



***MS Experimental
Psychology
Graduate Program***

Student Handbook

Department of Psychology

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Program Mission, Goals, and Objectives

Mission

The Master of Science in Experimental Psychology program follows a student-centered mentorship model that provides rigorous training and experiences to develop and implement independent, theoretically driven empirical science.

Student Learning Goals

The faculty and curriculum within the MS in Experimental Psychology are intended to foster:

- A. Advanced understanding of psychological theory
- B. Effective application of research design & quantitative skills
- C. Engagement in independent original research

Student Learning Objectives

To meet the Mission and Goals, students graduating from the program should be able to:

1. Identify and evaluate theories, concepts, and processes within neuroscience, cognitive, developmental and social areas of psychology
2. Design and conduct original psychological research
3. Analyze and interpret psychological data
4. Communicate effectively through writing and presenting research

People who Support MS Experimental Program

Psychology Department Graduate Faculty

Psychology faculty members who are tenured or tenure track support the program by serving on student committees, formal and informal advising, and teaching graduate courses. These faculty are listed on the online directory with an * next to their office hours (<https://chss.wvu.edu/psychology/psychology-faculty-contact-information-and-office-hours>).

Program Director

This is a faculty member who oversees the day-to-day operation of the program. The person is identified as the Program Director on the faculty webpage, and oversees admission, receives student progress reports, plans of study, etc. Any questions or difficulties related to courses, advising, or progress through the program should be directed to the program director. Note that on WWU e-forms, this person is sometimes identified as the “Program Advisor”.

Teaching Assistant Director

This is a faculty member who coordinates teaching assistantships and provides support across all three graduate programs. This person provides additional support for MS students, especially on issues related to teaching assistantships and student financial support.

MS Experimental Committee

This is a committee of graduate faculty who oversee program admission and structure. The program director and the teaching assistant advisor are members of this committee.

Research Advisor

Upon admission, each student is paired with a research advisor with whom they should meet routinely. In most circumstances, this individual will also be the chair of your Master's thesis. Because this program operates on a mentorship model, your advisor will likely be your first source of support and guidance. It is possible to change research advisors over the course of the program.

Program Coordinator

This person is a staff member who is identified on our departmental website. The Program Coordinator facilitates admissions paperwork, registration, and holds a central role in communicating with students. This staff member works out of the Psychology Clinic, is involved in many aspects of the graduate student experience, and is a good source of information about employee paperwork, building access, registration, and many other issues.

Graduate School Staff

Many graduate school staff, including the graduate Dean, facilitate your progress through this program. Please refer to the graduate school website for elaboration on many of the topics addressed in this Handbook. You can also call the graduate school with questions.

Faculty-Student Interactions

Much of the benefit that you should get from this program relies upon high quality relationships that you cultivate with faculty members, including your research advisor, the faculty who teach your courses, those you TA for, etc. These are also interpersonal relationships that necessarily reflect a power differential. These dynamics make it especially important that both faculty and graduate students create and maintain appropriate boundaries. For example, faculty and students should always speak professionally to each other about other faculty, students, and staff. Faculty and graduate students should partner to create inclusive environments that foster a harassment and discrimination-free environment (see <https://www.wvu.edu/diversity>). Boundaries should be maintained not only in the classroom and in formal meetings but also in less formal settings such as conferences, research lab meetings, and parties, or other informal gatherings.

It is your responsibility to come prepared for meetings with faculty as scheduled and treat faculty with respect. It is their responsibility to meet with you as scheduled and to treat you with respect. Your research advisor is expected to provide constructive critical feedback on your work so that you may produce a high-quality master's thesis. The mentorship you receive should help you in your future endeavors.

If at any point you feel that your experience in this program is inconsistent with the standards outlined in the previous paragraphs, please share your concerns or experiences. People you might want to talk with include the MS Experimental Director, the Teaching Assistant Director, the Psychology Department Chair, and/or the Dean of Humanities and Social Sciences. WWU offices like CASAS and EOO are also able to support students and employees who have concerns related to protected classes like sexual orientation, gender, and race. For more details, see descriptions later in this handbook. CASAS (<https://pws.wvu.edu/consultation-and-sexual-assault-support-casas>) provides confidential support services, while EOO answers legal questions, handles complaints, and completes investigations related to civil rights (<https://crtc.wvu.edu/services>).

Academic Requirements

Master of Science in Experimental Psychology

Program Requirements: (46 credit minimum)

- ☐ All students must complete the following courses:
 - PSY 501 - Behavioral Neuroscience (5 Credits)
 - PSY 503 - Cognition (5 Credits)
 - PSY 504 - Lifespan Psychological Development (5 Credits)
 - PSY 505 - Social Psychology (5 Credits)
 - PSY 512 - Correlation Methods and Data Analysis (5 Credits)
 - PSY 513 - Experimental Methods and Data Analysis (5 Credits)
 - PSY 584 - Research Design (3 Credits)
 - PSY 585 - Scholarship & Communication 1 (3 Credits)
 - PSY 586 - Scholarship & Communication 2 (3 Credits)
- PSY 690 - Thesis (2 – 8 credits)

- ❑ 5 credits of electives from any combination of the following:
 - PSY 517 - Advanced Multivariate Modeling (5 Credits)
 - PSY 582 - Practicum in Research in Psychology (1- 5 Credits)
 - Courses under advisement

- ❑ A minimum of one research presentation (e.g., at a professional conference, PsychFest) or a public colloquium as part of the thesis defense is required. See below for more details on this requirement.

Plan of Study

Graduate students are responsible for knowing the requirements of their degree program. Beginning with the first quarter, all students can access their own plan of study through Degree Works, an academic planning and degree progress tool that reflects academic progress towards degree completion. To access Degree Works in Web4U, navigate to the Students tab, select Student Records and select Degree Works. For more information on how to access Degree Works students may visit: http://www.wwu.edu/registrar/degreeworks/student_instructions.shtml

The University Catalog lists all policies and requirements for each graduate program: <https://catalog.wwu.edu/>.

The Plan of Study may be amended as necessary, upon the request of the student and approval of the MS Experimental Committee, with final approval by the Graduate Dean. Changes to this option are generally approved, but are subject to approval. Forms to amend the plan of study and transfer credit/exempt course forms may be obtained from the Graduate School at their forms website: <https://esign.wwu.edu/default.aspx?deptID=1100>

Course Substitutions

One goal of the MS Experimental program is to provide a comprehensive overview of important content domains in psychology. As part of this, students take one course each in behavioral neuroscience, social, developmental, and cognitive psychology. There is value to pursuing coursework in domains central to a student's area of expertise, as well as in gaining literacy in domains that are less familiar or less closely related to the area of focus.

Although most students will take all four content courses, course substitutions are sometimes possible on a case-by-case basis. Specifically, in rare situations students may request to replace a single graduate content course with a content or methodology course offered at WWU.

To make such a request, the student's research advisor (in consultation with the student and the MS Experimental Director) may petition the MS Experimental committee. The advisor should make a recommendation about the pedagogical benefit of the proposed course over and above our standard course sequence and also consider what course content would be lost. The decision will usually be made through discussions among the advisor, student, MS Experimental committee members. Substitutions will not be considered for courses in the statistics (512-513) or research methods (584-586) sequence.

Registration for Classes

Students register for classes at Western Washington University online:

http://www.wwu.edu/registrar/registration/web_registration.shtml.

Information regarding how to use this system is included at the website indicated above. Students who are accepted into the master's programs within the Department of Psychology are guaranteed a position in each required class. The Web registration system must be used to register for all classes, *with one exception: Independent study classes (Psychology 500)*. See this Graduate School link for the required online independent study forms, which are to be submitted and routed electronically for all approvals/signatures:

https://esign.wwu.edu/forms/Grad_School/dir_ind_study_and_contract_2.aspx

Prior to registering for thesis credits (690), the Graduate School must approve your thesis topic and committee via the Thesis Topic Approval form, submitted online at their website (see Thesis Requirements). This typically occurs in the spring or summer of the student's first year in the program

After you receive Graduate School approval of your Thesis form, contact both the psychology graduate program coordinator in AI 453 and the Graduate School office in Old Main 530 to request an override code for 690 (thesis) credits. The override code is required in the university's computer system so that the Web registration system will allow you to register. You must request an override code from both offices for *each quarter* that you register for thesis credits (690).

Academic Load

The maximum credit load for a graduate student is determined in consultation with the student's research advisor, within the policies set by the Registrar. The Graduate School defines full-time enrollment as 8 or more credits per quarter. If you have submitted a FAFSA and been awarded Financial Aid, your award amount will be determined by your level of enrollment. Contact the Financial Aid office for specific requirements. For purposes of loan deferment, the definition of full-time status may vary. Students should contact their lending agency for information.

Our program operates on a cohort model. This means that you will take most of your required classes together with your cohort. The course load is heavier in the first year than in the second year of the program. Most students take 13 credits during their first two quarters of the first year and 8 credits for the remaining four quarters of the program.

Teaching assistants are governed by other regulations and will receive information from the Graduate Office. All teaching assistants must enroll for a minimum of 8 credits (with some exceptions at the end of a student's second year; consult the Graduate School for exceptions).

Scholarship Standards

A maximum of 10 credits of C is allowed toward the completion of your basic program as defined on the Plan of Study. More than 10 credits of C+ or lower and U grades, combined, disqualifies a student from the master's program (please note: no graduate credit is allowed for D+ or lower, or

for U grades). A grade of C+ or lower or a U grade count toward the 10-credit limit even if the course is retaken and a grade of B or better, or S, is earned.

Masters students do not typically repeat courses to improve their GPA. However, students may be required by the Department of Psychology to retake a course to document attainment of a certain level of competence or knowledge. Pass/No Pass grades are not applicable toward a graduate degree. S grades are applicable, but not computed in the GPA.

An incomplete grade (K) may be assigned in accordance with the regulations outlined in the Academic Policies section of the University catalog. If, after a calendar year, the course requirements have not been met, the K grade lapses to a Z. Such Z grades are computed as *failing* grades in a student's grade point average and may affect retention in the master's program. Exceptions to the K grade rule are K grades that are received for thesis credits. In this case, the K grades are allowed to stand until the thesis is completed, whereupon the K is changed to the earned grade.

To remain a candidate for the master's degree, a student must hold a cumulative 3.0 GPA in courses listed on the plan of study. The GPA is calculated on letter grades earned (on record) at the time grades are posted. Students must also be making satisfactory progress in the graduate program to which they have been admitted.

Goal Setting and Academic Progress

At several points in the program, students are asked to meet with their research advisors to discuss their goals, plans, and expectations for the upcoming quarter(s). During the first year, students consult with their research advisors to complete the **Quarterly Goals** document at the start of the fall and winter quarters. This form provides a structure for students and their advisors to state priorities during their most coursework intensive quarters, and to evaluate how well they are meeting those goals. Digital copies of the completed forms should be submitted by the student to the program coordinator and the program director no later than the start of the third week of classes. Research advisors should be copied on this email. The purpose of the form is to make sure that students and their research advisors have discussed and agree upon plans and timelines for thesis completion.

Each spring, beginning in the spring of the first year of the program, students are asked to complete the **Annual Goals and Experiences** report. This document facilitates timely progress through the program, promotes effective communication between faculty and students, and will be used for assessment of the MS Experimental program. Students should work closely with their research advisors to complete this document, and should copy the advisor when submitting the report.

Graduate Student Evaluation, Remediation, and Dismissal

In addition to the Graduate School's scholarship standards, the department has requirements affecting retention in the MS Experimental Psychology program. Students in the MS Experimental program must be making satisfactory progress in their research to remain in the program. Written

and verbal communication between students, research advisors, and the program director help clarify whether the student is making satisfactory progress. Failure to complete routine progress reports (Annual Goals and Experiences report) and/or to adhere to documented timelines are cause for concern, especially when they are accompanied by lack of satisfactory research progress. Satisfactory progress in research is determined by the student's research advisor and the program director (or the program director and teaching assistant director, if the student does not have a thesis chair).

If it is determined that a student is not making satisfactory progress in research or meeting other expectations, the student and the research advisor (and/or the program director, if the student lacks a research advisor) should meet and discuss the situation and plans for student progress. Together, the student and research advisor will complete the **Remedial Progress Report**. This report establishes a firm agreement of the steps required for the student to maintain good standing in the program. At a minimum, the research advisor and student will both sign form to indicate agreement with the plan, and set at least one subsequent meeting date/time. Failure to adhere to the meetings and timelines agreed upon in the Remedial Progress Report may be cause for dismissal from the program. Students may appeal any decision through the formal appeal process outlined in the WWU Bulletin (Appendix F).

In the event of dismissal from the program, written notification will be sent by the program director to the program coordinator and to the Dean of the Graduate School, who then officially withdraws the student from the program and from the university. If the student is enrolled in courses, the student is responsible for withdrawing from the courses at the Registrar's office.

Time Limits

All requirements for the degree must be completed within five years of the initial quarter of registration. Any student who has not completed the degree within five years of the initial quarter of registration is withdrawn from the graduate program by the Graduate School. An appeal to this policy must be filed through the program director. If she or he determines that the request is valid, the program director will request an extension on behalf of the student petitioner. Please note that the student who files this request may be asked to appear before the Graduate Council to defend her/his request.

Files of students who are admitted and register for course work but do not complete their programs are kept for five years after the five-year program requirement. Files of students who complete the program are kept for 35 years.

Application for the Master's Degree

Students must apply for their master's degree by submitting the Application for Master's Degree form at the Graduate School's website **by the last day of classes (dead week) in the quarter PRIOR to the quarter you intend to graduate:**

https://esign.wvu.edu/forms/Grad_School/ masters_degree_app_3.aspx. You should initiate this form and route it to the program director. The Graduate School will have the Student Accounts

office bill you for the graduation fee (amount subject to change). If you fail to meet the graduation requirements for the quarter you have filed for graduation, the \$40 graduation fee (subject to change) *will not be refunded*. In addition, you must repeat this process if you intend to graduate in a different quarter than the quarter for which you applied. At least two quarters prior to the quarter you plan to graduate, consult the Graduate School's complete list of deadlines for the appropriate quarter, available at the Graduate School website.

Continuing or Returning Students

Students are expected to register for credits continuously during the fall, winter, and Spring Quarters beginning from matriculation until their degree is complete. For the first two years, students will enroll in required courses. Starting in Fall of Year 3, students will enroll Grad 699, an inexpensive Continuous Enrollment course, each quarter until they have graduated. Please use the registration forms and timelines available here <https://gradschool.wvu.edu/degree-completion>. **Please note that it is very important that you maintain continuous enrollment each quarter until you have completed your degree.** If you do not, you will not be considered a current graduate student and will therefore have to re-apply to the program. This requires an additional fee and active support from a faculty adviser.

Fund for the Enhancement of Graduate Research

Funding for your thesis research or other research is available from the Vice Provost for Research. Funds are allocated on a competitive basis and the current maximum single award per student is \$1,500. Applications are due to the Department chair by specific dates early in the fall and spring quarter. The applicant should prepare a 1-2 page rationale for the funding request and submit this with the completed cover sheet to their advisors. The advisors will provide comments regarding the suitability of the projects for funding as well as the likelihood that the students will realize the goals. For more information, contact the office of Research and Sponsored Programs, or download the forms from RSP's website: <http://www.wvu.edu/depts/rsp/>. Generally speaking, this funding opportunity should be pursued in the *first year of study*.

Thesis Requirements

General Information about a Thesis Project, including a flowchart of the thesis submission procedure is available at the Graduate School website: <http://www.wvu.edu/gradschool/thesis-project.shtml>.

The Graduate School approves thesis committees upon the request of the Chair of the Department of Psychology and the graduate program director. Minimally, the thesis committee must consist of three members. The chair of the thesis committee and a second member must be on the graduate faculty of the Department of Psychology. The third member may be on the graduate faculty of the Department of Psychology or may be from outside the graduate faculty. Both the chair of the thesis committee and the second committee member must approve the third member of the

thesis committee if she or he is not a member of the graduate faculty. In addition, this person must have a master's (or higher) degree.

Prior to registration for thesis credits, the Graduate School requires that students have an *approved* Thesis Topic Approval form on file in the Graduate Office. The Thesis Topic Approval form is submitted online at the Graduate School website:

https://esign.wvu.edu/forms/Grad_School/thesis_topic_approval_2.aspx, and must be submitted before registering for thesis credits. Students must secure the “e-signatures” of each member of their committee, the program director, and the Chair of the Department of Psychology. A signature from each committee member implies that she or he agrees to serve on your committee and understands the general approach you will take in your thesis. You do not have to hold your thesis proposal meeting prior to completing this form. After the electronically submitted form has been approved by the Graduate School, they will notify you with instructions concerning general thesis guidelines and override codes for registration.

You must develop a formal thesis proposal in consultation with your thesis chair. The thesis proposal should be in APA style and consist of an introduction or review of literature; a methods section including anticipated participants, materials or apparatus, and procedure; proposed data analysis, and references. Usually the committee will expect to see copies of the stimuli and questionnaires you will use for the study. This proposal is typically developed in close consultation with your thesis chair. Discuss the level of involvement of various committee members with your chair and with the committee members.

When the thesis chair has approved the thesis proposal, you will deliver a copy to each member of the thesis committee and schedule a thesis proposal date. You should ask your committee whether they want a paper or digital copy, and how far in advance of your meeting they need to receive the proposal. The thesis proposal meeting should be at least one week after the thesis committee members have received a copy of the thesis proposal. You will be responsible for finding a time that all committee members can meet and finding a room in which to conduct the thesis proposal meeting. You should allocate at least 2 hours for this meeting. You should plan to give a presentation (no longer than 20 minutes), that provides a broad overview of your topic and highlights important theoretical or design issues. Most of the session will be spent answering questions from your committee. At the end of the meeting you will be asked to step outside while your committee has a short private discussion of the next steps for your project. The thesis proposal meeting will often lead you to make changes in your research design, read and incorporate additional references, or make other changes. Sometimes these changes are substantial enough that the committee decides to schedule an additional proposal meeting before approval. Most often, committee recommendations are recorded and monitored by the thesis chair, who oversees the completion of the final proposal.

Once the proposal has been approved, you must submit your thesis proposal for institutional review. You must complete either the Human Subject Review Committee form or the Animal Care and Use Committee form, whichever is appropriate for your thesis. You may obtain a copy of the forms from the Office of Research and Sponsored Programs or the Graduate School, or you may download the forms from RSP's website: <https://www.wvu.edu/compliance/irb-home.shtml>. You may not begin collecting data until you have received approval from the Human Subject Review Committee or the Animal Care and Use Committee. **Failure to receive the appropriate approval prior to collecting data may result in dismissal from your graduate program.**

After you have collected your data, you should analyze the data and write a draft of the thesis in consultation with your thesis advisor and sometimes with other committee members. When your thesis advisor has determined that you are ready to defend your thesis, you must complete the Master's Oral Defense Schedule

(https://esign.wvu.edu/forms/Grad_School/_masters_oral_defense_sch_1.aspx). This form must be submitted to the Graduate School at least two weeks prior to your defense date. You must schedule a time that your entire committee can meet and schedule a room for the defense. You should allocate a minimum of two hours for your defense (consult your thesis chair), and submit a copy of the thesis that you will defend to your committee. The purpose of the defense meeting is not only to share research results, but also to demonstrate proficiency in your area of study. The format will be like the proposal meeting, and will include a short presentation and a question and answer period. Near the end of the meeting, students are asked to leave the room while the committee discusses the success of the student in defending the thesis. If the first defense is unsuccessful, another thesis defense will be held. Following a successful thesis defense, students are typically required to make changes required by the committee. The committee will decide whether all members want to review these changes, or whether the changes will be approved by the thesis chair.

After you have successfully defended your thesis, made all required changes, and formatted your thesis according to graduate school guidelines, your committee members sign two hard-copies of the Signature Page and complete the electronically-submitted Degree Recommendation (Thesis option)(https://esign.wvu.edu/forms/Grad_School/_degree_rec_thesis_1.aspx). This gets routed through your committee and to the program director.

See the graduate school website for details on formatting your thesis (<https://gradschool.wvu.edu/manuscript-guidelines>). Your final thesis must contain a signature page, a thesis copyright authorization page, and a title page. In addition to the components mentioned in the previous sentence, your thesis must contain an abstract, a table of contents, a listing of tables (if appropriate), and a listing of figures (if appropriate). Your thesis must also contain an: Introduction, Methods, Results, and Discussion. Each of these four sections should begin on a new page. The first page of the introduction should be page 1. With the exception of page 1, which contains no page number, all page numbers should be in the upper right hand corner. Your thesis should not contain a header. Tables and figures can either be incorporated in the body of the text or placed after the References. The References should begin on a new page following the Discussion. The final component of your thesis will be the appendices. The appendices may contain your instruments, your debriefing statement, or anything else that you consider pertinent to your thesis. However, if your thesis contains copyrighted materials, they should not be included in the appendix. For complete information on the Graduate School's thesis manuscript requirements, refer to the Graduate School website.

You must submit the complete, committee approved thesis as a PDF to the Graduate School along with the original Signature Pages. Make sure the online Recommendation for Master's Degree form has been completed. The Recommendation for Master's Degree form must be signed by the graduate program advisor as well as your thesis committee members. At least two quarters prior to the quarter you plan to graduate, consult the Graduate School's complete list of thesis completion deadlines for the appropriate quarter, available at the Graduate School's website. Note that these deadlines are typically well before the end of the quarter.

When the Graduate Dean has reviewed your thesis, the Graduate School will advise you of its status. If additional revisions are necessary, you will be informed of the nature of these revisions.

A minimum of one *hardbound* copy of your thesis is required for the Wilson Library Special Collections (which must be printed single-sided and have original signatures). You should ask your thesis chair and other committee members whether or not they want a (hard or soft) bound copy. A digital copy may be preferred, so be sure to ask. You will submit the bulk of your thesis online using the links on the graduate program webpage, but will need to deliver hard copies of the completed signature page. By default, you retain copyright of your completed thesis. This means that you can publish your thesis, if so desired. When you submit your thesis to CEDAR you will see optional creative commons copyright options. In nearly all cases our MS students should ignore those options and retain the default copyright.

Conferences and Professional Organizations

Students are encouraged to join appropriate professional organizations. Students should consult with their research advisor to learn about the most appropriate organizations for their professional development. Attending conferences is a valuable aspect of graduate study. It can also provide opportunities for networking with other students and with prospective doctoral advisors. You are strongly encouraged to present your research at one or more conferences.

PsychFest

Each spring the Psychology department holds PsychFest, which is a celebration of student and faculty scholarship. Both undergraduate and graduate student research is featured as part of this one-day conference. PsychFest is usually held on the last Friday of classes during spring quarter. See the WWU department homepage (<https://chss.wvu.edu/psychology>) for updates. Psychology classes are typically canceled for PsychFest. Each year you should plan to spend the entire day at the conference, and to share your research in a talk or a poster!

Support for Conference Travel

The department and University have mechanisms that can provide some financial support for travel expenses. Departmental support varies by demand and conference location, but have often been in the range of \$200-\$500. You should enquire about this by contacting the Undergraduate Advisor, in the main office. Inquiries should be made after your presentation (poster or talk) has been accepted, as far in advance of the conference as possible. The University offers Ross Travel Grants (up to \$500) to support for student conference travel. For more information on these grants, see <https://gradschool.wvu.edu/ross-travel-grant>

Research Presentation Requirement

Though most students in the MS Experimental program give multiple research presentations during their time as a graduate student, all students are required to give at least one presentation

to earn their degree. In most cases, this presentation will take the form of a talk at a venue like PsychFest or the Western Psychological Association (WPA) or a poster at a competitive National conference (such as SPSP or SRCD). A PsychFest poster is not sufficient to meet this requirement.

Funding and Support

Financial Aid

Financial need is determined by completing the Free Application for Federal Student Aid (FAFSA). Western's priority deadline is January 31 for fall eligibility. Information and forms are available at the Financial Services Center http://www.finaid.wvu.edu/client_services/.

Note: Summer applicants needing financial aid for Summer Quarter must file the FAFSA for the current academic year. This is in addition to the FAFSA for the coming academic year, which begins Fall Quarter.

After admission, summer students wishing to receive summer aid must submit the online Summer Aid Application which is available on the Financial Aid Office website.

Work Study

Students may be eligible for work study, but must check the indicator box on the FAFSA. Students who qualify for work study typically serve as a graduate research assistant to faculty involved in research projects. The typical award amount for work study is equivalent to approximately 15 hours of work per week for the student during the academic year.

In order for the Graduate School to make the best possible match between students' interests / experiences and faculty research projects, interested faculty members write a brief memo to the Graduate Dean describing the research and the type of work a graduate work study research assistant would be asked to perform. Faculty may request students by name, but only students who are eligible for financial aid may receive work study awards. Talk with your advisor or with the program director if you are eligible for work study funding.

Receiving work study funding does not guarantee you a work study position.

Teaching Assistantships

Teaching assistantships are available in limited number. Teaching assistants must meet or exceed all criteria for maintaining graduate status and make satisfactory progress toward the degree. Teaching assistantships for students are typically limited, and vary from year to year. If the assistantship is for more than one quarter, continued appointment is contingent on positive evaluations at the end of each quarter of the teaching assistantship. Information on costs and pay schedules for teaching assistants is available here: <https://gradschool.wvu.edu/ta-compensation>

Currently, teaching assistants in the Department of Psychology are assigned to the undergraduate research methods and statistics courses (Psychology 301, 302, and 303) or the introduction to

psychology course (Psychology 101). Responsibilities include but are not limited to the following: teaching laboratory classes where relevant, helping students understand the conceptual and computational components of statistics, helping students understand research methodology and design, and helping students become more competent scientific writers. One teaching assistant may be assigned to serve as the departmental make-up exam proctor.

To apply, follow instructions at the Graduate School website:

<https://gradschool.wvu.edu/teaching-assistantships>. Review of teaching assistant applications begins on February 1st. Applicants who submit all graduate program application materials to the Graduate School by February 1 will therefore receive priority consideration for teaching assistantships. In addition, applicants for the statistics TA positions must have shown competence in research methodology and statistics as well as in writing in their undergraduate coursework. A final component in considering TA applications is whether the applicant has experience in research, in a faculty member's research lab, or independent research, or has worked as a researcher for pay.

Graduate Scholarships and Awards

The University, Graduate School, and Department offer some awards and scholarships for outstanding graduate students. You will get emails with deadlines and information. Also see this website for information on scholarships <https://www.finaid.wvu.edu/scholarships/pages/>. Each spring, each graduate program chooses an outstanding Master's student graduate. That student is honored in a reception hosted by the Graduate School.

Student Services and Resources

Academic Technology and User Services

The University computer laboratories are controlled by Academic Technology and User Services (ATUS). For computer lab information, please consult this website: <https://atus.wvu.edu/>. The Department of Psychology Computer Lab is housed in the west wing of the Academic Instructional Center, AIC-W 402. There is also a computer lab available exclusively for graduate students in AIC 196. All of these labs require you to login using the WWU Universal account described below.

New students are eligible for University e-mail accounts when they have confirmed their admission status with the Graduate School. You should have already activated your email account. If not, do so as soon as possible following the links on the following website: <https://atus.wvu.edu/>. You also need to activate your WWU Universal account. With this account, you can access wireless internet services, login to campus computers, access the Canvas site used for courses, log into Web4U, etc. If you need assistance visit Haggard Hall 123 or call

360-650-3333. Note that **all official WWU correspondence/messages will be sent to your WWU e-mail account only--not to any other e-mail accounts you may have.**

As a student, you are also eligible for home use software such as Microsoft office and SPSS. See the software website at <https://atus.wvu.edu/software-productivity-tools>.

Graduate School Events and Programs

Keep your eyes open for announcements about programs offered by the graduate school. These programs provide opportunities for socialization and networking with graduate students across the University. Approximately once per quarter the graduate school hosts a social hour, and each spring there is a graduate student conference. The graduate school also has a student advisory council. For more information see <https://gradschool.wvu.edu/graduate-student-advisory-council>

Campus Recreation Services

Self-care is important to being a successful graduate student. Through fitness and wellness classes, personal training services, and dietitian and rehab/injury prevention services, Campus Recreation Services offers students opportunities to achieve and maintain a healthy and balanced lifestyle while at WWU. Students enrolled for six or more credits pay an automatic fee for membership and can access all services offered by Campus Recreation Services. Website: <http://www.wvu.edu/campusrec/> Graduate students have sometimes enjoyed forming an intramural sports team (see <https://wp.wvu.edu/campusrec/intramurals/>).

Career Services

The Career Services Center is located in Old Main 280, phone: 360-650-3240, website: <http://www.wvu.edu/careers>. The Center offers a full range of services and programs designed to assist individuals at all stages of the career development process--from self-assessment and initial career decision-making to job search. The Center assists students in developing the skills necessary to conduct a successful job search including resume and cover letter writing support, mock interviews, and timely access to job postings

Counseling, Health, and Wellness Services

Counseling, Health, and Wellness Services is dedicated to assisting you in sustaining good emotional and physical health, and to providing care, guidance, and resources when needed. Services are available to assist you with whatever psychological obstacles or physical ailments arise while you are at Western. Staff can provide information and assistance about ways to care about your own health and to maintain your overall well-being so that you may achieve your personal, academic, and career goals. Descriptions of all of the following services may be found at <http://www.wvu.edu/chw/>.

Counseling Center

The Counseling Center staff provides professional counseling to all WWU students for a wide variety of concerns, including common psychological concerns such as depression, bipolar disorder, anxiety disorders, attention deficit disorder, and eating or body image issues. Students also use the services of the Counseling Center to help improve their lives through healthier relationships, better communication, greater understanding of self, strategies for self-care, and in making choices that are more consistent with their educational and personal goals.

The counseling staff includes psychologists, mental health counselors, and masters and doctoral level trainees who work under the supervision of our professional staff. They offer group counseling, short-term individual or couples' counseling, and psycho-educational workshops and classes to help students address their concerns and gain the skills to be successful at WWU. They also assist students by referring them to other services on campus and to community resources that can offer more specialized or longer-term help with problems and concerns.

The Counseling Center works closely with the Student Health Center when psychotropic medication or medical attention is needed.

All counseling services are voluntary and free (to students enrolled for 6 or more credits). The Counseling Center is located in Old Main 540 and open Monday through Friday, 8:30 AM to 4:30 PM. Phone: 360-650-3164; Website: <https://counseling.wvu.edu>

Prevention and Wellness Services

Prevention and Wellness Services are located in Old Main 560, phone 360-650-2993, <http://www.wvu.edu/pws/index.shtml>. They offer free individual and group assessment, and education and outreach programs on how to reduce your risks for problems with alcohol and drugs, stress, eating problems, sexually transmitted diseases including HIV infection, sexual assault and harassment, and unhealthy relationships. The bullets list of programs below are part of Prevention and Wellness Services.

- **Alcohol and Drug Consultation and Assessment Services (ADCAS)**

ADCAS is a confidential service for Western students who want help regarding their own or someone else's use of alcohol, tobacco, or other drugs (illegal, prescription, or over-the-counter). ADCAS staff assist students in making their own informed choices about alcohol, tobacco, and other drug use and related (personal, physical, social, academic, and legal) risks so they can enjoy their college experience and minimize unwanted and unintended consequences. ADCAS is located in Old Main 560C, 360-650-6865; <https://pws.wvu.edu/adcas-alcohol-and-drug-support-services>.

- **Consultation and Sexual Assault Support (CASAS)**

CASAS service is Western's compassionate response to acts of violence. The CASAS Coordinator assists students by providing emotional support and by accessing all available resources to ensure students continue to be academically successful while they move through their healing process. CASAS also provides support to friends or family members of those who have experienced violence.

Anyone who has ever experienced any kind of violence is encouraged to utilize this resource, whether it occurred 10 days ago or 10 years ago. It is available to students who have experienced any of the following: Attempted assault; sexual assault; dating violence; attempted rape; harassment; physical violence; domestic violence; hate crimes; rape; indecent exposure; incest; stalking; molestation; unwanted touching; or other forms of violence.

CASAS is located in OM 585B, 360-650-3700; <https://pws.wvu.edu/consultation-and-sexual-assault-support-casas>.

- **Wellness Outreach Center**

The Wellness Outreach Center, also known as "the WOC," is a health and wellness resource center. Stop by to schedule an appointment for Sexual Health Education Services (STI consultations and female health consultations) and find great health resources and information. Located in Viking Union 432, Monday-Friday 10:00 AM to 4:00 PM; http://www.wvu.edu/pws/wellness_outreach_center.shtml.

- **WWU Sexual Assault Prevention online training (formerly Haven)**

You will receive information about the Haven program, which is required of all incoming students, including graduate students. Haven addresses the creation of healthy relationships, emphasizes the importance of obtaining consent in sexual situations, describes ways you can help strengthen the safe, positive university community you want to be a part of, and provides information on Western's policies, resources and reporting options regarding sexual violence. For more information, see <https://pws.wvu.edu/haven-sexual-assault-prevention-and-response-training>

Student Health Center

The Student Health Center is located in the Campus Services Building located at the corner of Bill McDonald Parkway and 21st Street (360-650-3400). It provides for a broad range of care similar to what you would find in a family practice physician's office. Services include, but are not limited to, the following: sexually transmitted disease testing and treatment, immunizations (limited), contraceptive services, well physical exams, men and women's health care, preventive medicine, monitoring of chronic illnesses, antigen injections (follow-up care), rapid lab tests (such as pregnancy tests), evaluation and referral for specialized conditions and evaluation/treatment of common illnesses. The Student Health Center is staffed by a team of physicians, nurse practitioners, registered nurses, medical assistants, and health counselors.

During the academic year, the Student Health Center is open to students on Monday, Tuesday, Wednesday, and Friday from 8:30 AM to 4:00 PM and Thursday from 9:30 AM to 4 PM. Summer hours are Monday-Friday 8:30 AM to 12:00 PM and 1:00 PM to 4:00 PM.

https://www.wvu.edu/chw/student_health/

Day Care Facilities

The Associated Students Child Development Center, a student/parent cooperative operated in Western's Fairhaven College buildings 11 and 12, serves children of students and staff from 7:30 AM to 5:30 PM on the days Western is in session and winter and spring breaks. Children from two through five years of age may be enrolled. To join, members pay a membership fee. Quarterly fees are based on income and are established according to the Center's annual budget. The phone number for the Child Development Center is 360-650-3021, and their website is <http://www.as.wwu.edu/cdc/>

Disability Access Center

The Disability Access Center (DAC) is located in Wilson Library 170, phone: 360-650-3083. Their e-mail address is drsfrontdesk@wwu.edu. DAC provides disability management counseling, enabling resources and referral information to enrolled students who possess a temporary or permanent condition. Their website is linked here <https://disability.wwu.edu/> and here <https://as.wwu.edu/sairc/disability/>.

A complete diagnostic description from a qualified professional is required for eligibility of DAC services. Specific academic accommodations and services are determined on an individual basis and are modified to meet the unique needs of students and their academic experience.

Housing

On-Campus Housing

The Office of University Residences office in Eden's Hall (phone: 360.650.6565; website: www.housing.wwu.edu) makes University housing assignments for students requesting housing on campus. The options range from typical undergraduate type residence halls with meal service provided to an apartment complex (Birnam Wood) which can house up to four people or a family. Students must complete a housing application and return it at their earliest possible convenience to receive the highest priority in housing assignments since space is limited. An assignment to a University apartment or residence hall does not guarantee a parking space or permit. No deposit is required with the Housing application, but one must be made when a housing agreement is signed. Note that there are no special housing accommodations for graduate students.

Off-Campus Housing

There are numerous housing and apartment options within the University area. The Off-Campus Housing Registry provides a means for students to find housing in the area: <http://www.wwu.edu/offcampusliving/>

You may wish to consult with the many real estate offices and apartment management companies or the Bellingham Herald regarding off-campus housing. Also check listings on craigslist.

It is recommended that you begin this process early. By September, many of the nearby, desirable apartments are already rented.

Libraries

The WWU libraries house over 1.1 million volumes of books and periodicals, over 2 million units of microforms, and large collections of government documents, curriculum materials, sound recordings and videotapes. The collection includes 4,300 current journal subscriptions.

The Mabel Zoe Wilson Library and the Haggard Hall addition provide open stacks for its collections together with reading and study areas, carrels and group study rooms. There are also computer labs available in the Haggard Hall addition (Rooms 101, 112, 154, 245). The online library information system offers access to library holdings, networked and web-based databases in many disciplines, and the catalogs of regional and national libraries. Interlibrary loan materials can be ordered via the online system.

For Library hours, call the Library Hours line to receive a recorded message: 360-650-3049, or visit the Western Libraries website: <http://library.wvu.edu/>.

Student Transportation and Parking

WWU is committed to supporting sustainable transportation options and reducing automobile-dependent transportation. All students, faculty, and staff are encouraged to utilize the variety of transportation options available and minimize the use of motor vehicles. The Sustainable Transportation Office offers information and assistance to help students find the transportation options that best fit their needs while attending Western Washington University. Website: <http://www.wvu.edu/transportation/>

Western Washington University has established rules and regulations governing parking. All students who use parking facilities on campus are required to purchase a parking permit and register their vehicles, motorbikes or motorcycles. Violators of parking regulations are subject to citation and impound. Early parking permit application is recommended given that there is traditionally more demand than spaces. Forms are available beginning late spring quarter for an assignment for the subsequent school year. See the Parking Services website for more information: <http://www.wvu.edu/ps/parking/index.shtml>

Textbooks

The primary outlet for textbooks in Bellingham is the Western Associated Students' Bookstore. The Western Associated Students' Bookstore (360-650-3655)(www.bookstore.wvu.edu) is located on the WWU campus. They provide new and used textbooks, class supplies and materials, computers, and convenience and sundry items for the University community. Bookstore hours are Monday through Friday, 8:00 AM to 5:00 PM, and Saturday, 10:00 AM to 4:00 PM. During holidays and vacations, bookstore hours will vary.

It is also possible to purchase some textbooks through various internet sources and general bookstores within the city of Bellingham.

The Hacherl Research and Writing Studio

The Hacherl Research & Writing Studio is both a place and a service that offers support for your academic work in research and writing. Students will be able to get individual advice and tutoring on such issues as selecting and narrowing a topic, organizing and developing ideas, revising drafts, and editing final copy. Drop-in hours are available when the library is open. For more information on their services, call 360-650-3219, email rws@wwu.edu, or visit the website at <https://library.wwu.edu/rws>.

Policies and Procedures

Appendix D - Academic Honesty Policy and Procedure

(Also see current WWU Catalog: <http://catalog.wwu.edu/>)

For information about Integrity at Western Washington University please visit the Western Coalition for Integrity at <http://www.wwu.edu/integrity/>. For guidance on Policies and Procedures please visit <https://wp.wwu.edu/academichonesty/>

Upholding Academic Honesty is integral to the educational mission of the University, particularly in assessment and recognition of student performance (e.g., Meeting academic standards, conferring awards/degrees). Recognizing the intention of the University to promote and sustain a culture of integrity, this policy serves a key role as part of a comprehensive program to encourage behaviors of integrity and discourage violations of such behavior,

Official Policies and Procedures are available on the web.

(POL-U2100.02) ENSURING ACADEMIC HONESTY

<http://www.wwu.edu/policies/docs/2000-4000%20Academic%20Affairs/POL-U2100.02%20Ensuring%20Academic%20Honesty.pdf>

PRO-U2100.02A Addressing Academic Honesty Violations

<http://www.wwu.edu/policies/docs/2000-4000%20Academic%20Affairs/PRO-U2100.02B%20Appealing%20Academic%20Honesty%20Violations.pdf>

PRO-U2100.02B Appealing Academic Honesty Violations

<http://www.wwu.edu/policies/docs/2000-4000%20Academic%20Affairs/PRO-U2100.02B%20Appealing%20Academic%20Honesty%20Violations.pdf>

PRO-U2100.02C Addressing Additional Violation

<http://www.wwu.edu/policies/docs/2000-4000%20Academic%20Affairs/PRO-U2100.02C%20Addressing%20Additional%20Violation.pdf>

For more information, go to the [University's Policies and Procedures](http://www.wwu.edu/policies/index.shtml) website at <http://www.wwu.edu/policies/index.shtml>

Appendix F. Academic Grievance Policy and Procedures

(Also see current WWU Catalog: <http://catalog.wwu.edu/>)

Students have protection, through orderly procedures, against arbitrary or capricious actions or decisions by their instructors; students also have protection against erroneous actions or decisions by academic units. At the same time, students are responsible for achieving and maintaining the standards of academic performance and excellence which are established by their instructors and for complying with all relevant policies, standards, rules and requirements which are formulated by the University and the University's academic units. A student wishing to pursue an academic grievance or appeal must use the following grievance procedure once having received notice of the action or decision which gives rise to the grievance. The emphasis of the grievance procedures is on informal resolution of the grievance. Grievances which involve hearings before the Student Academic Grievance Board should be rare. For help and guidance with the grievance procedures, students should contact the Office of Student Life: <https://wp.wwu.edu/officeofstudentlife/>

Students who do not meet the deadlines given in the procedures shall be deemed to have waived their right to appeal. If any officer of the University or the Board fails to meet the deadlines established, the student may continue to the next level in the procedures. The deadlines are set to provide a rapid resolution of the grievance. However, unforeseen circumstances such as illness or absence from the campus may result in an extension of a deadline. Such extensions shall be recorded in writing by the unit head, dean or secretary to the Board, as appropriate. If the end of the quarter is reached during the process of following the grievance procedure, the remaining parts of the process will be considered at the start of the next academic quarter, not including summer session.

Academic Grievances

Academic grievances are limited to the following:

1. A claim by the student that an assigned grade is the result of arbitrary or capricious application of otherwise valid standard of academic evaluation, or
2. A claim by the student that the standards of evaluation are arbitrary or capricious, or
3. A claim by the student that the instructor has taken an arbitrary or capricious action which adversely affected the student's academic progress, or
4. A claim by the student that an academic unit has reached a decision not in keeping with University policy or taken an erroneous action which adversely affects the student's academic standing or academic career.

Procedures

Informal Resolution. A student with an academic grievance against an individual instructor shall first thoroughly discuss the matter with the instructor involved. The student must meet with the instructor within ten (10) days of receiving written notification of the action or decision which gives rise to the grievance or 10 days from the grade posting deadline. In the case of absence from the campus of either of the parties, the student shall inform the academic unit head, in writing, of

the existence of the grievance and the unit head shall arrange for consultation between the parties concerned at the earliest possible opportunity. Should the faculty member be on extended leave, or have resigned from the University, the unit head shall act for the instructor.

The instructor and the student should make a good faith effort to resolve the grievance. Grievances resolved at this stage do not require a written record unless the resolution involves a grade change. The instructor will send a memo to the Registrar indicating the grade change. A copy will be sent to the student.

If a resolution is not achieved between the student and the instructor within five (5) days after the first meeting between the student and instructor, the student has five (5) days to ask the academic unit head, or designee, to attempt to informally resolve the issue. The unit head, or designee, will meet with both parties to clarify the issues and attempt to resolve them. If the issue is resolved within five (5) days after the student has sought the assistance of the unit head, the unit head, or designee, shall prepare an informal agreement, in writing, for both sides to sign. No reasons need be given. Such an agreement, once signed by both parties, may not be appealed.

If an agreement cannot be reached within the five-day review period, and the student still wishes to pursue the grievance, the student shall request the unit head or designee to present the case to the dean of the college in which the academic unit resides. In the case where a faculty member from one college is teaching a course in another college, the appeal will go to the dean of the college where the course resides. In the case where a faculty member is teaching for an all-university program not under the purview of a college dean, such as Honors or Women Studies, the appeal will go to the dean of the college where the faculty member resides. The unit head has five (5) days to present the material to the dean. The material presented should include all of the documents relevant to the case and an analysis of the issues. The dean shall continue the process of seeking an informal resolution and collect more material as necessary. If a resolution can be reached, the dean shall prepare an informal agreement as above. Such an agreement, once signed by both parties, may not be appealed.

If the student has a grievance against an academic unit, the student shall first thoroughly discuss the matter with the unit head. The student must meet with the unit head within ten (10) days of receiving notification of the action or decision of the unit which gives rise to the grievance. If the grievance is not resolved within ten (10) days of the initial meeting between the student and the unit head, the student may request, in writing, further review by the dean of the college in which the academic unit resides, following the procedures for grievance.

If the grievance against a faculty member or academic unit is not resolved at this stage, the appropriate dean, as specified above, shall make a decision based on the merits of the case. The reasons for the decision shall be in writing and shall be given to both the student and the instructor and unit head. The dean's decision must be rendered and given to all parties within five (5) days of receiving the material. The written decision of the dean will include: (1) a statement of the grievance, (2) a statement of the efforts made to resolve the issue and (3) a statement of action, with reasons.

If the grievance does not involve a graduate student, either side may appeal a decision of the college dean to the Student Academic Grievance Board. The appeal must be filed within five (5) days after the receipt of the dean's written decision. Either party may appeal to the Academic Grievance Board in writing to the executive secretary of the academic grievance board. The appeal

must be received within five (5) days after receiving the decision of the college dean. If the grievance involves a graduate student, either side may appeal a decision of the dean to the dean of the graduate school. The appeal must be filed within five (5) days after the receipt of the college dean's written decision. The graduate dean shall make a decision based on the merits of the case. The reasons for the decision shall be in writing and shall be given to the student, the instructor, unit head and the appropriate dean, as specified above. The graduate dean's decision must be rendered and given to all parties within five (5) days of receiving the material. The written decision of the graduate dean will include: (1) a statement of the grievance, (2) a statement of the efforts made to resolve the issue and (3) a statement of action, with reasons. Either side may appeal a decision of the dean of the graduate school to the Student Academic Grievance Board. The appeal must be filed within five (5) days after the receipt of the graduate dean's written decision. The party appealing to the Academic Grievance Board will inform the executive secretary of the academic grievance board.

Appeal to the Board. The Student Academic Grievance Board shall consist of six (6) members: three students and three faculty. An administrator appointed by the Vice president for Student Affairs will serve as executive secretary to the Board and will be responsible for arranging of meetings and the collection and maintenance of necessary documents. The Board, for any hearing, will be selected in the following manner:

- (a) The pool of Board members shall consist of six (6) faculty appointed by the Faculty Senate for three-year terms; six (6) undergraduate students and six (6) graduate students appointed by the Associated Students Board for a one-year term.
- (b) Each party to the grievance shall have the right to reject two faculty and two students from the list of the pool of Board members.
- (c) From the remaining members, the Vice President for Academic Affairs or designee shall select the Board members for the hearing, and shall appoint the chairperson. If the grievance involves a graduate student, at least two of the Board members must be graduate students.

The appeal process will conform to the following procedures:

- (a) *Lodging appeal.* The party appealing to the board shall present the appeal to the executive secretary of the board within five (5) days after issuance of the dean's written decision. The letter of appeal shall state the basis of the appeal. The secretary will send a copy of the appeal to the second party to the grievance, who may respond in writing. All materials used at any stage of the grievance shall be made available to both parties, the unit head, and to the dean.
- (b) *Mediation.* If both parties agree to mediation, a mediator will be appointed by the Vice President for Academic Affairs or designee from a list of four persons previously appointed by the Faculty Senate. Each party to the grievance shall have the right to reject one mediator from the list of four. The mediator has five (5) days from the time of appointment to attempt to resolve the issue to the satisfaction of both parties. If the issue is resolved, the mediator shall prepare an informal agreement, in writing, for both sides to sign. No reasons need be given. Such an agreement, once signed by both parties, may not be appealed. If the issue is not resolved the appeal proceeds to a hearing.
- (c) *Hearing.* A hearing shall be called within fifteen (15) days of the filing of the appeal unless both parties agree to a delay, or unless the grievance is resolved through mediation.

A quorum is four (4) members of the Board. Both the student and the instructor may be represented by an advocate (although not a legal professional).

Both the student and the faculty member shall be invited to present oral arguments which shall be restricted to matters already in the record. New causes for grievance may not be raised at the hearing. Members of the Board may question either party.

No testimony may be taken by the Board unless both parties are present, or have waived their right to be present.

At the conclusion of the hearing, the Board shall, in writing,

- (a) Request additional information, to be considered at a future hearing, or
- (b) Find that there is insufficient cause to overrule the dean's decision and recommend to the Vice President for Academic Affairs that it be upheld, or
- (c) Find that there is sufficient cause to modify or overrule the dean's decision and recommend appropriate action to the Vice President for Academic Affairs.

Appeal to the Vice President for Academic Affairs. Either party may appeal to the Vice President for Academic Affairs from a decision by the board. Such appeal shall be made, in writing, within five (5) days after the issuance of the board's written decision. The board chairperson has the right to make a written response to the appeal within five (5) days of filing the appeal. The vice president may overrule or modify the decision of the board only if that decision was arbitrary, capricious, based on insufficient information, or was beyond the scope of these procedures as defined in above. The Vice President for Academic Affairs will meet with the board chairperson if (s)he intends to overrule or modify the decision of the board. The decision of the Vice President for Academic Affairs is final. Copies of the Vice President's decision will be sent to the student, faculty member, unit head, dean of the college in which the unit resides, dean of the graduate school if a graduate student is involved, chairperson and secretary of the board.

Maintenance of records. All written statements and testimony considered in the grievance process and a copy of the final written decision of the Board or Academic Vice President shall be retained on file in the Academic Vice President's office for a period of one (1) year following final disposition of the grievance.

Where solution or decision results in a grade change, the instructor shall inform the Registrar of the grade change.

Definitions

These definitions are for the purposes of these procedures only:

1. "Academic unit" is Fairhaven College of Interdisciplinary Studies or a department within the Colleges of Business and Economics, Fine and Performing Arts, Humanities and Social

Sciences, Sciences and Technology, Huxley College of the Environment, or Woodring College of Education.

2. "Unit head" is the department chairperson, or, in the case of Fairhaven college, the chairperson of the college personnel committee and the program director in the case of academic programs.
3. The unit head "designee" can be any faculty member or administrator from the academic unit. Appointment of the designee shall be in writing and sent to the Vice President for Academic Affairs.
4. "Dean" is the dean or dean's designee of the college in which the academic unit resides, unless specified otherwise. Appointment of the designee shall be in writing and sent to the Vice President for Academic Affairs
5. Reference to "days" means "school days" and includes the registration period and the week in which exams are scheduled.
6. WWU's Academic Year begins on the first day of instruction every fall term, and concludes at the end of final examination week every spring term (see academic calendar for exact dates). Summer Session is an exception to the Academic Year and grievances not resolved before Summer Session will be continued during the coming fall term.

Diversity Recruitment Policy

The graduate programs at Western Washington University are deeply committed to the principles of equal opportunity and diversity. We believe that our programs are enriched by attention to these principles and that the recruitment of students representative of the diversity of society only serves to enhance the educational experience of everyone associated with our programs.

In order to increase the diversity of applicants to our programs we engage in the following:

1. Establish outreach programs to identify potential applicants from local schools and colleges.
2. Maintain contact with diverse campus student organizations.
3. Advertise through regional professional organizations.
4. Seek to employ diverse faculty members.
5. Make use of equitable admissions criteria.
6. Use equal opportunity guidelines in the awarding of assistantships.
7. Assist potential students in the identification of financial aid opportunities.
8. Facilitate communication between potential applicants and Counseling Program students and graduates.
9. Maintain contact with state and local tribal organizations and governments.

WWU Policies on Equal Opportunity/Nondiscrimination, Affirmative Action, Sexual Harassment, Reasonable Accommodation

As a University community, Western Washington University has a special obligation to all of its members to maintain teaching, learning, and working environments which are conducive to the pursuit of knowledge. It is a community in which the academic endeavor is practiced with civility. The dignity and rights of all employees, students, visitors, and agents of the University are

respected and preserved by this community. In carrying out its mission, the University benefits from the ideas, contributions, and energies of all its members. Therefore, each member, whether staff, student, administrator, or faculty, has a responsibility and an obligation to respect the rights of others to express conflicting opinions. Adherence to standards of civility allows for reasoned discourse. Western is committed to protecting the rights of its community members to engage in dialogue and express ideas in an environment which is free from harassment, discrimination and exploitation. The Western community will not tolerate these behaviors.

For the complete text of WWU Policies on Equal Opportunity/Nondiscrimination, Affirmative Action, Sexual Harassment, and Reasonable Accommodation, please see Appendix A of the WWU Catalog (<http://catalog.wvu.edu/>).

Washington State Residency

(This information is excerpted from information published by the WWU Registrar's office. Please see their website for more information: <https://www.wvu.edu/registrar/services/residency.shtml>)

Under Washington State Law a resident student is defined as:

1. A financially independent student who has had a domicile in the State of Washington for the period of one year immediately prior to the time of commencement of the first day of the quarter for which he/she has registered and has in fact established a bona fide domicile in this state primarily for purposes other than educational, or
2. A financially dependent student, if one or both of his or her parents or legal guardians have maintained a bona fide domicile in the State of Washington for at least one year immediately prior to commencement of the quarter for which the student has registered.
3. A student who is on active military duty and stationed in Washington or the spouse or a dependent of a person who is on active military duty stationed in the state. Such a student is classified as a resident for tuition purposes only and is not eligible for other benefits provided to residents.
4. A student who is a member of one of 33 Native American tribes in Idaho, Montana, Oregon or Washington. Such a student is classified as a resident for tuition purposes only and is not eligible for other benefits provided to residents.
5. A student who is an undocumented non-citizen who has resided in the state at least three years prior to high school graduation, who has continued to reside in the state, and who signs an affidavit promising to apply for permanent resident status as soon as legally able to do so. The affidavit is available at the following website: <http://www.wsac.wa.gov/student-residency>.
6. Any person who has lived in Washington, primarily for purposes other than educational, for at least one year immediately before the date on which the person has enrolled in an institution, and who holds lawful nonimmigrant status pursuant to 8 U.S.C. Sec. (a) (15) (E) (iii), (H) (i), or (L), or who holds lawful nonimmigrant status as the spouse or child of a person having nonimmigrant status under one of those subsections, or who, holding or having previously held such lawful nonimmigrant status as a principal or derivative, has filed an application for adjustment of status pursuant to 8 U.S.C. Sec.1255 (a);

A non-resident student is defined as an individual who:

- Is independent and has not established a domicile in Washington primarily for purposes other than education at least 12 months prior to application; or
- Is a dependent whose parent or legal guardian has not been a legal resident of Washington for at least a year prior to application. *

In determining independence, factors considered include the preceding year's income tax returns of the student and/or his or her parents or legal guardian. An applicant must prove independence and self-support by demonstrating sufficient income in the year prior to quarter of application in order to be classified as a resident. Not being claimed by parents for tax purposes, by itself, does not demonstrate independence and self-support*. The length of time the student has lived independently from parents also is an important factor.

A non-resident student enrolled for more than six hours per quarter is considered as having come to the state primarily for education purposes unless s/he can prove establishment of domicile in this state for purposes other than educational.

The term "domicile" is a person's true, fixed, and permanent home and place of habitation. It is the place where one intends to remain. The burden of proof that a student, parent, or guardian has established a domicile in Washington primarily for purposes other than educational rests with the student.

*Trust funds, savings accounts and investment portfolios that are set up for education purposes must be in the sole control of the student for one year prior to application if the student uses such funds as a demonstration of all or a significant portion of support.

Factors considered in determining residency:

Becoming a legal resident of Washington requires more than simply residing in the state for 12 months. First, one must be a U.S. citizen or have permanent resident (resident-alien) status. Second, a student with non-resident parents must prove independence from his or her parents. Third, one must declare an intention to become a legal resident of the state by obtaining a document such as a Washington driver's license or vehicle registration. The "12-month clock" begins to tick on the date that such documents are obtained, and the principal factor in establishing residency is physical presence in the State for a full year. Fourth, one must prove that he or she did not come to the state primarily for education purposes (enrolling in more than six credits).

- Physical presence in the state for the 12-month period preceding quarter of application.
- Obtaining a Washington driver's license, vehicle registration, and voter registration at least one year prior to application. Note: Registering to vote, by itself, cannot be regarded as a declaration of one's intent to become a resident if other documents, such as driver's license and vehicle registration are not also obtained at the same time. If you drive a vehicle, you must obtain a Washington driver's license and Washington vehicle registration one year prior to application for residency status. If you do not drive and do not have a driver's license, you should obtain a Washington Identification Card one year prior to application.

- Employment on a permanent, full-time basis in Washington at least one year.
- In the case of a person applying as an independent student, demonstration of sufficient income to prove a claim of independence. *
- Registration with the Selective Service in Washington a full year prior to application.
- Purchase of a residence in Washington a full year prior to application.
- Note: Enrolling in more than six credits may disqualify you.

Exceptions:

- Active-duty military stationed in Washington or the spouse or dependent on active-duty military stationed in Washington State can be classified as a resident (for tuition purposes only) by submitting each quarter proof of military assignment in the state.
- Native American students of certain tribal affiliations who are residents of Idaho, Montana, Oregon, or Washington can be classified as residents (for tuition purposes only) by submitting qualifying documents.

A student cannot qualify for resident status if s/he (or parent, in the case of a dependent student):

- possesses a current out-of-state driver's license, or vehicle registration, or other document that gives evidence of being domiciled in another state;
- Has received, during the past year, financial assistance from another state government; including reciprocity award.
- Has been attending, during the past year, a Washington college or university as a participant in the National Student Exchange program from another state.
- Has attended, as a resident, at a state-supported college in another state within the past year.
- Has received financial assistance from another state government in the past year. This includes Alaska Permanent Fund and reciprocity awards.

Exemptions:

Some nonresident students may qualify, on a quarterly basis, for an exemption from all or a portion of nonresident fees. Those who may be eligible include:

- An immigrant having refugee status with the U.S. Immigration and Naturalization Service, if such refugee (a) is on parole status, or (b) has received an immigrant visa, or (c) has applied for US citizenship.

Exemptions may be applied for by submitting proof of status, as indicated above, to the Registrar's Office.

Where to obtain additional Residency information:

Further information regarding residency classification and statutory exemptions from the requirement to pay nonresident fees may be obtained on the [Residency FAQ](#) page, or by visiting the Registrar's Office in Old Main 230 during office hours.

To apply for a change in your residency classification, complete the [Residency Questionnaire](#) and **submit it with the required documentation** to the Registrar's Office.

The questionnaire must be submitted by the first week of the quarter for which a residency reclassification is requested. In the absence of a completed questionnaire and supporting documentation, an individual's residency classification will remain unchanged.

Washington residency law is codified in [RCW 28.15](#) and further explained in [WAC 250.18](#).