

Department of History

# **Graduate Student Handbook**

Academic Year 2019 – 20

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## Graduate Guidelines

The History Department's Graduate Guidelines provide basic information about our graduate program, admission requirements, and financial assistance. They are to be used in conjunction with the *Policies and Procedures of the Graduate School*. The purpose of the guidelines is to elaborate, interpret, and apply the *Policies and Procedures* with respect to the graduate study of history. Nothing contained here should be construed to contradict or supersede the instructions and regulations found in the *Policies and Procedures*.

The guidelines are not intended to be absolutely binding upon the faculty and students of the history department. Requests for departures from the guidelines may be made in writing to the department's Graduate Studies Committee, which can authorize or reject them. All such requests should be made with the support of the major professor. Such departures may not conflict with the *Policies and Procedures of the Graduate School*. In cases where a departure involves significant changes, the Graduate Studies Committee will refer the matter to the entire graduate faculty of the history department for determination.

These guidelines supersede all previous memoranda, minutes, and letters of the Department of History and the departmental Graduate Studies Committee with respect to policy and procedures governing the graduate study of history. They became effective August 1, 2019.

## Mission and Objectives

### Program Mission Statement:

The graduate program in History at WSU seeks to train professional researchers who are competent in historical theory and methods. Our program prepares students for careers in historical research, public history, and teaching at colleges and universities.

### Program Objectives:

The objective of our program is to train researchers to have a solid grounding in the methodological and theoretical foundations of historical inquiry. These are the fundamental standards of graduate education espoused by the American Historical Association. It is through this type of professionalized education that our graduates are prepared to successfully enter teaching at the post-secondary level, and other professional occupations.

The History Department graduate program (both at MA and PhD levels) identified three research fields as its priorities, in terms of resources and faculty hiring and development: U.S. history (with emphasis on the American West), World history, and Public history. In the PhD program the uniform secondary field of World/Comparative history has the twofold objectives of (1) providing opportunities that allow students to learn and explore global and comparative perspectives of students' research subjects, and (2) offering credible training in world history as a teaching field.

### Student Learning Outcomes: There are **seven learning outcomes**.

**1. Student's mastery of the main methodologies and historical arguments in the primary fields of study.**

By the time the student completed his or her program s/he should be able to identify key methodologies and historical arguments in the primary field of study accurately and the implications of each, to demonstrate an integrated and mature understanding of the primary field, to integrate different methodologies and historical arguments into own research independently and to place new scholarship within the framework of own primary field.

**2. Familiarity with the major trends in historiography and the methodological innovations associated with changes in historiographical theory.**

By the time the student has completed the program, s/he should be able to identify and integrate major historiographical debates into a mature and coherent understanding of the discipline as a whole, to identify trends in historiography and historical methodology, competently place himself or herself within these debates and identify key changes over time in historiographical theory and can place her- or himself on this timeline.

**3. Student's ability to apply appropriate theories and methods to the major field through independent research projects.**

By the time the student has completed the program s/he should be able to identify multiple methodological contributions to the field relevant to his/her own independent research and to integrate appropriately those discussions within a master's thesis or dissertation. S/he should also understand not only the implications of appropriate theories and historical methods to his/her own research, but also the implications of her/his own research to previous scholarship.

**4. Student's demonstrated mastery of historical exposition**

By the time of completion of the program, the student should be able to identify multiple forms of historical exposition and effectively apply appropriate forms for a particular research project. His/her communication should be not only clear and concise, but eloquent and persuasive. S/he should demonstrate not only awareness of the types of reasoning used, but also the broader historical and historiographical implications of the decision to use those forms of reasoning. S/he should demonstrate not only an awareness of the connection between argument and argumentative structure, but the historical and historiographical implications of the decisions he/she makes in this regard.

**5. Student's skills associated with the presentation of historical research within the professional apparatus of the discipline, and communication skills for diverse professional purposes.**

Upon completion of the program, the student should demonstrate successful application of the diverse sets of skills required for the presentation of historical research, including professional-level oral presentation, book reviews appropriate for professional journals, journal-length articles suitable for submission to peer-reviewed journals and (for doctoral students) the production of monograph-length written projects suitable (once revised) for submission to an academic press for publication. S/he should use communication choices to convey identified purpose and message effectively, create the desired effect (visceral impact, tone and credibility), and manage rapport with (multiple) intended audience(s) or participant(s). S/he should choose and adjust delivery, media, activities, rhetorical moves, tone, and style to engage target audience effectively and organize information, ideas, and activities with smooth transitions.

**6. Student's success in the production of a successful and nationally commensurate master's thesis or dissertation by defining a viable research project and conducting research according to nationally recognized professional standards.**

Upon completion of the program, the student should be able to identify a viable research project and complete his or her master's thesis or PhD dissertation according to the national standards of professional conduct, outlined by the American Historical Association. S/he should accurately and convincingly demonstrate the integrity of his/her own historical interpretation, provides a reliable, complete and traceable record of historical evidence, as well as demonstrate creativity and depth of thought in moving from the analysis of evidence to the development of a clear, persuasive and historically significant argument.

**7. Student's skills associated with the teaching of history at the college level.**

By the time the student complete the program, s/he should be able to organize historical narratives for students and integrates various teaching modes to communicate those narratives effectively to the students, appropriate to their level, explain historical events clearly and to communicate the wider significance of those events in terms that students can understand. S/he should also demonstrate effectively for students the process of historical inquiry and debate and should have elements of teaching aimed at allowing students to learn the process of historical interpretation and debate for themselves. Her/his teaching methods should be adapted skillfully to learners' responses to content and teaching methodologies and s/he should demonstrate the successful improvement of teaching practices as a result of integrating feedback from students and/or teaching mentors.

# Graduate Degree Requirements

## *Master of Arts in History (Thesis Option)*

**Foreign Language:** Proficiency in a foreign language is not required for the master's degree, although a student's major professor may administer a departmental written translation examination in one (1) or more languages for completion of the M.A. degree. The language requirement (if applicable) must be fulfilled prior to registration for the Master's Thesis, Research, and/or Examination (History 700), or by the beginning of the student's third semester in the program. If a student has English as a second language and if it is appropriate to his or her program, the student may count the native language as the foreign language. We encourage students to satisfy this requirement as soon as possible.

### **Program Requirements:**

The program consists of 30 credit hours beyond the bachelor's degree:

- 6 of the 30 credit hours must be Master's Research, Thesis, and/or Examination (History 700).
- At least 21 hours must be in courses and seminar work at the 400 and 500 level taken for traditional letter grades (A–F). Of these 21 hours of course work, up to 6 credits of non-graduate credit may be used, or up to 6 credit hours of graduate level courses taken from outside the history department (from courses listed in the *Graduate School Bulletin.*), or a combination of the two.
- At least 15 hours must be taken in the history department; these must include Historiography (History 580), one (1) 3-credit research seminar that is linked with three (3) credits of History 700: Master's Research (taken with student's major professor), one (1) field course in the general or primary field and one (1) field course in an area outside the primary and general fields. Course work outside of these core requirements at the 400 or 500 level should be taken in the student's fields of study. All M.A. students are expected to take at least 3 graduate-level, 3-credit, letter-graded courses in their primary or general field, and at least 2 additional graduate-level, 3-credit, letter-graded courses. If required courses are not available during the student's tenure in the program, appropriate substitutes may be taken (History 597, independent readings, etc.) with the approval of the major professor and the director of graduate studies.

See **Appendix A** for Master's Program Checklist

### **Primary Fields of Study**

*The Primary Field is embedded in the General Field. The Primary Field provides expertise for student's research focus as expressed in the master's thesis.*

Colonial and Early Republic	Reformation Europe
19th Century U.S.	18th Century Europe
Modern U.S.	Modern France
U.S. Foreign Relations	Modern Germany
U.S. Women and Gender	Modern Britain
U.S. Environment	Modern Russia/Soviet Union/Post-Soviet
U.S. West	Modern China
U.S. Race and Ethnicity	Modern Japan
Atlantic World	West Africa
	Colonial Africa

### **General Fields**

*The General Field provides a broader geographical and chronological framework for the primary field.*

U.S.	Public
Early Modern Europe	East Asia
Modern Europe	World*

**Note:** The student must secure approval for the thesis topic from the major professor and the coordinator of World History.

**The Master's Thesis:** Students taking the thesis option in the M.A. program must complete a master's thesis for the purpose of demonstrating advanced research skills in preparation for the pursuit of the doctoral degree. The student must file a program of study with the Chair of the History Department by March 1 of the second semester of enrollment in the masters program. The program of study establishes the student's committee (with the major professor as chair), outlines a course of study, and proposes a thesis topic. M.A. students in the thesis track are expected to hold a T-1 meeting by the end of the second semester of enrollment. At the T-1 meeting, the student will present the committee with a thesis proposal for the committee's approval. If necessary, meetings with the thesis committee will continue until such approval is achieved. The major professor will place a memo in the student's file when agreement has been reached and will provide a copy to the student and other members of the committee.

**Oral Examination:** When the master's thesis has been accepted by the thesis committee, the student will present him- or herself for an oral examination. The oral examination must be scheduled in advance by the student in consultation with the major professor and should ordinarily be attended by members of the student's thesis committee. It will be conducted in accordance with the *Policies and Procedures of the Graduate School* and will center primarily on the thesis and only secondarily on course work. The student is required to provide the history department with a hardbound copy of his/her thesis once the degree is completed. ***Any departmental expenses incurred in submitting the completed thesis (office printing, copying, and thesis binding) will be charged to the student's account.***

## ***Master of Arts in History (Non-Thesis Option)***

A non-thesis M.A. degree is normally understood to be a terminal degree.

**Foreign Language:** Knowledge of a foreign language is not required for admission to the master's program, although all applicants are asked to give evidence of experience in at least one (1) foreign language. A student's major professor may require a departmentally administered written translation examination in one (1) or more languages for completion of the M.A. degree. The stipulated language requirement must be fulfilled prior to registration for the Special Problems, Directed Study, and/or Examination (History 702). If a student has English as a second language and if it is appropriate to his or her program, the student may count the native language as the foreign language. Students are encouraged to satisfy this requirement as soon as possible.

**Program Requirements:** The program consists of 30 credit hours beyond the bachelor's degree; at least 26 credit hours must be in course and seminar work at the 400 and 500 level, taken for traditional letter grades (A–F). Of these 26 hours of course work, up to 9 credits of non-graduate (300- or 400-level) courses may be used. Six (6) of these credit hours may be taken outside the history department from courses listed in the *Graduate School Bulletin*. At least 21 credit hours must be taken in the history department and must include Historiography (History 580), at least 2 field courses from 2 different fields of study and at least 2 seminars in which research papers are prepared. Four (4) credit hours of Master's Special Problems, Directed Study, and/or Examination (History 702) must be taken and should be devoted to the preparation of scholarly work approved and directed by the student's major professor and by an advisory committee made up of professors from the student's 2 fields of study. The major professor will preside as chair. If required courses are not available during the student's tenure in the program, appropriate substitutes may be taken (History 597, independent readings, etc.) with the approval of the major professor and the director of graduate studies.

The student must file a program of study with the Chair of the History Department by the end of the second semester of enrollment in the masters program. The program establishes the student's committee and outlines a course of study.

**Note:** The student must secure approval for the thesis topic from the major professor and the coordinator of world history.

**Oral Examination:** A final oral examination will be scheduled and conducted in accordance with the *Policies and Procedures of the Graduate School*. The examination will concern the areas and periods covered in the seminars and field courses taken in the master's program. The student must submit to each member of the advisory committee, at least 2 weeks prior to the date of the examination, a copy of the work prepared in History 702, as well as polished copies of the research papers prepared in the 2 seminars. (If more than 2 seminars were taken, the student and the major professor shall stipulate which 2 papers shall be submitted.) After gaining the approval of the advisory committee for each of the seminar papers, the student must pass the final oral examination. The papers must be deposited in the student's departmental file for permanent retention.



**Academic Standards:** The academic standards set forth in the *Policies and Procedures of the Graduate School* will be strictly observed. M.A. students who fall below a 3.0 cumulative grade point average in any 2 semesters will be permanently barred from further enrollment. The director of graduate studies will send a letter informing the dean of the Graduate School that the student will be barred from further enrollment in graduate study in history and stating the reasons for the decision. A copy will be sent to the student. Only grades of B or better will be accepted for program credit.

### Master's Degree (Thesis and Non-Thesis) Timeline

- 1<sup>st</sup> Sem:
  - Select Major Professor and committee
  - Establish ties in Washington for Residency
  - Take responsible Conduct of Research training
  
- 2<sup>nd</sup> Sem:
  - Hold T-1 meeting with committee
  - Seek IRB approval (if applicable)
  - Submit *Program of Study* to Graduate School
  
- 3<sup>rd</sup> Sem:
  - Apply for Residency
  - Submit *Application for Degree* to Graduate School
  
- 4<sup>th</sup> Sem (or graduating semester):
  - Submit *Change of Program Form* (if applicable)
  - Submit *Final Exam Scheduling Form*
  - Submit final draft of thesis to Graduate School w/in 5 days of successful defense
  - Order graduation regalia and update mailing address with WSU
  - Update permanent mailing address

**Maximum Time Limits for Completion of Master's Degree.** Most full-time students enrolled in master's degree programs at WSU require 2-3 years for completion of their program. The maximum time allowed for completion of a master's degree is 6 years from the beginning date of the earliest course applied toward the degree. The Graduate School recognizes some programs are designed for the part-time student and can be expected to require a longer completion period. As appropriate, departments may request an extension of this time limit as described in *Chapter 6, Section F* (General Academic Requirements) of the Graduate School *Policy & Procedures* Manual.

See **Appendix A** for Master's Program Checklist

## ***Doctor of Philosophy in History***

The PhD program in History at WSU trains professional researchers who are competent in historical theory and methods. Our program prepares students for careers in historical research, public history, and teaching at colleges and universities.

PhD students must satisfy the requirements in three fields (Primary, General, and World/Comparative), and pass preliminary examinations in Primary and General Fields.

### **Primary Fields** (eight-hour Preliminary Exam)

*The Primary Field is embedded in the General Field. The Primary Field provides expertise for student's research focus as expressed in the doctoral dissertation.*

Colonial and Early Republic	Reformation Europe
19th Century U.S.	18th Century Europe
Modern U.S.	Modern France
U.S. Foreign Relations	Modern Germany
U.S. Women and Gender	Modern Britain
U.S. Environment	Modern Russia/Soviet Union/Post-Soviet
U.S. West	Modern China
U.S. Race and Ethnicity	Modern Japan
Atlantic World	West Africa
	Colonial Africa

*Please note:* All students must consult with their major professors to select appropriate fields. A Public History student has the option of choosing the U.S. General Field as his/her Primary Field (8-hour exam) with approval of his/her major professor.

### **General Fields** (six-hour Preliminary Exam)

*The General Field provides a broader geographical, chronological, and historiographical framework for the primary field.*

U.S.	Public
Early Modern Europe	East Asia
Modern Europe	World

### **World/Comparative Field**

*The World/Comparative Field provides spatial and temporal context to complement Primary and General Fields and to provide research and teaching breadth. The World/Comparative field must be different from the Primary and General Fields.*

All PhD students must take 9 credits of graduate courses to fulfill the requirements of World/Comparative Field. The World/Comparative Field will have dual purposes of (1) providing opportunities that allow students to learn and explore global and comparative perspectives of students' research subjects, and (2) offering credible training in world history as a teaching field. No preliminary examination is required for the World/Comparative Field. Students must pass all three courses with the minimum grade of B+.

All students (except those who take World History as their General Field\*) are required to take a World field, consisting of: 570, 571, and one more field course (either 571, a graduate field course outside their General Field, or a 400 or 500-level course outside History).

*\*Students who pursue World History as their General Field must define a Comparative field in consultation with their major professor, and take at least 9 credits of graduate field courses that will focus on specific geographic areas outside their Primary Field, or 6 credits of those courses and one course outside discipline of history.*

**General Program Requirements:** The program consists of 72 credit hours beyond the bachelor's degree. The student's program of study will be formulated in close consultation with his/her faculty advisor subject to approval by the Graduate Studies Committee. The student must file a program of study with the Chair of the History Department by the end of the second semester of enrollment in the doctoral program. The program establishes the student's committee, outlines a course of study, and proposes a dissertation topic. The Program of Study Form should be submitted to the Chair of the History Department. If students are seeking the transfer of graduate credits from another institution, they must list those courses when filing their program of study. See the Graduate School policy on transferring graduate credits for specifics.

*Preliminary Examinations:* Students will be examined in two fields: Primary and General. The PhD program is designed to achieve depth and breadth of training. Toward these ends, students are strongly encouraged to work in close consultation with their major advisor in selecting their examination fields.

*Seminar Requirements:* Six (6) credits in research seminars. Seminars are research workshops taken in conjunction with the primary field. Each 3-credit seminar is linked with three (3) credits of History 800: Dissertation Research (taken with student's major professor). All six credits of seminar must be taken prior to Preliminary Examination (i.e., before fifth semester of study).

*Field Course Requirements:* Nine (9) credits in the General and World/Comparative fields.

*Other Requirements:*

- History 580: Historiography (3 credits)
- History 595: Teaching History in College (3 credits)
- 400/500 Elective (15 credits)
- History 800: Dissertation Research (36 credits)

Pertinent courses taken for the master's degree may be included in the core program. Nine (9) credit hours may be taken outside the History Department. Students transferring hours from another school may use up to a maximum of ½ of the graded credits for the master's and doctoral degrees. If required courses are not available during the student's tenure in the program, appropriate substitutes may be taken (History 597, independent readings, etc.) with the approval of the major professor and the Director of Graduate Studies.

**Foreign Language:** The language requirement for the Ph.D. shall consist of the language(s) stipulated by the major professor, with the understanding that a reading knowledge of at least one foreign language will be required. Continued funding is contingent upon passing the language examination by the end of the third semester of the doctoral program. All language requirements must be fulfilled prior to the scheduling of preliminary examinations (see Language Examination Guidelines on page 16).

**Preliminary Examinations:** Upon satisfying the core program and foreign language requirements, students will be eligible to take their preliminary examinations. Candidates are required to present themselves for examinations in two fields of study. Students should select their 2 preliminary examination fields in consultation with their major professor during their first semester of study. Examinations in the two fields will be both written and oral. Student's work in their World/Comparative Field may be evaluated in their preliminary examinations (either written or oral). Students are expected to take their preliminary examinations no later than their fifth semester of full-time enrollment in the doctoral program. Examinations will be given during the fourth and fifth weeks of the fall and spring semesters. The Director of Graduate Studies will coordinate the development of both the written and oral stages of the preliminary examination and will be responsible for scheduling them. Continued funding is contingent upon passing the preliminary examinations by the end of the fifth semester of the doctoral program.

**The Written Examination:** The professor or professors responsible for composing the written examinations will determine their nature and scope. The Primary Field ordinarily provides the intellectual basis for the dissertation and the student's later emphasis in teaching and research. The student is expected to achieve depth and breadth of scholarly sophistication and mastery in this field. In the General and Comparative fields, the student is ordinarily expected to show broad and comprehensive knowledge to place his/her research into a broader spatial, temporal, and comparative context, and to support the ability to teach undergraduate courses.

The two portions of the written examination must be passed before the student may proceed to the oral preliminary examination. The examination in the two fields will be judged separately by the examiner(s) in each field. After all written examinations have been completed and evaluated, the examiners will report results of each field to the committee chair who will then report overall results to the Director of Graduate Studies. The Director of Graduate Studies will then report exam results to the student. Prior to this notification, each examiner is strictly enjoined to maintain absolute confidentiality with respect to the student's performance on the examination.

Students who fail part of their examinations will be required to retake only the part failed before proceeding to the oral examination. Second examinations are a final opportunity and may not ordinarily be scheduled sooner than 3 months after the date of the first written examination.

**The Oral Examination:** The oral preliminary examination will be conducted in accordance with the *Policies and Procedures of the Graduate School* and will be approximately 2 hours in length. At least three faculty must be present at the oral examination, including one from each preliminary examination field.

The oral examination must be held during the same academic term in which the written examination is passed, except in the case of a reexamination. The History Department will not approve and forward to the Graduate School requests to schedule the oral preliminary examination until the director of graduate studies has confirmed that the student has passed all portions of the written examination. Because the Graduate School requires two weeks advance notice to schedule the oral preliminary examination, there will be an interval of at least two weeks between such notification and the taking of the oral examination.

**The Doctoral Dissertation:** The doctoral dissertation must be an original work of historical research in the candidate's primary field. The committee will advise the student on all aspects of the preparation and presentation of the dissertation in accordance with the *Policies and Procedures of the Graduate School*. Students must hold a D-1 meeting with the committee within four months of passing the oral exams at which time the student will present a dissertation proposal for the committee's approval. If necessary such meetings will continue until such approval is achieved. The major professor (chair of the committee) will at that point file a report on the proposal for the student's file and provide the student with a copy.

When the dissertation is written and approved by the committee, the candidate must schedule an oral dissertation defense. The dissertation defense will be conducted in accordance with the *Policies and Procedures of the Graduate School*. The student must enroll for the minimum hours as specified by the Graduate School during the semester in which the final examination is held. After passing the final examination, the student must provide a hardbound copy of the dissertation to the history department. ***Any departmental expenses incurred in submitting the completed dissertation (office printing, copying, and thesis binding) will be charged to the student's account.***

### Timeline to Doctoral Degree

- 1<sup>st</sup> Semester:
  - Select Major Professor and committee
  - Establish ties in Washington for Residency
  - Take responsible Conduct of Research training
  
- 2<sup>nd</sup> Semester:
  - Seek IRB approval (if applicable)
  - Submit *Program of Study* to Graduate School
  
- 3<sup>rd</sup> Semester:
  - Apply for Residency
  - Pass Foreign language Exam
  
- 5<sup>th</sup> Semester:
  - Take written **and** oral Preliminary exams.
  
- 6<sup>th</sup> Semester:
  - Hold D-1 meeting with committee – *must complete w/in 4 months of passing exams*
  
- 8<sup>th</sup> Semester (or graduating semester):
  - Submit *Change of Program Form* (if applicable)
  - Submit *Application for Degree* to Graduate School
  - Submit *Final Exam Scheduling Form* and draft of thesis to Graduate School
  - Submit final draft of dissertation to Graduate School w/in 5 days of successful defense
  - Order graduation regalia and update mailing address with WSU

See **Appendix B** for PhD Program Checklist

**Maximum Time Limits for Completion of PhD Degree.** Most students enrolled in doctoral degree programs at WSU require 4-6 years for completion of their program. There are two time limitations for doctoral students:

- The maximum time allowed for completion of a doctoral degree is 10 years from the beginning date of the earliest course applied toward the degree. This means that the courses (including transfer coursework) on the Program of Study remain valid only for 10 years from the earliest date of the course(s) applied toward the degree.
- *In addition*, the doctoral degree must be completed within 3 years of the date of the satisfactory completion of the preliminary examination.

It is imperative that students work closely with their programs to develop a timeline for completion that successfully accommodates both of these deadlines. At least four months must elapse between preliminary and final examinations for doctoral degrees.

The Graduate School recognizes that part-time students may require a longer completion period. As appropriate, departments may request an extension of this time limit as described in *Chapter 6, Section F* (General Academic Requirements) of the Graduate School *Policy & Procedures* Manual.

## **Continuous Doctoral Status (CDS)**

See **Appendix C** for detailed explanation of Continuous Doctor Status

## **Advising & Program Supervision**

### **Advising**

The director of graduate studies supervises the graduate program and may be consulted with regard to the completion of program requirements. Academic advising and supervision is the primary responsibility of the major professor. After determining a course of study in consultation with the major professor, the student will assemble a committee composed of at least 3 faculty members with the appropriate specializations. The student must file a program with the director of graduate studies by the end of the second semester of enrollment. The program and the committee require approval by the dean of the Graduate School. Subsequent to that, the major professor must approve any adjustments or changes in the program. Failure to file a program may result in the loss of financial eligibility or expulsion from the graduate program.

The committee will be chaired by the major professor and will be responsible for advising the candidate on all matters of form and content of the thesis. Such advice shall be binding upon the candidate. A student who wishes to change fields or committee members must file a change of program form with the director of graduate studies and the Graduate School.

### **Program Supervision**

Should the situation appear to merit it, a major professor may note any apparently marginal or deficient performance by a student and request that the Graduate Studies Committee review the student's records and make appropriate recommendations to the entire faculty. If approved by majority vote of the faculty, that student may be barred from further enrollment effective at that time or be denied consideration for appointment as a teaching assistant in future years.

During the spring semester each year a student who so desires may make a written request for an evaluation of his or her overall performance by the Graduate Studies Committee. This will be conducted in consultation with the major professor and other appropriate faculty members. The Graduate Studies Committee will notify the student of the results of the evaluation by the end of the semester.

## **Graduate Student Performance and Evaluation**

In order to evaluate graduate students' academic performance, the History Department requires each graduate student and his/her major professor to fill out the department's annual review form by following the process described below. The entire process is transparent: the student and the major professor meet and discuss the review. The Director of Graduate Studies oversees the entire process. The Graduate Studies Committee makes TA reappointment decisions based on the annual review as well as the TA evaluation form.

- 1) Each graduate student will fill out the first three pages of the annual review form, and submit it to his/her major professor along with a current C.V.
- 2) The student's major professor will fill out the fourth page, including detailed comment on the student's academic progress.

- 3) The student and the major professor will meet and discuss the review and both will sign the form.
- 4) The major professor will submit the form to the Director of Graduate Studies by February 1.

See **Appendix D** for sample Graduate Student Evaluation Form.

## Language Examination Guidelines

The language requirements for the Ph.D. program must be fulfilled prior to the scheduling of preliminary examinations. Continued funding is contingent upon passing the language examination by the end of the third semester of doctoral work.

- A PhD student for whom English is not his/her native language may request a waiver of the language exam requirement through the Graduate Studies Director.
- If a PhD student has passed a foreign language examination at another university for the M.A. degree, he or she may not substitute that examination for one taken at WSU.
- Language examinations will be administered and evaluated by the Department of Foreign Languages and Cultures at Washington State University. Students should obtain a copy of the document entitled "[Fulfillment of the Foreign Language Translation Requirement for Graduate Students in Other Departments](#)" and follow the procedure outlined therein. The History Department requires successful completion of the translation exam (through Option B or C) to fulfill the foreign language requirement for the PhD in History.
- Once the student has successfully completed the foreign language requirement, the major professor must report the results to the Graduate Studies Committee for the purpose of maintaining the student's record. A corrected copy of each examination taken will be placed in the student's file.

### Language Exam Evaluation Procedures

What is being tested in these examinations are two sorts of linguistic skills: 1) comprehension of the meaning of appropriately-selected passages in the language of the examination, and 2) the ability to find a suitable English equivalent to the language of the examination passage and to render a smooth, idiomatic translation.

The language examination is designed to test both skills; but, inasmuch as the ability to read and do research in another language is more important than the ability to translate it, in general, exactitude of meaning should take priority over fluency of expression.

In translating the test passage, students should demonstrate not only a knowledge of the meaning of the words; they should be able to put verbs in the correct tenses, words in their proper grammatical forms, and common idioms in their nearest English equivalents. The candidate should recognize the difference between negative and positive phrases, declarative and interrogative expressions, and indicative and imperative moods.



## Teaching Assistantships

**Description:** A teaching assistant (TA) is a professional *academic-in-training* whose role is to assist the instructor with grading, teaching, monitoring, and tutoring in the course to which he or she has been assigned. A teaching assistant is also the primary liaison between the instructor and the students in the course, and as such plays an important role in the smooth running of the section as well as in its management.

**TA Selection Process:** Appointments of teaching assistants are announced each year near the end of the spring semester. Two general factors determine appointments as teaching assistants: availability of funds and the academic quality of the applicants as judged by the faculty of the Department of History. Normally appointments are for one year and are renewable competitively, if funds are available, on the basis of academic quality and satisfactory performance of assigned duties as judged by the faculty of the Department of History. Students may hold teaching assistantships for a maximum of 2 years while enrolled in the M.A. program and 4 years if enrolled in the Ph.D. program.

Applicants for admission to the Department of History may make application for appointment as a teaching assistant through the procedures outlined in the Guidelines for Admissions. Incumbents in the post of teaching assistant will be renewed if eligible under the limits stated above, unless the Graduate Studies Committee notifies them to the contrary prior to May 1, or unless the Graduate Studies Committee is informed by the concerned individual that he or she does not wish to be considered a candidate for renewal. Incumbents whose funding is in jeopardy will receive a warning letter in April from the director of graduate studies. Final decisions regarding eligibility will be made by the faculty of the Department of History on the recommendation of the Graduate Studies Committee. Graduate students enrolled in the Department of History but not holding appointments as teaching assistants and incumbents deemed ineligible for funding may be considered for appointment or reappointment if they notify the Graduate Studies Committee of their desire to be considered for eligibility by January 10. Such students will be ranked with all new applicants.

Each year, the Graduate Studies Committee will place all new applicants for teaching assistantships in a numerical ranking based upon overall performance. The committee will then estimate the number of teaching assistantships available for the following year and make a certain number of early offers to the most promising new applicants. All other teaching assistantships will be awarded according to the numerical ranking, beginning with the first name on the list, to the limit of the department's financial resources. All rankings require the approval of the faculty of the Department of History.

Students will customarily be appointed to half-time teaching assistantships, but on occasion may be appointed at the quarter-time rate. Advanced doctoral students (post-preliminary examinations) who hold teaching assistant appointments may have the opportunity to teach a course of their own. The prerequisites for such an appointment are the successful completion of History 595 and a major field in the area covered by the course. Appointments will be made by the chair of the department on the recommendation of the director of graduate studies.

**Specific duties of TAs include:**

- Becoming familiar with the syllabus and all course materials, including textbooks, primary sources, websites, etc.
- Attending class each day and taking notes.
- Keeping regular office hours each week (3 hours) to meet with students and responding to student emails in a timely fashion.
- Assisting the instructor with media setup and preparation, and with class handouts.
- Taking attendance.
- Arranging study sessions, when desired by the instructor, prior to exams and/or papers.
- Grading quizzes, exams, and/or papers carefully and thoroughly.
- Lecturing in class at least once a semester.
- Maintaining a professional demeanor at all times with students and with the instructor.
- Keeping a record of all grades, and supplying final grades to the instructor. Instructors will post final grades.
- Any additional duties assigned by the instructor to support the efficient teaching of the course.

***At no time during the semester will TA duties require more than 20 hours of labor per week: labor in excess of 20 hours is prohibited by university policy.***

**TA Course Assignments.** In most cases, TAs will be assisting the primary course instructor. The assigned instructor will be changed each semester to give the TA an opportunity to work with different faculty members and learn different teaching styles and techniques.

Post-Prelim PhDs can expect to be assigned as the primary instructor for at least one course so they can gain experience teaching their own course. They will be required to develop their own course syllabus, do all the required lecturing, grading of assignments, meeting with students, ordering textbooks and materials, and all other related course responsibilities.

**TA Offices.** Every TA will be assigned an office on the 3<sup>rd</sup> floor of Wilson-Short Hall where they can meet with students and store books and materials for their research. TAs may (within reason) “personalize” their office space with photos, pictures, plants, etc. Offices are assigned on a seniority basis, meaning most MA students will be assigned an office in the carrels while PhD students will have regular offices (almost always shared with at least one other student). TAs are expected to keep their offices clean and neat so they present a professional appearance when meeting with undergrad students or faculty members.

## Graduate Student Tuition and Fees

History graduate students on a teaching assistantship will receive a partial tuition waiver. However, some tuition and mandatory fees will still need to be paid by the student each semester. The student can either pay these charges in a lump sum at the beginning of the semester or set up a payroll deduction plan (see next page) to have a portion of the charges taken from their biweekly paycheck.

Listed below are the fees for payroll deduction Fall Semester 2019 for eligible graduate students:

	<b>Semester <u>Total</u></b>	<b>Pay Cycle <u>Total</u></b>
<b>No Waiver From Department</b>		
Tuition (resident)	5,954.00	744.25
<b>Department Grants a Waiver</b>		
Residual Tuition Plus Service and Activity Fees	596.00	74.50
<b>Additional fees available for Payroll Deduction:</b>		
Student Recreation Center Fee	153.00	19.00
Health & Wellness Fee	180.00	22.50
Pullman Transit Fee (enrolled for 7 credit or more hours)	27.00	3.40
Cub Renovation Fee	120.00	15.00
<b>Mandatory Processing Fee</b>	<b>8.00</b>	<b>1.00</b>
<b>Total without waiver</b>	<b>6,442.00</b>	<b>794.63</b>
<b>Total with waiver</b>	<b>1,084.00</b>	<b>135.50</b>

See [Appendix E](#) for details on setting up a payroll deduction plan

## Graduate Student Health Insurance

**History Graduate Students with a Teaching Assistantship will be automatically enrolled each semester provided that:**

- Their appointment is for 50% or greater during the academic semesters and they maintain a 3.0 grade point average and are enrolled for a minimum of 10 credit hours.

**The following students should contact Billing & Insurance at 509-335-3575 (option 3) to determine insurance plan eligibility and associated costs.**

- Graduate students without an assistantship who are defending in the final semester of a degree program and are enrolled in 2-6 credits.
- Graduate students who would like to continue coverage during a semester off.

**The following family members may be enrolled at the graduate student's request:**

- The spouse of the covered student; also the covered student's eligible dependent children, as defined in the policy booklet.
- A domestic partner of the covered student, who qualifies under the eligibility requirements as defined by the University. An Affidavit of Domestic Partnership must be submitted with the enrollment form.
- Coverage for a spouse or child must be requested according to the enrollment procedures outlined in the policy brochure.

**WSU's student health insurance administrator** is AIG Educational Markets. Visit AIG to:

- Create an online account
- Print an ID card
- Look up Preferred Providers
- Submit Claims
- Monitor Claim Status
- View Plan Brochure

**WSU's dental insurance provider** is Delta Dental. Visit Delta to:

- Register online
- Print an ID card
- Look up Preferred Providers
- Monitor Claim Status

See **Appendix G** for Health Insurance FAQ

## Graduate Student Leave

**Departmental Leave Authorization.** Graduate students who want to take a *brief* leave of absence from WSU to attend a conference, seminar, workshop, conduct related research, or to attend to matters of a personal nature must first submit a History Department Leave Request form. Students do not need authorization from the WSU Graduate School for brief absences.

See **Appendix F** for sample Departmental Leave form

**Graduate School Leave Authorization.** Graduate students who need to take an *extended* leave of absence from WSU for internships, parental leave, or medical reasons need to submit a leave form through the WSU Graduate School.

*Graduate School Leave Form:* <http://www.gradschool.wsu.edu/Forms/>

Typically, degree-seeking graduate students enroll in credits every semester until degree completion; however, sometimes circumstances are such that degree-seeking students are unable to enroll for credits. Such circumstances may include illness, family issues, financial need, work, or other obligations. These students must complete the appropriate graduate leave or internship leave paperwork, obtain approval from their faculty advisor and program chair, and submit the paperwork to the Graduate School in advance of the semester they will be away. Official leaves of absence, internship leave status, and absences not approved under this policy are included in the time limits to complete a degree.

1. **Graduate Leave of Absence.** Degree-seeking students in active status who must be away from campus for reasons such as medical issues (EFML), family obligations, job obligations, military service, and Peace Corps service, and who cannot maintain continuous enrollment in any given semester, may apply for an official graduate leave of absence. Only graduate leave for medical reasons (EFML), military service, and Peace Corps service is available to doctoral students in continuous doctoral status. Students who are approved for graduate leave while in continuous doctoral status will not be charged the \$50 administrative fee.
2. **Internship Leave.** Degree-seeking students who wish to go on an internship approved by their program and who do not need to register for credits for the internship may apply for internship leave status. Only internship leave required by the student's program is available to doctoral students in continuous doctoral status. Students who are approved for internship leave while in continuous doctoral status will not be charged the \$50 administrative fee.

See **Appendix F** for sample History Department Leave Form.

## Disability Accommodation

The WSU History Department is committed to providing the maximum opportunity to any student with a documented disability. Providing equal access is a university-wide responsibility in which Washington State faculty, staff, and students play important roles. The following guidelines help to clarify the different roles of those involved in the provision of accommodations and other services to students with disabilities.

### ***What the student needs to do:***

- Confirm that all required documentation has been received and evaluated by Disability Services.
- Come in each semester that you are a Washington State graduate student to inform us of any concerns or additional needs related to your accommodations and to receive your updated Accommodations Form.
- Be willing to discuss your accommodation needs and academic concerns with your instructors as needed. Many instructors prefer to work closely with you and are genuinely interested in your success — communicate early and often!
- Promptly request accommodations as far in advance as possible so Disability Services can work with students, faculty, staff, and other university and community offices to provide the most effective (and timely!) accommodations in accordance with your needs.
- Check in with the Disability Services Coordinator if there are changes to your disability which may require updated documentation.
- Inform the Disability Services Coordinator as soon as possible about any concerns you may have about receiving your accommodations; we will work with you to clarify questions and resolve the matter in a timely way.

## Continuous Enrollment for Degree-Seeking Students

All full- and part-time degree-seeking graduate students at all campus locations must maintain continuous enrollment in the Graduate School, registering for each semester, excluding summer sessions, from the time of first enrollment until all requirements for the degree are completed. **Continuous enrollment is maintained by registering for a minimum of 2 graduate credits per semester (excluding the summer).** International students who enroll for fewer than 10 credits must be approved by OISS, in consultation with the Graduate School, prior to part-time enrollment during the academic year.

Exceptions to the continuous enrollment policy are granted for PhD students in Continuous Doctoral Status (CDS), as explained on page 27.

## Other Information of Interest

### History Department Chair

Dr. Matthew Sutton, 335-8374, [sutton@wsu.edu](mailto:sutton@wsu.edu)

### History Department Graduate Studies Director

Dr. Jeffrey Sanders, 335-7508, [jcsanders@wsu.edu](mailto:jcsanders@wsu.edu)

### History Department Program Coordinator

Ken Anderson, 335-0432, [kwanderson@wsu.edu](mailto:kwanderson@wsu.edu)

### Graduate School Policies and Procedures:

<http://gradschool.wsu.edu/policies-procedures/>

### Graduate School On-line Forms:

<http://gradschool.wsu.edu/facultystaff-resources/18-2/>

### Residency:

<http://futurestudents.wsu.edu/admission/residency.aspx>

### Office of Grant & Research Development:

<http://www.ogrd.wsu.edu/>

### Graduate and Student Professional Student Association:

<http://www.gpsa.wsu.edu/>

### WSU Payroll:

<http://payroll.wsu.edu/>

### International Programs:

<http://ip.wsu.edu/oiss/>

## Appendix A: MA Checklist

Requirement	c.h.	List of courses and semester taken.	Grade
700 Thesis	6		
580 Historiography	3		
<b>Research Seminar</b>	<b>3</b>	<b>3 hours required in the primary field.</b>	
525 American			
528 Public			
529 Public			
540 Seminar			
<b>Field Courses</b>	<b>6</b>	<b>3 credits must be taken in the primary field and 3 credits in an area outside the primary and general fields.</b>	
509 American			
510 American			
560 Early Europe			
569 Modern Europe			
570 World			
571 World			
578 Asian			
597 Other			
600 Independent Study			
<b>Public History Track</b>			
527 Public			
598 Internship			
<b>Electives 400-500</b>	<b>Var.</b>	<b>400-500 electives should be taken in the student's two fields of study.</b>	
Electives			
Electives			
Electives			
Electives			
<b>Non-graduate Credit Courses</b>			
<b>Non-graduate Credit Courses</b>			
<b>T-1 meeting</b>		<b>Required in the 2nd semester.</b>	
<b>Total Hours</b>	<b>30</b>		

The program consists of 30 credit hours beyond the bachelor's degree; 6 of the 30 credit hours must be Master's Research, Thesis, and/or Examination (History 700). At least 21 hours must be in courses and seminar work at the 400 and 500 level taken for traditional letter grades (A-F). Of these 21 hours of course work, up to 6 credits of non-grad credit may be used. Six (6) of these credit hours may be taken outside the history dept; these must include Historiography (Hist 580), one (1) 3-credit research seminar that is linked with three (3) credits of Hist 700: Master's Research (taken with student's professor), one (1) field course in the general or primary field and one (1) field course in an area outside the primary and general fields. Course work outside of these core requirements at the 400 or 500 level should be taken in the student's field of study. All MA students are expected to take at least 3 graduate-level, 3-credit, letter graded courses in their primary or general field, and at least 2 additional graduate-level, 3-credit, 3-credit, graduate level courses. If required courses are not available during the student's tenure in the program, appropriate substitutes may be taken (Hist 597, Independent readings, etc) with the major professor.



## Appendix B: PhD Checklist

### Ph.D. Check List in History – General

Name: \_\_\_\_\_ Primary Field: \_\_\_\_\_  
 Major Professor: \_\_\_\_\_ General Field: \_\_\_\_\_

Requirement	c.h.	List of courses and semester taken.	Grade
800 Dissertation	27		
580 Historiography	3		
595 Teaching History	3		
<b>Research Seminar</b>	<b>6</b>	<b>**525 and 540 must be taken with 3 credits of 800 concurrently</b>	
525 American** (req. for US)			
528 Public (req. for Public)			
529 Public (req. for Public)			
540 Seminar**			
<b>Field Courses</b>	<b>9</b>	<b>To satisfy Primary and General Field requirements</b>	
509 American (req. for US)			
510 American (req. for US)			
527 Public (req. for Public)			
560 Early Europe			
569 Modern Europe			
570 World (req. for World)			
571 World (req. for World)			
578 Asian			
600 Independent Study			
597 Other*			
<b>World/Comparative Field</b>	<b>9</b>	<b>*571, or a graduate field course outside student's General Field, or a 400- or 500-level course outside History</b>	
570 World			
571 World			
Field Course *			
<b>Electives 400-500 level</b>	<b>15</b>	<b>Up to 9 hours may be taken outside the department.</b>	
Elective			
Elective			
Elective			
Elective			
Elective			
Elective			
Elective			
Elective			
Elective			
Elective			
Elective			
400 level (max of 6)			
400 level (max of 6)			
<b>Foreign Language Exam</b>		<b>Required by the 3rd semester.</b>	
<b>Prelim Exam (written and oral)</b>		<b>Required by the 5th semester.</b>	
<b>D-1 meeting</b>		<b>Required within four (4) months following Prelim Exam.</b>	
<b>Total Hours</b>	<b>72</b>		

\*597 requires a petition to the Graduate Studies Committee when it is substituted for a Field Course. Students transferring hours from another school may use up to a maximum of 1/2 of the graded credits for the master's and doctoral degrees, see <http://www.gradsch.wsu.edu/programfaqs.html>.

## Appendix C: Continuous Doctoral Status (CDS)

Typically, doctoral students are able to complete their doctoral studies in a timely manner after completing their coursework and preliminary requirements. However, on occasion, doctoral students who have completed their coursework, preliminary exams and most of their research requirements do not have funding to continue to register for research credits; consequently, they must leave campus to finish their dissertation work. ***To meet the continuous enrollment requirement, doctoral students who have successfully completed their coursework and their preliminary exams and who DO NOT enroll for credit automatically will be placed into Continuous Doctoral Status.*** Students must complete their degree within three years of the date of the successful completion of their preliminary exam. ***CDS is not intended to replace a student's 800-research credit requirements.***

1. Students in CDS are ***not enrolled for credit.*** Students should contact the Financial Aid Office if they have questions regarding their financial aid/federal loan requirements. International students must consult with the Office of International Students and Scholars before going into CDS because of their immigration status and to complete the necessary departure paperwork. Also, CDS may apply during Curricular Practical Training (CPT) and Optional Practical Training (OPT) if the student has met the CDS criteria and has not defended. Once students defend, they are no longer eligible for CDS.
2. *Doctoral students will be charged a \$50 administrative fee each semester they are in CDS.* CDS allows students limited access to academic resources (i.e., faculty and staff counsel) and the University libraries. Students in CDS are eligible to apply for WSU health services for up to one year. Payment of a health fee will be required at the time of application at the beginning of each semester. CDS also allows the student to maintain eligibility for student health insurance on a self-pay basis for up to 12 months, if the student was a participant in the student health insurance plan for the semester immediately preceding CDS.
3. Doctoral students who enroll for a minimum of two credits will not have to pay the CDS fee that semester. When a doctoral student who has been in CDS enrolls for credit, the \$50 administrative fee for that semester will be used to offset their tuition costs.
4. Students in CDS do not have to complete a reenrollment form or pay a reenrollment fee to register for two credits to defend.
5. Students who do not want to be in CDS have the option of dropping from the Graduate School. If they want to reenroll after being officially dropped, they will need to reapply to the Graduate School and their program. Readmission is not guaranteed.
6. Students are responsible for all fees charged to their account. If the \$50 administrative fee is not paid by the student after two consecutive semesters (excluding the summer), the student will be dropped by the Graduate School. If the student chooses to reapply, he/she will need to pay the unpaid

7. CDS may be waived for medical reasons, military service, Peace Corps service, or required internship leave. This period of leave from continuous doctoral status is considered official leave and the appropriate documentation must be submitted and approved in advance of the semester the student wishes to be on leave (see Section 6, Official Leaves of Absence and Section 7, Internship Leave). Graduate leave does not extend the time limitations to complete the doctoral degree (see Chapter 6, Section E).
  
8. CDS is included in the time limitations to complete a doctoral degree. Specifically, students have three calendar years from the date of successful completion of the preliminary exam to complete their degree. Consequently, students may not be in continuous doctoral status for more than 5 consecutive academic semesters (excluding summer). After 5 semesters, the student must enroll for 2 credits and defend to complete their program. Students who have an approved extension may continue in CDS until the final semester of their extension.

## Appendix D: Graduate Student Evaluation Form

**Graduate Student Annual Review Form**  
**History Department, Washington State University**

Student name: _____	Current Semester: _____
_____	
Program: ___MA ___PhD	Matriculation: Semester_____ Year_____ Cum GPA: _____
_____	
Primary Field: _____	
General Field: _____	
World/Comparative Field (PhD only): _____	
Major Professor: _____	Co-Chair(if applicable): _____
_____	
Committee Members	
• _____	
• _____	
• _____	
Thesis/Dissertation Title: _____	
_____	
_____	
_____	
Projected Graduation: Semester_____ Year_____	

### **Milestones in Degree:**

#### MA

- 2<sup>nd</sup> Sem: Hold T-1 meeting with committee
- 2<sup>nd</sup> Sem: Submit *Program of Study* to Graduate School
- 4<sup>th</sup> Sem (or graduating semester): Submit *Change of Program Form* (if applicable)
- 4<sup>th</sup> Sem (or graduating semester): Submit *Application for Degree* to Graduate School
- 4<sup>th</sup> Sem (or graduating semester): Submit *Final Exam Scheduling Form* and draft of thesis to Graduate School
- 4<sup>th</sup> Sem (or graduating semester): Submit final draft of thesis to Graduate School w/in 5 days of successful defense

#### PhD

- 2<sup>nd</sup> Sem: Submit *Program of Study* to Graduate School
- 3<sup>rd</sup> Sem: Pass Foreign language Exam
- 5<sup>th</sup> Sem: Take written **and** oral Preliminary exams.
- 6<sup>th</sup> Sem: Hold D-1 meeting with committee – *must complete w/in 4 months of passing exams*
- 8<sup>th</sup> Sem (or graduating semester): Submit *Change of Program Form* (if applicable)
- 8<sup>th</sup> Sem (or graduating semester): Submit *Application for Degree* to Graduate School

- 8<sup>th</sup> Sem (or graduating semester): Submit *Final Exam Scheduling Form* and draft of dissertation to Grad School
- 8<sup>th</sup> Sem (or graduating semester): Submit final draft of dissertation to Graduate School w/in 5 days of successful defense

Have appropriate Milestones been reached? \_\_\_ Yes \_\_\_ No

If No, provide explanation why the Milestone(s) was not completed on time and list the anticipated date when the incomplete Milestones will be completed:

---

---

---

---

Number of graduate advisory committee meetings since last review: \_\_\_\_\_

Date of most recent meeting: \_\_\_\_\_

**Please list any honors/awards received since last review:**

**Please list any grants submitted and awarded since last review:**

**Please list all published manuscripts, articles, abstracts since last review. Also include conference presentations:**

**Please list other professional activities (meetings attended, service, outreach/recruiting efforts):**

**Students are responsible for attaching an updated CV to this form.**

**Please list any other accomplishments since last review (high grades, improved grades, fulfilling degree requirements, improved command of literature, mastering new techniques, etc):**

**Please summarize your research progress since last review and your proposed future directions/goals:**

**To be completed by the student's Major Professor in consultation with the student's committee.**

The student's academic performance during this review period (Please check one)

     Excellent         Good         Satisfactory         Unsatisfactory

Comment on the student's progress towards completing his or her thesis/dissertation and accomplishments during the current review period. Comment on strengths, weaknesses and provide specific recommendations or requirements for improvement. (Attach additional pages as needed. This evaluation should be shared with and signed by your student.)

Enrollment should be continued \_\_\_\_\_ or discontinued \_\_\_\_\_

**Department Signatures:**

We have met and discussed this review.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Major Professor: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form as a packet with the student's CV and other instructor evaluations (if any) to the Graduate Studies Director by February 1.**

Graduate Studies Director: \_\_\_\_\_ Date: \_\_\_\_\_

Student comments on review (optional):

## Appendix E: Payroll Deduction Instructions

### Graduate Student Tuition Payroll Deduction Plan

**Tuition & fees** are due by the 1st day of classes, August 19, 2019. Take advantage of the easy payment plan and have your tuition and other fees deducted by Payroll Services for a nominal fee of \$8.00.

Submit an online Graduate Payroll Deduction Authorization in MyWSU between 08/01/19 and 09/02/19. Follow the procedures at this link: <https://payroll.wsu.edu/graduate-student-enrollment-procedure/>

**To Be Eligible for Payroll Deduction:**

- ◆ Be appointed at least 50% or greater for the entire semester as either a:

- Research Assistant
- Teaching Assistant
- Project Assistant
- Staff Assistant
- Vet Assistant

- ◆ Be enrolled at least 10 credit hours
- ◆ Maintain a 'B' grade point average

**Authorize Payroll Deduction for these fees (Pullman Campus):**

Residual Tuition Full	\$450.00
Tuition (resident) (if no waiver from Dept)	\$6,025.50
Student Recreation Center Fee	\$157.00
Health & Wellness Fee	\$204.00
Pullman Transit	\$36.08
Cub Renovation Fee	\$120.00
Media Fee	\$5.00

Late fees will be applied against unpaid account balances the night of 09/03/19.

**Deadline to authorize payroll deduction is 09/02/19.**



**Paydays For Fall Semester**

09/10/19	10/25/19	12/10/19
*09/25/19	11/08/19	12/24/19
10/10/19	11/25/19	01/10/20

\* Grad Payroll Deduction for tuition & fees starts on this paycheck.

**When will my account be credited?**

Once you have submitted your online request, Payroll Services will verify your enrollment, appointment and funding, then post your graduate deduction as a credit to your student account.

If your deduction is not posted to your account by the second week of class, please make sure you are enrolled in 10 credits and that your department has submitted your appointment and funding paperwork.

**The first payroll deduction** comes out of the 09/25/19 paycheck

Payroll Services is located in room 236, French Admin Building, Pullman Campus, payroll@wsu.edu (509) 335-5814



# Appendix F: History Department Grad Student Leave Request Form

## WSU Department of History Leave Request for Graduate Students

Student's name: \_\_\_\_\_ WSU ID # \_\_\_\_\_

Departure date: \_\_\_\_\_ Return date: \_\_\_\_\_

Destination: \_\_\_\_\_

Telephone number where the student may be contacted in an emergency:

Reason for leave request: \_\_\_\_\_

**Travel to attend a conference, seminar, or other trip related to the student's research project, professional education, etc.**

- Travel must comply with WSU's Business Policies and Procedures Manual (Travel 95.13). WSU's BPPM requires submission and approval of a Travel Authority prior to departure.
- History policy requires that any History student enrolled during the time of his/her travel must complete a Travel Request form (whether they intend to claim expenses or not). This form can be obtained from staff in the main office. From this, a Travel Authority form will be generated.
- After conclusion of the travel, the student should give his/her claimed expense receipts (if any) to the staff in the History main office. A Travel Expense Voucher will then be generated. Expenses claimed without a receipt may not be reimbursable.
- While on travel, a student is a representative of History and WSU, and it is expected they will conduct themselves in a professional manner consistent with School and University policies.

**To participate in an internship with** \_\_\_\_\_

**To take personal leave for:**

- Vacation (i.e., to visit family, friends, etc.) \_\_\_\_\_
- Family emergency of: \_\_\_\_\_
- Other: \_\_\_\_\_

**Approval must be obtained as follows:**

- **Research assistants:** Leave must be approved by 1) the instructor and 2) the student's advisor and 3) the Chair of the History Department (or in his/her absence, the Graduate Studies Director). If the student is unable to return by the listed return date, they must get approval for the delay by the Chair (509-335-5816) or the Director of Graduate Studies (509-335-4626) or notify the Graduate Studies Program Coordinator (509-335-4626). Failure to do so may result in the student's pay being reduced or the assistantship being terminated.
- **Teaching assistants:** Leave must be approved by 1) the instructor and 2) the student's advisor and 3) the Chair of the History Department (or in his/her absence, the Graduate Studies Director). If the student is unable to return by the listed return date, they must get approval for the delay by the Chair (509-335-3059) or the Director of Graduate Studies (509-335-8374) or notify the Graduate Studies

Program Coordinator (509-335-0432). Failure to do so may result in the student's pay being reduced or the assistantship being terminated. It is imperative that the Department know how to contact a TA during the entire period of their appointment.

- **Students with no assistantship:** Leave must be approved by 1) the student's advisor (if they have one) and 2) the Director of Graduate Studies.

Advisor authorization (signature)	(printed name)	Date	Request: 9 approved    9 denied
Instructor authorization (signature)	(printed name)	Date	Request: 9 approved    9 denied
Chair of History (signature)	(printed name)	Date	Request: 9 approved    9 denied
Director of Graduate Studies (signature)	(printed name)	Date	Request: 9 approved    9 denied

**Please give the completed form to the Ken Anderson, Graduate Studies Program Coordinator, Wilson 301D.**

## Appendix G: Graduate Health Insurance FAQ

### FAQ About Graduate Student Health Insurance:

*Who can I call with questions about my health insurance plan?*

The best way to get help with your plan is to contact the WSU Health and Wellness Billing Office by calling 509-335-3575. The billing office is staffed with people who can answer most of your questions and provide any assistance you may need. You may also contact AIG directly by calling 888-679-5676. This number is the WSU dedicated line created for us by AIG.

*When does my insurance coverage begin and end?*

Your coverage began on August 15, 2019 and will terminate on May 15, 2020. If you have not received your insurance identification card please call 509-335-3575 so they can assist you in obtaining your card.

*What happens if I already have insurance?*

If you are covered by your own insurance when you AIG insurance coverage becomes effective your "own" insurance must always be billed first. Be sure to inform anyone you receive medical services from that you are covered by two insurance plans.

*Can I opt out of my AIG insurance plan?*

In most cases you cannot opt out of the coverage. If you have questions about this issue please contact the Health and Wellness Billing Office at 509-335-3575.

*Who do I call for assistance with my dental coverage?*

You should call the WSU Health and Wellness Billing Office at 509-335-3575 when you have questions or encounter difficulties with your dental coverage.

*What is covered and what is not?*

A detailed listing of benefits is provided to you in the Medical and Dental Insurance Plan brochure. This brochure is available to you by visiting this website:

[Http://hws.wsu.edu/Content/Documents/hws/student%20insurance/ws0809\\_gradstudent\\_broch.pdf](http://hws.wsu.edu/Content/Documents/hws/student%20insurance/ws0809_gradstudent_broch.pdf)

*Where do I obtain claim forms?*

You can obtain the correct claim form for your plan by visiting this website:

[http://hws.wsu.edu/Content/Documents/hws/student%20insurance/ws0809\\_gsa\\_claim.pdf](http://hws.wsu.edu/Content/Documents/hws/student%20insurance/ws0809_gsa_claim.pdf)

You can also obtain a claim form from the Health and Wellness Billing Office.

Questions about enrollment/eligibility and benefits? Call 509-335-3575 (option 3).