

**Graduate Program Student Handbook**

**Biological and Agricultural Engineering**

**February 2015**

# Graduate Program Student Handbook

## Biological and Agricultural Engineering

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# Graduate Program Manual for Biological and Agricultural Engineering

## **Objective of This Manual**

The objective of this manual is to provide information and guidelines to students and faculty members regarding graduate studies at the Department of Biological Systems Engineering. This manual is organized in several sections covering a variety of topics from application to the departmental graduate program, to making the transition to Washington State University, to responsibilities of students with graduate research assistantships, to academics, to annual evaluation, and to overall program requirements and regulations.

Students preparing to join the program as well as current students should carefully read these guidelines and be aware of regulations that apply during the course of their studies in the department. The Manual will be available on the BSysE web page. Because the guidelines will change over time, both students and faculty members are encouraged to provide input and feedback to improve the clarity, quality, and usefulness of these guidelines.

Our best wishes for the success of all our graduate students.

## **Expectations for PhD and Masters Students**

### **Graduate School perspective**

#### *Role of advisors*

WSU's Graduate Student code details the expectations of Faculty Advisors.

High quality graduate programs are those with notable faculty and systems for advising and mentoring graduate students who need sound advice during their early experiences in graduate school. These students deserve guidance from faculty whose interest goes beyond the mere advisor-director role to one of teacher and mentor. Departments and programs are responsible for encouraging effective advising and for 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. You may also change advisors at any time, without fear of reprisal, but there may be implications in terms of financial support.

Graduate students should expect that advisor 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 evaluations of students' work in a timely manner.
- Discuss laboratory, studio, or departmental authorship policy with graduate students in advance of entering into collaborative projects.
- Acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyrights and patents.

### ***Role of the Graduate Student***

Graduate students in the Department of Biological Systems Engineering shall assume the following responsibilities:

1. To conduct themselves in a mature, professional, and civil manner in all interactions with faculty, staff, other graduate students, and undergraduates.
2. To follow the Graduate School's policies and procedures, see the Graduate School Policies and Procedures manual: <http://gradschool.wsu.edu/policies-procedures/>, specific program requirements as delineated by academic departments, and standards of performance established by faculty and their respective professional groups.
3. To follow Graduate School's deadlines and procedures (as outlined in the Graduate School Current Students Section: <http://gradschool.wsu.edu/students>)
4. To maintain integrity in learning, independent scholarship, and professional development.
5. To communicate regularly with faculty advisors on matters related to progress within their graduate programs.
6. To acknowledge contributions of faculty advisors and others in work leading to conference presentations and publications.
7. To respect time constraints of faculty members.
8. To respect the responsibilities of faculty advisors to evaluate your coursework and overall academic progress. Faculty mentors, in turn, are responsible for monitoring the validity and quality of your research, teaching, and other scholarly activities.
9. To fulfill, in a timely manner, the requirements of their programs, as prescribed by departments or programs.
10. To assume the initiative in selecting committee members for thesis, dissertation, and qualifying exams.

11. To contribute positively to a collegial environment within the department or program.
12. To adhere to federal, state, University, and departmental rules and regulations regarding the use of animals, human subjects, dangerous and hazardous chemicals, biohazardous and radioactive materials or radiation in research.

## **The Application Process**

The Graduate School at Washington State University administers the application process and determines if an applicant is accepted to the Graduate School. The Graduate School has specific requirements for admission, as well as application deadlines. Please visit our website for more details:

[Http://bsyse.wsu.edu/graduate-program/how-to-apply/](http://bsyse.wsu.edu/graduate-program/how-to-apply/)

## **Moving to Pullman**

### **Living in the State of Washington**

Pullman is located in the eastern part of the State of Washington.. If the university is paying you a salary from any source (either from a grant or from state money) then you must live in the State of Washington. If you live outside the state, you will pay higher tuition charged to people who live outside the state (you will pay out-of-state tuition). Neither grant appointments nor state appointments will pay out-of-state tuition. It is still a good idea to live in the state even if you are not paid a salary to ensure that you can take advantage of an opportunity to pay in-state tuition if it comes along.

Students who are citizens or permanent residents of the United States must apply to be residents of the State of Washington within the first year of their studies or they will pay non-resident tuition. The Graduate School will not waive the difference between resident and non-resident tuition for students who are citizens or permanent residents after two semesters.

### ***Housing***

There are three common housing options in Pullman; on campus dormitory rooms, on campus apartments, and off campus housing.

More information about on-campus housing can be found at:

<http://www.housing.wsu.edu> Information and help identifying off campus housing can be found at: <http://offcampusliving.wsu.edu>

### ***Local documents***

If you have never worked for the university, you will need three documents before you can be paid:

#### **Social Security Number / Card**

If you do not have a Social Security Number, the university cannot pay you until you have applied for a number. You need to apply for a number as soon as possible because the Social Security office has very limited hours. If you are not a citizen of the United States, the first thing you need to do is to get a letter from the department explaining that you are being paid. Take with you the following four items to the Social Security office:  
The letter from the department about verifying employment  
Your passport  
The I-94 form in your passport  
Either the I-20 or the DS2019, depending on what kind of visa you have.

You will have to go to Lewiston, Idaho (the address is on the letter), which is 30 miles south of Pullman. No buses travel between Pullman and Lewiston.

It is crucial that you obtain a receipt when you apply for a Social Security card. We can get you on the payroll with the receipt until the card itself arrives. Once the card arrives, sign it and bring it to the main office so we can photocopy it for the Payroll Office.

**I-9** All new employees to the university must complete an I-9 form (and sign it) showing that they are eligible for employment in the United States. In order to complete the form, you must have a document proving your identity (a passport for non-citizens or usually driver's license for citizens) and a document showing that you can work in the United States (a DS2019 or I-20 for non-citizens or an original Social Security card for citizens). All documents must be originals.

**W-4** If you are a new employee, you must complete a W-4 form for tax purposes.

The administrative office will help you complete these forms.

**Driver's License:** To drive a vehicle in the United States, you must have a valid US or International driver's license.

To operate a WSU vehicle, a person must:

1. have a valid US or International license
2. be at least 18 years old
3. have at least 3 years of experience operating a motor vehicle

To operate a WSU van, a person must have a current Van Driver Training II certificate.

**Office:** The office staff will assign offices for new and continuing students and issue office/lab/building keys.

**Electronic Mail Account:** The university's Information Technology manages electronic mail. Your e-mail account and your official WSU e-mail address is automatically set up when you are admitted to WSU. For more information, visit: <http://email.wsu.edu/aboutoffice365.html>

**Other University Electronic Services:** WSU provides a number of services such as viewing your academic records, using the on-line services of the library system, creating a WSU portal, changing your network id and email options.

**Mail Box:** Mailboxes are located in the department's work room (213B LJ Smith Hall). The office staff will assign mailboxes to new students.. Your address at the university is:

[Your Name]  
Department of Biological Systems Engineering  
Washington State University  
P.O. Box 646120  
Pullman, WA 99164-6120

It is not appropriate to use the university's mailing system for personal mail (for example, bank statements, letters from home or magazines). You cannot use the university's mailing system to send personal mail.

## **Responsibilities as WSU Employees**

Graduate students at WSU who are supported through WSU research assistantships or research fellowships shall assume the following responsibilities:

### **Research Assistants**

Employment as an RA involves commitments, not only to thesis and dissertation research, but to the goals and objectives or deliverables of the sponsored project providing salary support. RAs should, therefore, be aware of responsibilities attendant to the University's Intellectual Property and Conflict of Interest policies and procedures.

- Graduate School required all graduate students on assistantships to complete the web-based Responsible Conduct of Research Training (see <https://myresearch.wsu.edu/login.aspx?ReturnUrl=%2fonlinetraining.aspx> ). Please notify our office of the date you completed it. International students have one semester upon arriving to complete this training.



## Research Fellows

Recipients of research fellowships should understand the goals and objectives of sponsoring programs. These goals and objectives may require completion of training modules or internships, the development of a scholarly document (e.g., thesis or dissertation), or specific uses of support funds. It is the responsibility of RFs to be aware of such expectations and to meet them as completely as possible.

## Vacation and Sick Leave

Graduate students on assistantships are expected to be at work every normal work day, including periods when the university is not in session (classes not in session) with the exception of the legal holidays designated by the Board of Regents. This is the same schedule followed by administrators, faculty and staff of the University. Graduate assistants do not have to work on university holidays. If you have further questions about being away from work, contact your advisor.

1. Students on a half time assistantship appointments are expected to work 20 hours a week. The work may or may not be related to your research, at the discretion of your faculty supervisor.
2. Holiday schedule is outlined in the WSU Business Policies and Procedures Manual, section 60.76.2, available via this link:  
<http://www.wsu.edu/forms2/ALTPDF/BPPM/60-76-2.pdf>
3. Graduate students on appointments do not earn annual leave or sick leave.
4. Support during the summer is a specific contract between you and the person providing the support.

## GRADUATE LEAVE OF ABSENCE

Graduate Leave Status is granted for individuals who must be away from their studies for one or more semesters for personal, family, job, financial, military or Peace Corps service, or other compelling reasons. ***Only graduate leave for medical reasons [Emergency Family/Medical Leave (EFML)], military service, and Peace Corps service is available to doctoral students in continuous doctoral status.*** Students should consult the WSU Graduate School Policies and Procedures manual for information regarding the types of leave available.

1. Students must apply for Graduate Leave through the Graduate School by completing the Graduate Leave form at the following link:  
[www.gradschool.wsu.edu/Documents/PDF/GraduateLeaveStatusForm.pdf](http://www.gradschool.wsu.edu/Documents/PDF/GraduateLeaveStatusForm.pdf)
2. The leave must be approved by the student's Advisor/Mentor, Graduate Program Director, International Programs (for international F-1/J-1 students only) and Dean of the Graduate School. A student may be on Graduate Leave for a total of up to one calendar year during their studies, but leave time may be extended for special circumstances (e.g., for military or Peace Corps service). ***Graduate Leave beyond one calendar year during a student's studies is not guaranteed.***

3. Graduate Leave entitles students to maintain access to library services if needed. At the end of the leave, the student will be able to reenroll for credits without completing the reenrollment form or paying the reenrollment fee. International students must submit information on their finances to the Graduate School if they require issuance of new immigration documents (more information regarding graduate student leave, parental leave etc. is available in Graduate School Policies and Procedure Manual, Chapter 5: <http://gradschool.wsu.edu/chapter-five-a6-7/>).

## **Travel and Purchasing**

Johnson Hall Business Center manages travel and purchasing requests for BSysE. You must follow proper procedures before attempting to purchase supplies or schedule any travel. The university and the state have rules for purchasing supplies, for buying airplane tickets, and for reimbursing travelers. If you buy something (supplies, airplane tickets, etc.) without having proper permission before making the purchase, state law might prevent the university from reimbursing you. All forms and contact information of Johnson Hall Business Center staff are available via this link:

<http://cahnr-cms.wsu.edu/bc/johnson/Pages/default.aspx>

## **Copier and Other Office Supplies**

The department's copy machine, located in the work room, is available for use on university business. It is not appropriate to copy homework or class assignments on the department's copier. The machine requires the use of a code that enables the staff to bill faculty members for using it. Each student will be granted unique copier code upon permission from his/her advisor.

You should purchase paper, pens, notebooks and other office supplies for your coursework. Office supplies needed for your research should be supplied by your thesis advisor.

## **Salary**

### ***Payment Schedule***

You will be paid twice a month—on the 10<sup>th</sup> and on the 25<sup>th</sup>. For example, you will be paid on September 10 for the period August 16 – 31. You will be paid on January 25 for the period January 1 – 15.

### ***Direct Deposit***

You can have your pay check deposited directly into a bank account. You can find further information and the form to complete on the Payroll Services web site at: <http://www.wsu.edu/payroll>. If you do not have your check directly deposited, the university will mail your pay check to your local address.

### ***Summer Session***

Students who are paid during the summer are usually paid as hourly employees (time slip). During the regular semester, you are paid automatically twice a month with no action on your part, but in the summer you must submit your hours into timekeeper at the end of every pay period: on the 15<sup>th</sup> of the month and the last day of the month starting on May 31.

## **Register for Classes**

**Zzsis** is your portal to most student account services. Log in to register for classes, set up your email account, check finances, add money to your Cougar Card, check student aid status, academic records, schedules, and WSU announcements. Also check out the Tech Tools page for free software downloads, i.e., Microsoft Office and Windows Vista. Your advisor can help you with course selection.

You should enroll for 12 hours every semester. After deciding on your classes, you can enroll for BSysE 700 or BSysE 800 to bring your enrollment level to 12 credit hours.

## **Guidelines for Master's Degree**

30 total credits required;

- Thesis option: 21 graded course credits, up to credits of non-graduate level (300 or 400 level) courses may be used
- Non-Thesis option: 26 graded course credits, up to 9 credits of non-graduate level (300 or 400 level) courses may be used.
- Optional graded courses may be added if desired.
- A minimum of 4 credit hours of BSYSE 700 (thesis option) or BSYSE 702 (non-thesis option), or as many as needed to complete 30 credit hours

### **Courses:**

All students must enroll in 12 credits per semester, including BSysE 700 or 702. Students must enroll in BSysE 598 Graduate Seminar one time (starting Fall 2015, BsysE 598 will offered only during Fall semester). All other policies regarding course work, research credits, credit transfers and other policies are as defined by the WSU Graduate School.

### **Other Departmental Requirements:**

- Graduate Studies Committee - committee members selected, expected during 2<sup>nd</sup> semester
- Program of Study - submitted to Graduate School, expected during 2<sup>nd</sup> semester
- Research Proposal - approved by Committee and copy in office file, expected end of 1<sup>st</sup> year
- Coursework - completed, expected end of 3<sup>rd</sup> semester
- Seminar Presentation and Final Defense - completed
- Exit Interview - schedule meeting with department Chair prior to leaving WSU

### **Graduate Studies Committee:**

The graduate student committees will have a minimum of three members; a minimum of two members will be tenured/tenure-track faculty in BSE, and other members may be tenured/tenure-track WSU faculty members in another department. Approved professionals not officially participating as Graduate Faculty within any graduate program at WSU can participate as committee members in addition to the minimum three committee members defined above.

Tenured and tenure-track BSE faculty and BAE Graduate Affiliate Faculty can serve as chair or co-chair of student committees. BAE Graduate Adjunct Faculty and non-tenure-track BSE research faculty may serve as co-chairs.

### **Thesis / Dissertation Meetings**

During the first two semesters you should meet frequently with your committee to develop a common vision for the research, to agree on a generalized methodology to complete the research, and to identify course work required to prepare you to conduct the research. After the first year, you should continue to meet with your committee on a regular basis. At a minimum, you should meet with the committee once a year. More frequent meetings are encouraged.

You are responsible for consulting with your advisor and then calling a committee meeting, setting an agenda and arranging for a meeting room.

## **Student Reviews:**

Your advisor will schedule a meeting with you at the end of spring semester for the purpose of reviewing your progress towards degree completion. Review forms will be completed and signed by both the advisor and the student and will be retained in student files at the Pullman campus.

## **Forms, Signatures and Deadlines:**

All forms you need to progress through your program are located on the Graduate School web site at <http://gradschool.wsu.edu/forms> Please contact the Academic Coordinator, Joanna Dreger ([Joanna-dreger@wsu.edu](mailto:Joanna-dreger@wsu.edu); 509-335-1578) to check the form before obtaining signatures of your committee members. This is especially important for the Program of Study and Final Exam scheduling forms. After Joanna verifies the completeness of the document, student will obtain signatures of your committee members and hand deliver or mail the original document to Joanna, who will obtain the signature of dept. chair, make a copy for our records and deliver the document to the Graduate School.

## **Guidelines for PhD Degrees**

72 total credits required;

- This includes a minimum of 15 WSU graded course credits , 500 level only
- Optional graded courses may be added if desired.
- A minimum of 20 BSYSE 800, or as many as needed to complete 72 credit hours

## **Courses:**

All students must enroll in 12 credits per semester, including at least 2 credits of BSysE 800. Students must enroll in BSysE 598 Graduate Seminar two times and present one seminar (starting Fall 2015, BsysE 598 will be offered only during Fall semester). All other policies regarding course work, research credits, credit transfers and other policies are defined by the WSU Graduate School.

## **Ph.D. Departmental Requirements:**

- BSysE 512 Research and Teaching Methods (3 credits)
- BSysE 598 Graduate Seminar – must enroll two times and present one seminar
- BSysE 800 Research Credits – must be enrolled each semester
- A graduate math course beyond differential equations or Stat 512 Analysis of Variance of Designed Experiments (3 credits) or Stat 523 Statistical Methods for

Engineers and Scientists (3 credits) or Soils 502 Introduction to Statistics in R (3 credits).

## **Area Required Courses:**

### ***Land, Air, Water and Environmental Engineering Requirements***

#### *Core Courses*

- BSYSE 556 Surface Hydrological Processes and Modeling (3 credits)  
BSYSE 557 Nutrient Cycling and Transport (3 credits)

#### *Suggested Elective Courses*

- BSYSE 555 Natural Systems for Wastewater Treatment  
BSYSE 557 Watershed Modeling and Management  
BSYSE 562 Cropping Systems Modeling (To be revised)  
SOILS 513 Soil Physics  
SOILS 514 Environmental Biophysics  
SOILS 515 Environmental Biophysics Laboratory  
SOILS 521 Environmental Soil Chemistry  
SOILS 523 Advanced Vadose Zone Hydrology  
CE 517 Mechanics of Sediment Transport  
CE 518 Hazardous Waste Engineering  
CE 527 Advanced Soil Mechanics  
CE 551 Open Channel Flow  
CE 552 Advanced Topics in Hydraulic Engineering  
CE 571 Meteorology  
GEOL 569 Hydrogeology Methods (with lab)  
GEOL 579 Groundwater Geochemistry  
GEOL 584 Stable Isotope Geochemistry  
ME 521 Fundamentals of Fluids I  
ME 522 Fundamentals of Fluids II

### ***Food Engineering Requirements***

#### *Ph.D. Program*

- BsysE 581 Advanced Physical Properties of Foods (3 credits)  
BsysE 582 Food Process Engineering I (3 credits)  
BsysE 583 Food Process Engineering II (3 credits)  
BsysE 584 Thermal and Non-thermal Processing of Foods (3 credits)

#### *Elective Courses*

MS food engineering students should take at least seven credits and Ph.D. student should take at least nine credits from the following list:

- |          |                              |   |
|----------|------------------------------|---|
| FSHN 416 | Food Microbiology            | 2 |
| FSHN 417 | Food Microbiology Laboratory | 2 |
| FSHN 460 | Food Chemistry               | 3 |

FSHN 462	Food Analyses	3
FSHN 470	Advanced Food Processing Technologies	3
ME 404	Heat Transfer	3
ME 513	Conduction Heat Transfer	3
ME 514	Thermal Radiation Processes	3
ME 515	Advanced Heat Transfer	3
ME 521	Fundamentals of Fluids I	3
ME 522	Fundamentals of Fluids II	3
EE 517	Numerical Solutions to EM problems	3
EE 518	Advanced Electromagnetic Theory I	3
EE 538	EM Simulation	3
CE 534	Finite Elements	3
CE 556	Numeric Modeling in Fluid Mechanics	3
ChE 441	Process Control	3
ChE 510	Transport Processes	3
And other graduate level courses offered in the CEA		

### ***Agricultural Automation Engineering Requirements***

#### *Core Courses*

EE 501	Linear System Theory (3 credits)
BSysE 530	Machine Vision for Biological Systems (3 credits)
BSysE 532	Electro-hydraulic Controls (3 credits)

### ***Bio-energy and Bio-product Engineering Requirements***

#### *Core Courses*

BSysE 596	Biomass Thermo-chemical Conversion (3 credits)
BSysE 597	Biomass Biological Process Engineering (3 credits)
BSysE 594	Design and Analysis of Biomass Conversion Processes and Systems (3 credits). <i>This course is only required to students without engineering background</i>

#### *Suggested Elective Courses*

BSYSE 583	Food Separation Process Design
ChE 529	Chemical Engineering Kinetics
ChE 541	Chemical Engineering Analysis
ChE 546	Mass Transfer Operations
ChE 552	Process Optimization
ChE 560	Biochemical Engineering
ChE 575	Introduction to Biochemical Engineering
MBIOS 503	Molecular Biology I
MBIOS 503	Molecular Biology II
MBIOS 506	Molecular Techniques in Microbiology
MBIOS 513	General Biochemistry I

### **Other Ph.D. Departmental Requirements:**

- **Graduate Studies Committee** - committee members selected, expected end of 1<sup>st</sup> year
- **Program of Study** - submitted to Graduate School, expected end of 1<sup>st</sup> year
- **Research Proposal** - approved by Committee and copy in office file, expected 3<sup>rd</sup> semester (Research Proposal Cover pages template is located on BSYSE website, under Student Resources)
- **Coursework** - completed, expected end of 3<sup>rd</sup> semester
- **Preliminary Exam** - completed, expected end of 2<sup>nd</sup> year (approved research proposal required before student will be allowed to schedule an exam)
- **First Article** - based on doctoral research submitted to peer reviewed journal
- **Second Article**-based on doctoral research submitted to peer reviewed journal
- **Final Defense**-completed public presentation and oral exam (two papers required)
- **Exit Interview**-schedule meeting with department Chair prior to leaving WSU

### **Graduate Studies Committee:**

The graduate student committee will have a minimum of three members; a minimum of two members will be tenured/tenure-track faculty in BSE, and other members may be tenured/tenure-track WSU faculty members in another department. Approved professionals not officially participating as Graduate Faculty within any graduate program at WSU can participate as committee members in addition to the minimum three committee members defined above.

Tenured and tenure-track BSE faculty and BAE Graduate Affiliate Faculty can serve as chair or co-chair of student committees. BAE Graduate Adjunct Faculty and non-tenure-track BSE research faculty may serve as co-chairs.

### **Thesis / Dissertation Meetings**

During the first two semesters you should meet frequently with your committee to develop a common vision for the research, to agree on a generalized methodology to complete the research, and to identify course work required to prepare you to conduct the research. After the first year, you should continue to meet with your committee on a regular basis. At a minimum, you should meet with the committee once a year. More frequent meetings are encouraged.

You are responsible for consulting with your advisor and then calling a committee meeting, setting an agenda and arranging for a meeting room.



## **Preliminary Examination (PhD only):**

**Purpose:** It serves as a check point to evaluate: 1) if the student has adequate disciplinary knowledge and understands the context of the discipline, and 2) if the student is able to integrate knowledge into researchable questions and demonstrates the capacity to successfully conduct his/her PhD. research.

**When:** The preliminary exam should be conducted before the end of the second year as a full-time PhD. student.

**Format:** A preliminary exam consists of two parts, written and oral. The goal of the written examination is to evaluate student's command of core knowledge required for the specific area of his/her research, and his/her ability to integrate the knowledge for PhD research; the oral exam evaluates student ability to defend his/her PhD research proposal submitted prior to the Preliminary Exam.

Begin preparing for your preliminary examination the semester when you will complete all or almost all of your coursework. Prepare a dissertation proposal and submit it to all members of your committee. Once your proposal is approved, signed and copy submitted to the department graduate coordinator, you may begin scheduling a preliminary examination. Students must have an approved Program of Study on file with the Graduate School before scheduling a preliminary examination (Program of Study must be submitted one semester prior to scheduling a preliminary examination).

You are responsible for scheduling the preliminary examination. You must be registered (minimum of two hours of BSysE 800) as a regular graduate student at the beginning of the semester in which the preliminary examination is to be taken, and have at least a 3.0 cumulative grade point average.

Once the date and time has been identified and agreed upon by your committee, book the desired conference room or classroom via BSysE Sharepoint. Also, if your committee members are located in more than one location, please submit AMS request to schedule a videoconference meeting for your exam:

<http://ams.wsu.edu/RequestForm/MeetingRequest.aspx>

Once rooms have been identified, please include this information on the Preliminary Exam Scheduling form before obtaining signatures of your committee. Once form has been signed by all committee members, submit the form to the department graduate coordinator, Joanna Dreger. Joanna will obtain Chair's signature, make a copy for department's record and submit the form to the Graduate School. The Preliminary examination scheduling form must be submitted to the Graduate school at least two weeks (ten working days) before the oral examination.

The exam consists of a written and an oral section. The written portion will consist of one set of questions per committee member. Each committee member will set the format (e.g.: in a classroom setting or take home; open or closed book, etc.) for his or her portion of the written exam.

The format of the oral portion of the examination is determined by the dissertation committee. You may be asked to summarize the research proposal, questioned about your answers to the written portion of the exam, and/or asked about completed course work. You should discuss the format of the preliminary exam with the committee prior to the examination date.

The members of the doctoral committee must be present at the examination or ballot meeting, and all must vote. Any other Department of Biological Systems Engineering faculty members may be present and may vote. At the discretion of the Department Chair or Associate Chair, members of the faculty from other departments/programs and faculty members from the major and minor departments/programs may be present, may ask questions, but shall not vote. All faculty members wishing to vote or required to vote must be in attendance during the entire examination. If a faculty member wishing to vote or required to vote must leave the room during the examination, the examination is to be recessed until said member returns.

The content and conduct of preliminary examinations is the responsibility of the department's faculty and will be administered by the department chair, the associate chair, or someone delegated by the chair. The department chair shall be responsible for conducting a fair and searching examination and for affording a reasonable opportunity during the oral portion for all examiners to question the student. There is no time limit for either the written or oral examination, but all aspects of the examination must be completed within 30 days from the beginning.

At the conclusion of the oral, the candidate's total performance on the examination should be discussed and ballots cast on the basis of the entire examination. The candidate shall pass if a minimum of three-fourths of those voting so indicate.

A student who has failed a preliminary examination has a right to a second examination. At least three months must elapse between a failed examination and a re-examination. During the re-examination, a Graduate School representative and the entire committee must be present and vote. A student who has failed two preliminary examinations may not become a candidate for the doctorate degree and the student's enrollment in the Graduate School will be terminated.

## **Final Exam (Master's Thesis Option and Doctoral)**

### ***Deadlines and Documents***

1. A minimum of four months must elapse between successful completion of a preliminary examination and the scheduling of a final PhD examination.
2. You must be enrolled in at least 2 credit hours of BSysE 700 or BSysE 800 at the beginning of the semester or summer session in which the exam is to be taken.
3. Application for Degree form must be on file in the Graduate School
4. The Final Examination Scheduling Form must be completed and signed by the thesis / dissertation committee and submitted to the Graduate School (via department graduate coordinator) at least two weeks before the final exam. Please follow the same procedures as when scheduling the preliminary exam.
5. The thesis/dissertation committee is responsible for approving all aspects of the final document before you may schedule the final examination. When committee members sign the Thesis/Dissertation Acceptance/Final Examination scheduling form, they indicate that a typed (or electronic) thesis or dissertation, suitable in format for submission to the Library, has been given their approval. They also indicate their acceptance of the date, time, and place of the final examination.
6. You must present a copy of the thesis / dissertation to the Graduate School for a preliminary check when submitting the Final Examination Scheduling Form.
7. You must provide a copy of the thesis / dissertation to the Department of Biological Systems Engineering for public display 5 working days before the examination
8. You must provide a copy of the thesis / dissertation to your committee at least 5 working days prior to the examination date.
9. All Graduate School fees must be paid

### ***Thesis / Dissertation Requirements***

#### **Length of Thesis / Dissertation**

The length of your thesis or dissertation will depend on the research topic, and will be determined in consultation with your committee. The department's minimum requirements are one chapter (equivalent to a peer-reviewed journal article) for a Master's thesis and 3 chapters (equivalent to 3 peer-reviewed journal articles) for a doctoral dissertation.

### ***Thesis / Dissertation Format Requirements***

The Graduate School has specific format requirements for your thesis / dissertation. Please check the Final Dissertation/Thesis Acceptance Checklist: [https://gradschool.wsu.edu/wp-content/uploads/sites/19/2014/12/FinalCheck-List12\\_2014.pdf](https://gradschool.wsu.edu/wp-content/uploads/sites/19/2014/12/FinalCheck-List12_2014.pdf) as well as the Dissertation/Thesis Submission Guidelines: <https://gradschool.wsu.edu/wp-content/uploads/sites/19/2014/07/DissertationThesesSubGdlnes.pdf>

### ***Seminar***

As part of your final examination, you will present a 50 minute seminar describing your research on your examination date, prior to the oral examination. The seminar should be prepared for a general audience of engineers and scientists.

Final exam seminar is open to the public and whenever possible, all graduate students are expected to attend these seminars.

### ***Oral Examination***

#### **Master's Examination**

A final examination is required of all candidates pursuing thesis-option master degree. This 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 special problem.

Examinations are to be held in an academic environment. All faculty members wishing to vote must be in attendance during all of the examination. If a faculty member wishing to vote must leave the room during the examination, the examination is to be recessed until said member returns. Final examinations shall be held during regular working hours either on the Pullman or branch campus, or by videoconference over AMS. Examinations will be held only when the university is in session for classes. Exceptions to this policy will be made by the Dean of the Graduate School only under unusual circumstances.

Final examinations for thesis master's students are public. All faculty members, regardless of discipline, are encouraged to attend. The examining committee shall include the members of the master's committee whose chair presides, the representative of the Graduate Studies Committee and any other member of the faculty in attendance. Although any member of the public at large may attend a final examination, only faculty members may ask questions and vote. All members of the master's committee must attend and vote.

The examination is normally one hour long and is limited to one and one-half hours.

A student who has failed a Master's examination has a right to a second examination. During the re-examination, a Graduate School representative and the entire committee must be present and vote. A second failed Master's examination will result in termination of the student's enrollment in the Graduate School.

### ***Doctoral Examination***

*A candidate for a doctorate must pass a final oral examination that primarily shall be a defense of the dissertation but may cover the general fields of knowledge pertinent to the degree.*

Final examinations will be held over a completed dissertation suitable in format and content for submission to the Library. Under extraordinary circumstances, on the recommendation of the student's committee and upon the advice of the Graduate Studies Committee, the Dean of the Graduate School may approve alternative arrangements.

Examinations are to be held in an academic environment. Final examinations shall be held during regular working hours either on the Pullman campus or scheduled over AMS. Examinations will be held only during times when the university is in session for classes. Exceptions to this policy will be made by the Dean of the Graduate School only under unusual circumstances.

The examining committee shall include the doctoral committee and any other members of the faculty in attendance. The chair of the committee will chair the final examination and be responsible for its conduct. All final examinations are public, and all faculty members, regardless of discipline, are particularly encouraged to attend those of interest to them. Although any member of the public at large may attend final examinations, only faculty members may ask questions and vote. All members of the doctoral committee must attend and vote. All faculty members wishing to vote must be in attendance during all of the examination. If a faculty member wishing to vote must leave the room during the examination, the examination is to be recessed until said member returns.

The final doctoral examination is normally limited to two hours and should not exceed two and one-half hours.

A student who has failed a Doctoral examination has a right to a second examination. During the re-examination, a Graduate School representative and the entire committee must be present and vote. A

second failed doctoral examination will result in termination of the student's enrollment in the Graduate School.

## **Student Reviews:**

Your advisor will schedule a meeting with you at the end of spring semester for the purpose of reviewing your progress towards degree completion. Review forms will be completed and signed by both the advisor and the student and will be retained in student files at the Pullman campus.

## **Forms, Signatures, and Deadlines:**

All forms you need to progress through your program are located on the Graduate School web site at <http://gradschool.wsu.edu/forms>

Please contact the Academic Coordinator, Joanna Dreger ([Joanna-dreger@wsu.edu](mailto:Joanna-dreger@wsu.edu); 509-335-1578) to check the form before obtaining signatures of your committee members. This is especially important for the Program of study and Preliminary Exam and Final Exam scheduling forms. After Joanna verifies the completeness of the document, student will obtain signatures of your committee members and hand deliver or mail the original document to Joanna, who will obtain the signature of dept. chair, make a copy for our records and deliver the document to the Graduate School.

## **Length of Time to Complete Graduate Study**

The length of time required to complete a graduate degree can vary widely. Factors that affect the length of time to complete the degree include: academic background, scheduling of courses, the amount of preparation needed to prepare experiments, and the time demands of employment. Except under unusual circumstances, a Master's degree student is expected to complete the degree requirements with two years of study past the Bachelor's degree, and a Doctoral student is expected to complete the degree requirements within three years of study past the Master's degree.

## **Research Portion of Your Graduate Education**

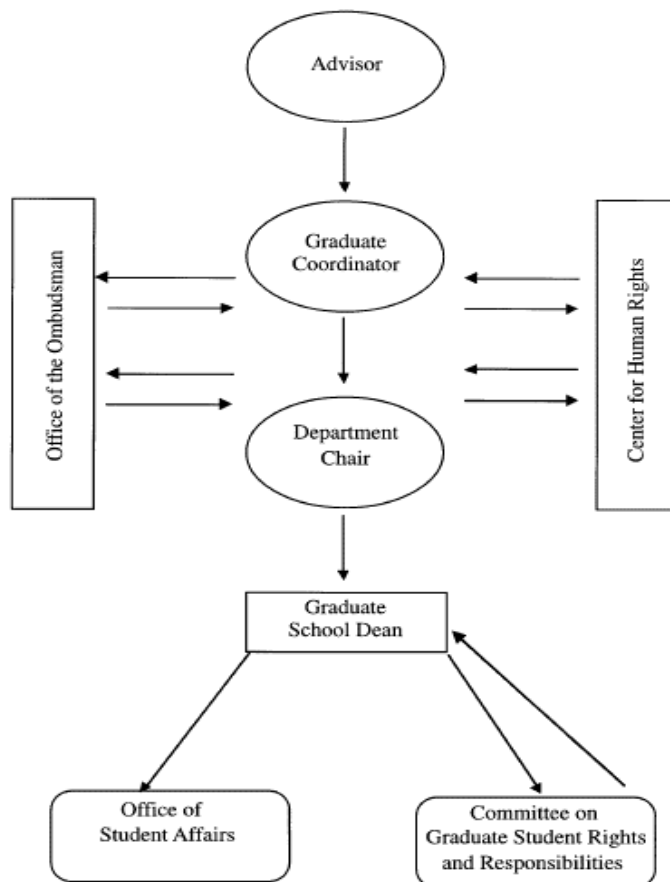
### **Advisor**

In most cases the advisor – student relationship is identified before the student arrives on campus. For a student offered a stipend, his or her advisor will be the faculty member offering the stipend.

A few students have financial support from sources outside of the university (personal support, grants, fellowships). These students will not have advisors when they arrive on campus. During the first semester, they will be assigned a “transition” advisor. The student has the responsibility to interview the department’s faculty members, and to reach a mutual advisor-student agreement with one of them.

## Resolving Conflicts Between Students and Advisors

The Graduate School’s Graduate Student Policies and Procedures Manual includes a section on grievances. Chapter Twelve, titled “Graduate Student Rights and Responsibilities,” has a section on grievances that students should follow if they believe that they require assistance from outside the department to resolve an issue. The department, the college, the Graduate School, and the university are all committed to ensuring that graduate students are treated fairly during the course of graduate studies.



## Finalizing/Cleaning Up

1. An electronic copy of the signed thesis / dissertation must be submitted to the Graduate School within 5 working days following the examination. You must submit on 100% cotton fiber paper an original of the title page,

abstract page, and signature page signed in black ink by all committee members.

2. You must complete and submit a “Hold Harmless/Copyright Acknowledgement” form to the Graduate School.
3. Doctoral students can submit a copyright request form.
4. Doctoral students should submit a complete and sign a “Survey of Earned Doctorates”
5. All forms can be found on the Graduate School web site:  
<https://gradschool.wsu.edu/facultystaff-resources/18-2/>
6. You must schedule an Exit Interview with the Department Chair.
7. You must clean up your laboratory space and return equipment and materials
8. You must clean up your office space and return any keys to department main office staff.





## Spring 2015 – Fall 2015 Deadlines and Procedures for Doctoral Degree

For a list of all Graduate School Forms, click [HERE](#)

Procedure	Deadlines																				
<b>1. Obtain an advisor/committee chairperson</b>	As soon as possible after admission to the Graduate School																				
<p><b>2. Submit Program of Study for Doctoral Degree to the Graduate School.</b> Doctoral students must submit the <a href="#">Program of Study</a> before the end of their third semester of study (October 1 deadline for fall; March 1 deadline for spring).</p> <p>Preparation of the Program of Study form is the responsibility of the student, advisor, and doctoral committee. Department approves the form before submitting to the Graduate School.</p>	<p>If your third</p> <table border="1"> <thead> <tr> <th>Semester is:</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>Spring 2015</td> <td>3/1/15</td> </tr> <tr> <td>Summer 2015</td> <td>3/1/15</td> </tr> <tr> <td>Fall 2015</td> <td>10/1/15</td> </tr> </tbody> </table>	Semester is:	Deadline	Spring 2015	3/1/15	Summer 2015	3/1/15	Fall 2015	10/1/15												
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<p><b>3. Schedule Preliminary Exam</b> (doctoral students only). Submit at least 10 working days before exam. NOTE: Preliminary exams can be held throughout the semester except no prelims can be held during final exam week.</p> <p>Taking your prelim for the second time? You must submit the <a href="#">Preliminary Scheduling form</a> at least 3 weeks (15 working days) in advance if you are re-taking your final exam for the second time.</p> <p>Student should have no more than 6 graded credits left to complete program.</p>	Schedule after approval and completion of most of your program and no later than 10 working days (2 weeks) prior to the date you wish to take the preliminary examination.																				
<b>4. Preliminary Examination</b> (doctoral students only). NOTE: Preliminary exams can be held throughout the semester except during final exam week.	At least 4 months (1 semester) prior to Final Oral Examination																				
<p><b>5. Submit Application for Degree form</b> (Graduation) to the Graduate School. This deadline is also the last day to apply for a <b>Graduate Certificate</b>.</p> <p>All students pay a \$50 graduate processing fee, valid for one year only. Payment is made at the time of completing/submitting the <a href="#">online Application for Degree using Zzusi</a>.</p> <p>Watch for announcements in Friday Focus, or check the current student section of the <a href="#">Graduate School website</a> for the date you may first apply for a semester.</p>	<table border="1"> <thead> <tr> <th>Graduation</th> <th>App Deadline</th> </tr> </thead> <tbody> <tr> <td>Spring 2015 (begin applying 10/13/2014)</td> <td>3/6/15</td> </tr> <tr> <td>w/\$50 late fee:</td> <td>5/30/15 – 6/30/15</td> </tr> <tr> <td>w/\$75 late fee:</td> <td>7/1/15 – 7/31/15</td> </tr> <tr> <td>Summer 2015 (applications open 1/1/2015)</td> <td>5/29/2015</td> </tr> <tr> <td>w/\$50 late fee:</td> <td>5/30/15 – 6/30/15</td> </tr> <tr> <td>w/\$75 late fee:</td> <td>7/1/15 – 7/31/15</td> </tr> <tr> <td>Fall 2015 (begin applying 6/15/15)</td> <td>10/9/15</td> </tr> <tr> <td>w/\$50 late fee:</td> <td>10/10/15 – 10/31/15</td> </tr> <tr> <td>w/\$75 late fee:</td> <td>11/1/15 – 11/25/15</td> </tr> </tbody> </table>	Graduation	App Deadline	Spring 2015 (begin applying 10/13/2014)	3/6/15	w/\$50 late fee:	5/30/15 – 6/30/15	w/\$75 late fee:	7/1/15 – 7/31/15	Summer 2015 (applications open 1/1/2015)	5/29/2015	w/\$50 late fee:	5/30/15 – 6/30/15	w/\$75 late fee:	7/1/15 – 7/31/15	Fall 2015 (begin applying 6/15/15)	10/9/15	w/\$50 late fee:	10/10/15 – 10/31/15	w/\$75 late fee:	11/1/15 – 11/25/15
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Already paid your fee but discovered you cannot complete your requirements for the semester in which you applied? You must UPDATE your Application for Degree using the following steps:																					

<p>a. Email <a href="mailto:Gradschool@wsu.edu">Gradschool@wsu.edu</a>  b. Subject Line: Your name – UPDATE App for Degree  c. In body of email, provide:  Name  WSU Student ID# (very important)  Type of degree (master or doctoral)  NEW semester for graduation (spring, summer, fall), and year</p>									
<p><b>6. Submit completed Final Exam Scheduling Form</b> no later than 10 working days prior to the exam date. At the same time, doctoral students need to submit an electronic copy of the final draft dissertation. Completed mean ALL signatures, thesis title, date/time/location(s) identifying where each committee member will attend the exam.</p> <p>Taking your exam for the second time? You must submit your completed form three weeks in advance if you are retaking.</p>	<table border="1"> <thead> <tr> <th><u>Graduation</u></th> <th><u>Schedule Deadline</u></th> </tr> </thead> <tbody> <tr> <td>Spring 2015</td> <td>4/10/15</td> </tr> <tr> <td>Summer 2015</td> <td>7/17/15</td> </tr> <tr> <td>Fall 2015</td> <td>11/10/15</td> </tr> </tbody> </table>	<u>Graduation</u>	<u>Schedule Deadline</u>	Spring 2015	4/10/15	Summer 2015	7/17/15	Fall 2015	11/10/15
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Fall 2015	11/10/15								
<p><b>7. Conduct Final Examination (Last possible date)</b>  We have extended the time to defend to the last possible date. We are unable to make exceptions beyond these deadlines. We do not encourage you to wait until the last date to defend. Please meet with your committee to identify your final exam date well in advance to ensure you graduate on time and avoid having to postpone your final exam/defense or graduation to the next semester.</p>	<table border="1"> <thead> <tr> <th><u>Graduation</u></th> <th><u>Exam Deadline</u></th> </tr> </thead> <tbody> <tr> <td>Spring 2015</td> <td>4/24/15</td> </tr> <tr> <td>Summer 2015</td> <td>7/31/15</td> </tr> <tr> <td>Fall 2015</td> <td>11/25/15</td> </tr> </tbody> </table>	<u>Graduation</u>	<u>Exam Deadline</u>	Spring 2015	4/24/15	Summer 2015	7/31/15	Fall 2015	11/25/15
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<p><b>8. Submit all required final documents to the Graduate School</b> (Fr. Ad 324)</p> <p>Final dissertations must be submitted <b>within 5 working days</b> of a successful defense. Submission includes uploading a copy to the library at <a href="http://dissertations.wsu.edu">dissertations.wsu.edu</a> and bringing the properly formatted (on 100% cotton paper) title page, signature page (signed in black ink), and abstract to the Graduate School, along with the signed/witnessed Release/Hold Harmless Agreement and the SED information by 5:00 p.m. on the 5<sup>th</sup> workday following your successful defense.</p> <p>Visit the <a href="#">Graduate School forms web page</a> for the Graduation checklist and other forms you need.</p>	<p>If exam is held on final day listed above</p> <table border="1"> <thead> <tr> <th><u>Graduation</u></th> <th><u>Final Docs Deadline</u></th> </tr> </thead> <tbody> <tr> <td>Spring 2015</td> <td>5/1/15</td> </tr> <tr> <td>Summer 2015</td> <td>8/7/15</td> </tr> <tr> <td>Fall 2015</td> <td>12/4/15</td> </tr> </tbody> </table>	<u>Graduation</u>	<u>Final Docs Deadline</u>	Spring 2015	5/1/15	Summer 2015	8/7/15	Fall 2015	12/4/15
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Summer 2015	8/7/15								
Fall 2015	12/4/15								
<p><b>Doctoral students who want to participate in Commencement</b> must have all requirements completed by noon on this date (No exceptions). This includes your dissertation cleared by the Graduate School (all formatting requirements completed).</p> <p>Final dissertations are due within 5 working days of the successful defense.</p> <p>If you wish to attend Commencement, register at <a href="http://commencement.wsu.edu">http://commencement.wsu.edu</a>.</p> <p>For policies regarding graduation participation as a graduate student, visit <a href="http://gradschool.wsu.edu/chapter-ten/">http://gradschool.wsu.edu/chapter-ten/</a>.</p>	<p>Final Clearance for Commencement (doctoral)</p> <table border="1"> <tbody> <tr> <td>Spring 2015</td> <td>5/6/15</td> </tr> <tr> <td>Fall 2015</td> <td>12/9/15</td> </tr> </tbody> </table>	Spring 2015	5/6/15	Fall 2015	12/9/15				
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## Spring 2015 – Fall 2015 Deadlines and Procedures for Master’s Degree

For a list of all Graduate School Forms, click [HERE](#)

Procedure	Deadlines								
<b>1. Obtain an advisor/committee chairperson</b>	As soon as possible after admission to the Graduate School								
<b>2. Submit Program of Study for Master’s Degree to the Graduate School</b> no later than one semester (4 months) preceding Final Exam (dates listed art right are for M.S. degree students).	<table border="1"> <thead> <tr> <th>Graduation</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>Spring 2015</td> <td>9/1/14</td> </tr> <tr> <td>Summer 2015</td> <td>2/1/15</td> </tr> <tr> <td>Fall 2015</td> <td>2/1/15</td> </tr> </tbody> </table>	Graduation	Deadline	Spring 2015	9/1/14	Summer 2015	2/1/15	Fall 2015	2/1/15
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<b>3. Submit Application for Degree form</b> (Graduation) to the Graduate School. This deadline is also the last day to apply for a <b>Graduate Certificate</b> .  All students pay a \$50 graduate processing fee, valid for one year only. Payment is made at the time of completing/submitting the <a href="#">online Application for Degree using Zzusis</a> .  Watch for announcements in Friday Focus, or check the current student section of the <a href="#">Graduate School website</a> for the date you may first apply for a semester.	<table border="1"> <thead> <tr> <th>Graduation</th> <th>App Deadline</th> </tr> </thead> <tbody> <tr> <td>Spring 2015 (applications open 10/13/2014)</td> <td>3/6/15 w/\$50 late fee: 3/7/15 – 3/31/15 w/\$75 late fee: 4/1/15 – 4/25/15</td> </tr> <tr> <td>Summer 2015 (applications open 1/1/2015)</td> <td>5/29/2015 w/\$50 late fee: 5/30/15 – 6/30/15 w/\$75 late fee: 7/1/15 – 7/31/15</td> </tr> <tr> <td>Fall 2015 (applications open 6/15/15)</td> <td>10/9/15 w/\$50 late fee: 10/10/15 – 10/31/15 w/\$75 late fee: 11/1/15 – 11/25/15</td> </tr> </tbody> </table>	Graduation	App Deadline	Spring 2015 (applications open 10/13/2014)	3/6/15 w/\$50 late fee: 3/7/15 – 3/31/15 w/\$75 late fee: 4/1/15 – 4/25/15	Summer 2015 (applications open 1/1/2015)	5/29/2015 w/\$50 late fee: 5/30/15 – 6/30/15 w/\$75 late fee: 7/1/15 – 7/31/15	Fall 2015 (applications open 6/15/15)	10/9/15 w/\$50 late fee: 10/10/15 – 10/31/15 w/\$75 late fee: 11/1/15 – 11/25/15
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<p>Already paid your fee but discovered you cannot complete your requirements for the semester in which you applied? You must UPDATE your Application for Degree using the following steps:</p> <ol style="list-style-type: none"> <li>Email <a href="mailto:Gradschool@wsu.edu">Gradschool@wsu.edu</a></li> <li>Subject Line: Your name – UPDATE App for Degree</li> <li>In body of email, provide: <ul style="list-style-type: none"> <li>Name</li> <li>WSU Student ID# (very important)</li> <li>Type of degree (master or doctoral)</li> <li>NEW semester for graduation (spring, summer, fall), and year</li> </ul> </li> </ol> <p>The Graduate School will email you a form to complete, which must be returned to the Graduate School (scanned and emailed). We will update your semester of graduation without any additional fees. Your \$50 graduation fee is good for one calendar year.</p>									
<b>6. Submit:</b> a) *Completed Final Exam Scheduling Form no later than 2 full weeks (10 working days) prior to the exam date. Retaking your final exam? You must submit the form 3 weeks in advance.	<table border="1"> <thead> <tr> <th>Graduation</th> <th>Schedule Deadline</th> </tr> </thead> <tbody> <tr> <td>Spring 2015</td> <td>4/10/15</td> </tr> <tr> <td>Summer 2015</td> <td>7/17/15</td> </tr> <tr> <td>Fall 2015</td> <td>11/10/15</td> </tr> </tbody> </table>	Graduation	Schedule Deadline	Spring 2015	4/10/15	Summer 2015	7/17/15	Fall 2015	11/10/15
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Fall 2015	11/10/15								

<p>b) Draft Thesis: Thesis track master's students must submit an electronic draft of their final thesis (formatted in as complete a form as it will be before formal defense). Send your thesis draft to <a href="mailto:gradschool@wsu.edu">gradschool@wsu.edu</a> in pdf format. In the email, provide your name, WSU student ID, and exam date.</p> <p>*Completed means all signatures, thesis title, date/time/location(s) identifying where each committee member will attend the exam.</p>									
<p><b>5. Conduct Final Examination (Last possible date)</b>  We have extended the time to defend to the last possible date. We are unable to make exceptions beyond these deadlines. <i>We do not encourage you to wait until the last date to defend.</i> Please meet with your committee to identify your final exam date well in advance to ensure you graduate on time and avoid having to postpone your final exam/defense or graduation to the next semester.</p>	<table border="1"> <thead> <tr> <th><u>Graduation</u></th> <th><u>Exam Deadline</u></th> </tr> </thead> <tbody> <tr> <td>Spring 2015</td> <td>4/24/15</td> </tr> <tr> <td>Summer 2015</td> <td>7/31/15</td> </tr> <tr> <td>Fall 2015</td> <td>11/25/15</td> </tr> </tbody> </table>	<u>Graduation</u>	<u>Exam Deadline</u>	Spring 2015	4/24/15	Summer 2015	7/31/15	Fall 2015	11/25/15
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<p><b>6. Submit all required final documents to the Graduate School</b> (French Administration Building, Room 324)</p> <p>Final theses must be submitted <b>within 5 working days</b> of a successful defense. Submission includes uploading a copy to the library at <a href="http://dissertations.wsu.edu">dissertations.wsu.edu</a> and bringing the properly formatted (on 100% cotton paper) title page, signature page (signed in black ink), and abstract to the Graduate School, along with the signed/witnessed Release/Hold Harmless Agreement by 5:00 p.m. on the 5<sup>th</sup> workday following your successful defense.</p> <p>All the forms you need are on the <a href="#">Graduate School forms web page</a>.</p>	<p>If exam is held on final day listed above</p> <table border="1"> <thead> <tr> <th><u>Graduation</u></th> <th><u>Final Docs Deadline</u></th> </tr> </thead> <tbody> <tr> <td>Spring 2015</td> <td>5/1/15</td> </tr> <tr> <td>Summer 2015</td> <td>8/7/15</td> </tr> <tr> <td>Fall 2015</td> <td>12/4/15</td> </tr> </tbody> </table>	<u>Graduation</u>	<u>Final Docs Deadline</u>	Spring 2015	5/1/15	Summer 2015	8/7/15	Fall 2015	12/4/15
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<p><b>Master's students who want to participate in Commencement</b> must have all requirements completed by noon on this date (No exceptions). This includes your dissertation cleared by the Graduate School (all formatting requirements completed).</p> <p>If you wish to attend Commencement, register at <a href="http://commencement.wsu.edu">http://commencement.wsu.edu</a>.</p> <p>For policies regarding graduation participation as a graduate student, visit <a href="http://gradschool.wsu.edu/chapter-ten/">http://gradschool.wsu.edu/chapter-ten/</a>.</p>	<table border="1"> <thead> <tr> <th colspan="2"><u>Final Clearance for Commencement (doctoral)</u></th> </tr> </thead> <tbody> <tr> <td>Spring 2015</td> <td>5/6/15</td> </tr> <tr> <td>Fall 2015</td> <td>12/9/15</td> </tr> </tbody> </table>	<u>Final Clearance for Commencement (doctoral)</u>		Spring 2015	5/6/15	Fall 2015	12/9/15		
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