committee have agreed on a day/time, the student is then responsible for completing the Scheduling form which can be found on the Graduate School forms page at <https://gradschool.wsu.edu/facultystaff-resources/18-2/>). The form must be typed. For “examination type,” the student should choose “Master’s thesis final exam”. For the “Set IRB/IACUC Status,” be sure to click on the drop-down arrow then choose an option. After the student gets the signatures of their committee members, they need to sign the form too, then the student should give the completed form to the MME Graduate Academic Coordinator who will check over the form, get the signature of the Department Chair, and then submit the document to the Graduate School. **Note:** The committee members should not sign the form if it is missing the date/time/place of the exam. Our School prefers that all signatures be original signatures. **As it states on the Scheduling form, the form must be submitted at least ten working days before the exam (a “working day” is a business day, and does not include the weekends or holidays).**
- The student is expected to wear attire to the exam that is appropriate for a business meeting.
- It is Graduate School policy that all final exams must be open to the public, meaning that anyone can attend them. After the Graduate School provides notification of the exam, the MME Graduate Academic Coordinator will announce the exam to MME faculty and graduate students.
- After the exam is over:
 - The advisor (not the student) should give the completed committee ballots to the MME Graduate Academic Coordinator who will submit them to the Graduate School.
 - Within five working days after the exam, the student needs to submit all required final documents to the Graduate School per the instructions on their Deadlines & Procedures form. The MME Graduate Academic Coordinator has 100% cotton paper that the student can use for the title page, signature page, and abstract. The Hold Harmless Agreement can be found at <https://gradschool.wsu.edu/documents/2014/12/hold-harmlesscopyright-agreement.pdf/>.
 - After the thesis or dissertation is finalized, the student needs to submit the final version to the WSU Libraries or ProQuest per the instructions at <https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-submission-guidelines.pdf/>.
 - The student should check with their advisor as to whether they want a hard copy of the thesis. If they do, the student should ask how they would like it bound. Popular ways of binding include spiral-bound, or putting it in a 3-ring binder, or bringing loose sheets to CougPrints at the CUB ground floor and paying at the student’s expense. To have it be bound like a book (we normally ask for the Red Sturdite color with gold lettering on the front and spine) you will now need to go to Staples in Moscow. Our School does not need a copy, since the WSU Libraries will have a copy.
 - If the student is not continuing on for another degree in MME, they must complete the Checkout Sheet form, get appropriate signatures, then submit the form (along with any small file cabinet keys they have) to the MME Graduate Academic Coordinator before leaving. We are mostly concerned with getting keys returned that were checked out (regular keys should be returned to the main office, Sloan 201).

14.2.5. Final Examination for MS ME/MSE (Thesis)—Failed

As stated in the *GS PPM*, in the event of a failed examination, an Unsatisfactory grade will be recorded for that semester's 700 credits. Upon approval of the student's committee, a second and final attempt may be scheduled after a lapse of at least three months. When scheduling for a second exam, the scheduling form must be submitted at least 15 working days in advance of the exam day. A member of the Graduate Mentor Academy will be appointed by the Graduate School and must be present for a re-examination. The entire committee must be present and vote. A student who has failed two examinations (and hence received two U grades for research credits) will be terminated from the Graduate School.

14.3. MS Program (Interdisciplinary Degrees)

See *PhD Program (Interdisciplinary Degrees)*.

14.4. Policy for a MS ME/MSE student who wishes to continue to the PhD ME program

If a MS ME or MS MSE student (including a coursework-only student) wishes to continue to our PhD ME program following completion of their MS, our policy is that they need to follow the same guideline as for all PhD ME applicants, namely 1) the student would need to have an advisor determined for their PhD program, and 2) that advisor must indicate (to the chair of the GSC) the type of funding for the student during the first academic year. The MME GSC cannot recommend admission to PhD program without securing the funding for Doctoral study.

15. MASTER'S DEGREE PROGRAM (NON-THESIS / COURSEWORK-ONLY)

15.1. MS in Mechanical Engineering or Materials Science & Engineering —regular applicants, BS to MS Accelerated Program & INTO Direct/Pathway

A student who is admitted to our MS ME (coursework-only) program, either through the regular channel, BS to MS accelerated program or WSU partner programs of INTO/Direct Pathway, must follow the MS Non-Thesis / Coursework-Only program. The Chair of the MME Graduate Studies Committee (GSC) will be their permanent advisor and the committee chair. The Chair will advise them on which courses to enroll in and will mentor them throughout their graduate program. Students in this program are not allowed to change advisors. If the coursework-only student (except students entering through INTO/Direct Pathway program) wishes to pursue an MS thesis program which would allow them to conduct research, they must apply to the MS thesis program through regular channels, and they would be considered for admission just like any other applicant to the program.

15.1.1: WSU-INTO/ Direct Pathway Partnership: INTO/Direct Pathway program is ideal for international students who need additional English language and academic preparation before continuing to a graduate degree program at a U.S. university. The INTO/Direct Pathway students begin at WSU as non-degree seeking, taking WSU courses and English language training, and are provided with social and academic support services. To progress to the MS ME or MS MSE, the student must first meet all of the progression requirements of the Pathway program. In MME, these INTO/Direct Pathway students are admitted based on the understanding that they will pursue the coursework-only option throughout their entire program, and for this reason they are not allowed to change to the thesis option at any time. If an INTO/Direct Pathway coursework-only student wishes to continue to our PhD ME program following completion of their MS, they are welcome to apply but should first read the section "Policy for a MS ME/MSE student who wishes to continue to the PhD ME program".

15.2. Master's Independent Capstone Credits (ME 701or MSE 701)

The ME 701 / MSE 701 course is called Master's Independent Capstone Project and/or Examination. This course is required for students in our Non-Thesis / Coursework-Only program. The capstone project requirement can be satisfied by (a) serving as an Instructional Associate (IA) for 10 hours/week in their final semester for a faculty member teaching an undergraduate class and (b) by submitting a portfolio to their committee.

Role and Responsibilities of an IA: An Instructional Associate is expected to achieve required mastery by 1) conducting tutorials or recitations for an undergraduate class, 2) advising individual students through tutorial/office hours, and/or 3) assisting the professor with assessments in the class. In order to secure an IA position, students must notify the Graduate Academic Coordinator AT LEAST one semester prior to graduating for IA assignment.

Graduate Portfolio: The portfolio requirements include 1) two graded examinations (mid-term or final) from a graded course at WSU and 2) two graded projects from coursework at WSU. This portfolio will be used to assess

student's competency at the end of the program and must be submitted to the committee chair AT LEAST 2 weeks before the cohort final exam date.

15.3. Cohort Final Exam/ Balloted evaluation

Towards the end of the student's final semester, the committee will conduct a balloted evaluation of the student's completion of the capstone project (see 15.2). Only the committee members will attend this evaluation meeting (not the student or the public), where MME standing committee members will assess students' mastery from the IA report submitted by the instructor as well as the overall quality of the Graduate portfolio. Like any other MS students, Non-Thesis students must complete all requirements for their degree and submit all required forms. MME Graduate Academic Coordinator will schedule the cohort final examination for all students graduating in a particular semester. Students are required to inform the Graduate Academic Coordinator regarding their intention to graduate at least eight weeks prior to the end of the final semester.

16. PHD MECHANICAL ENGINEERING PROGRAM

16.1. Program Requirements for PhD ME

A PhD program in Mechanical Engineering requires a minimum of 72 credit hours beyond the Bachelor's degree including graded coursework and dissertation research. See the *Summary of Programs and Course Requirements* and *Program of Study* sections of this handbook. The general University program requirements can be found in the *GS PPM*. The curriculum for the PhD degree will be tailored to each student taking into account previous training and areas of strength. Courses will be drawn from the current School of MME offerings and from those of the remainder of the College and University as appropriate.

16.2. Graduate Minor for PhD ME

As discussed in the *GS PPM*, a limited number of approved graduate minors are available to WSU doctoral students, such as a graduate minor in Statistics. Graduate minors are not required by the Graduate School nor are they required by our School. A student interested in getting a minor should discuss this option with their advisor. Requirements for approved graduate minors are contained in the *GS PPM*.

16.3. Timing of the Program for PhD ME

The general timing of what should occur during each semester of a student's program can be found in the *School of MME Milestones* section of this handbook. It is important that the student refer to the Milestones throughout their program to make sure they stay on target with MME deadlines. In addition, the student should review the Graduate School's *Deadlines and Procedures for Degree* to make sure they stay on target with those deadlines.

16.4. Qualifying Examination for PhD ME

At this time, our School does not require a qualifying examination.

16.5. Preliminary Examination for PhD ME—requirements and process for scheduling it

The preliminary examination and the policies regarding it are discussed in the *GS PPM* (see <https://gradschool.wsu.edu/policies-procedures/>). The School of MME's belief is that the purpose of the preliminary exam is to determine if the student has the technical background and ability to pursue an independent research project. In our School, the exam consists of two parts: 1) a written element (the research proposal) and 2) an oral element (an oral defense that focuses on the research proposal and the student's area of specialization).

Before scheduling the exam, the student must meet the requirements of both the Graduate School and the School of MME. The requirements include (but are not limited to):

- 1) The student must have an approved Program of Study on file, 2) the student must have completed a substantial portion of the required coursework (six or fewer graded credits remaining to be taken), and 3) the student and committee chair must agree that the student is prepared for the examination.
- The student must be enrolled in a minimum of two research credits (ME 800) as a regular graduate student at the beginning of the semester or summer session in which the exam is to be taken.
- The student must have at least a 3.0 cumulative GPA on their transcript and at least a 3.0 cumulative GPA in the graded coursework listed on the Program of Study.

- A minimum of four months must elapse between the successful completion of a preliminary exam and the scheduling of a final exam. Because of the four months policy, the preliminary exam cannot be taken in the same semester that the final exam is taken.
- Research proposal. Before the student attempts to schedule the exam, they must prepare a written research proposal that must be given to their advisor/committee at least ten working days before the exam (the Graduate School does not require a copy, and our School does not require a copy). If the committee does not receive the proposal by the 10 working day deadline, they reserve the right to refuse to sign the Scheduling form or to cancel the exam if it has already been scheduled. The research proposal typically follows the format of the thesis/dissertation writing guidelines, in which case it would include an abstract, a description of the proposed research, a budget (if appropriate), a time schedule, and a resume. However, the committee may prefer that it follow another format such as one to match NSF guidelines, in which case it would probably just include the proposal summary and narrative. The student should check with their committee as to what format is preferred. The proposal should generally not exceed 15 single-spaced pages.
- The student is responsible for checking with their committee members about their availability for the exam, keeping in mind any deadlines plus the items listed below.
 - The exam must be held during regular working hours of an academic session in an academic environment. The exam cannot be held on the weekend or on a holiday or on a date not approved by the Graduate School. The student and their committee must allow a minimum of 2 hours and maximum of 2-1/2 hours for the exam. The exam cannot start before 8:00 a.m. and should end by 5:00 p.m. (although it is usually okay if the exam runs a little past 5:00 p.m.). To meet the 2-hour minimum, the exam should start no later than 3:00 p.m.
 - If needed, the MME Graduate Academic Coordinator can help the student find an appropriate room. The student should reserve the room half an hour or an hour before the exam starts in order to allow time to become familiarized with the equipment in the room.
 - The student and their advisor must both be physically present in the scheduled room. It would be best if the rest of the committee members can also attend in person, but if needed they can attend by Zoom or via inter-campus AMS. The student must confirm with each committee member how they will attend, and that method of attendance must be listed on the Scheduling form. If a committee member is attending via inter-campus AMS, the location of the AMS building/room must also be listed on the Scheduling form along with the Pullman building/room.
 - Students in the PhD ME program who are pursuing their studies at the Tri-Cities campus, and who intend to conduct their exam at the Tri-Cities campus, must arrange for an AMS room at the Tri-Cities campus as well as at the Pullman campus (this is required by the Graduate School since the PhD ME program is a Pullman-based program).
- Once the student and their advisor/committee have agreed on a day/time, the student is then responsible for completing the Scheduling form which can be found on the Graduate School forms page at <https://gradschool.wsu.edu/facultystaff-resources/18-2/>. The form must be typed. For “examination type,” the student should choose “doctoral preliminary oral exam.” Do not check the “written examination” (major) or (minor) boxes. After the student gets the signatures of their committee members, they need to sign the form too, then the student should give the completed form to the MME Graduate Academic Coordinator who will check over the form, get the signature of the Department Chair, and then submit the document to the Graduate School. Note: The committee members should not sign the form if it is missing the date/time/place of the exam. Our School prefers that all signatures be original signatures. **As it states on the Scheduling form, the form must be submitted at least ten working days before the exam (a “working day” is a business day and does not include the weekends or holidays).**
- The student is expected to wear attire to the exam that is appropriate for a business meeting.
- It is our School policy that the preliminary exam must be open to the public, meaning that anyone can attend it. After the Graduate School provides notification of the exam, the MME Graduate Academic Coordinator will announce the exam to MME faculty and graduate students.

- After the exam is over, the advisor/committee should give their ballots to the MME Graduate Academic Coordinator who will submit them to the Graduate School. The student should check with their advisor as to whether they want a hard copy of the research proposal (the Graduate School does not require a copy, and our School does not require a copy). If the advisor wants a hard copy, the student should ask how they would like it bound. Popular ways of binding include spiral-bound or putting it in a 3-ring binder.

16.6. Preliminary Examination for PhD ME—Failed

As stated in the *GS PPM*, in the event of a failed preliminary examination, an Unsatisfactory grade will be recorded for that semester's 800 credits. Upon approval of the student's committee, the student will be allowed to be re-examined for a second and final attempt. At least three months must lapse between a failed examination and a re-examination. When scheduling for a second exam, the scheduling form must be submitted at least 15 working days in advance of the exam day in order to allow time for a member of the Graduate Mentor Academy to be appointed by the Graduate School. A student who has failed two preliminary examinations (and hence received two U grades for research credits) may not become a candidate for the doctorate and the student's enrollment in the Graduate School will be terminated.

16.7. Dissertation and Dissertation Instructions for PhD ME

This is the same as for the MS ME (thesis).

16.8. Final Examination for PhD ME—requirements and process for scheduling it

This is the same as for the MS ME (thesis), with one exception. Students in the PhD ME program who are pursuing their studies at the Tri-Cities campus, and who intend to conduct their exam at the Tri-Cities campus, must arrange for an AMS room at the Tri-Cities campus as well as at the Pullman campus (this is required by the Graduate School since the PhD ME program is a Pullman-based program).

16.9. Final Examination for PhD ME—Failed

This is the same as for the MS ME (thesis).

16.10. Interdisciplinary Programs—MS in Engineering, PhD in Engineering Science

Our School participates in the Voiland College of Engineering and Architecture's interdisciplinary programs leading to the degrees of PhD in Engineering Science. Although our School participates in this interdisciplinary program, we do not administer them and a student has to apply to them directly, see <https://vcea.wsu.edu/interdisciplinary-graduate-studies-2/>. A student who is in the Engineering Science PhD program, and who is advised by a faculty member in our School, should follow the guidelines of our School.

17. PHD IN MATERIALS SCIENCE & ENGINEERING (MSE)

17.1. Introduction

The PhD degree in MSE is administered by an interdisciplinary Materials Science & Engineering program (MSEP). At WSU, the MSEP is a joint inter-college graduate academic program between the College of Arts & Sciences and the Voiland College of Engineering & Architecture under the umbrella of the Graduate School. Our School is the single major participant in this interdisciplinary program. Since the PhD MSE degree is administered by the MSEP program, a student has to apply to it directly, see <https://materials.wsu.edu/>. Please note that the information below is not meant to replace the MSEP Graduate Student Handbook, but rather is just intended to highlight certain information. The PhD MSE student should always consult with the MSEP office for the most current version of their requirements.

17.2. Interactions with our School

Faculty in our School advise approximately two-thirds of the total number of MSEP students. A student who is in the PhD MSE program, and who is advised by a faculty member in our School, must still follow the MSEP program requirements and work closely with MSEP staff as they progress through their program. However, because their advisor is housed in our School, our staff will have important interactions with the student such as: 1) The new student will need to attend our MME orientation meeting so they can be informed of various policies in our School, 2) the student will need to have interactions with our Administrative Manager if they are being appointed on a TA or RA whose funding is through our School, 3) the student will be added to the MME graduate student listserv so they can be kept informed of important department information, 4) the student will be given a mailbox in Sloan 210

which will need to be checked regularly, especially if the student has a TA through our School, and 5) the student may be assigned a desk in one of our graduate student offices. In addition, our School often uses PhD MSE student information when compiling various statistics for department, college, and/or university use.

17.3. Program Requirements for PhD MSE

Although we list the general program requirements of the PhD MSE program in the Summary of Programs and Course Requirements section of this handbook, the student should always consult with the MSEP office for the most current version of their requirements, including requirements for the Preliminary Exam, Final Exam, and maintaining good standing/making progress toward the student's degree.

18. SUMMARY OF PROGRAMS AND COURSE REQUIREMENTS

MS in ME: Thesis Option

School of MME
Minimum total credits: 30
In order to satisfy MME requirements, the program must contain: a. A minimum of 21 cr hrs of the following graded coursework: <ul style="list-style-type: none">• 3 cr hrs of any 500-level math or stat course• 12 cr hrs of 500-level ME or MSE courses (at least 9 of these must be ME courses)• 6 cr hrs of additional courses approved by the student's advisor (300-, 400-, or 500-level only) (a maximum of 6 cr hrs can be at the 300- or 400-level) b. A minimum of 1 cr hr of seminar (ME 598 or MATSE 593) c. A minimum of 4 cr hrs of ME 700
All programs must satisfy both MME and Graduate School minimum requirements, including the minimum total credit hours of 30.

MS in ME: Non-Thesis / Coursework-Only Option

School of MME
Minimum total credits: 31
In order to satisfy MME requirements, the program must contain: a. A minimum of 27 cr hrs of the following graded coursework: <ul style="list-style-type: none">• 3 cr hrs of any 500-level math or stat course• 12 cr hrs of 500-level ME or MSE courses (at least 9 of these must be ME courses)• 3 cr hrs of additional 500-level courses approved by the student's advisor• 9 cr hrs of additional courses approved by the student's advisor (300-, 400-, or 500-level only) (a maximum of 9 cr hrs can be at the 300- or 400-level) b. A minimum of 4 cr hrs of ME 701
All programs must satisfy both the MME minimum total credit hour requirement of 31 and the Graduate School minimum total credit hour requirement of 30. Students in this program must re-apply to add or change their degree level.
<i>Reservation of credits:</i> Students pursuing BS to MS accelerated program in ME can reserve up to 6 credits (see Section 5.1). Students can reserve up to 6 credits towards this accelerated MS degree that can count as their Undergraduate Tech Elective Requirement too.

PhD in ME

School of MME
Minimum total credits: 72
In order to satisfy MME requirements, the program must contain: a. A minimum of 24 cr hrs of the following graded coursework (<u>at least 12 cr hrs must be taken at WSU</u>): <ul style="list-style-type: none">• 3 cr hrs of any 500-level math or stat course• 12 cr hrs of 500-level ME or MSE courses• 3 cr hrs of additional 500-level courses approved by the student's advisor• 6 cr hrs of additional courses approved by the student's advisor (300-, 400-, or 500-level only) (a maximum of 6 cr hrs can be at the 300- or 400-level) b. A minimum of 2 cr hrs of seminar (ME 598 or MATSE 593). <i>Seminar credits taken at the Master's level cannot be used towards fulfilling the PhD requirement.</i> c. A minimum of 20 cr hrs of ME 800
All programs must satisfy both MME and Graduate School minimum requirements, including the minimum total credit hours of 72.

Note: ME/MSE 600 is used for internships; ME/MSE 700 is used for MS thesis research; ME/MSE 701 is used for the MS Non-Thesis / Coursework-Only program; ME 800 is used for PhD dissertation research.

Note: As stated in the GS PPM, "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.

MS in MSE: Thesis Option

School of MME
Minimum total credits: 30
In order to satisfy MME requirements, the program must contain: a. A minimum of 21 cr hrs of the following graded coursework: <ul style="list-style-type: none">• 3 cr hrs of any 500-level math or stat course• 12 cr hrs of 500-level MSE or ME courses (at least 9 of these must be MSE courses)• 6 cr hrs of additional courses approved by the student's advisor (300-, 400-, or 500-level only) (a maximum of 6 cr hrs can be at the 300- or 400-level) b. A minimum of 1 cr hr of seminar (ME 598 or MATSE 593) c. A minimum of 4 cr hrs of MSE 700
All programs must satisfy both MME and Graduate School minimum requirements, including the minimum total credit hours of 30.

MS in MSE: Non-Thesis / Coursework-Only Option

School of MME
Minimum total credits: 31
In order to satisfy MME requirements, the program must contain: a. A minimum of 27 cr hrs of the following graded coursework: <ul style="list-style-type: none">• 3 cr hrs of any 500-level math or stat course• 12 cr hrs of 500-level MSE or ME courses (at least 9 of these must be MSE courses)• 3 cr hrs of additional 500-level courses approved by the student's advisor• 9 cr hrs of additional courses approved by the student's advisor (300-, 400-, or 500-level only) (a maximum of 9 cr hrs can be at the 300- or 400-level) b. A minimum of 4 cr hrs of MSE 701
All programs must satisfy both the MME minimum total credit hour requirement of 31 and the Graduate School minimum total credit hour requirement of 30. Students in this program must re-apply to add or change their degree level.

Note: ME/MSE 600 is used for internships; ME/MSE 700 is used for MS thesis research; ME/MSE 701 is used for the MS Non-Thesis / Coursework-Only program; ME 800 is used for PhD dissertation research.

PhD in MSE

Administered by MSEP under the umbrella of the Graduate School.
Minimum total credits: 72
In order to satisfy MSEP requirements, the program must contain: a. A minimum of 21 cr hrs of the following graded coursework (<u>at least 11 cr hrs must be taken at WSU</u>): <ul style="list-style-type: none">• 3 cr hrs of MATSE/MSE 505• 12 cr hrs of an interdisciplinary nature from a MSEP-approved list of classes offered in Chemistry, Civil Engineering, Mechanical and Materials Engineering, and Physics*• 6 cr hrs of additional courses approved by the student's advisor b. A minimum of 6 cr hrs of seminar (MATSE 593) c. A minimum of 20 cr hrs of MATSE 800 (in most cases, additional research credits will be necessary to reach a total of 72 credit hours)
All programs must satisfy both MSEP and Graduate School minimum requirements, including the minimum total credit hours of 72.

*For more information about the PhD MSE program requirements, please contact their office at gs.msep@wsu.edu.

Note: As stated in the GS PPM, "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.

19. SCHOOL OF MME MILESTONES

19.1. MS Program

Thesis Option

Semester 1	<ul style="list-style-type: none">• <u>Advisor and research topic.</u> The School of MME requires that a permanent advisor and research topic must be selected before the end of the first semester of graduate study.• <u>Enrollment.</u> If a student has an assistantship, they must be enrolled full-time (10 to 18 cr hrs). For a summer assistantship, they must enroll for exactly 3 cr hrs. All full-time graduate students must register for at least one research credit each semester so the University can track faculty advisor effort.• <u>Seminar.</u> It is recommended (but not required) that students take 1 cr hr of seminar their first semester (thesis only)
Semester 2	<ul style="list-style-type: none">• <u>Program of Study Request form.</u> The School of MME requires that the Program of Study Request form be submitted in the student's second semester of study.• <u>Seminar.</u> Remember that the program requires a minimum of 1 cr hr of seminar (ME 598 or MATSE 593)-thesis only.
Semester 3	<ul style="list-style-type: none">• <u>Application for degree.</u> A student must apply for degree and graduation in myWSU at least one semester before the final exam is scheduled, see the instructions at https://gradschool.wsu.edu/graduation-application. The student must have an approved Program of Study on file with the Graduate School before the system will allow them to apply for degree and graduation.• <u>Writing the thesis.</u> It can and usually does take many months to write a good dissertation or thesis. The student is encouraged to begin writing at least six months (preferably longer) before they intend to take their final exam and is encouraged to show their progress to their advisor and/or research committee to obtain feedback on the format and content.• <u>Seminar.</u> Remember that the program requires a minimum of 1 cr hr of seminar (ME 598 or MATSE 593)-thesis only.
Semester 4	<ul style="list-style-type: none">• <u>Enrollment.</u> The Graduate School requires that a student must have completed or be enrolled in all the required course work and enroll for a minimum of 2 cr hrs of 700 (thesis) or 701 (non-thesis) at the beginning of the semester or summer session in which the final exam is to be taken. If the student has an assistantship, they must be enrolled full-time.• <u>Seminar.</u> Remember that the program requires a minimum of 1 cr hr of seminar (ME 598 or MATSE 593)-thesis only.• <u>Thesis.</u> See the section "Thesis option and thesis instructions for MS ME (Thesis)." Students in the MS MSE (Thesis) and PhD ME programs also follow this section.• <u>Final Examination.</u> See the section "Final Examination for MS ME (Thesis)—requirements and process for scheduling it". Students in the MS MSE (Thesis) and PhD ME programs also follow this section.• <u>After the final exam is over and the student is ready to leave:</u> If the student is not continuing on for another degree in MME, they must complete the Checkout Sheet form (with appropriate signatures) and turn it in to the Graduate Academic Coordinator before leaving. The GAC can provide this form to the student.

Non-Thesis / Coursework-Only program—Major milestones of this option are similar to those listed above

The Graduate School's *Deadlines and Procedures for Degree* can be found at <https://gradschool.wsu.edu/facultystaff-resources/18-2>.

School of MME Milestones

19.2. PhD Program

Semester 1	<ul style="list-style-type: none"> • <u>Advisor and research topic.</u> The School of MME requires that a permanent advisor and research topic must be selected before the end of the first semester of graduate study. • <u>Enrollment.</u> If a student has an assistantship, they must be enrolled full-time (10 to 18 cr hrs). For a summer assistantship, they must enroll for exactly 3 cr hrs. All full-time graduate students must register for at least one research credit each semester so the University can track faculty advisor effort. • <u>Seminar.</u> It is recommended (but not required) that students take 1 cr hr of seminar their first semester.
Semester 2	<ul style="list-style-type: none"> • <u>Program of Study Request form.</u> The School of MME requires that the Program of Study Request form be submitted in the student's second semester of study. • <u>Seminar.</u> Remember that the program requires a minimum of 2 cr hrs of seminar (ME 598 or MATSE 593).
Semester 3	<ul style="list-style-type: none"> • <u>Seminar.</u> Remember that the program requires a minimum of 2 cr hrs of seminar (ME 598 or MATSE 593).
Semester 6 or 7	<ul style="list-style-type: none"> • <u>Seminar.</u> Remember that the program requires a minimum of 2 cr hrs of seminar (ME 598 or MATSE 593). • <u>Preliminary examination.</u> Please see the <i>Preliminary Examination</i> section of this handbook for details. <ol style="list-style-type: none"> 1. <u>Prerequisite.</u> An approved Program of Study must be on file at the Graduate School before the prelim exam can be scheduled; the student must be registered for a minimum of 2 cr hrs of 800 as a regular graduate student at the beginning of the semester or summer session in which the preliminary exam is to be taken. 2. <u>Scheduling.</u> The prelim exam may be scheduled only after program requirements have been satisfied, after the Program of Study has been approved, after a substantial portion of the required coursework has been completed, and when the student or committee chair believe the student is prepared for the exam. A minimum of four months must elapse between the successful completion of a prelim exam and the scheduling of a final exam (because of the four months policy, the prelim exam cannot be taken in the same semester that the final exam is taken). 3. <u>At least 10 working days before the Prelim Exam (for the PhD in ME).</u> A copy of the typed final research proposal must be given to each committee member at the time they are asked to sign the scheduling form. 4. <u>At least 10 working days before the Prelim Exam.</u> The completed, signed Preliminary Exam Scheduling form must be submitted to the Graduate Academic Coordinator for review by the Chair of the MME GSC and subsequent forwarding to the Graduate School.
Semester 7	<ul style="list-style-type: none"> • <u>Seminar.</u> Remember that the program requires a minimum of 2 cr hrs of seminar (ME 598 or MATSE 593). • <u>Application for degree.</u> A student must apply for degree and graduation in myWSU at least one semester before the final exam is scheduled, see the instructions at https://gradschool.wsu.edu/graduation-application. • <u>Writing the dissertation.</u> It can and usually does take many months to write a good dissertation. The student is encouraged to begin writing at least six months (preferably longer) before they intend to take their final exam and is encouraged to show their progress to their advisor and/or research committee to obtain feedback on the format and content.
Semester 8	<ul style="list-style-type: none"> • <u>Enrollment.</u> The Graduate School requires that a student must enroll for a minimum of 2 cr hrs of 800 at the beginning of the semester or summer session in which the final exam is to be taken. If a student has an assistantship, they must be enrolled full-time (10 to 18 cr hrs). • <u>Seminar.</u> Remember that the program requires a minimum of 2 cr hrs of seminar (ME 598 or MATSE 593). • <u>Dissertation.</u> See the section “Thesis option and thesis instructions for MS ME (Thesis).” Students in the PhD ME program also follow this section. • <u>Final Examination.</u> See the section “Final Examination for MS ME (Thesis)—requirements and process for scheduling it”. Students in the PhD ME program also follow this section. • <u>After the final exam is over and the student is ready to leave:</u> If the student is not continuing on for another degree in MME, they must complete the Checkout Sheet form (with appropriate signatures) and turn it in to the Graduate Academic Coordinator before leaving. The GAC can provide this form to the student.

The Graduate School's *Deadlines and Procedures for Degree* can be found at <https://gradschool.wsu.edu/facultystaff-resources/18-2>.

20. GRADUATE ASSISTANT GUIDELINES

20.1. Definitions

Graduate Assistantships. Assistantships offer a stipend to the student in return for certain specified services to the School of MME. The graduate assistantship can be in the form of research assistantship or teaching assistantship or a combination of both research and teaching assistantship. The stipend is treated as income (subject to withholding taxes).

Research Assistant. Research assistantships are given to perform research work under a faculty member. The precise nature of the duties will vary depending on the nature of the discipline, the particular projects under way in the School, and the interests and skills of the students. Research assistantships are typically funded through external research grants or contracts obtained by members of the faculty.

Teaching Assistant. Teaching assistantships involve payment for services related to instruction. Typical duties include such things as grading homework and exams, monitoring and/or teaching laboratories, and holding office hours. Teaching assistantships are funded by the state of Washington.

20.2. Assistantship Requirements

20.2.1. Eligibility for appointment

The following will be considered in selecting those for Research Assistant (RA) or Teaching Assistant (TA) appointment: GPA, area of interest, engineering experience, TOEFL scores (international students), GRE scores, and quality of previous academic work. Decisions on support of students from specific funded research projects are the responsibility of the faculty member who is the Principal Investigator of the project. The university requires that for a student to be eligible to hold a graduate assistant appointment, all of the following must be met:

- The student must be admitted to a graduate degree program.
- The student must be eligible to work with appropriate (international students) visa status and work permits.
- RAs and TAs are required to take mandatory trainings as appropriate (see the following sections).

20.2.2. Eligibility for appointment—additional criteria for Teaching Assistants

Potential TAs must meet the criteria listed below before they will be considered for a TA position. If the student does not meet one or more of the criteria, they will not be considered:

1. The student must have a CGPA of 3.5 or higher.
2. The student must have a Bachelor's degree in engineering (only the Bachelor's degree is being considered; Master's degrees will not be considered in TA selection).
3. An international student must have an ITA score of 2 or lower.

20.2.3. Mandatory trainings for RAs and TAs—CITI-RCR and DSHP

Per Graduate School policy, all graduate students on assistantship are required to complete two mandatory web-based trainings: 1) Responsible Conduct of Research (CITI-RCR) (available at <http://myresearch.wsu.edu>) and 2) Discrimination, Sexual Harassment, and Sexual Misconduct Prevention (DSHP) (available at <http://hrs.wsu.edu/dshp>). A grace period of one semester is granted for students in the first semester of their assistantship. However, a hold will be put on their registration for future semesters, preventing processing of assistantships, until the trainings have been completed. To ensure timely processing of assistantships, students should complete the trainings in their first semester by the following deadlines: September 30 (Fall semester), January 31 (Spring semester), and June 30 (Summer Session). If an assistantship is processed late because the student did not complete both trainings in a timely manner, the student will be responsible for paying all late fees applied to the student's account and may lose eligibility for the assistantship. Refresher training must be completed once every couple years.

20.2.4. Mandatory training for TAs—FERPA

All students who have not previously held a TA are required to complete FERPA training before their appointment begins (FERPA stands for Family Educational Rights and Privacy Act). You can log in to the online training at <https://www.ronet.wsu.edu/Main/Apps/FERPATest.ASP>.

20.2.5. Mandatory exam for international TAs—ITA (English Proficiency Exam)

International graduate students with a TA appointment whose native language is not English are required to take an English proficiency examination (ITA evaluation), see <https://ip.wsu.edu/learn-english/teaching-assistant-evaluations/>. The student's advisor must attend the examination on behalf of the department. *The ITA exam should be taken before the start of the appointment if possible, or no later than four weeks after the semester starts. It is the sole responsibility of the student to schedule and take the exam. If a student fails to take the exam by the four week deadline, his/her TA appointment will be immediately terminated, no exceptions.*

20.2.6. Maintaining an assistantship

As described in the *GS PPM*, assistantships are granted on a semester basis, unless specifically stated otherwise in a written letter of offer, and are renewed each semester at the discretion of the department and the Graduate School. The Graduate School recommends that departments provide graduate assistants a written reminder thirty days prior to the end of the current semester if an assistantship will not be renewed for the following semester; however, such notice is not required. The department may terminate an assistantship mid-semester for reasons such as continual deficient performance or misconduct while performing the duties of the assistantship.

The School of MME requires that for a student to be eligible to maintain a graduate assistant appointment, all of the following criteria must be met. Failure to meet one or more may result in termination of the assistantship or a reduction in pay.

- The student must have taken all of the relevant mandatory trainings mentioned in previous sections.
- The student must be available for work on the first working day and through the last working day of their appointment period. During the term of the appointment, all graduate students on assistantship are expected to be at work each normal workday, including periods when the university is not in session, with the exception of the legal holidays designated by the Board of Regents. A student on assistantship does not earn annual leave or sick leave.
- The student must be enrolled fulltime during the term of their appointment (10 to 18 credit hours during the academic semester, or 3 credit hours during summer session).
- 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.
- If a TA receives an evaluation of marginal performance, they will be given a first warning. If the student receives a second evaluation of marginal performance, all future TA offers will be immediately withdrawn.
- 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, do not pass the preliminary or final examination, 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 our School's and the University's expected standards of conduct for students. Failure to do so may result in immediate termination of the assistantship.
- 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.

- **Incomplete grades. It is our School policy that students on a graduate assistantship appointment may not carry a grade of Incomplete longer than one semester or summer session. New or renewed appointments will not be approved for students who have earned a grade of Incomplete for longer than one semester or summer session.**

20.2.7. TA who cannot start their position on time

As stated before, the student must be available for work on the first working day and through the last working day of their appointment period. The department policy is that if a student is not here and available to start work by the time their appointment begins, they must get the written approval of the instructor and the Chair of the MME GSC in order to keep their TA. If they cannot arrive and begin work until after the first day of class, then the MME GSC will decide what course of action should be taken which may include withdrawing the TA offer.

20.3. 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. If the coursework, research progress, and assigned responsibilities have been performed satisfactorily, students may normally expect renewal of an assistantship during the academic year until their degree program is completed. The degree program is defined as no more than two years for the MS, and no more than four years after the MS degree is obtained for the PhD. Continuation of financial support beyond the normal time period for the degree program is discouraged and can only be given with special permission of the MME GSC and the School Director.

While renewal of an assistantship is common, it cannot be guaranteed as continuation of any support is subject to availability of funds. The School of MME reserves the right to terminate an appointment because of unavailability of funds or other conditions beyond its control.

20.4. Duties and Responsibilities: General

The School of MME and the student understand and agree that the stipend portion of an assistantship is not a scholarship award; rather, it is an appointment which involves the performance of services in return for reasonable compensation in the form of a stipend. A half-time appointment requires a minimum of 20 hours of work per week. During the term of the appointment, all graduate students on assistantship are expected to be at work each normal workday, including periods when the university is not in session, with the exception of the legal holidays designated by the Board of Regents. A student on assistantship does not earn annual leave or sick leave.

Graduate assistants are assigned to work under the supervision of a faculty member. Any task necessary to the teaching or research functions of the School, and which the student is competent to perform, may be assigned. If a graduate assistant feels a task is unreasonable, the student should discuss the matter with his/her supervisor. If a resolution cannot be reached, student should discuss the matter with the Chair of the MME GSC. If a resolution still cannot be reached or the Chair is not available, the School Director should be contacted.

20.5. Duties and Responsibilities: Teaching Assistant

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. Any questions regarding what should or should not be done should be directed to the instructor or to the Chair of the MME GSC.

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 need help with class preparation.
- **Class attendance.** The TA is expected to show up for class prepared and on time. Continual tardiness and lack of preparedness may result in disciplinary action.
- **Question about TA assignment.** Our department tries to make the best fit possible between the TA and the class that they have been assigned to. On occasion, the TA may feel that their background may not be well suited to the particular class that they have been assigned to, which may limit their effectiveness as a TA. It is the student's responsibility to notify their advisor and/or the instructor of the course of their concern in their TA assignment. Ideally this should be done as soon as the assignment is made, or no later than the

first week of class. Failure to express this concern may result in poor performance which can jeopardize future TA support for the student.

- Communication with the instructor. An instructor is often very busy not only with their teaching duties but with research, and they do not have time to track down their TA to assign work duties. Thus, it is the responsibility of the TA to make sure they keep in continuous communication with the instructor for work assignments and expectations. Effective communication will prevent the TA from receiving a poor rating on the TA Evaluation form.
- Interaction with students. A TA must adhere to the same restrictions as the instructor in their interaction with the students. See the *Required Reading* section that follows.
 - If the TA is having difficulty with a student, the matter should be discussed with the instructor immediately. The TA can also discuss the matter with the Chair of the MME GSC.
 - Graduate 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 Sloan 210). Mailboxes should be checked every day. This is especially important for TAs assigned to instructors in the branch campuses.
- Office hours. Often times an instructor will request that the TA post and keep office hours. Again, if this is an assigned duty, it is important that it be done. 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, and the office hours should be posted on the office door.
- Posting of grades and a student's right to privacy. 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 (which follow FERPA guidelines):

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.
<https://www.ronet.wsu.edu/main/apps/GradePolicy.ASP>.

All instructors and Teaching Assistants need to remember:

- Do not put graded papers or exams in a pile so that all the class can access them.
- 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.
- Required reading. All students with a teaching assistantship are required to read:
 - *Family Educational Rights and Privacy Act of 1974 (FERPA).* FERPA is a federal law protecting the privacy of students' educational records, <https://www.ronet.wsu.edu/main/apps/ferpatest.asp>.
 - *Policy Prohibiting Discrimination, Sexual Harassment, and Sexual Misconduct.* This policy expresses the commitment of WSU to maintaining an environment free from discrimination, including sexual harassment, <http://public.wsu.edu/~forms/PDF/EPM/EP15.pdf>.
 - *Standards of Conduct for Students,* The Conduct Policies can be found at <https://conduct.wsu.edu/policies> and include Standards of Conduct for Students, Alcohol and Drug Policy, Good Samaritan Guideline, Downloading or Sharing Files/Software, and Group Accountability Statement.

20.6. Leave Policy

The University requires that the employee must be available for work on the first day of the appointment period through the last day of the appointment period. If the first day is a weekend or holiday, then the first day would be the next working day. If a student is not here and available for work on the first day of the appointment period, their appointment start date will be changed to begin on the day that they are here and available to work, since it is against the law to pay an employee when they are not here and available to work. Students on assistantship do not earn annual leave (vacation) or sick leave. All employees, including those on TA and RA, must be at work each workday during the period of appointment, including periods when the University is not in session (e.g., all employees must work during Thanksgiving Break, Winter Break, and Spring Break), with the exception of legal holidays and university closure days. If a student desires to leave for any period of time, they must check with their advisor first (and the instructor if they have a TA position) to make sure that he or she is okay with their leaving. It is highly recommended that the student does this by email so that there is a written record for both the student and their advisor as to what was agreed upon.

20.6.1. *Official Leaves of Absence*

Please see the previous section in this handbook that discusses official leaves of absence.

In the event of an emergency, such as a death in the family, the student should let one or more of the following know of their situation and when they might return: their advisor, the Chair of the MME GSC, the Graduate Academic Coordinator, the School Director, or the staff in the main office. If the student asks us to, we can contact their class instructors to apprise them of the situation.

20.6.2. *Internships*

Please see the previous section in this handbook that discusses Internship leave.

20.6.3. *Serious Health Problems or Personal Circumstances*

The School hopes that a graduate student's life will be a happy and rewarding one at all times. However, all students will face different types of pressures and will interact with different groups of peers and professors. If the student finds that a conflict arises that adversely affects their research program or their daily life, our School wishes to do everything possible to help the student resolve it. The student may find that talking with the people involved suffices to remedy the situation. They are encouraged to talk over problems with their advisor or committee members. Although the main role of the advisory committee is to monitor the student's progression through the graduate program and to help define the goals and expectations for the thesis or dissertation research, the committee is also in place to help the student with all aspects of their life as a graduate student. The student is also welcome to discuss the conflict with the Chair of the MME GSC or the School Director. Such discussions will be considered confidential. If appropriate, the student will be directed to a University office that may be able to provide them with appropriate advice to address their concerns.

20.6.4. *Travel: Conferences, Seminars, etc.*

All students are encouraged to attend conferences, seminars, etc. that will contribute to their research, professional education, etc. MME policy requires that any MME student enrolled during the time of his/her travel must complete a Travel Request form (whether they intend to claim expenses or not). This form can be obtained from staff in the MME main office. From this, a Travel Authority form will be generated. After conclusion of the travel, the student should give his/her claimed expense receipts (if any) to the staff in the MME main office. A Travel Expense Voucher will then be generated. Expenses claimed without a receipt may not be reimbursable. While on travel, the student is a representative of MME and WSU, and it is expected they will conduct themselves in a professional manner consistent with School and University policies.

20.6.5. *Travel: International Travel Registry*

WSU requires graduate students to register with the International Travel Registry for all university sponsored, affiliated, or promoted international travel that is not-for-credit, whether traveling individually or in a group. They can register at <https://ip.wsu.edu/scholars-abroad/international-travel-registry>.

20.6.6. *Vacation and Personal Leave Requests*

A student on a TA or RA does not earn annual leave (vacation) or sick leave. If they desire to leave for any period of time, they must check with their advisor first (and the instructor if they have a TA position) to make sure that he or

she is okay with their leaving. It is highly recommended that the student does this by email so that there is a written record for both the student and their advisor as to what was agreed upon. The granting of the leave request will take into account the progress of the student towards his/her degree objective.

20.7. MME Outstanding Teaching Assistant Award

Nominations for this award are made by the instructor during the TA Evaluation process (the student cannot nominate himself/herself). The nomination is based on the instructor's evaluation of their TA, not based on any evaluation of the TA by the students in the class, although the instructor may choose to include student comments in their nomination letter. The recipient of this award is determined every spring semester by the MME GSC, and is based on nominations from the previous spring and fall semesters. The recipient's name is listed in a special case in the hallway down from the MME main office. As part of this award, the School is usually able to provide the student with money to be applied towards travel to a conference or academic meeting during the coming academic year.

20.8. MME Outstanding Researcher Award

Nominations for this award are made by the advisor during the Annual Review process (the student cannot nominate himself/herself). The recipients of this award are determined every spring semester by the MME GSC. Usually an award is given to one student in the MS program (MS MSE or MS ME) and one student in the PhD ME program. As part of this award, the School is usually able to provide the student with money to be applied towards travel to a conference or academic meeting during the coming academic year.

20.9. Professional Conduct

Graduate assistants are expected to support and maintain an academic environment conducive to the positive educational development of all students and faculty members. 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. Special care must be taken to avoid exploitation of students or colleagues for private or professional advantage, especially those subject to one's authority.

All graduate assistants should familiarize themselves with the *Graduate Student Rights and Responsibilities*, <https://gradschool.wsu.edu/documents/2015/01/gsrightrresponsibilities.pdf>. It provides a code of ethics to be used as guidelines for faculty and graduate student interaction. It serves as written guidance, focusing upon graduate student rights and responsibilities, and on avenues for adjudication of these rights and responsibilities.

20.10. Residency Requirements

Residency policies are set by Washington State (RCW 28B.15) and applied uniformly throughout Washington's public colleges and universities. Non-resident domestic graduate students holding either state funded (TA) or non-state funded (RA) graduate service appointments on a quarter-time or greater basis may be awarded a waiver of the non-resident differential. However, non-resident waivers cannot be guaranteed beyond one 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 personally be required to pay the out of state portion of the tuition*** (<http://residency.wsu.edu/residency-requirements>). International students are not bound by the one-year limitation except that they have to reside in Washington State throughout their assistantship appointment period.

20.11. Teaching Assistant Evaluations

Students on TA support are evaluated at the end of each semester with regard to their performance pertaining to their assigned TA duties. This is done under the direction of the MME GSC with input from the instructor. The School Director then gives written notification to the TA of their performance with suggestions for improvement if needed. If a student receives an evaluation of marginal performance, they will be given a first warning. If the student receives a second evaluation of marginal performance, all future TA offers will be immediately withdrawn.

20.12. Teaching Fellows Program

The Teaching Fellows (TF) Program was established to give PhD students interested in becoming college faculty after they graduate a mentored experience in undergraduate teaching. A student on the Fellows program would be paid as a regular Teaching Assistant with an additional small stipend to reflect the extra responsibility of the position. The Fellows are chosen by the School Director in conjunction with the Chair of the MME GSC. If a student is interested in becoming a Fellow, they should contact the School Director. A Fellow will:

- Prepare for the course like a regular instructor.
- Be mentored by a senior faculty member, who may or may not be their research advisor.
- Receive his or her own teaching evaluations from the students at the end of the semester.

Of special importance:

- A Teaching Fellow must follow the same university/department requirements for instructing a class as a regular instructor. For example, the university has strict guidelines about class scheduling. A course must be taught within the time period scheduled for that course, and can't randomly be started earlier or consistently run late due to other commitments for the assigned room and other commitments that the students may have before or after the class period.
- If a Teaching Fellow has consistently failed to perform one or more of the required duties of an instructor and/or has received a second warning of marginal performance, all future TA/TF offers will be immediately withdrawn.

20.13. Termination of Appointment or Reduction in Pay

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

- Failure to take and/or pass the English Proficiency Examination by the deadline (required for international students whose native language is not English for TA duty).
- 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 requesting leave.
- If an RA has consistently failed to perform assigned duties and functions in a timely and competent fashion.
- If a TA has consistently failed to keep in communication with the instructor and/or have consistently failed to perform one or more of the required duties and/or have received a second warning of marginal performance.
- If a Teaching Fellow has consistently failed to perform one or more of the required duties of an instructor and/or have received a second warning of marginal performance.
- The student has failed to maintain the required fulltime 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 not complied with the School of MME's expected standards of conduct for our students and WSU's Standards of Conduct for Students.
- The student has failed to keep in regular contact with their advisor about their research progress & status.
- Other situations that merit a review of the assistantship offer.

20.14. Working Additional Hours Beyond the .50% Appointment

As stated in the *GS PPM*, the Graduate School strongly discourages graduate assistants from working additional hours (at paid employment) beyond their 0.50% FTE because the additional work often has a negative impact on the student's academic progress and time toward completing a degree. At the same time, the Graduate School realizes that work opportunities often can provide students with professional development, support their specific career goals, and/or provide additional financial resources. Consequently, the Graduate School recommends the following guidelines for programs that have graduate assistants who want to work additional hours beyond the .50% FTE appointment:

- The additional work should add to the student's professional development or support specific career goals.
- More than 5 hours per week is strongly discouraged.
- In cases of more than 5 additional hours per week, the graduate program director should review and approve the additional work in writing and routinely screen the student to ensure that he/she is making good progress in the program. The following should be considered in the review process: 1) the student's

current status in the department (performance and longevity), 2) the student's timeline for degree completion, and 3) how the work involved contributes to the student's academic work and progress. The program director should ensure, in a written memo to the Dean of the Graduate School, that if the student does not complete the degree requirements in a timely manner that the department will continue to fund them until they do.

In addition, please note:

- International students are limited to working no more than 20 hours/week when school is in session, but are permitted to work up to 40 hours/week during annual vacation periods, see <https://ip.wsu.edu/on-campus/employment-eligibility>.
- Under the State of Washington regulations, all enrolled students (both domestic and international) are limited to 516 hours of on-campus employment in 6 consecutive months (average of 20 hours/week) excluding vacation periods and those students working in their major field of study. If an enrolled student works more than 20 hours/week during summer break, the student may later be required to stop working or cut back to remain within the 516-hour limit. See <https://ip.wsu.edu/on-campus/employment-eligibility>.

21. APPENDIX: TRANSFER COURSE POLICY AND PROCESS

Transfer Course Policy and Process School of Mechanical & Materials Engineering

Courses can only be “transferred” via the student’s Program of Study (POS) which must be filed in the student’s second semester of study. There are two categories of transfer courses—those taken at WSU, and those not taken at WSU:

1. **Graded coursework taken at WSU.** If a student graduates with their MS ME or MS MSE degree at WSU, and then continues on to the PhD ME program at WSU, they can often times transfer some or all of their Master’s graded coursework to their PhD program. Graduate School policy imposes certain restrictions, such as only courses can transfer that have a grade of B or higher, and Certain courses are not allowed to transfer such as seminar courses (ME 598 or MATSE 593) and Master’s research credits (700, 701). Any transfer courses must be approved by the student’s advisor and committee, then the Chair of the MME Graduate Studies Committee, with final approval by the Graduate School office. For this type of transfer, the student does not need to fill out the Transfer Course Request form, they just list the transfer courses on their POS. Bachelor’s courses. Graduate School policy allows a student to transfer up to six credits of 500-level courses taken while an undergraduate student at WSU but only if they submitted a Request for Reservation of Graduate Credit form before they enrolled in the course. This form cannot be submitted retroactively.
2. **Graded coursework not taken at WSU.** If a student desires to transfer graduate courses taken while a graduate student at another university, whether for courses applied toward an awarded Master’s degree or if they left their prior institution prior to completing a graduate degree, please review the Graduate School’s transfer policy discussed below in order to determine what is allowed. As stated in our PhD ME program requirements, a student can only transfer a maximum of 12 credit hours of non-WSU graded coursework to include on their POS. Any transfer courses must be approved by the student’s advisor and committee, then the Chair of the MME Graduate Studies Committee, with final approval by the Graduate School office. A non-WSU transfer course will not show on the student’s WSU transcript, it will only be reflected on the POS. For this type of transfer, the student and their advisor must fill out the Transfer Course Request form, indicating how the transfer course fits into the program requirements. Please note the program deadlines and restriction on old coursework as discussed below. Bachelor’s courses. Graduate School policy does not allow courses to transfer that were taken while the student was an undergraduate at a non-WSU institution.

The WSU Graduate School policy about the transfer of courses can be found at <https://gradschool.wsu.edu/documents/2015/09/transfer-policy.pdf>. Be sure to read their entire transfer policy in order to determine what is allowed to transfer. As indicated in their policy, they do not allow certain courses to transfer, such as seminar courses (like ME 598 or MATSE 593), courses with a lab, thesis courses (research credits), and other courses as listed in their transfer policy. All transfer courses must have a grade of B or higher.

Old coursework. It is our department policy to highly discourage the inclusion of old coursework on the Program of Study. Some reasons include 1) the old coursework may not be especially useful to the student in their current program, 2) attempting to transfer old coursework may cause the student to go beyond the program deadline in which case the Graduate School would immediately deny the request, and 3) once the Graduate School approves the POS with the transfer coursework, they set the student’s graduation date and they will not allow the student to later drop any of the transfer coursework in an effort to extend the graduation date.

To request the transfer of a course:

1. **Student.** You are not requesting that a specific transfer course should substitute for a specific WSU course, but rather are only requesting that the transfer course fulfill a specific part of the program requirements. As stated in the Graduate School Transfer Policy, for each transfer course the student must provide a catalog description of the course (either in paper form or taken from the institution’s web site), and in many cases (especially for a course taken at a non-U.S. institution) the Graduate School may require a course syllabus. The student should present these things to their advisor and discuss why they want to transfer the course, and determine how the course fits into the program requirements.

2. Advisor. The advisor must review the material. If the advisor agrees that the course should transfer, the advisor should complete and sign the Transfer Course Request form. The student can then list the course on their POS following the example later in this document, and the advisor should indicate their approval of all coursework listed on the POS by signing it.
3. Committee. The student’s committee should then review the POS, the transfer course material, and the Transfer Course Request form. If they approve of the coursework, they will indicate their approval by signing the POS. If one or more of the committee members does not think that the course should transfer, then the student will not be allowed to include it on their POS.
4. Chair of the Graduate Studies Committee. The POS, the transfer course material, and the Transfer Course Request form should then be given to the Graduate Academic Coordinator for review. If everything looks okay, he or she will give it to the Chair of our Graduate Studies Committee for review. If the GSC Chair approves, he or she will indicate their approval by signing the POS as “department chair”. If the GSC Chair does not think that the course should transfer, then the student will not be allowed to include it on their POS.
5. Dean of the Graduate School. The Graduate Academic Coordinator will then submit the POS and transfer course material to the Graduate School office. The Dean of the Graduate School will review them, and will make the final decision as to whether or not the listed coursework (including any transfer courses) should be approved. If the Graduate School wants additional information regarding the transfer course, or once they make their final decision, they will email the student and the department.

Example of how to list transfer courses on the student’s Program of Study

Below is an example of how transfer courses should be listed on the POS. The oldest coursework gets listed first, which would be any transfer courses. Everything gets listed in the way used by that university (with an English translation), so list that university’s course prefix and number, and course title, and list the credits and grade as used by that university. The WSU Graduate School office will convert the credits and grade to our system, so you do not need to do it.

COURSEWORK: Graded (A-F)

If transferring coursework from another institution, please submit the course syllabus along with this form

Course Prefix and Number	Course Title	Credits	Grade	Sem/Year Taken (Chronological Order)	WSU Instructor or name of Institution if requesting transfer credits
S0612039Q	Finite Element Analysis	2.00	95	Fall 2011	Harbin Institute of Technology
MA 6613	Fracture Mechanics	3.00	A	Spring 2012	Nanyang Tech Univ, Singapore

School of Mechanical and Materials Engineering
Transfer Course Request Form

Name of student: _____

The PhD ME program requires that the student must have a minimum of 24 credit hours of the graded coursework as listed in the left column below. At least 12 of the 24 credits must be taken at WSU, which means that no more than 12 credits can transfer. Please indicate in the right column the course number/name of the transfer course that you (as advisor) approve to count towards a particular *program requirement* (not a specific WSU course). Remember that the transfer courses together with the WSU courses listed on the Program of Study must fulfill the program requirements.

Important! Please read the “Old coursework” and “Program deadlines” section of this document (Transfer Course Policy) before you agree to approve a transfer course.

PhD ME program requirements	Transfer course number and name
3 cr hrs of any 500-level math or stat course	
12 cr hrs of 500-level ME or MSE courses	
3 cr hrs of additional 500-level courses approved by the student’s advisor	
6 cr hrs of additional courses approved by the student’s advisor (300-, 400-, or 500-level only) (a maximum of 6 cr hrs can be at the 300- or 400-level)	<i>Note: The Graduate School only allows graduate level (500-level) courses to transfer.</i>

Approved by:

Advisor (please sign): _____
 Printed name of advisor: _____

Date signed: _____

This form must be completed and signed by the advisor then turned in to the Graduate Academic Coordinator along with the transfer course material and the completed Program of Study form. These will then be submitted to the Chair of the GSC for review.