



Western Oregon  
UNIVERSITY

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Graduate Programs

# GRADUATE STUDENT HANDBOOK

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## Contact Information

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Dear Graduate Student,

On behalf of Graduate Programs, it is my pleasure to welcome you to Western Oregon University (WOU) graduate studies. Whether you are new to campus or returning to further your education, I am delighted that you chose WOU Graduate Programs.

You are a valued member of our vibrant campus community. Pursuing graduate studies is a major decision and I commend you for making this commitment and investment in your future. The Graduate Programs Office is here to support you throughout your time at WOU. Please don't hesitate to reach out to us.




This Graduate Student Handbook will help you navigate policies and procedures commonly encountered by WOU graduate students. This publication does not replace the university catalog, which is the official, detailed, and complete final word on all graduate policies and procedures at WOU. To review the catalog, click this online link: [WOU Catalog](#). Another great resource for all graduate students is the [New Student Orientation](#) Module.

Please use these resources in addition to meeting with your program coordinator. Your program coordinator is here to help you navigate your specific program and any questions and concerns that may arise.

I wish you great success in your graduate studies!

Sincerely,

Dr. Hillary Fouts, Dean of Graduate Studies and Research

<b>Graduate Programs Staff</b>	<b>Contact Information</b>
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## Contact Information

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## Contact Information

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MS in Rehabilitation Counseling	Dr. Denise Thew, Program Coordinator 503-838-9341 <a href="mailto:thewd@wou.edu">thewd@wou.edu</a>
MA in Interpreting Studies/Interpreting Certificates	Amanda Smith, Program Coordinator 503-838-8650 <a href="mailto:smithar@wou.edu">smithar@wou.edu</a>  Dr. Elisa Maroney, Program Coordinator 503-838-8735 <a href="mailto:maronee@wou.edu">maronee@wou.edu</a>
MA in Organizational Leadership/Leadership Certificates	Dr. David Foster, Program Coordinator 503-838-8805 <a href="mailto:fosterd@wou.edu">fosterd@wou.edu</a>
<b>Other Programs:</b>	
EMIL Certificate/Specialization	Dr. Rachel Harrington, Program Coordinator 503-838-8831 <a href="mailto:harringtonr@wou.edu">harringtonr@wou.edu</a>
ESOL Endorsement/Dual Language/Bilingual Education	Dr. Jessica Dougherty, Program Coordinator 503-838-8929 <a href="mailto:doughertyj@wou.edu">doughertyj@wou.edu</a>
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# General Information for Graduate Students

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## **Program Objectives**

Graduate students are screened and admitted into the various programs, each of which has admissions standards and designated graduate faculty. Campus wide standards for admissions, selection of faculty, curricular revisions, operating policies and final examinations are established in accordance with recommendations of the Graduate-Studies Committee.

Each graduate student at WOU is expected to meet the following objectives pertinent to their specific graduate program:

- Demonstrate the advanced competence and skill in the mastery of concepts, principles, systems and practices which are in the context of the student's specialty.
- Demonstrate advanced competence and skill in reading, interpreting and applying the research and literature of the professional studies component of the student's graduate program.
- Demonstrate awareness and understanding of ethical, philosophical and cultural issues that apply to the professional component of the student's graduate program.
- Demonstrate the ability to synthesize and apply program skills and knowledge through the program's exit requirement.

## **Diversity, Equity, and Inclusion**

Western Oregon University is committed to a campus climate that exemplifies “respect, civility, and acceptance to allow all members of the university community—administrators, faculty, staff, and students—to succeed as a university employee or student.” Furthermore, “diversity, equity, inclusion, accessibility, and cultural competence are core institutional values” and “every member of the University community is responsible and accountable for these values” (WOU Board of Trustees statement on Diversity, Inclusion, Equity, and Accessibility, April 21, 2021).

## **Drop/Add: Adjusting Your Enrollment**

Each term, you may adjust your enrollment by dropping and adding courses during the drop/add period, without any penalty. Please utilize the Registrar's Office [registration page](#) to learn more about registration requirements.

## **Email**

Both WOU and Graduate Programs will send official, critical, and time-sensitive messages to the WOU business email address listed for you in the student system. Please make a habit of checking that account regularly so you do not miss important information or deadlines. Also, your email address will be added automatically to the graduate student listserv, over which messages will be sent from time to time about academic, financial aid, professional development, and student updates and opportunities. We do our best to keep listserv messages to a minimum and make sure they address as broad appeal as possible, though not all may be of interest to every single student.

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# General Information for Graduate Students

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## **Graduate Student Representation and Advocacy**

The Dean's Graduate Student Council (DGSC) advises the Dean of Graduate Studies and Research and serves as a liaison between WOU graduate students, WOU administration, and WOU Student Government. The Council is made up of a maximum of 12 student representatives, representing our diverse student population, programs, and course delivery modalities. The Council will be meeting 1-2 times per term for 1-2 hours to discuss current events affecting graduate students. If you are interested in joining this council, please send an email to Amber Deets at [deetsa@wou.edu](mailto:deetsa@wou.edu) to request an application.

## **Official Program Plan**

Each graduate program has a unique plan of study. This [Program Plan](#) must be on file in the Graduate Office in order to receive financial aid and to register for courses beyond the first 9 graduate credits. You should fill out the top portion only and sign on the student signature line before giving the form to your advisor during the first advising session.

## **The Term Before You Plan on Graduating**

The term before you plan on graduating, check with your degree program to:

- Make sure all Incomplete (I) grades and other unresolved or ineligible grades are cleared up.
- Make sure any needed grade changes have been made.
- Make sure your degree program is accurate by checking your DegreeWorks.
- Submit a degree application online no later than the last day of the term before you plan to graduate. If you do not apply by that deadline, you cannot graduate that term.
  - The degree application: Apply to Graduate
    - Application is located in the Graduate Student channel in your Portal
    - Ensures that your name is on the graduation lists for that term.
    - Confirms your name for placement on your diploma and in the commencement program published in spring.
    - Puts your name on the list to receive information about commencement ceremonies, including purchase of graduation regalia, such as cap, hood, and gown.
    - Your degree application will not “roll over” from one term to another. If you do not graduate one term, you must submit a new degree application for the next term you plan on graduating.
    - During the term you plan on graduating, you must complete satisfactory performance on your final examination whether comprehensive exams, Action Research Project, Professional Project, or Thesis.

## General Information for Graduate Students

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### **At the End of Your Graduating Term**

The Registrar's Office posts your graduation date and degree earned on your transcript after graduation certification is finished. Please do not order transcripts until you have received an email from the Director of Graduate Student Success and Recruitment that your degree has been processed. Updated transcripts are usually available within two weeks of the term being completed. Diplomas are ordered after the term is over. About eight weeks after graduation, your diploma will be sent to your permanent home address on file with the Registrar's Office. Thus, well before graduation, please be sure to verify (and, if needed, update) your permanent home address by checking your address in Wolf-Web.

### **Graduation**

WOU awards degree after each term in Fall, Winter, Spring, and Summer (6-week session). Please note that commencement (a graduation ceremony) and graduation (the actual awarding of a degree) are not the same thing. You are not officially graduated until the Graduate Programs Office certifies that you met all degree requirements, and the Registrar's Office updates your transcript and issues your diploma.



# Funding Graduate School

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## **Graduate Loans**

### **Federal Direct Graduate PLUS Loans**

Students admitted and enrolled in a graduate program who have eligibility for additional funding after receiving Stafford loans and any other financial assistance, are able to apply for Graduate Plus Loans.

To apply for the Graduate PLUS loan, the graduate student will need to complete and return the Graduate PLUS Loan Request Form, pass a credit check that will be performed by the Direct Loan servicer, and complete Master Promissory Notes and Entrance Loan Counseling online (if applicable). Applicants will be notified directly by the Direct Loan servicer if they are eligible to receive the PLUS loan. If the applicant does not pass the credit check and the Graduate PLUS loan is denied, the credit check may be challenged. Additional information and documentation may be provided to Direct Loans, or an endorser may sign for the loan with the applicant.

*Students seeking federal financial aid must be admitted by the Graduate Programs Office and have a Program Plan turned into the Graduate Office before they are eligible to receive financial aid.*

## **Graduate Assistant Positions**

Graduate Assistantship provides any combination of the following professional duties: library research; data and information warehousing; institutional research and technology projects; development of teaching/training materials, such as webinars, online modes of course content delivery, face-to-face presentations, power point presentations and visual aids; laboratory and field research; examination preparation; development and delivery of conference and workshop materials; grades examinations/papers; and, teaching lower division courses. Other duties may be designated that are specific to the supervising unit's needs in their pursuit of achieving the university's mission.

If accepted by the university, this position provides tuition remission minus the cost of student fees. Students work an average of 19.6 hours a week and are awarded a monthly stipend in addition to their tuition remission. The student must maintain a B grade point average to be eligible for this position. An evaluation of student's performance will be done every term.

# Graduate Programs Exit Option Information

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## **Graduation**

A student graduates from WOU when the Registrar's Office determines that all university requirements have been met. Graduation occurs at the close of any academic term wherein the student's academic record is closed. Commencement exercises at WOU take place once a year in June.

## **Final Evaluation Procedures**

Apply one term prior to completion of final course work. Please pay attention to important dates on the [graduate calendar](#).

- [Application for completion of master's program](#) must be submitted to the Graduate Office.
  - Each candidate must file an application for completion of the Master's program with the Graduate Office. This application also serves as the application to complete the final evaluation such as thesis, professional project, or exams.
  - This form is required for all students seeking degrees, endorsements, certificates, and/or specializations.
- Final evaluation procedures must be completed; either written examinations or alternative evaluations.
- Complete [Exit Survey](#) administered by Graduate Office.

## **Exit Option Required Paperwork**

All exit options have paperwork that is required for the final report. Please refer to the [Exit Requirement Forms](#) page for further information for required paperwork. The following information on this page will provide a brief description of each exit requirement option. If you have further questions about your exit requirement, please contact [Amber Deets](#).

## **Institutional Review Board**

If the proposed exit requirement involves human participants, then the project will require review and approval by the WOU Institutional Review Board before any recruitment or research involving human participants may begin.

IRB review and approval are required for all research projects involving human participants, regardless of the level of risk posed to participants. Students are advised to begin the IRB application process several weeks prior to recruiting human participants for their thesis or field study.

All forms and procedures for the IRB application can be found at <http://www.wou.edu/irb>

# Graduate Programs Exit Option Information

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## **CD/Recital Performance**

- Music students are required to submit a CD recording and participate in a recital for their exit option.

## **Comprehensive Exams**

- Comprehensive Examination Schedule and Information
- Comprehensive Examinations Questions (updated each term)

Final written comprehensive examination will be based upon areas of study in the approved program. Subject area questions will be based upon the statement of components, objectives and requirements outlined. Comprehensive written examinations are taken during the student's last quarter of study or after all courses have been completed for a particular degree. The examination is designed to be taken in two morning sessions. The dates for comprehensive examinations are established by the University each term. Individual test dates for comprehensive examinations are not allowed. Comprehensive exams are not offered during the summer. Students that are enrolled in a fully online program such as Criminal Justice will not be required to attend this campus session; sessions requirements will be determined by your individual advisor.

The examination is seven (7) hours in length. Most examinations have a general education component that requires three hours to complete, and a subject matter/specialty component that usually requires four hours to complete. (The readers/evaluators of your examinations will not know who wrote any particular answer.) All candidates will be identified by code numbers picked at random by the Graduate Office.

Written comprehensive examinations will be graded as follows:

- With distinction
- Pass
- Unsatisfactory
- Fail

If you receive a failing grade, you must retake that section of your examination in a subsequent term. Students only get two attempts to pass their comprehensive exams. If you receive an unsatisfactory grade, a committee of two or three faculty members will schedule a one-hour oral review with you. The oral will focus on the section(s) that were evaluated as unsatisfactory. Every attempt will be made to have at least one member of the oral committee from your program.

Your advisor and/or professors who usually teach courses listed on your Program Plan often write the subject matter or specialty area questions. These questions are based on courses taken as part of your degree. The faculty member who wrote the questions in the subject matter or specialty area usually reads and rates the responses.

# Graduate Programs Exit Option Information

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## **Thesis Projects**

Thesis attempts to share with the professional community information that may be used to enhance the common knowledge base of a particular profession. The focus of the thesis research is to answer a question that is of interest to the general profession. The results of thesis research are generalized to an entire field. Candidates who elect to write a thesis must follow the procedures outlined in the guidelines which downloaded [here](#).

The master's student must show familiarity with previous work in the field and must demonstrate ability to organize data and explain results. The format is:

- Rationale for the Project that includes a detailed description of environment for which the study was designed
- Review of Literature
- Statement of Hypotheses
- Methodology
- Analysis
- Results

### *Policy for Accepting and Binding of Thesis or Project*

The final thesis will be presented to the student's thesis board. A student is required to submit one copy of the thesis to have on file in the library. Students may provide additional copies to be bound for themselves.

- The thesis must be submitted to the Graduate Office (Administration building, room 107) the Wednesday of Finals Week.
- The cost for binding is \$30 per copy. All binding costs will be charged to the student's account.
- It takes 4-6 weeks to process the bound copy of the thesis and it can either be mailed directly to the student or arranged for pick up at the Graduate Office.

## **Action Research Projects**

Students in the Master of Arts in Teaching: Initial Licensure program complete an Action Research Project as part of their exit requirement. This project is a study of the student's own practice. This document includes the following:

- Philosophy of Education/Teaching
- Review of the literature
- Methodology
- Results and discussion
- Summary, conclusion, and implications

# Graduate Programs Exit Option Information

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## **Professional Projects**

A Professional Project's focus is to share with the professional community information that may be used to enhance the common knowledge base of a particular profession.

The Master's student must show familiarity with previous work in the field and must demonstrate ability to organize data and explain how the end product will add to the previous body of knowledge. Examples of a professional project may include but are not limited to:

- A curriculum design for a particular discipline
- Training programs, or
- Computer programs for a particular application
- Action Research Project

The professional project is a professional paper, which is accompanied by the finished product. The general format of the Professional Project is:

- Introduction
- Review of Literature
- A statement or reason explaining the need for the Professional Project
- Rationale for the design of the Professional Project
- Attachment: Professional Project

# Graduate Student Academic Regulations

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## **Academic Load (G-1)**

The full-time course load for graduate students is nine graduate credits, including coursework portfolio, professional project, field study or thesis. The maximum course load for graduate students is 16 credits with any combination of courses (graduate or undergraduate) during fall, winter or spring term. Twelve credit hours is the maximum load for graduate students during the six-week summer term.

## **Application to Graduate (G-2)**

Final evaluation procedures

Apply one term prior to completion of final coursework.

1. Application for completion of master's degree must be submitted to the Graduate Office.
2. Final evaluation procedures must be completed, either written examinations or alternative evaluations by Wednesday of finals week in the final term of course study.

## **Conferring of degree**

Students may participate in Commencement if they meet the following requirements:

- Are within one to two courses of completing degree requirements
- Have written approval of their graduate adviser
- Have a plan on file in the Graduate Office to complete degree requirements the following term

Each graduate student must file an application for completion of the master's degree with the Graduate Office. This application also serves as the application to complete the final evaluation procedures. This is due one term before completion. Additional general information is available on the website at [graduate.wou.edu](http://graduate.wou.edu).

Students receiving their specializations, endorsements or certificates only are not eligible to participate in Commencement. Commencement is held for master's students receiving graduate degrees.

## **Continuing Registration Student Access Fee (G-3)**

WOU does not require a graduate student to be continually registered during each term as he or she progresses through a master's degree. A special fee is required when engaged in any phase of research such as developing or collecting data, preparing for final examinations or any aspects of a thesis, field study or professional project development in which university facilities or library resources are used and the student is not registered for graduate courses. The non-registered continuing student fee is assessed through the business office.

# Graduate Student Academic Regulations

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## **Credit by Examination (G-4)**

Graduate courses cannot be challenged. If a graduate student has extensive background in an academic area, the graduate student's adviser can determine other graduate courses that can be substituted for the course in question on the plan of study. A substitution form must be submitted to the Graduate Office.

## **Filing a Program Plan (G-5)**

All graduate students must file a program plan within the first 9 credits of coursework. This plan lists all courses needed for a particular graduate program.

- The proposed program plan must be completed with the assistance of the appropriate adviser and submitted to the Graduate Office for final approval. Financial Aid receives program verification once the program plan is on file.
- Conditionally admitted students, complete requirements for admission as a regular graduate student, including providing a program plan.
- Students who have not filed a program plan after completing nine credits of coursework will have a hold placed on registration until the form has been filed with the Graduate Office.

The steps listed above must also be completed by graduate students seeking additional endorsements, preparations, licensure, certificates or specializations.

## **Final Exit Evaluation (G-6)**

All graduate students must complete one or more final exit evaluations. The type of exit evaluation is determined when the graduate program plan is approved. Common exit evaluations consist of written comprehensive examinations, thesis, portfolio, action research projects, field studies and professional projects or combinations of two exit evaluations. The Graduate Office will determine the type of exit evaluation(s) based on the graduate student's program plan.

Graduate students who elect to write a thesis, professional project or field study must follow the procedures outlined in the guidelines which can be found on the web at [wou.edu/grad](http://wou.edu/grad). A final oral examination will be required of all graduate students who write a thesis, professional project or field study. The oral examination is not limited to the thesis, field study, portfolio or professional project, but may cover any aspect of the student's program.

Graduate students who prepare a portfolio should contact an adviser for information regarding specific portfolio requirements for that program.

Some divisions at WOU require comprehensive written examinations based on coursework in the student's content area in addition to the completion of thesis, field study, professional project or portfolio.

# Graduate Student Academic Regulations

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Final written comprehensive examination will be based upon areas of study in the approved program. Subject area questions will be based upon the statement of components, objectives and requirements outlined in the statement of program objectives. Graduate students who fail one or more areas of the written comprehensive examination may be given a program of self-study by their adviser(s) and may retake the area(s) failed at another regularly scheduled comprehensive examination.

Students may retake the written comprehensive examinations only once. Graduate students who score unsatisfactorily (below C-) on any component of the comprehensive examination will be required to take a final oral examination on the unsatisfactory section. Final oral examinations will not be required of students who score a pass or above on all areas of the written comprehensive examination.

A graduate student is eligible to complete final evaluations only after all coursework has been completed or the student is in the final term of enrollment. Per policy, they can also participate in comprehensive exams spring term if they have two or fewer courses to finish during the subsequent summer term. All incomplete grades must be changed to a letter grade before a student will be allowed to take his or her comprehensive examination. An exception is made if the outstanding incomplete grade is for a current student teaching grade, exit project or special individual study course. Examinations are offered every term except summer.

## **Graduate Grading System (G-7)**

The following grading scale is employed at the graduate level:

Excellent:	
	A
	A-
Normal graduate performance:	
	B+
	B
	B-
Below graduate standards:	
	C+
	C
	C-
Unsatisfactory performance:	
	D+



## Graduate Student Academic Regulations

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	D
	D-
	F

The following marks are also used. These grades are disregarded in the computation of grade-point averages.

P	Satisfactory completion ( <i>B- or better, special conditions apply</i> )
NC	No Credit, unsatisfactory
I	Incomplete ( <i>see <u>Incomplete Grades (W-2c)</u> and <u>Special Regulations Concerning Incomplete Grades (G-11)</u></i> )
RP	Regular Progress ( <i>see <u>Regular Progress Grades (W-2d)</u></i> )
W	Withdrawn
X	No grade received/no basis for grade ( <i>see <u>X Grades (W-2e)</u></i> )

### **Graduate Level Courses (G-8)**

All graduate courses will be designed to help students achieve well-defined objectives or student learning outcomes. Student learning outcomes encompass the range of student attributes and abilities that students should be able to demonstrate after successful completion of the course.

#### **400/500 courses**

Courses bearing dual-listed numbers (400/500) must provide students who are enrolled for 500-level credit with graduate-level learning. Expectations for learning outcomes in the graduate component of dual listed (400/500 level) courses are the same as for stand-alone 500-level courses. A distinction must be made between learning outcomes for students taking the course for undergraduate credit (400 level) and those taking the course for graduate credit (500 level). In most cases this distinction should include emphasis on developing skills in analysis, synthesis, and/or evaluation for the 500-level credit. The differences in student learning outcomes should be accompanied by appropriate differences in learning opportunities and evaluation procedures.

#### **500-level courses**

These courses are graduate courses in support of graduate certificate/endorsement/specialization or master's degree programs.

Undergraduates of exceptional scholastic achievements may, outside of an Accelerated Undergraduate to Master's Pathway (AUMP), program be admitted to these courses on the approval of the instructor and they may, if admitted, under some conditions, use a limited number of these courses toward a graduate certificate/endorsement/specialization or a master's degree program. These courses have one or more of the following characteristics:

# Graduate Student Academic Regulations

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- They require upper division prerequisites in the discipline.
- They require an extensive theoretical base in the discipline.
- They increase or re-examine the existing knowledge or database of the discipline.
- They present core components or important peripheral components of the discipline at an advanced level.

## **600-level courses**

These are graduate courses available for use by graduate and AUMP students, for graduate certificate/endorsement/specialization or master's degree programs. In addition to exhibiting the characteristics of 500-level courses, these courses typically have increased level of sophistication on developing skills in analysis, synthesis, and/or evaluation.

At least 50 percent of coursework in a graduate degree program must be 600 level.

## **Accelerated Undergraduate Masters Pathway (AUMP)**

### ***Purpose:***

To allow qualified WOU undergraduate students that wish to pursue a graduate program at WOU immediately after completing their undergraduate degree the opportunity to apply graduate coursework towards the completion of their undergraduate and graduate degrees.

### ***Criteria for acceptance and continuation in the AUMP:***

- Fully admitted undergraduates of senior standing
- Cumulative WOU GPA of 3.2 or above
- Pursuing an undergraduate program identified as participating in an approved AUMP
- Meets any requirements set by the graduate program that is more than the stated minimum requirements
- Undergraduate students who have been accepted to an accelerated undergraduate master's pathway must complete all of their bachelor's degree requirements and graduate within 12 months of the first day of the term in which they begin taking graduate courses as part of the accelerated program. Students who fail to do so will undergo a progress review and may be dismissed from the accelerated program.

### ***Provisions:***

- 500- and 600-level courses that may count toward both the undergraduate and graduate programs will be determined through collaboration of designated faculty members in each program.

# Graduate Student Academic Regulations

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- AUMP students may take a maximum of 16 graduate credits while classified as an undergraduate.
  - Minimum grade of B (3.0) or better is required for a course to apply in the graduate level program
  - Courses graded on a Pass/No Credit or Satisfactory/No Credit basis are not eligible for use in AUMP programs.
- The number of graduate credits earned in the AUMP program that can be applied to a graduate program will be determined by the graduate program and academic regulation G-18.
- The number of graduate credits earned in the AUMP program that can be applied to an undergraduate program will be determined by the undergraduate program.

## **Cost:**

Undergraduates accepted into AUMP will pay at the undergraduate rate for the approved AUMP courses they take while still an undergraduate.

Upon full admission as a graduate student applicable graduate tuition rates apply.

## **Graduate Student Expectations (G-9)**

Although grades of C+, C and C- are below the graduate standard, up to eight hours may be counted as credit toward a master's degree if the course(s) was/were taken through Western Oregon University. Grades below a B- cannot be transferred into a WOU graduate program from another accredited university or college. A maximum of 15 credits of non-admit graduate coursework can be applied to an endorsement or degree program.

The graduate student must always maintain a B (3.00 GPA) average on the courses fulfilling the degree requirements (courses listed on the student's graduate program plan of study). A department/program can establish more rigorous policies concerning the use of C grades in a degree program and/or overall minimum GPA requirements. Grades of D or F indicate unacceptable work and carry no graduate credit. A graduate student whose overall GPA falls below 3.00 or receives a grade of D or F must submit a petition with a plan of remediation to the Graduate Studies Committee. The petition and plan of remediation must be approved by the student's adviser or program coordinator.

A grade of P/NC can be used by only a limited number of degree programs that have received special authorization and that can be counted as credit toward a graduate degree.

## **Graduation and Commencement (G-10)**

A graduate student graduates from WOU when the Office of the Registrar determines that all university requirements have been met. Graduation occurs at the close of any academic term. Upon graduation, a student's academic record is closed.

# Graduate Student Academic Regulations

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Commencement exercises at WOU take place once a year in June. Graduate students who are within one to two courses of completing degree requirements at Western Oregon University may participate in the Commencement ceremony if they have a plan on file in the Graduate Office indicating that those courses will be completed during the subsequent summer term and have approval of their adviser. Students must also have completed comprehensive exams.

## **Limitations on Special Arrangement “0” Courses (G-11)**

A maximum of 15 credit hours of workshops, special arrangement and practicum courses may be applied to a master’s degree program. These courses must be pre-approved by the appropriate adviser. Fifteen credit hours of 506, 606, 507, 607, 508, 608, 509 and 609 courses may be included in a program. Additionally, there is a limit of nine credit hours of any one number.

## **Non-Admit Policy (G-12)**

Students who are working toward a planned program of graduate study, on or off campus, must file for admission as outlined above if they expect to complete licensure requirements or become candidates for a degree. Effective Fall 2014, allows a maximum number of 15 credits of non-admit graduate coursework to be applied to an endorsement, certificate, specialization, and/or degree program.

## **Petition Process (G-13)**

Students that receive more than 8 total credits of C’s, more than 9 credits of incompletes, a GPA lower than 3.0 or a D/F grade will be removed from their program and required to petition for re-enrollment. This process is conducted at the end of each term and students will be notified immediately of their academic standing via email to their student account. Students are required to submit a petition via the General Graduate Student Petition form to the Graduate Office by the deadline given. Students that fail to meet the deadline can petition afterwards for reinstatement in the following term pending approval by the committee which is composed of three members of the graduate studies committee.

## **Re-enrollment (G-14)**

Students who have not enrolled in courses for more than three terms will have their student status inactivated. They will be required to submit a re-enrollment application along with adviser approval and a \$15 fee in order to enroll in courses or have their degree, endorsement, specialization or certificate recorded with the Graduate Office.

# Graduate Student Academic Regulations

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## **Residency Credit Requirement (G-15)**

All graduate programs will include at least 30 graduate credits from WOU.

## **Special Regulations Concerning Incomplete Grades (G-16)**

See university regulation Incomplete Grades (W-2c)

- The instructor of a course has the final decision regarding the appropriateness and willingness to award a grade of incomplete.
- A graduate student with more than nine (9) hours of uncleared incomplete coursework (except for student teaching, internship, thesis, field study and/or professional project) will have a hold placed on registration until a petition has been submitted to the dean of graduate studies and research and a remediation plan approved.
- A student requesting a grade of incomplete and the course instructor issuing a grade of incomplete must both sign a contract that specifies:
  1. The course assignments still needing to be submitted to remove the incomplete grade.
  2. A timeline for completion of course requirements:
    - A student who has a grade of incomplete in a course that is a prerequisite for a subsequent course may not enroll in the subsequent course until the grade of incomplete is removed or must receive the permission of the instructor to be allowed to enroll into the subsequent course.
    - Any graduate program can decide to not allow a student to register for their final professional field experience (student teaching, internship, etc.) on the basis that incomplete grades have not been cleared before the beginning of the final professional field experience.
    - The Graduate Office will not allow students to sit for their final comprehensive examination until past incomplete grades have been cleared.

## **Time Limit to Complete Masters (G-17)**

Coursework and requirements for a master's degree program must be completed within a period of five years. This includes all residence credit, all applicable transfer credit and required final evaluation. The five-year limit also applies to a thesis, field study, professional project or portfolio.

Students may petition the Dean of Graduate Studies and Research for a one-time, two-year extension for a maximum of seven years to complete their master's degree. Students can obtain the General Graduate Student Petition via the graduate website.

# Graduate Student Academic Regulations

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## **Transfer Credits (G-18)**

Transfer credits are those taken pre-admission to a graduate program at WOU or at another regionally accredited university.

Transfer credits, outside of a defined Accelerated Undergraduate Master's Pathway, must be documented with an official sealed transcript from a regionally accredited university, approved by the student's adviser, and should be submitted and approved early in the student's program to the Office of Graduate Programs. Transfer credits are subject to approval by the dean of graduate studies and research.

Graduate students must earn a minimum of 2/3 of the credits required for their graduate degree at WOU, after formal admission to the graduate degree program. Individual programs may have stricter limitations. Pre-admission and transfer credits for master's degrees must meet the following requirements: must be a letter grade of B or higher and must total no more than 1/3 of the required credits for a master's degree. Eligible WOU credits applied toward a completed graduate certificate can be applied toward a subsequent master's degree without counting toward the pre-admission limits.

Credits from non-accredited colleges and universities cannot be used in a master's program.

A maximum of 15 credits of non-admit graduate coursework can be applied to an endorsement or degree program with adviser approval.