



Washington University in St. Louis

GRADUATE SCHOOL OF ARTS & SCIENCES

BULLETIN
2009-2012

Final Summer Updates 2011

Per Veritatem Vis
“Strength Through Truth”

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How to Use the *Bulletin*

Ph.D. students in Business, Engineering, and Social Work should read “About the Graduate School,” “The Doctor of Philosophy,” and the Appendix.

All other Ph.D. students should read “About the Graduate School,” “The Doctor of Philosophy,” “Graduate Study in Arts & Sciences,” and the Appendix.

Master's students in Arts & Sciences should read “About the Graduate School,” “Graduate Study in Arts & Sciences,” “Master's Programs in Arts & Sciences,” and the Academic Integrity Policy and University policies in the Appendix.

About the *Bulletin*

The text in the *Bulletin* has the status of policy. However, the Graduate School reserves the right to change its policies without prior notice. Changes will be posted on the website, <http://artsci.wustl.edu/GSAS>. In the absence of posted changes, this issue of the *Bulletin*, which was edited in July 2009 by Associate Dean Nancy P. Pope, stays in effect through July 2012.

Credits

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Graduate School of Arts & Sciences

Washington University in St. Louis

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314-935-6880

FAX: 314-935-4887

Campus Box 1187

Liberman Graduate Center

Danforth University Center, 300

314-935-3923

FAX: 314-935-3939

Campus Box 1186

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About the Graduate School

Washington University in St. Louis is organized into Schools: Arts & Sciences, the John M. Olin School of Business, the Sam Fox School of Design & Visual Arts, Engineering, Law, Medicine, and the George Warren Brown School of Social Work. All seven Schools administer multiple graduate degrees. Most of them house programs leading to the Ph.D., which is conferred by the Graduate School of Arts & Sciences.

The present organization of the Graduate School dates from 1964, when the faculties of the Graduate School and of the College coalesced into a single Faculty of Arts & Sciences. The Graduate School, the College, and the Faculty are each headed by a full dean. The School's 1964 Constitution is still in effect today; among its clauses is the stipulation that the Graduate School of Arts & Sciences will confer all Master of Arts and Doctor of Philosophy degrees at Washington University.

This structure has resulted in the Graduate School's responsibility for two overlapping groups of students. One group consists of all graduate students in Arts & Sciences, regardless of their degree program; the Graduate School administers 26 Ph.D. programs in Arts & Sciences disciplines, as well as a number of master's degrees. The other group consists of all Ph.D. students, regardless of their School; the Graduate School cooperates with the Schools of Business, Engineering, Medicine, and Social Work to administer another 25 Ph.D. programs. These dual responsibilities are reflected in the Graduate School's governance.

The Graduate Council serves as the legislative branch of the Graduate School. The Council is chaired by the Dean of the Graduate School and consists of one faculty representative and one graduate student representative from each degree-granting program. Much of the work of the Council occurs in committees, on which students serve alongside faculty members. The fact that faculty and students have equal representation on the Council is emblematic of the way in which graduate students as well as faculty are responsible for students' development into scholars and colleagues.

Issues that affect graduate and professional students across the University are considered by the Professional and Graduate Student Coordinating Committee. This is a standing committee of the University and consists of two representatives from each School: one faculty member or administrator named by the School Dean and one student representative. The Committee is chaired by the Dean of the Graduate School of Arts & Sciences.

Student input is also provided by the Graduate Student Senate, which includes students from Ph.D. programs in all Schools as well as students from master's programs in Arts & Sciences. Meetings of the Senate are open to all students in represented programs. The University-wide equivalent is the Graduate Professional Council. Both of these student organizations have effectively addressed concerns, developed new initiatives, and broadened interdisciplinary opportunities for their constituents. There are also two graduate student representatives to the University's Board of Trustees. More information on the University's shared governance can be found in the *Graduate Student Handbook*.

The Doctor of Philosophy

Overview

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- Loans

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- Satisfactory Academic Progress
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- Leaves of Absence
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Ph.D. Programs by School

Overview

The Ph.D. is not only an exploration of the knowledge in a given discipline but also an original contribution to it. To the extent that doctoral education has been successful, the student's relationship to learning is significantly changed. Having made a discovery, developed an insight, tested a theory, or designed an application, the Ph.D. recipient is no longer a student but a colleague of the faculty. It is for this reason that the Ph.D. is the highest degree offered by a university.

The core mission of Ph.D. programs at research universities is to educate the future faculty of other research universities and institutions of higher education. Graduates of Washington University participate in research and teaching; they also make valuable contributions to society by applying the analytical and creative skills required for scholarship to careers in business, government, and non-profit sectors. The Graduate School therefore works with other University offices to ensure that students have the opportunity to develop these transferable skills.

Among the critical components the University provides for these purposes are a small and select graduate student body, faculty members dedicated to scholarly work, and the physical facilities needed for research. In these regards Washington University compares favorably to the finest graduate institutions in the world. But the key ingredients of Ph.D. completion must be provided by the student: a love of learning and a desire to increase the sum of human knowledge. Motivation and perseverance are prerequisites for success in Ph.D. programs.

Admissions

Admissions recommendations are made by the faculty of each degree-granting program. There is University-wide agreement that the quantity of students admitted to a Ph.D. program should not exceed the number that can be financially supported and academically mentored, and that the quality of our student body should be equivalent to that of other great research universities. Beyond this consensus, disciplines naturally require different preparation and various aptitudes in their applicants, so the admissions process is necessarily decentralized.

Students may be admitted to study for the Ph.D. degree directly from baccalaureate study or after undertaking other graduate or professional education, whether at Washington University or at another accredited institution. Applicants who have undertaken graduate study at other institutions, however, should take note of the sections of this *Bulletin* concerning the residence requirement and the transfer of academic credits.

Incoming students must submit a medical history, including immunizations, on line at the Student Health Services website. Students who lack required immunizations upon arrival at the University will be required to receive them at their own cost. Enrollment will not be considered complete until the medical history form has been received by Student Health Services.

Financial Information

The amounts and vehicles of financial support for graduate students are usually decided by individual Schools. Washington University is committed to funding most Ph.D. students for 4-7 years, depending on the time needed to complete their particular program. Funding typically consists of full tuition remission and 9-12 months of assistantship pay or fellowship stipend to defray living expenses. Monetary support may come from the University or from outside sources, and it may be administered by an individual faculty member or by the staff of the program or School. Very few aspects of graduate student financial aid are fully centralized.

Fellowships

One centrally administered category of monetary support is the student-won fellowship. Many external sources of funding are awarded to a member of the faculty or to a program, but those that are awarded directly to the student require administration by the Graduate School of Arts & Sciences. The Graduate School also administers two unique University-wide fellowships: the Chancellor's Graduate Fellowships for diversity and the Mr. and Mrs. Spencer T. Olin Fellowships for Women. These awards provide year-round funding for four to five years. Prospective students must apply for them at the time of their application for admission, not after they have enrolled here as graduate students.

Loans

Federally underwritten loans are another centrally administered resource for students who are U.S. citizens or permanent residents. Some funds are available through the Perkins Direct Student Loan Program. Stafford subsidized and unsubsidized loans can be arranged for a larger number of graduate students. Applicants for these loans are required to submit both the Free Application for Federal Student Aid (FAFSA) and the Washington University Family Financial Profile (FFP). The Graduate School of Arts & Sciences determines eligibility and processes loan applications for all Ph.D. students at Washington University. More information may be found in the *Graduate Student Handbook*.

General Requirements

To earn a Ph.D. at Washington University, a student must complete 72 semester hours, maintain satisfactory academic progress, pass certain examinations, fulfill residence and teaching requirements, and write, defend, and submit a dissertation.

Semester Hours

Programs vary greatly in distributing their students' semester hours between those earned by taking courses and those earned by doing research, but the completed semester hours must total 72. Full-time students register for 9-12 hours per semester and thus finish this requirement in their first three to four years of graduate study. Thereafter, full-time student status can be maintained by registering for doctoral continuing student status. Part-time student status can be maintained by registering for non-resident student status. Continuous registration is required. Students who do not register for two consecutive semesters will be considered candidates for dismissal.

To count toward the 72-hour requirement, courses must be offered at the graduate level, taken for a grade, and approved in advance by the student's advisor and program as eligible to count toward the student's degree. Depending on the program, graduate-level work begins with courses numbered in the 400s or 500s. Audited courses and courses taken pass/fail (or credit/no credit) cannot be counted toward the degree and may not be eligible for tuition remission. Students should consult their advisors regarding these options.

Satisfactory Academic Progress

Satisfactory academic progress for students in Ph.D. programs is monitored by the Graduate School as well as the degree program. Failure to maintain satisfactory academic progress may result in immediate dismissal or in placement on academic probation for the ensuing year. Most financial awards, and all federally funded awards, are contingent on the maintenance of satisfactory academic progress. Moreover, satisfactory academic progress is a prerequisite for service on any committee authorized by the Graduate School.

The following are minimal standards of satisfactory academic progress for Ph.D. students; degree programs may set stricter standards, but must not relax these.

1. Students are expected to proceed at a pace appropriate to enable them to finish within the time limits discussed below. No later than the end of the fourth year of full-time graduate study, students are expected to have completed all Ph.D. requirements except for the dissertation.
2. Students are expected to maintain a cumulative grade point average of at least 3.0 on a 4.0 scale in courses that count toward their 72 hours. Thus, among courses of equal weight, each grade of C must be balanced by at least one A. (Note that plus and minus marks alter the numerical value of a letter grade.)

3. Students are expected not to carry at one time any more than 9 semester hours for which the grades of I (incomplete), X (final examination missed), or N (not submitted yet) are recorded. The Graduate School may deny a student with more than 9 unfinished credits permission to register.
4. After four years of full-time graduate study, doctoral students who cannot identify three faculty members who are willing to serve on their Research Advisory Committee are not considered to be making satisfactory academic progress.

Students in doctoral programs have seven calendar years, dated from their first registration in a graduate degree program at Washington University, to complete degree requirements. Extension of the period of doctoral study may be granted on an annual basis if circumstances warrant. Extensions are obtained by application by the student to the degree program, endorsement by the degree program to the Graduate School, and approval by the Graduate School.

Qualifying Examinations

Progress toward the Ph.D. is contingent upon passing examinations variously called preliminary, qualifying, general, comprehensive, or major field exams. The qualifying process varies according to the program. In some programs, it consists of a series of incremental, sequential, and cumulative exams over a considerable time. In others, the exams are held in a relatively short period. Exams may be taken orally or in writing; they may be replaced by one or more papers. The program, which determines the form these required examinations take, is responsible for notifying the Graduate School of the student's successful completion of them.

Residence Requirements

The residence requirements for the Ph.D. are (1) that each student must earn at least 48 semester hours of the required 72 at Washington University and (2) that each student must spend at least one academic year registered for full-time credits (9-12 in the Fall followed by 9-12 in the Spring) at Washington University. Any exceptions to these requirements must be approved by the Dean of the Graduate School. All Ph.D. programs prefer that students remain full-time and in residence throughout their work toward the degree.

Teaching Requirement

In addition to program-specific teaching requirements, Ph.D. students entering Fall 2004 or later must fulfill a University-wide Teaching Requirement. Ph.D. students must demonstrate competency in teaching at the basic level and at the advanced level. For more information, students should read the full text of the Teaching Requirement on the Graduate School website. For discipline-specific guidelines on fulfilling the requirement, students should consult their degree program.

Students planning to teach might be interested in pursuing the Teaching Citation. Jointly administered by the Graduate School and the Teaching Center, the Citation is earned by completing the teaching requirements of the student's degree program and of the Graduate School, as well as requirements specific to the Citation. The latter include participation in workshops, varied teaching experiences, written evaluation of the student's teaching, and development of a teaching philosophy. The full text of these requirements appears in the Appendix. The Teaching Citation is awarded concurrently with the Ph.D. and appears on the student's transcript.

The Dissertation

Each candidate, as evidence of mastery of a specific field of knowledge and capacity for original, scholarly work, must complete a dissertation. The subject must be approved by a Research Advisory Committee consisting of at least three tenured or tenure-track faculty members. This committee is ordinarily led by the student's major advisor and must be approved by the Graduate School. A Title, Scope, and Procedure Form for the dissertation must be signed by the committee members and by the program Chair, and then submitted to the Graduate School, as soon as the dissertation proposal has been accepted by the committee.

The Graduate Council adopted at its meeting on October 16, 1989, the following resolution establishing a framework of minimal requirements for Ph.D. dissertations at Washington University.

Dissertations presented in partial fulfillment of the requirements for a Washington University Ph.D. are to describe a significant advance in scholarly knowledge derived from a candidate's original investigations. A dissertation may address separate research questions or lines of inquiry but must contain elements unifying the entire body of work. Dissertation authors are to be guided by the following rules:

1. A dissertation will include a review of background material placing in context the problem or problems under investigation.
2. A dissertation will include language that summarizes and discusses the principal contributions of the work as a whole.
3. A significant part of each dissertation must rest on independent research conducted by the candidate. Findings due primarily to others and collaborative work will be identified as such with the contributions of the candidate made clear.
4. If copies of papers authored or co-authored by the candidate are included within the dissertation, the aforementioned requirements on unifying elements and candidate contributions must be met.

5. Large data sets and other technical materials not ordinarily included in scholarly publications should be maintained in a readily accessible form and the dissertation should reference their availability.

When special circumstances dictate, exceptions to these rules may be granted upon approval by the candidate's department or major program and concurrence by the Dean of the Graduate School.

Individual programs of the Graduate School are encouraged by the Graduate Council to establish, within this framework, their own more specific guidelines and policies. In particular the Council realizes that disciplines have widely differing views on such matters as inclusion in a dissertation of reprints of published papers, format and depth for a background literature survey, and handling of data sets. Ph.D. candidates should therefore consult with their home departments or programs at the outset of work on a dissertation.

With the consent of the Research Advisory Committee, a student may instead present his or her own published work in fulfillment of the dissertation requirement, provided such work meets the same standards and receives the same approvals as unpublished dissertations.

Dissertation Defense

Approval of the dissertation by the Research Advisory Committee is necessary to bring it to the defense. The committee of the faculty before which the student is examined normally consists of at least six Washington University faculty members, at least five of whom must be tenured or tenure-track (four faculty members from the student's degree program together with at least two faculty members from other programs). The committee is appointed by the Dean of the Graduate School upon the request of the degree program. The student is responsible for making the full text of the dissertation accessible to his or her committee members for their review in advance of the defense. Faculty and graduate students who are interested in the subject of the dissertation are normally welcome to attend all or part of the defense but may ask questions only at the discretion of the committee members. Though there is some variation among degree programs, the defense ordinarily focuses on the dissertation itself and its relation to the student's field of expertise.

Dissertation Submission

After the defense, the student must submit an electronic copy of the dissertation on line to the Graduate School. The submission website requires students to choose among publishing and copyrighting services offered by ProQuest UMI, but the University permits students to make whichever choices they prefer. Students are asked to submit a Survey of Earned Doctorates separately. The degree program is responsible for delivering the final approval form, signed by the committee members at the defense and then by the program Chair, to the Graduate School. Students who defend their dissertations

successfully have not completed their Ph.D. requirements; they finish earning the degree only when their dissertation submission has been accepted by the Graduate School.

Graduation Information

Students are responsible for filing an Intent to Graduate form in order to have their earned degrees conferred. The Intent to Graduate is available on line through WebSTAC. The deadline for filing an Intent to Graduate is indicated on the University Calendar and Office of Student Records websites. No degree will be awarded if this form has not been filed. Students who do not complete their degree requirements by their intended graduation date must re-file for the next graduation date.

University Commencement ceremonies are held in May and mark the end of the academic year. Advanced degrees, however, are awarded three times each year: in August, December, and May. The terminal dates for completing all degree requirements, including the electronic submission of the dissertation, in time to receive summer, fall, or spring degrees, are listed in the academic calendar on the Graduate School's website. A candidate who has completed all requirements for the Ph.D. and needs certification of this fact before the date of the award may secure a letter of certification from the Assistant Registrar of the Graduate School; a written or emailed request is required.

Students who earn May degrees and participate in their School's recognition ceremony may receive their diplomas in person. Otherwise, students pick up their diplomas at the Office of Student Records. Diplomas not picked up in a timely manner are mailed by Student Records to the address indicated on the Intent to Graduate form. Official transcripts on which courses, grades, and awarded degrees are recorded are issued by Student Records at no charge, upon request by the student. Information regarding these services may be found on the Student Records website.

Specific Circumstances

Transferred Credits

For Ph.D. students, the maximum credit ordinarily transferable is one full year of study (24 semester hours). Applications to transfer credit are not ordinarily approved, however, until one full year has been completed at Washington University. Academic credits counted toward requirements for the bachelor's degree are ordinarily not transferable toward the doctoral degree. Likewise, academic credits counted toward requirements for any completed graduate degree are ordinarily not transferrable toward a subsequent degree of equivalent or lower level.

Changes in Program of Study

Students are usually admitted to the Graduate School of Arts & Sciences to study toward specific degrees. Therefore, a change in the degree objective (e.g., from A.M. to Ph.D.) is subject to the approval of the student's program and of the Graduate School. A request for a change in the subject of study (e.g., from Economics to History) requires the approval of both programs concerned as well as that of the Graduate School. Students may be required to fill out a new application for admission before making such changes, but they will not be charged a second application fee.

Student Grievance Procedures

General

From time to time, students may feel that they have legitimate complaints regarding academic matters or an interaction with a faculty member. It is important that students and faculty have a common understanding of how such complaints may be expressed and resolved. Students with complaints regarding academic matters should initially seek resolution from their faculty advisor, then from their Director of Graduate Studies, and finally the Chair of their degree program. Complaints which remain unresolved may be addressed to any of the deans in their School. The final court of appeal for all Ph.D. students at Washington University and for all graduate students in Arts & Sciences is the Dean of the Graduate School.

Specific

The Arts & Sciences Ombudsman, a full-time faculty member, may be available to mediate a dispute over the grading of coursework.

All complaints regarding academic integrity should be addressed to an Associate Dean of the Graduate School of Arts & Sciences; see the Academic Integrity Policy in the Appendix.

Washington University policies state that members of the University community can expect to be free from discrimination and harassment. Students, faculty, staff, and outside organizations working on campus are required to abide by specific policies prohibiting harassment, which are printed in the Appendix and posted on the University's website.

An allegation of sexual discrimination may be appealed to the Vice Chancellor for Human Resources, who will determine whether to convene the Title IX Grievance Committee to hear the case.

Leaves of Absence

Students who wish to suspend their graduate study should apply for a leave of absence. A student's application for a leave of absence must be endorsed by the degree program and then approved by the Graduate School. Such a leave may be medical, in which case the student must present medical authorization at the beginning and again at the end of the leave, or personal. At the end

of a leave of absence, a student is reinstated into the Graduate School under the conditions prevailing at the time the leave was granted. Students should register for doctoral non-resident status each semester during the leave of absence. Being on leave suspends full-time student status and financial support from the University. Taking a leave therefore may adversely affect loan deferment, visa status, the right to rent University-owned housing, etc. Most visa types would prevent international students from remaining in the United States while taking a leave of absence; such students should consult the Office of International Students and Scholars as well as their faculty advisor, their program's director of graduate studies, and perhaps a dean.

Prior to taking a leave of absence, students should consider their need for health insurance coverage. The continuation of student health insurance and access to Student Health Services depends on such factors as the kind of leave (medical or personal), the length of time the student has already been covered during the current insurance year, and the student's location during the leave. Students should consult the Student Health Services website for current policies with regard to leaves of absence; these policies may change annually, if insurance carriers change.

New Child Leave

Full-time graduate students may take a new child leave, provided that they will serve as the new child's primary caregiver and have the approval of their program. Unlike the leaves of absence discussed above, new child leave does not affect the student's full-time status and will not appear on the student's transcript. New child leave must be taken within the first year after the child's birth or adoption. To whatever extent is possible, a new child leave's beginning and ending dates should coincide with those of the academic term (fall, spring, or summer). The full text of the New Child Leave Policy can be found in the *Graduate Student Handbook*, along with other family resources.

Withdrawals

Students wishing to withdraw from their program must give notice in writing, preferably by filling out the Graduate School's Withdrawal Form. This form, or any alternative style of written notice, must include the date when the withdrawal should be considered effective. Without such information, there may be serious financial repercussions for the student and/or the University.

Dismissals

Students may be involuntarily dismissed from their program for a number of reasons: willful misrepresentation to gain admission to graduate study, breaches of academic integrity, academic failure, or behavior destructive of the welfare of the academic community. Any student who believes such involuntary dismissal was undeserved may appeal to the Graduate School, which may uphold or overrule the program's decision to dismiss the student.

Ph.D. Programs by School

Graduate School of Arts & Sciences

Anthropology

Art History & Archaeology

Biology & Biomedical Sciences

Biochemistry

Computational & Molecular Biophysics

Computational & Systems Biology

Developmental Biology

Evolution, Ecology & Population Biology

Human & Statistical Genetics

Immunology

Molecular Cell Biology

Molecular Genetics & Genomics

Molecular Microbiology & Microbial Pathogenesis

Neurosciences

Plant Biology

Chemistry

Chinese and Comparative Literature

Comparative Literature

Earth & Planetary Sciences

Economics

Education

English & American Literature

French and Comparative Literature

French Language & Literature

Germanic Languages & Literature

German and Comparative Literature

Hispanic Languages & Literatures

History

Interdisciplinary Studies

Japanese and Comparative Literature
Mathematics
Music
Philosophy
Philosophy-Neuroscience-Psychology
Physics
Political Science
Psychology
Spanish and Comparative Literature

John M. Olin School of Business

Business Administration

School of Engineering & Applied Science

Aerospace Engineering
Biomedical Engineering
Computer Engineering
Computer Science
Electrical Engineering
Energy, Environmental & Chemical Engineering
Mechanical Engineering
Structural Engineering
Systems Science & Mathematics

School of Medicine

Movement Science
Speech & Hearing Sciences

George W. Brown School of Social Work

Social Work

Graduate Study in Arts & Sciences

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Degrees & Certificates Conferred by the Graduate School

Overview

Arts & Sciences includes the College, the Graduate School, and University College. The College and the Graduate School serve full-time students at the undergraduate and graduate levels, respectively. University College serves primarily part-time students, but also evening and summer students, at both levels. Members of the faculty of Arts & Sciences teach in all three divisions.

The faculty members of Arts & Sciences are based in twenty departments that cover the traditional academic disciplines. Eighteen of these offer graduate degrees and certificates. As interdisciplinary research has become increasingly important, numerous interdepartmental centers and program committees have been founded to facilitate it. Within Arts & Sciences, a dozen of these house additional graduate programs.

The largest interdepartmental structure is the Division of Biology & Biomedical Sciences (DBBS), whose executive committee includes administration and faculty representatives from the Graduate School of Arts & Sciences and from the Schools of Medicine and Engineering. Students in DBBS can work toward a Ph.D. in any of twelve interdisciplinary programs.

Across these various administrative units, some policies and procedures apply to all or almost all full-time graduate students in the Graduate School. These are discussed in the following pages.

Admissions

Eligibility

Washington University encourages and gives full consideration to all applicants for admission and financial aid without regard to age, race, color, national origin, disability, sexual orientation, or religion. Admission to the Graduate School of Arts & Sciences is granted on the basis of past achievement, potential for research, and the number of openings in each program. Admission to most graduate programs is highly selective; many programs admit only 10-20% of their applicants.

Evidence considered by each admissions committee includes not only the quality of previous coursework but also its relevance to the applicant's prospective program. Research experience in the discipline is always viewed favorably. Writing samples or other evidence of experience in the proposed field of study often indicate the applicant's creativity, originality, and scholarship; applicants may submit such material even if it has not been requested.

The Graduate School is strongly interested in recruiting, enrolling, retaining, and graduating students from diverse backgrounds. Applications for admission by students from diverse backgrounds to any of the Graduate School's degree programs are encouraged and welcomed.

To the greatest extent possible, students with disabilities are integrated into the student population as equal members. Services that might be provided include, among others, note-taking, tutoring, special parking, the provision of readers or signers, and appropriate academic accommodations such as alternate testing conditions.

Application Process

Degree programs set their own application deadlines, which must be no later than January 15. Many deadlines are much earlier; applicants should check with their prospective programs. Applications are largely submitted on line, but some supporting documents might need to be mailed. It generally is advantageous to the applicant to complete the application well in advance of the deadline. Applicants who miss their prospective program's deadline may or may not be considered for admission and financial aid. Most applicants who complete the application process by their deadline will be notified of their admission status in March.

Admissions and financial aid awards are for a specific academic year; students who do not matriculate that year must normally reapply. Admitted students can request a deferral of admission for up to one year, but such special requests require approval both of the admitting program and of the Graduate School. Applicants to whom admission is not offered may reapply after gaining additional evidence of qualification. Degree programs in Arts & Sciences rarely admit applicants for spring semester. Students interested in beginning graduate study in the spring should consult their prospective program's faculty and staff.

The application is available on line through the Graduate School website. Applications are ready for final consideration after the following items have been submitted: (1) The application. (2) Official transcripts of all undergraduate and graduate courses taken by the applicant. Transcripts must be requested by the applicant and sent directly by the institutions where the studies were pursued. Official supplementary transcripts must be submitted, as soon as they are available, to cover work completed after submitting an application. (3) Three reference forms completed by persons closely acquainted with the applicant, preferably those who have recently taught the student in relevant subjects. (4) Application fee or fee waiver. (5) Any additional material or interview required by the degree program. Even when not required, an interview is usually in the applicant's best interest.

The Graduate Record Examination is required for admission to graduate programs in Arts & Sciences. Information on the Graduate Record Examination can be requested directly from the Educational Testing Service website. The examination should be taken in time for results to reach Washington University directly from the Educational Testing Service before the application deadline. Students should take the examination with the view that no

admission decision is made on the basis of standardized exams alone; a high score might strengthen an application, while a lower one is considered in conjunction with other evidence which has been submitted.

Admission to graduate study is ordinarily free from preconditions. However, when the evidence in an application supports contradictory conclusions about an applicant's preparedness, the program might recommend provisional admission. Provisionally admitted students enter the program for a semester or two, at the end of which time their faculty must make an unconditional admissions decision. Students who require further undergraduate work before they can engage in graduate study should obtain it before applying to the Graduate School.

Admission of International Students

Paperwork for admitted international students is handled jointly by the program to which application is made, the Graduate School, and the University's Office for International Students and Scholars. International students considering application to Washington University for graduate study should have a general familiarity with academic practices and university customs in the United States. All international students are required to present evidence of their ability to support themselves financially during graduate study. International students whose native language is not English must submit score reports from the Test of English as a Foreign Language or other documentation of English language skills. Information on this test is available from the ETS website. The test should be taken in time for results to reach Washington University directly from ETS before the application deadline.

Categories of Admission

Students are usually admitted to the Graduate School of Arts & Sciences as full-time candidates for a specific degree program. The largest category of exception includes the master's degrees administered through University College, which admits part-time students. There are also two ways to take graduate courses without admission to candidacy for a degree: as a Student Not Candidate for a Degree (SNCD) or as an Unclassified Graduate Student.

SNCD admission may be granted to qualified students who hold a bachelor's degree or its equivalent, who wish to enroll in graduate courses on a non-degree basis, and who receive approval from a degree program. Examples include international exchange students who are studying at the University for a limited duration, students in good standing at other graduate schools, and students who wish to test their capabilities in a graduate setting. Students in this category are assigned faculty advisors and are accorded the same privileges as degree candidates. Applicants for SNCD study in the Graduate School should follow all application procedures outlined in the section headed "Application Process." Continuation as a Student Not Candidate for a Degree is subject to the same academic and other standards that apply to degree candi-

dates. SNCD students may, upon recommendation by the admissions committee of a graduate program and approval by the Dean of the Graduate School, be subsequently advanced to degree status without formal reapplication. In special cases, SNCD students might be eligible for financial aid.

A student who wishes to enroll for selected graduate-level courses without admission to the Graduate School is generally permitted to do so by registering as an Unclassified Graduate Student with the Registrar of the Graduate School. Application for admission is not required for such registration, and permission to register as an Unclassified Graduate Student does not constitute admission. Permission to take more than 6 hours of graduate credit in any one program requires the signature of that program's Director of Graduate Studies. Unclassified students are not eligible for student services, including financial aid.

Acceptance of Admission and Award Offers

Washington University, along with most other graduate schools in the United States, subscribes to the following resolution of the Council of Graduate Schools:

Acceptance of an offer of financial aid (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by an actual or prospective graduate student completes an agreement which both student and graduate school expect to honor. In those instances in which the student accepts the offer before April 15 and subsequently desires to withdraw, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

Students to whom admission and financial awards are offered in March are requested to give notice in writing of the acceptance or rejection of their offers no later than April 15. Students to whom offers are made after April 1 are asked to reply within two weeks of receipt of the notice. Offers can be withdrawn if the deadline passes without any response from the student. Requests to extend deadlines or to reinstate withdrawn offers should be addressed to the degree program, which must endorse them before forwarding them to the Graduate School Dean for final approval.

Financial Information

Tuition Charges and Refunds

The maximum tuition fee is the equivalent of 12 semester hours. Students who enroll for 9 or more hours per semester are automatically regarded as full-time students and are charged a flat full-time rate. Students enrolled for fewer than 9 units are charged on a per-unit basis. The tuition rate is subject to annual change.

Requests for refund of tuition paid by a student who is withdrawing from a degree program should be made by submitting a Withdrawal Form to the Graduate School Office. Requests for refund of tuition paid by a student who is withdrawing from a specific course should be submitted in writing to the Graduate School Registrar. The last date of class attendance is ordinarily used in determining the amount that can be refunded. Students withdrawing within the first two weeks of classes will receive a full refund; those withdrawing before the end of the fourth week pay 20 percent; those withdrawing before the end of the eighth week pay 40 percent. There is no refund after the eighth week of the semester except for reasons of health. Such reasons must be certified or verified by Student Health Services, in which case the University will make a pro rata refund of tuition if notice of withdrawal is received before the end of the twelfth week of the semester. Students who have had their full tuition remitted for them by the Graduate School or by a third party will not receive any refund.

Health Fee

All full-time students are charged a mandatory health fee. This fee gives access to Student Health Services and includes comprehensive health insurance, which by law becomes the student's primary insurance. Additional insurance coverage can be purchased for an additional charge. For details on the health insurance plan and services provided to students, consult the Student Health Services website. The health fee is subject to annual change. The Graduate School subsidizes the health fee for its full-time students.

Academic Fees

The academic fees discussed below apply to students who wish to maintain their degree candidacy during semesters in which they do not enroll for coursework and to students eligible for full-time status despite enrollment for fewer than 9 semester hours. These fees are subject to change annually. Note that students receiving financial assistance from the Graduate School of Arts & Sciences (fellowships, assistantships, etc.) are required to maintain full-time student status by registering either for at least 9 semester hours or for Doctoral or Master's Continuing Student Status.

Students who have completed the semester hours required for their graduate degree and who continue to make full-time progress toward completing that

degree may register for Continuing Student Status, which incurs a fee but does not confer course credit. Students in this category are granted, without additional charge, normal use of laboratories, libraries, and other University facilities. The course number that confers Continuing Student Status is also used by students who register for fewer than 9 semester hours in any term and wish to maintain full-time standing.

Doctoral or Master's Non-resident Status likewise incurs a fee and does not confer course credit. It is the required registration for students on leave of absence and students who have acquired full-time employment. "Non-resident status" does not imply geographical location but implies less than full-time involvement in graduate study; this registration is used only by part-time students. Students in this category can make normal use of University facilities by paying a small additional fee directly to each facility.

Students deciding how to register need to consider the consequences of part-time student status. Non-resident students have no financial aid from the University, no student health insurance or access to Student Health Services, no deferment of any federal student loans they have, and no right to rent University-owned housing. Also, most international students are required to maintain full-time status.

Financial Support

Financial aid is available to help students meet the expenses of graduate study. The major vehicles of graduate financial aid are tuition scholarships, fellowships, assistantships, traineeships, loans, personal savings, and outside employment. The following paragraphs are meant to convey only general ideas of the possibilities for graduate students, together with an outline of the advantages and requirements of each forms of assistance. Because financial aid opportunities differ by discipline, students should consult their faculty and program staff for details. In many programs, students will be required to provide detailed financial information each year in order to be considered for aid.

Tuition Scholarships

Scholarships to cover part or all the costs of tuition are available to both new and continuing students. Beyond the coursework requirements for degrees, partial or full tuition scholarships covering the Continuing Student Status fee will be considered only for students who are receiving a fellowship from the Graduate School, an externally funded fellowship or traineeship that funds tuition remission at least partially, or an internally funded assistantship. Since perception of academic merit is the sole criterion for the award of tuition scholarships, they are not subject to taxation under federal tax law at this time.

Fellowships

Fellowships are stipend awards aimed at supporting full-time study. Most University-funded fellowships are awarded on an annual basis and are not renewable. The Graduate School awards most of its fellowships to first-year and final-year students in Ph.D. programs, but fellowship funding is also available for students in some master's programs. First-year doctoral students are encouraged to apply for federally funded fellowships, especially those offered by the National Science Foundation, the Environmental Protection Agency, and the Departments of Defense, Education, Energy, and Homeland Security. These awards offer multi-year stipends. Students should consult their program faculty for further information. Doctoral students researching and writing their dissertations are encouraged to apply for fellowships reserved for these activities. Students should locate these by consulting their advisors and by using the external grant databases available on the Graduate School website.

Teaching Assistantships

Most degree programs permit graduate students to work as teaching assistants. The duties of a teaching assistant vary widely across the disciplines. They may include assisting faculty in the preparation, instruction and grading of an undergraduate course; tutorial responsibilities; monitoring the laboratory segment of an undergraduate course; and, in some instances, full course responsibility. Teaching assistants are highly valued members of the Washington University instructional team. They are customarily trained in their program in the pedagogical skills required for their discipline. In addition, the Washington University Teaching Center conducts an annual University-wide orientation for all new teaching assistants, consults with the faculty on program-specific training, sponsors workshops on teaching, and helps instructors learn to use multimedia options in University classrooms. To recognize outstanding teaching by teaching assistants, the Dean's Awards for Teaching Excellence are given each Spring. Awards include a certificate of recognition and a cash prize.

International students are required to pass a special pedagogy/oral proficiency examination before serving as teaching assistants. Students often find the standards for reading, writing, and speaking English required of teaching assistants to be higher than the standards they previously met for admission. A comprehensive array of courses in English as a second language is available for international students who would benefit from it.

Domestic students who have demonstrated financial need according to certain federally specified criteria may be eligible for teaching assistantships supported by the Federal Work Study program. Eligibility for Federal Work Study can be determined only by analysis of detailed financial information that students being appointed as teaching assistants will be asked to provide.

Research Assistantships

Except in unusual cases, research assistantships are available only to doctoral students who have completed at least one full year of graduate study. They are generally, but not exclusively, found in the natural and social sciences, and are offered through departments, committee-run programs, and research centers. Research assistantships allow participation in collaborative enterprises of research and in the discipline's community of scholars.

Traineeships

Many degree programs, especially in the biological and behavioral sciences, fund students by means of traineeships. They may be awarded on an annual basis or may be renewable for periods up to three years, subject to satisfactory academic progress. Traineeships frequently emphasize research, but in the applied social sciences they might combine theory, research, and clinical experience in the field.

Loans

Federally funded student loans have been discussed in the "Doctor of Philosophy" section of this *Bulletin*; everything in that discussion applies equally to loans for students in Arts & Sciences master's programs. In addition, the Graduate School has a limited fund from which to make small emergency loans to graduate students in Arts & Sciences, whether in master's or doctoral programs. These are short-term interest-free loans.

Internships

In some social sciences, internships emphasizing the practical application of research findings are available at both the master's and doctoral levels; students should consult their program office for more information. A few internships in teaching at the secondary school level are open to graduate students in any degree program relevant to the secondary school curriculum; interested students should consult the University's Department of Education. The University's Office of Residential Life has a limited number of part-time "Graduate Fellow" positions available each academic year; a job description and application instructions are available on the Residential Life website.

Academic Information

Registration

Instructions for on-line registration are distributed to all newly admitted graduate students and to all who were enrolled in the previous semester and have not graduated. In order to register on line, each student must use a password, which is initially assigned by the Office of Student Records and subsequently changed to one created by the student. All registrations require on-line approval by the student's faculty advisor and are monitored by the Graduate School.

Courses

Arts & Sciences courses numbered in the 400 series are ordinarily open to both graduate and undergraduate students; those in the 500 series and above are ordinarily open only to graduate students. Courses numbered 100, 200 and 300 are designed for undergraduate students. These courses may be taken by graduate students only if they are directly related to their field of study and form a necessary background. When these conditions apply, graduate students will be permitted to register for them, but they may not ordinarily be counted for credit toward a graduate degree, and they are not covered by tuition scholarships unless approved by the Dean of the Graduate School.

University College offers undergraduate and graduate courses in the evenings during the academic year and both by day and at night during the summer. Full-time students in the Graduate School who wish to take graduate courses in University College or Summer School for credit toward their degree programs must obtain the approval both of their academic advisor and of the Dean of the Graduate School. Tuition remission may be available for such approved coursework.

Auditing

Students who intend to audit a course are required to obtain prior consent of the course instructor as well as permission from their own advisor. Tuition scholarships are not ordinarily available for audited courses. Students who have completed their degree program's required number of semester hours will therefore need to pay the tuition charged for an audited course. Students who are still taking courses should register for 9 semester hours of coursework for credit toward their program before adding any audited course. A grade of L indicates a successful audit, and a grade of Z indicates an unsuccessful audit. Students should consult the course instructor as to the requirements for a successful audit. Audited courses do not affect students' grade point averages, nor are they counted toward the semester hours required for degrees.

Grades

Students may access their grades via WebSTAC. Credit-conferring grades for graduate students in Arts & Sciences are these: A, outstanding; B, good; C, conditional (an A, B or C grade may be modified by a plus or minus); S, satisfactory (used almost exclusively for semester hours earned by doing research). Other grades are F, failing; N, not submitted yet; X, final examination missed; and I, incomplete. The mark of I becomes a permanent part of the student's record after the lapse of one calendar year unless the program in which the mark was assigned requests an extension of time. Registration for the zero-credit course numbers that confer continuing student status or non-

resident student status is graded L for successful maintenance of status and Z for unsuccessful maintenance of it. Arts & Sciences uses a 4-point scale for calculating grade point averages, with A = 4, B = 3, and C = 2. A plus adds .3 to the value of a grade, whereas a minus subtracts .3 from the value of a grade.

Retaking a Course

Graduate students may be allowed to retake a course with prior permission from their department or program. The department can refuse the student's request. If permission to retake a course is granted, both registrations will show on the transcript. The grade for the first enrollment will always be replaced by the symbol R, whether or not it is lower than or equal to the original grade. The grade for the second enrollment will be used to calculate the GPA. The grade for the first enrollment will not be replaced with an R until the second enrollment is completed and its grade has posted. A student who retakes a course without prior permission might not receive permission retroactively and might not receive credit for the second enrollment. No student may use the retake option to replace a grade received as a sanction for violation of the Academic Integrity Policy. The R option may be invoked only once per course, and the original grade option must be retained.

Access to Student Academic Records

In accordance with Section 99.3 of the Family Educational Rights and Privacy Act of 1974, a student's academic record as assembled by the Graduate School office and kept in the general files may be reviewed by the student upon written request. The Dean of the Graduate School will review petitions to amend a student's record. All persons other than the student, the academic advisors, and the personnel of the Graduate School office in pursuance of their normal work assignments are denied access to student records. Potentially valid requests for access (e.g., by police officers or federal agents) are referred to the General Counsel's Office and/or the Office of Student Records if they are not accompanied by a signed release from the student.

Religious Observances

Washington University recognizes that students have the right to observe the holy days of their own religions; students are asked to make arrangements with their instructors to make up work and class meetings missed for religious reasons, and instructors are asked to make every reasonable effort to accommodate such requests.

Time Off for Graduate Students Who Are Engaged in Research *The Graduate Council approved the following policy in 2002:*

Students working toward Arts and Sciences graduate degrees are entitled to all official University holidays. (To the extent that responsibilities essential to the maintenance of research, such as replenishing liquid nitrogen stocks or

feeding laboratory animals, must be done on University holidays, graduate students may be required to share in this responsibility.) Supervisors should approve other planned absences, and unplanned absences should be reported to them. "Supervisors" in the graduate years are Program Directors, and Research Rotation or Dissertation Advisors, as appropriate. The total amount of excused absence should be consistent with that of academic employees in the same area. (Assistantship or stipend payments are generally not subject to reduction as they represent agreed-upon financial aid; however, a student whose absences interfere with academic responsibilities may have his or her assistantship or stipend reduced or eliminated.) Decisions regarding the granting of time off will not be based upon the existence of or source(s) of funding. The Program Director or Department Chair should address disagreements between supervisors and students over absences. If the Director cannot resolve the dispute, the Dean of the Graduate School of Arts and Sciences, or his designee, will serve as the final arbiter.

Interdisciplinarity

Interdisciplinary Coursework

Students may be eligible to take courses outside their degree program. A University-wide agreement allows enrollment even in classes outside a student's School, in certain circumstances. Details regarding eligibility and restrictions on registration for interdisciplinary coursework may be found in the *Graduate Student Handbook*.

Interdisciplinary Studies Doctorate

Students admitted to the Graduate School, except those admitted as Students Not Candidate for a Degree, study for specific degrees in specific fields. The number of departments and other administrative units offering advanced degree studies, their flexibility, and the range of specializations possible in each make the Graduate School exceedingly rich in regularly organized curricula. In unusual cases, however, regularly admitted students who have completed a master's degree or 24 semester hours for a doctoral degree in the Graduate School may request that the Dean appoint, upon the advice of faculty in relevant disciplines, an ad hoc committee of at least three members to plan and administer a program of study that is not regularly available. Such special programs must conform to the provisions stated in the section of this *Bulletin* titled "The Doctor of Philosophy." A student can by such means earn a Ph.D. in Interdisciplinary Studies; a note as to the focus of the student's program of study can be requested to appear on the transcript.

Joint and Dual Degree Programs

The University has set up numerous programs permitting students to earn two graduate and/or professional degrees at the same time. Six of these programs include a degree from Arts & Sciences:

- Joint Master of Social Work / Master of Arts in Jewish Studies
- Dual Master of Business Administration / Master of Arts in East Asian Studies
- Joint Juris Doctor / Master of Arts in East Asian Studies
- Master's Program for Medical Students (M.D./A.M. in Biology & Biomedical Sciences)
- Medical Scientist Training Program (M.D./Ph.D. in various disciplines)
- Doctor of Physical Therapy / Doctor of Philosophy in Movement Science

The Graduate School uses the term “joint degree” to refer to programs in which one or more semester hours are counted toward both degrees and the term “dual degree” to refer to programs in which no semester hours are counted toward both degrees. Interested students must apply to and be admitted by each degree program separately, but ideally all applications should be made before beginning graduate or professional study. Joint and dual degrees are ordinarily conferred simultaneously, after all the requirements for both degrees have been met. For details of the six programs listed above, students should consult the websites of the two disciplines.

Students wishing to pursue joint degrees other than these six may be permitted to do so, but such requests are considered on a case-by-case basis. Admission to an individualized joint degree program within Arts & Sciences must be recommended by the Directors of Graduate Studies for both disciplines and must be approved by the Dean of the Graduate School. Admission to an individualized joint degree program involving another School of the University must be recommended by the Director of Graduate Studies for the Arts & Sciences discipline and must be approved by the Deans of both Schools.

Graduate Certificates

The certificates offered to full-time students in the Graduate School are all interdisciplinary in nature:

- American Culture Studies
- Language Instruction
- Learning Sciences
- New Institutional Social Sciences
- Teaching of College Writing
- Translation Studies
- Urban Studies
- Women, Gender, & Sexuality Studies

Graduate certificates are open to students in Ph.D. programs. They require 15-18 semester hours, of which at least 9 are usually in addition to the requirements for the student's degree. Interested students must fill out an application for admission to a certificate program and receive the approval of their degree program's Chair, the certificate program's director, and the Dean of the Graduate School. This application form is posted on the Graduate School's website. Tuition remission is usually available for the additional semester hours required to complete a certificate program; tuition remission will be awarded for only one graduate certificate.

Degrees & Certificates Conferred by the Graduate School

Administered by a Department

Anthropology

Ph.D. in Anthropology

Art History & Archaeology

Ph.D. in Art History & Archaeology

Asian & Near Eastern Languages & Literatures

A.M. in Chinese

A.M. in Japanese

Chemistry

Ph.D. in Chemistry

Classics

A.M. in Classics

Earth & Planetary Sciences

Ph.D. in Earth & Planetary Sciences

Economics

Ph.D. in Economics

Education

Certificate in the Learning Sciences

Master of Arts in Education (M.A.Ed.)

Master of Arts in Teaching (M.A.T.)

Ph.D. in Education

English

Certificate in Teaching of College Writing

Ph.D. in English & American Literature

Germanic Languages & Literatures

Ph.D. in Germanic Languages & Literatures

History

Ph.D. in History

Mathematics

A.M. in Statistics

Ph.D. in Mathematics

Music

Master of Music (M.M.)

Ph.D. in Music

Philosophy

Ph.D. in Philosophy

Physics

Ph.D. in Physics

Political Science

Ph.D. in Political Science

Psychology

Ph.D. in Psychology

Romance Languages & Literatures

Certificate in Language Instruction

Ph.D. in French Language & Literature

Ph.D. in Hispanic Languages & Literatures

Administered by a Program

American Culture Studies

Certificate in American Culture Studies

Comparative Literature

Certificate in Translation Studies

Ph.D. in Comparative Literature

East Asian Studies

A.M. in East Asian Studies

Jewish, Islamic & Near Eastern Studies

A.M. in Islamic & Near Eastern Studies

A.M. in Jewish Studies

Philosophy-Neuroscience-Psychology

Ph.D. in Philosophy-Neuroscience-Psychology

Women, Gender, & Sexuality Studies

Certificate in Women, Gender, & Sexuality Studies

Writing

Master of Fine Arts in Writing (M.F.A.)

Administered Interdepartmentally

- Ph.D. in Chinese and Comparative Literature
- Ph.D. in English and Comparative Literature
- Ph.D. in French and Comparative Literature
- Ph.D. in German and Comparative Literature
- Ph.D. in Interdisciplinary Studies
- Ph.D. in Japanese and Comparative Literature
- Ph.D. in Spanish and Comparative Literature

Administered by a Center

Center for New Institutional Social Sciences

Certificate in New Institutional Social Sciences

Center in Political Economy

A.M. in Political Economy & Public Policy

Center on Urban Research & Public Policy

Certificate in Urban Studies

Administered by the Division of Biology & Biomedical Sciences

- Ph.D. in Biology & Biomedical Sciences (Biochemistry)
- Ph.D. in Biology & Biomedical Sciences (Computational & Molecular Biophysics)
- Ph.D. in Biology & Biomedical Sciences (Computational & Systems Biology)
- Ph.D. in Biology & Biomedical Sciences (Developmental Biology)
- Ph.D. in Biology & Biomedical Sciences (Evolution, Ecology & Population Biology)
- Ph.D. in Biology & Biomedical Sciences (Human & Statistical Genetics)
- Ph.D. in Biology & Biomedical Sciences (Immunology)
- Ph.D. in Biology & Biomedical Sciences (Molecular Cell Biology)
- Ph.D. in Biology & Biomedical Sciences (Molecular Genetics & Genomics)
- Ph.D. in Biology & Biomedical Sciences (Molecular Microbiology & Microbial Pathogenesis)
- Ph.D. in Biology & Biomedical Sciences (Neurosciences)
- Ph.D. in Biology & Biomedical Sciences (Plant Biology)

Administered by University College

Certificate in Human Resources Management

A.M. in American Culture Studies

A.M. in Biology

A.M. in Human Resources Management

A.M. in International Affairs

A.M. in Nonprofit Management

Master of Arts in Education (M.A.Ed.)

Master of Liberal Arts (M.L. A.)

Master of Science in Biology (M.S.)

**Administered in cooperation between the Graduate School of
Arts & Sciences and other Schools at Washington University**

Ph.D. in Aerospace Engineering

Ph.D. in Biomedical Engineering

Ph.D. in Business Administration

Ph.D. in Computer Engineering

Ph.D. in Computer Science

Ph.D. in Electrical Engineering

Ph.D. in Energy, Environmental & Chemical Engineering

Ph.D. in Mechanical Engineering

Ph.D. in Movement Science

Ph.D. in Social Work

Ph.D. in Speech & Hearing Sciences

Ph.D. in Structural Engineering

Ph.D. in Systems Science & Mathematics

Master's Programs in Arts & Sciences

Overview

Admissions

Financial Information

General Requirements

- Registration
- Courses
- Satisfactory Academic Progress
- Residence Requirement
- Thesis
- Graduation Information

Specific Circumstances

- Transferred Credits
- Changes in Program of Study
- Student Grievance Procedures
- Leaves of Absence
- New Child Leave
- Withdrawals
- Dismissals

Combined Bachelor's and Master's

Overview

The Graduate School administers a number of professional master's degrees as well as the Master of Arts (A.M.) in several disciplines. To learn more about these professional degree programs – Master of Arts in Education, Master of Arts in Teaching, Master of Fine Arts in Writing, and Master of Music – students should consult the programs' graduate handbooks, which are available in print and/or on line. Like the Master of Arts programs, these professional master's degrees must meet or surpass the general requirements listed below.

In disciplines that offer a Ph.D., students are not generally admitted who intend to earn only a Master of Arts. However, doctoral students who enroll at Washington University without a master's degree in their field usually earn one on the way to the doctorate. Doctoral students who complete A.M. requirements must file an Intent to Graduate form in order to have the master's degree conferred.

The Graduate School offers a few A.M. programs – in Chinese, Classics, East Asian Studies, Islamic & Near Eastern Studies, Japanese, Jewish Studies, Political Economy & Public Policy, and Statistics – that are not continuous with Ph.D. programs. The general requirements for these degrees are given below. Students should consult the graduate handbooks of each program for more detailed information.

The previously described programs are all designed for full-time students who can take day-time courses. University College administers a number of master's degrees that are conferred by the Graduate School: Master of Arts in American Culture Studies, Biology, Human Resources Management, International Affairs, and Nonprofit Management; Master of Science in Biology; Master of Arts in Education; and Master of Liberal Arts. These degrees are designed primarily for part-time students, and their classes meet in the evenings. Students should consult the website of University College to learn more about these programs, which must meet the same general requirements, except for the registration and residence requirements, as other master's degrees conferred by the Graduate School.

Admissions

Admissions recommendations are made by the faculty of each degree-granting program. Because disciplines naturally require different preparation and various aptitudes in their applicants, the admissions process is necessarily decentralized.

Students may be admitted to study for a master's degree at Washington University directly from baccalaureate study or after undertaking other graduate or professional education at another accredited institution. Applicants

who have undertaken graduate study at other institutions, however, should take note of the sections of this *Bulletin* concerning the residence requirement and the transfer of academic credit.

Incoming day students must submit a medical history, including immunizations, on line at the Student Health Services website. Students who lack required immunizations upon arrival at the University will be required to receive them at their own cost. Enrollment will not be considered complete until the medical history form has been received by Student Health Services.

Financial Information

Master's degree programs vary considerably in the extent to which they are eligible for financial support from the Graduate School or degree program. Typical awards for day students include scholarships for part or all of their tuition charges. Students in the second year of a two-year master's program may be able to obtain a research or teaching assistantship. Part-time employment and student loans are other possible sources of support. More information about student finances and funding vehicles may be found in Chapter 1 of the *Bulletin* and in the *Graduate Student Handbook*.

General Requirements

Any master's degree program can require a master's thesis, make the thesis optional, or decline to offer a thesis option. The minimal requirements for a master's with thesis are the satisfactory completion of at least 24 semester hours of graduate studies, the preparation of an acceptable thesis, and the successful defense of that thesis before a committee of no fewer than three faculty members. The minimal requirements for a master's without thesis are the satisfactory completion of at least 30 semester hours of graduate studies, an examination which tests competence in the field of study, and evidence offered in seminars or independent study projects of a capability for scholarly research and analysis equivalent to that required for the thesis. Degree programs are free to add additional requirements.

Registration

Full-time students register for 9-12 hours per semester and thus may finish the minimum semester hours required for a master's degree in as little as one academic year. Master's students who have completed their coursework and need additional time to complete other degree requirements should register for master's continuing student status to maintain full-time student status. Part-time student status can be maintained by registering for non-resident candidate status. Continuous registration is required. Students who do not register for two consecutive semesters will be considered candidates for dismissal.

Courses

To count toward a master's degree, courses must be offered at the graduate level, taken for a grade, and approved in advance by the student's advisor and program as eligible to count toward the student's degree. Depending on the program, graduate-level work begins with courses numbered in the 400s or 500s. Audited courses and courses taken pass/fail (or credit/no credit) cannot be counted toward the degree and may not be eligible for tuition remission. Students should consult their advisors regarding these options.

Satisfactory Academic Progress

Satisfactory academic progress for graduate students in Arts & Sciences is monitored by the Graduate School as well as the degree program. Failure to maintain satisfactory academic progress may result in immediate dismissal or in placement on academic probation for the ensuing year. Most financial awards, and all federally funded awards, are contingent on the maintenance of satisfactory academic progress. Moreover, satisfactory academic progress is a prerequisite for service on any committee authorized by the Graduate School.

The following are minimal standards of satisfactory academic progress for master's students; degree programs may set stricter standards, but must not relax these.

1. Students are expected to proceed at a pace appropriate to enable them to finish within the time limits customary in their degree program. At most, students enrolled in master's degree programs have four calendar years, dated from their first registration in a graduate degree program at Washington University, to complete degree requirements.
2. Students are expected to maintain a cumulative grade point average of at least 3.0 on a 4.0 scale in courses that count toward their semester hours. Thus, among courses of equal weight, each grade of C must be balanced by at least one A. (Note that plus and minus marks alter the numerical value of a letter grade.)
3. Students are expected not to carry at one time any more than 9 semester hours for which the grades of I (incomplete), X (final examination missed) or N (not yet submitted) are recorded. The Graduate School may deny a student with more than 9 unfinished credits permission to register.

Residence Requirement

The residence requirement for master's degree students is that each student must spend at least one academic year registered for full-time credits (9-12 in the Fall followed by 9-12 in the Spring) at Washington University. Any exceptions to this requirement must be approved by the Dean of the Graduate School. All daytime programs prefer that students remain full-time and in residence throughout their work toward the degree.

Thesis

The thesis topic is subject to approval by the student's faculty advisor and by the Chair of the degree program. As soon as the thesis topic has been approved, but no later than six months before the thesis defense is likely to occur, students should submit the Title, Scope, and Procedure Form to the Graduate School. It must be signed by the three-member committee before whom the student will defend the thesis, and by the Chair of the degree program. At least three members of the thesis committee must be Washington University faculty; at least two of them must be appointed in the student's degree program and must be tenured or tenure-track, including the committee chair or co-chair. Exceptions must be approved by the Dean of the Graduate School or his designee.

A Master's Thesis Guide, which gives instructions regarding the format of the thesis, is available on the Graduate School website; it should be read carefully at every stage of thesis preparation. The Graduate School requires each student to make the full text of the thesis available to the committee members for their review at least one week before the defense. Most degree programs require two or more weeks for the review period; students should check with their faculty.

After the defense, the student must submit an electronic copy of the thesis on line to the Graduate School. The degree program is responsible for delivering the final approval form, signed by the committee members at the defense and then by the program Chair, to the Graduate School. Students who defend their theses successfully have not completed their master's requirements; they finish earning the degree only when their thesis submission has been accepted by the Graduate School.

Graduation Information

Students are responsible for filing an Intent to Graduate form in order to have their earned degrees conferred. The Intent to Graduate is available on line through WebSTAC. The deadline for filing an Intent to Graduate is indicated on the University Calendar and Office of Student Records websites. No degree will be awarded if this form has not been filed. Students who do not complete their degree requirements by their intended graduation date must re-file for the next graduation date.

University Commencement ceremonies are held in May and mark the end of the academic year. Advanced degrees, however, are awarded three times each year: in August, December, and May. The terminal dates for completing all degree requirements, including the electronic submission of the thesis, in time to receive summer, fall, or spring degrees, are listed in the academic calendar on the Graduate School's website. A candidate who has completed all requirements for the master's and needs certification of this fact before the date of the award may secure a letter of certification from the Assistant

Registrar of the Graduate School; a written or emailed request is required.

Students who earn May degrees and participate in their School's recognition ceremony may receive their diplomas in person. Otherwise, students pick up their diplomas at the Office of Student Records. Diplomas not picked up in a timely manner are mailed by Student Records to the post-graduation address indicated on the Intent to Graduate form. Official transcripts on which courses, grades, and awarded degrees are recorded are issued by Student Records at no charge, upon request by the student. Information regarding these services may be found on the Student Records website.

Specific Circumstances

Transferred Credits

A maximum of 6 semester hours may ordinarily be transferred from an institution of recognized graduate standing toward fulfillment of requirements for the master's degree from Washington University, except that a maximum of 15 semester hours may be transferred toward fulfillment of the requirements for the degree Master of Arts in Education (M.A.Ed.) from institutions that have entered into special cooperative agreements with Washington University for this purpose. Applications to transfer credits for a master's degree are not ordinarily approved until one full semester of study (12 semester hours) has been completed at Washington University. Academic credits applied to complete requirements for the bachelor's degree are ordinarily not transferable toward the fulfillment of advanced degree requirements at Washington University. Likewise, academic credits counted toward requirements for any completed graduate degree are ordinarily not transferrable toward a subsequent degree of equivalent or lower level.

Changes in Program of Study

Students are usually admitted to the Graduate School of Arts & Sciences to study toward specific degrees. Therefore, a change in the degree objective (e.g., from A.M. to Ph.D.) is subject to the approval of the student's program and of the Graduate School. A request for a change in the subject of study (e.g., from Economics to History) requires the approval of both programs concerned as well as that of the Graduate School. Students may be required to fill out a new application for admission before making such changes, but they will not be charged a second application fee.

Student Grievance Procedures

General

From time to time, students may feel that they have legitimate complaints regarding academic matters or an interaction with a faculty member. It is important that students and faculty have a common understanding of how such complaints may be expressed and resolved. Students with complaints regarding academic matters should initially seek resolution from their faculty advisor, then from their Director of Graduate Studies, and finally the Chair of their degree program. Complaints which remain unresolved may be addressed to any of the deans in their School. The final court of appeal for all Ph.D. students at Washington University and for all graduate students in Arts & Sciences is the Dean of the Graduate School.

Specific

The Arts & Sciences Ombudsman, a full-time faculty member, may be available to mediate a dispute over the grading of coursework.

All complaints regarding academic integrity should be addressed to an Associate Dean of the Graduate School of Arts & Sciences; see the Academic Integrity Policy in the Appendix.

Washington University policies state that members of the University community can expect to be free from discrimination and harassment. Students, faculty, staff, and outside organizations working on campus are required to abide by specific policies prohibiting harassment, which are printed in the Appendix and posted on the University's website.

An allegation of sexual discrimination may be appealed to the Vice Chancellor for Human Resources, who will determine whether to convene the Title IX Grievance Committee to hear the case.

Leaves of Absence

Students who wish to suspend their graduate study should apply for a leave of absence. A student's application for a leave of absence must be endorsed by the degree program and then approved by the Graduate School. Such a leave may be medical, in which case the student must present medical authorization at the beginning and again at the end of the leave, or personal. At the end of a leave of absence, a student is reinstated into the Graduate School under the conditions prevailing at the time the leave was granted. Students should register for master's non-resident status each semester during the leave of absence. Being on leave suspends full-time student status and financial support from the University. Taking a leave therefore may adversely affect loan deferment, visa status, the right to rent University-owned housing, etc. Most visa types would prevent international students from remaining in the United

States while taking a leave of absence; such students should consult the Office of International Students and Scholars as well as their faculty advisor, their program's director of graduate studies, and perhaps a dean.

Prior to taking a leave of absence, students should consider their need for health insurance coverage. The continuation of student health insurance and access to Student Health Services depends on such factors as the kind of leave (medical or personal), the length of time the student has already been covered during the current insurance year, and the student's location during the leave. Students should consult the Student Health Services website for current policies with regard to leaves of absence; these policies may change annually, if insurance carriers change.

New Child Leave

Full-time graduate students may take a new child leave, provided that they will serve as the new child's primary caregiver and have the approval of their program. Unlike the leaves of absence discussed above, new child leave does not affect the student's full-time status and will not appear on the student's transcript. New child leave must be taken within the first year after the child's birth or adoption. To whatever extent is possible, a new child leave's beginning and ending dates should coincide with those of the academic term (fall, spring, or summer). The full text of the New Child Leave Policy can be found in the *Graduate Student Handbook*, along with other family resources.

Withdrawals

Students wishing to withdraw from their program must give notice in writing, preferably by filling out the Graduate School's Withdrawal Form. This form, or any alternative style of written notice, must include the date when the withdrawal should be considered effective. Without such information, there may be serious financial repercussions for the student and/or the University.

Dismissals

Students may be involuntarily dismissed from their program for a number of reasons: willful misrepresentation to gain admission to graduate study, breaches of academic integrity, academic failure, or behavior destructive of the welfare of the academic community. Any student who believes such involuntary dismissal was undeserved may appeal to the Graduate School, which may uphold or overrule the program's decision to dismiss the student.

Combined Bachelor's and Master's

The Combined A.B.-A.M. Degree Program establishes procedures whereby exceptional undergraduates already enrolled in the College of Arts & Sciences at Washington University can complete the requirements for the A.B. and A.M. degrees simultaneously. It is available to students of high ability who have decided on a major field early in their college careers. They should enter with substantial college credit through AP or prior study, or normally enroll in 18 or more units a semester and perform well, or plan to attend summer school each year. Such students may be eligible to complete a master's as well as a bachelor's in their major field within four years or little more.

The combined A.B.-A.M. is not available in all fields of study. For some graduate programs, an influx of able students at advanced levels aids in maintaining a critical intellectual mass in graduate courses and seminars. In other fields, specialized demands virtually preclude simultaneous completion of both degrees.

The program is designed for students able to work in their chosen fields at a serious, professional level. Consequently, applicants should exhibit academic performance represented by a clear B average (3.00) throughout their programs of study, with no grade lower than B- in courses in the major or in its prerequisites. A student in the College who has achieved these academic standards and completed 9 or more units of advanced (300 level or above) coursework should consult with the Chairperson of the major department as early as possible in the junior year. Only in exceptional cases will candidates be admitted to the A.B.-A.M. program after their fifth semester of study. If the department encourages candidacy, the student should submit a completed Joint A.B.-A.M. Program Application to the Assistant Registrar of the Graduate School. These application forms are available through the departments or on the Graduate School website.

The Combined B.S.-A.M. Degree Program is designed for motivated, high-achieving students who wish to pursue rigorous and accelerated study leading to completion of both a Bachelor of Science and a Master of Arts in programs administered by University College. This program mirrors the A.B.-A.M. program described above. Applicants must have completed at least 60 undergraduate units with a B average (3.00) or higher; of these, at least 12 units must have been taken in University College, and at least 9 of the 12 must be at the upper level (300-400). Detailed requirements for a student's combined degree program will vary, depending on the congruence between the student's undergraduate and graduate disciplines and on the graduate program's specific requirements. Interested students should consult the University College website.

Appendix

Graduate School Policies

- Academic Integrity Policy
- Teaching Citation
- Procedure for Dissenting Vote(s)

University Policies

- Policy on Consensual Faculty-Student Relationships
- Non-Discrimination Statement
- Policy on Sexual Harassment
- Policy on Discriminatory Harassment

Graduate School Policies

- The Academic Integrity Policy applies to all Ph.D. students at the University and to all master's students in Arts & Sciences.
- The Teaching Citation is available to all Ph.D. students at the University.
- The Procedure for Dissenting Vote(s) applies to all Ph.D. defenses at the University.

Academic Integrity Policy for Graduate Students in The Graduate School of Arts & Sciences

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Letter from the Dean

Dear Graduate Student:

This document on academic integrity applies to graduate students in the Graduate School of Arts & Sciences, including Ph.D. students in Business, Social Work, and Engineering. It is an important policy statement that originally was adopted by the Graduate Council of the Faculty of Arts and Sciences in 1991, revised in September 1995, and updated annually. It is important that you read and understand the principles of academic conduct that are described here. Failure to abide by these principles can have extremely unfortunate consequences. In particular, you should be aware that the rules tend to be enforced more strictly at the graduate level than some of you may have been accustomed to as undergraduates.

Please read this document carefully. If you require clarification of any point or have further questions, now is the time to seek answers and remove misunderstandings. Discussions with Graduate Advisors and Faculty in your home department are strongly recommended.

Please feel free to contact me or Associate Dean Elaine Berland in the Graduate School Office for this purpose.

Sincerely,

Richard J. Smith, Dean

Graduate School of Arts & Sciences

Preamble

The Academic Integrity Policy is meant to safeguard and enhance the educational process that already exists in the departments. Students are here to learn not only academic information and techniques but also the rules of appropriate conduct; not learning such rules is as deleterious to academic advancement as not acquiring standard academic credentials. There may regrettably be cases where active misconduct, rather than minor procedural error, appears to be at issue, and it is for such cases that guidelines detailed in this document have been established. **Both faculty and students should familiarize themselves with these guidelines, for they will be followed in all cases of alleged academic misconduct.**

Introduction

Academic integrity is of paramount importance at every educational institution. A research institution has an obligation to provide an atmosphere based on scrupulous adherence to the rules of honesty. This climate of impeccable integrity must encompass every aspect of academic activity. The university's role within the greater culture as provider of new knowledge and educator of future leaders demands no less.

The integrity code governing all teachers, scholars, and researchers is severe. Even a single charge of impropriety, unless completely refuted to the satisfaction of peers, tarnishes a reputation and blocks career development. An egregious violation could abruptly end a career in disgrace. Ignorance of the rules of academic conduct is normally not regarded as a mitigating factor.

The Graduate School of Arts & Sciences, in providing a springboard for its students into careers in scholarship and research, would be remiss if it tolerated any form of laxity in academic integrity. Term papers, seminar presentations, laboratory experiments, write-ups, homework problems, and examinations, to say nothing of published work, conference papers, and theses or dissertations, must be regarded as training grounds not only in the acquisition of knowledge but in scholarly ethics. No instance of proven academic dishonesty can be ignored, even if the offender claims to be unaware that his or her actions constitute an offense. The sole difference between the academic integrity code for graduate students and that for professionals is that student offenses are not publicly aired and that students may be permitted to continue their training without permanent blots on their records if their transgressions are considered relatively minor or are considered to be adequately mitigated by circumstances. Findings of flagrant exhibitions of willful academic dishonesty, however, must result in expulsion from the Graduate School.

It is assumed by the Graduate School of Arts & Sciences and the Graduate Council that all students entering the University are well versed in the principles of honesty. Graduate students are expected to demonstrate appropriate academic and professional conduct and to exhibit truthfulness and candor in

all aspects of their interactions with the University community. Thus, knowingly furnishing false information to the University, or to someone acting on its behalf, will be considered academic misconduct in violation of this policy. Students are strongly urged to study this document carefully and review with home departments any area in which they have questions.

Offenses Which Constitute Violations of Academic Integrity

While the primary function of this document is to focus on plagiarism, it is important to enumerate other offenses which the Graduate School and the Graduate Council consider violations of academic integrity and, therefore, actionable. We agree with the promulgations of the University of Michigan which finds the following to constitute the major offenses:

a.) Falsification of data: dishonesty in reporting results, ranging from sheer fabrication of data, improper adjustment of results, and gross negligence in collecting or analyzing data to selective reporting or omission of conflicting data for deceptive purposes;

b.) Plagiarism: (see next section);

c.) Abuse of confidentiality: taking or releasing the ideas or data of others which were given to one in the expectation of confidentiality...;

d.) Dishonesty in publication: knowingly publishing material that will mislead readers...;

e.) Deliberate violation of regulations: failure to adhere to or to receive the approval required for work under research regulations of federal, state, local or University agencies, including, but not limited to:

- protection of human subjects
- protection of animal subjects
- use of recombinant DNA
- use of radioactive materials
- use of hazardous chemicals or biologicals
- conduct of classified research;

f.) Property violations: stealing or destroying research papers, supplies, equipment, or products of research, scholarship or such other property of others that is related to their academic endeavors.

[The preceding items were adopted from University of Michigan, Interim Policy Statement on the Integrity of Scholarship and Investigating Allegations of Misconduct in the Pursuit of Scholarship and Research (1986), pages 1-2]

g.) Cheating: The use of deceit in the classroom or in the construction of materials related to the academic process is unacceptable. Such offenses include but are not restricted to copying someone else's answers during an examination or the use of unapproved materials during an examination.

h.) In addition, any offense defined as academic misconduct under Section III. A.1. of the Washington University Judicial Code may also constitute a violation of this policy.

Plagiarism

In addition to the foregoing integrity offenses, the Graduate School and Graduate Council are especially interested in clearly defining plagiarism so that the term is understandable by the students and faculty. The rest of this pamphlet will deal with plagiarism. It will also delineate procedures for dealing with academic integrity violations.

Plagiarism is the willful or unintentional act of using, without proper acknowledgement, another person's or persons' words, ideas, results, methods, opinions, or concepts. It does not matter whether the appropriated information is published or unpublished; academic or nonacademic in content; or in the public or private domain. The act of claiming as one's own work any intellectual material created by another or others is wrong and will be treated by the Graduate School of Arts & Sciences as a serious violation of academic integrity.

It must be noted that plagiarism in publications may be an infraction of copyright law and, thereby, subject to legal recourse as well as University discipline.

Specifics of Plagiarism

Plagiarism can occur in any written assignment including research papers, reviews of literature, articles of opinion including literary reviews and criticism, pieces of fiction or poetry, and examinations. The focus here will be on any type of writing that is constructed to meet a course or degree requirement.

Verbatim Appropriation

[Taken from MLA Handbook for Writers of Research Papers (1985), section 1.6, pages 20-21]

The most blatant form of plagiarism is to repeat as your own someone else's sentences, more or less verbatim. Suppose, for example, that you want to use the material in the following passage, which appears on page 906 in volume 1 of the Literary History of the United States:

The major concerns of Dickinson's poetry early and late, her "flood subjects," may be defined as the seasons and nature, death and a problematic afterlife, the kinds and phases of love, and poetry as the divine art.

If you write the following without any documentation, you have committed plagiarism:

The chief subjects of Emily Dickinson's poetry include nature and the seasons, death and the afterlife, the various types and stages of love and poetry itself as a divine art.

But you may present the information if you credit the authors:

Gibson and Williams suggest that the chief subjects of Emily Dickinson's poetry include nature, death, love and poetry as divine art (1:906).

The sentence and the parenthetical documentation at the end indicate the source....

Other Forms of Plagiarism

[Taken from MLA Handbook for Writers of Research Papers (1985), section 1.6, page 21]

Other forms of plagiarism include repeating someone else's particularly apt phrase without acknowledgement, paraphrasing another person's argument as your own, and presenting another's line of thinking in the development of an idea as though it were your own.

Notes

Most writers' guides cite faulty note taking as the biggest precursor to improper citation. When taking notes on a source, it is best to indicate if your notes are quotations, paraphrases or summaries. In addition, it is very important to keep resource information accurate and complete while making notations.

Plagiarism in Natural Science

In general, we tend to think of plagiarism as a problem most likely to occur in the humanities and social sciences. But plagiarism can happen in any of the disciplines. Take, for example, the statement made by the Committee on the Conduct of Science of the National Academy of Sciences in the recent publication On Being a Scientist:

Plagiarism is the most blatant form of misappropriation of credit. A broad spectrum of misconduct falls into this category, ranging from obvious theft to uncredited paraphrasing that some might not consider dishonest at all. In a lifetime of reading, theorizing, and experimenting, a person's work will inevitably incorporate and overlap with that of others. However, occasional overlap is one thing; systematic, unacknowledged use of the techniques, data, words or ideas of others is another. Erring on the side of excess generosity in attribution is best [our emphasis]. Special care must be taken when dealing with unpublished materials belonging to others, especially with grant applications and papers seen or heard prior to publication or public disclosure. Such privileged materials must not be exploited or disclosed to others who might

exploit it. Scientists also must be extremely careful not to delay publication or deny support to work that they find to be competitive with their own in privileged communication. Scrupulous honesty is essential in such matters.

[Taken from On Being a Scientist (1989), page 18]

Recommendations for Documentation

Every written assignment that is constructed during the graduate years will come under the careful scrutiny of others. To make sure that all work is within the rules of documentation, be careful to consult a writer's manual that details citation procedures prevalent in your field. When in doubt, be cautious by acknowledging everything that is not irrefutably your own or is not clearly common knowledge. While attempting to operate within approved guidelines for documentation, use common sense.

The precise form of documentation is far less important than the honest effort to clearly distinguish your contributions from those of others. The Washington University College of Arts and Sciences in its "Statement of Student Academic Integrity and Faculty Responsibility" offers the following documentation recommendations:

- a. **Enclose every quotation in quotation marks;** or, if the quotation is relatively long, set it off from the context by centering it on the page by widening the margins.
- b. **Cite the source** (name of author, title of work, facts of publication, page reference) of **every** quotation, summary, paraphrase or other adaptation of material originally prepared by another person.
- c. **Cite the source of borrowed factual information except that which is common knowledge.**
- d. **Acknowledge the source of material obtained from lectures, interviews, or other oral forms of communication:** name of speaker, the occasion, the place, and the date.
- e. **Follow the form of the model footnotes and bibliography in a standard handbook or style sheet or the form recommended by the instructor.**

[All emphases ours]

[Taken from Washington University College of Arts and Sciences, "Statement of Student Academic Integrity and Faculty Responsibility", see Course Listings for each semester]

Procedures for Dealing with Cases of Academic Integrity Violations

Individual faculty members, departments or students should not attempt to adjudicate charges of integrity violations at the course or departmental level. Instead, in the interest of providing consistent, prompt consideration and resolution of allegations of academic integrity infractions, the procedures

outlined below should be followed in each instance of an alleged violation of academic integrity by a student enrolled in the Graduate School.

1. Charges of integrity violations must be filed in writing with the Associate Dean of the Graduate School of Arts & Sciences by a faculty member, member of the administration or another student.

2. The Associate Dean will consider the merits of the charge and if it appears to warrant further investigation, will inform the student about the alleged infraction. If a graduate student in the Graduate School of Arts & Sciences is enrolled in a program home-based in another School, the Associate Dean may consult with Officials from all Schools involved. The Washington University Executive Vice Chancellor and Dean of Arts and Sciences will also be informed, and asked to determine whether additional proceedings are required, or whether any should take precedence over the Graduate School's proceedings. Note: When the alleged violation of academic integrity occurs during the conduct of research, the Washington University Research Integrity Policy may take precedence. Copies of this policy may be obtained from the Research Office and online at: <http://www.wustl.edu/policies/research.html>

3. Should the student agree with the facts presented in the charge and furthermore agree that he or she has committed a violation of academic integrity, the student may admit guilt, thus waiving his or her right to a hearing, and agreeing to abide by disciplinary penalties imposed by the Dean of the Graduate School. In every other instance however, the charge will be remanded to the Academic Integrity Committee of the Graduate Council for further investigation and hearing.

4. The Academic Integrity Committee will convene a hearing where the accused and the accuser will present evidence. Each party must present his or her case. Each may be assisted by no more than two aides. These aides may be expert in the pertinent academic areas. In addition, the Committee may call witnesses at the suggestion of the accused or accuser. Upon notification of the hearing date, the accused and the accuser will be issued a set of rules governing the proceeding.

5. The Academic Integrity Committee is composed of 4 members of the Graduate Council Executive Committee (two student and two faculty members). These are selected by the chair of the Executive Committee who ordinarily presides. The Executive Committee is elected each year by the Graduate Council.

If a graduate student in Arts and Sciences is enrolled in more than one School, the appropriate officials from the Schools involved will confer to determine whether and if so, how, representatives of the Schools will participate in the hearing process.

6. After the hearing, the Academic Integrity Committee will deliberate and reach a finding. A majority (three members) is needed to sustain a charge. In particular, a tie vote will indicate that the charge has not been proven and is therefore rejected.

7. Should the Committee sustain an integrity violation charge, it will proceed to recommend appropriate disciplinary action to the Dean of the Graduate School. Such action will be drawn from a range of established penalties which could include, but are not restricted to, the assignment of a failing grade, the revocation of a fellowship or assistantship, or a recommendation for suspension or expulsion from the Graduate School of Arts & Sciences.

8. The Dean of the Graduate School will review the Committee's findings and recommendations. In the instance of a sustained charge the Dean will decide the appropriate penalty. The decision of the Dean is final with respect to all penalties except suspension or expulsion. The decision and other pertinent information will be communicated in writing to the accused and accuser, as well as to the chair of the Academic Integrity Committee.

Other individuals who serve in an administrative or advisory capacity will also be informed, on a "need to know" basis in compliance with FERPA regulations.

9. Students found guilty of an integrity breach which results in suspension or expulsion by the Dean have 14 days from issuance of the Dean's letter to file a written appeal with the Executive Vice Chancellor and Dean of Arts and Sciences. Upon appeal, the decision of the Executive Vice Chancellor and Dean of Arts and Sciences is final.

Works Cited and Consulted

Gibaldi, Joseph and W. Achart. MLA Handbook for Writers of Research Papers. New York: The Modern Language Association. 1984

Interim Policy Statement on the Integrity of Scholarship and Investigating Allegations of Misconduct in the Pursuit of Scholarship and Research. Ann Arbor: University of Michigan. 1986

Mawdsley, Ralph. Legal Aspects of Plagiarism. Topeka: National Organization on Legal Problems of Education. 1985

On Being A Scientist. Washington: National Academy Press. 1995

"Statement of Student Academic Integrity and Faculty Responsibility." Course Listings. St. Louis: Washington University.

Washington University Research Integrity Policy is available through the Research Office and online at <http://www.wustl.edu/policies/research.html>

Washington University Judicial Code is available online at <http://www.wustl.edu/policies/judicial.html>

Teaching Citation

Introduction

In an increasingly competitive academic marketplace, job candidates for many positions who can demonstrate knowledge of teaching and evidence of teaching skill have an advantage. In addition to Department Teaching Requirements and the Graduate School Teaching Requirement for Ph.D. students, the Graduate School with assistance from the Teaching Center administers an optional Teaching Citation designed to provide additional opportunities for interested students to enhance their teaching knowledge and skills before they begin applying for academic positions.

Teaching Citation

Award of the Teaching Citation is contingent upon satisfactory completion of all departmental teaching requirements the Graduate School Teaching Requirement for Ph.D. students, and Teaching Citation requirements.

Written approvals by the Director of Graduate Studies from the student's home department, the Teaching Center, and the Dean of the Graduate School of Arts & Sciences need to be obtained for specific activities required for award of the Citation. Award of the Teaching Citation will be printed on the graduate student's university transcript; the citation will be awarded at the time the Ph.D. degree is awarded.

Students interested in earning the Citation should use the Registration Checklist for Teaching Citation (available on the Teaching Center website under "Graduate Students" at <http://teachingcenter.wustl.edu>). The Teaching and Professional Development Committee of the Graduate Council serves as an advisory board for the citation.

Requirements

Graduate students interested in earning a Teaching Citation must successfully complete the following:

1. Department Teaching Requirements. (Check with home department.)
2. Graduate School Teaching Requirement for Ph.D. Students. (See <http://www.artsci.wustl.edu/GSAS/Policies/TeachingRequirementPhD.htm>)

3. Workshops (5). Students should complete five approved workshops that expose them to the major models and methods of teaching. These workshops should ordinarily cover such basic elements as the following:
 - a. Course planning and development: goals and philosophy of teaching
 - b. Syllabus preparation and textbook selection
 - c. The teaching environment
 - d. Lecturing
 - e. Leading discussions
 - f. Seminars and tutorials
 - g. Writing assignments
 - h. Other teaching tactics and assignments
 - i. Testing and assessment
 - j. Grading and evaluation
 - k. Ethics: Cheating, confrontations, and other problems
 - l. Evaluating teaching
 - m. Advising and mentoring
 - n. Technology
 - o. Diversity
 - p. Research and resources on teaching

Students may satisfy the workshop requirement through participation in five workshops or seminars that span different elements. Workshops that satisfy the requirement are offered by the Teaching Center (examples listed below) and by Arts & Sciences Computing (Summer Web Workshop). Other workshops may count toward the requirement only with pre-approval by the Department Graduate Studies Director.

4. Teaching Experience. Students pursuing the citation must engage in multiple teaching experiences and demonstrate teaching proficiency appropriate to their disciplines. Given the wide variety of departmental opportunities and the unique demands and expectations of individual disciplines, specific teaching experiences will not be dictated. Students should design a series of teaching experiences that meet the following general guidelines:

Students must participate in at least 3 separate teaching experiences. A “teaching experience” can include being a teaching assistant for a lecture or laboratory course, having primary responsibility for teaching a significant portion of a course (at least 3 weeks of a semester-long course), co-teaching a course, having full responsibility for teaching a course, or other kinds of intensive or extensive teaching activities that meet these guidelines and are approved by the department faculty. Students must demonstrate proficiency in at least two different approaches or methods of teaching (e.g., formal course lecturing, leading discussion groups, organizing laboratory exercises) in fulfilling this requirement.

It is recommended that any non-TA experience be approved in advance by appropriate faculty member or graduate studies director in the home department.

5. **Written Evaluation of Teaching.** The teaching experiences become an integral part of training when they are evaluated carefully and constructively. Accordingly, each teaching experience listed for the citation will be formally evaluated. These evaluations must have the following components:

- a. An evaluation by the course director, faculty advisor (in the case when a participant is the course director), or other designated personnel (in the case of off-campus teaching experiences). A basic checklist of teaching evaluation guidelines is available under “Graduate Students” at <http://teachingcenter.wustl.edu>.
- b. An evaluation by the students, such as student course evaluations or student checklist guidelines. A sample student evaluation form is available under “Graduate Students” at <http://teachingcenter.wustl.edu>.

The Faculty evaluator is asked to provide written feedback to the student. It is recommended that the faculty evaluator use or adapt the evaluation guidelines developed by the Teaching and Professional Development Committee and the Teaching Center (see 5a, above). (When appropriate, teaching experiences may be video-taped so that written feedback can be used most effectively to target specific behaviors or methods; a teaching consultation with the associate director of the Teaching Center or a designated faculty member should also be requested.) It is recommended that students provide their faculty evaluators with the basic checklist guidelines, in advance of the teaching experience to be evaluated.

6. **Development of a Teaching Philosophy.** Each participant will develop an acceptable teaching philosophy using the guidelines established by the Teaching and Professional Development Committee and the Teaching Center. Students may get guidance in developing a suitable teaching philosophy from the Teaching Center. Both the department graduate studies director and the Teaching Center must approve the philosophy statement. In preparing to write the teaching philosophy, students are encouraged to reflect on the experiences they have had while pursuing the Teaching Citation, and to articulate the ways in which these experiences have shaped their current approach to teaching and their teaching philosophy.

Teaching Citation Form

The form for completing requirements for the Teaching Citation is available on line at the Teaching Center website.

Procedure for Dissenting Vote(s)

Faculty members of the Dissertation Examination Committee normally will examine the student candidate and vote to approve the dissertation. In the vast majority of cases these votes are unanimously for approval. In the rare case that there are faculty concerns that can not be resolved through subsequent revisions, and which therefore result in dissenting (negative) vote(s), the Committee Chair will refer the case to the Graduate Dean for resolution.

In the case of a single dissenting vote, the Committee Chair and the dissenting voter will be asked to explain the reasons for the dissent in a letter to the Graduate Dean. After consulting with these and other members of the Committee, the Graduate Dean may then decide to accept the majority opinion and approve the Dissertation, or may seek the opinion of an additional reader. After considering this additional evidence, the Graduate Dean may approve, or may decline to approve, the Dissertation.

In the case of two or more dissenting votes, the Committee Chair and the dissenting voters will again be asked to explain the reasons for the dissent. The Dean may then decide to decline to approve the Dissertation, or to ask the Department or Graduate Program to name a Resolution Committee, consisting of three tenured or tenure-track professors at Washington University or elsewhere who did not serve on the original committee, to re-examine the Dissertation and the candidate. A unanimous positive recommendation from this committee will be required in order for the Dean to approve the Dissertation. Failure of a Department or Graduate Program to identify three faculty members to serve on this Resolution Committee will be tantamount to a rejection of the Dissertation.

--Approved by the Graduate Council, April 26, 2007

University Policies

The following policies apply to everyone at the University. Teaching Assistants should note that the policy on consensual relationships covers them not only as students with regard to their faculty but also as faculty with regard to their students.

- Policy on Consensual Faculty-Student Relationships
- Non-Discrimination Statement
- Policy on Sexual Harassment
- Policy on Discriminatory Harassment

Washington University Policy on Consensual Faculty-Student Relationships

Approved, Washington University Faculty Senate, March 14, 1996.

Interactions between the faculty and students at Washington University are guided by mutual trust, confidence, and professional ethics. Professional faculty-student relationships have a power differential between faculty members and students; personal faculty-student relationships carry risks of conflict of interest, breach of trust, abuse of power, and breach of professional ethics.

I. Policy

Faculty members shall not engage in consensual relationships with students whenever a faculty member has a professional “position of authority” with respect to the student in such matters as teaching a course or in otherwise evaluating, supervising, or advising a student as part of a school program. Should a consensual relationship develop, or appear likely to develop, while the faculty member is in a position of authority, the faculty member and/or the student shall terminate the position of authority. Even when the faculty member has no professional responsibility for a student, the faculty member should be sensitive to the perceptions of other students that a student who has a consensual relationship with a faculty member may receive preferential treatment from the faculty member or the faculty member’s colleagues.

II. Definitions

- A. Faculty, for purposes of this policy only, consists of all full- or part-time faculty, teaching assistants, graders, members of dissertation committees, and all other personnel who teach, coach, evaluate, allocate financial aid to, or guide research by students.
- B. Students are all full- or part-time students.
- C. A consensual relationship is any dating, romantic, sexual, or marriage relationship.
- D. Position of authority includes but may not be limited to situations in which the faculty member makes or is responsible for an evaluation of a student for admission, coursework, promotion, financial aid, research funding, suspension, expulsion, or other discipline. (Faculty members providing instruction without evaluation are not necessarily in positions of authority.)

III. Procedures

When a faculty-student consensual relationship exists or develops, a faculty position of authority with respect to the student must be avoided or terminated. Avoidance or termination includes but is not limited to the student not enrolling in a course; a qualified alternative faculty member or teaching

assistant taking the position of authority; transfer of the student to another course, section, seminar, etc. taught by a different faculty member or teaching assistant; assigning or transferring the student to another academic advisor; the student dropping a course.

IV. Noncompliance with Policy

Any credible allegation of a faculty member's failure to avoid or terminate a position of authority while in a consensual faculty-student relationship obligates the department chair, dean, or other responsible person to conduct a prompt and thorough inquiry to determine whether the allegation is true. Where it is concluded that a position of authority in a faculty-student consensual relationship exists and the faculty member and/or the student involved refuse(s) to terminate the position of authority, the department chair or dean shall terminate the position of authority and can impose sanctions against the parties involved.

V. Sanctions

Persons in violation of this policy shall be subject to sanctions ranging from verbal warnings to dismissal or termination. Persons who knowingly make false allegations that a faculty-student consensual relationship overlaps with a position of authority between the two shall be subject to the same sanctions.

VI. Faculty Rights

Nothing herein shall abridge the rights of faculty as outlined in the Washington University Policy on Academic Freedom, Responsibility, and Tenure.

Non-Discrimination Statement

Washington University encourages and gives full consideration to all applicants for admission, financial aid, and employment. The University does not discriminate in access to, or treatment or employment in, its programs and activities on the basis of race, color, age, religion, sex, sexual orientation, national origin, veteran status, or disability. Present Department of Defense policy governing ROTC and AFROTC programs discriminates on the basis of sexual orientation; such discrimination is inconsistent with Washington University policy. Inquiries about compliance should be addressed to the University's Vice Chancellor for Human Resources, Washington University, Campus Box 1184, One Brookings Drive, St. Louis, MO 63130.

Amended

January 1993

Washington University Policy on Sexual Harassment

I. Introduction and Policy Statement

Washington University is committed to having a positive learning and working environment for its students, faculty and staff and will not tolerate sexual harassment.

Sexual harassment is an attack on the dignity of individuals and the integrity of the University as an institution of learning. Academic freedom can exist only when every person is free to pursue ideas in a non-threatening, non-coercive atmosphere of mutual respect. Sexual harassment is reprehensible and threatening to the careers, educational experience and well being of all members of our community.

Sexual harassment is a form of discrimination that violates University policy. It is also illegal under state and federal law.

This policy applies to all members of the Washington University community. It allocates responsibilities for helping to ensure that University policy is fairly applied, explains the process by which complaints of sexual harassment may be brought forward and provides sanctions for sexual harassment, which may range from reprimands to termination or dismissal, depending upon the severity of the offense. If you believe you have been sexually harassed, Sections IV and V describe options about what you can do and where you can get help. If you believe you have been falsely accused of sexual harassment, the procedures described below are also available to you. Those charged with implementation of this Policy will, whenever appropriate, encourage and assist those who believe they may have been sexually harassed to pursue the assorted informal means outlined in Section IV below for securing the cessation of unwelcome and offensive conduct.

II. What is Sexual Harassment?

For the purposes of this statement, Washington University has adapted the Equal Employment Opportunity Commission (EEOC) definition of sexual harassment for an academic community: Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor or other unwelcome verbal or physical conduct of a sexual nature, whether committed on or off campus, when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic advancement;
2. submission to or rejection of such conduct by an individual is used as the basis or threatened to be used as the basis for employment or academic decisions or assessments affecting an individual; or
3. such conduct has the purpose or effect of unreasonably interfering with

an individual's work or educational performance or creating an intimidating or hostile environment for work or learning. Such conduct will typically be directed against a particular individual or individuals and will either be abusive or severely humiliating or will persist despite the objection of the person targeted by the speech or conduct.

Sexual harassment includes but is not limited to situations where one person has authority over another. In such situations, sexual harassment is particularly serious because it may unfairly exploit the power inherent in a faculty member's or supervisor's position.

Sexual harassment can be verbal, visual, physical or communicated in writing or electronically. Some conduct obviously constitutes sexual harassment -- such as a threat that a grade or promotion will depend on submission to a sexual advance. But whether particular conduct constitutes sexual harassment will often depend upon the specific context of the situation, including the participants' reasonable understanding of the situation, their past dealings with each other, the nature of their professional relationship (e.g., supervisor-subordinate, colleague, etc.) and the specific setting. The inquiry can be particularly complex in an academic community, where the free and open exchange of ideas and viewpoints preserved by the concept of academic freedom may sometimes prove distasteful, disturbing or offensive to some.

Examples of conduct which may constitute sexual harassment include but are not limited to:

- requests for sexual favors
- hugging, rubbing, touching, patting, pinching or brushing another's body
- inappropriate whistling or staring
- veiled suggestions of sexual activities
- requests for private meetings outside of class or business hours for other than legitimate mentoring purposes
- use in the classroom of sexual jokes, stories or images in no way germane to the subject of the class
- remarks about a person's body or sexual relationships, activities or experience
- use of inappropriate body images to advertise events

Members of the University community can expect to be free from sexual harassment and thus all members of the University community should guard against it. The fact that someone did not intend to sexually harass an individual is generally not considered a sufficient defense to a complaint of sexual harassment, although the reasonableness or the accuser's perceptions may be considered. In most cases, it is the effect and characteristics of the behavior

on the complainant and whether a reasonable person similarly situated would find the conduct offensive that determine whether the behavior constitutes sexual harassment.

III. Confidentiality

The University will strive to protect, to the greatest extent possible, the confidentiality of persons reporting harassment and of those accused of harassment. Because the University has an obligation to address sexual harassment, however, the University cannot guarantee complete confidentiality where it would conflict with the University's obligation to investigate meaningfully or, where warranted, take corrective action. Even when some disclosure of the University's information or sources is necessary, it will be limited to the extent possible. The University will, to the extent permitted by law, keep confidential all records of complaints, responses and investigations. The records maintained by the Sexual Harassment Response Coordinator shall be available only to the Coordinator and, to the extent necessary, to administrators and other supervisors charged with responding to allegations of harassment. Allegations of sexual harassment shall not be placed in student records or personnel files unless, after appropriate investigation, such allegations have been sustained. Records of allegations maintained by the Coordinator which do not lead to formal hearings or personnel actions will be discarded after five years unless there are additional, more recent complaints against the same person. Any records maintained by the Coordinator concerning an allegation about which an accused person was not given reasonably timely notice and an opportunity to respond shall not be used to justify or enhance a sanction, other than an oral or written warning, imposed for a different instance of harassment.

If you want to discuss possible harassment in a more confidential setting or clarify your feelings about whether and how you wish to proceed, you may want to consult a social worker, therapist or member of the clergy, who is permitted, by law, to assure greater confidentiality. Clergy and counseling resources on campus are listed in Bearings, Ternion and Safety and Security on the Hilltop Campus. In addition, any member of the University community may contact the Student Counseling Services at 935-5980 for a confidential discussion and, if desired, referral to off-campus resources.

IV. Seeking Advice; Making a Complaint

If you believe that you have been sexually harassed, you have a number of response options, both formal and informal. Some people may wish to pursue informal means instead of or before making a formal complaint; others will not. If an informal procedure is ineffective, the formal procedures will remain open to you. You should select the route you feel most appropriate for your circumstances. However you wish to proceed, you may consult at any time with the Danforth or Medical Center Sexual Harassment Response

Coordinator (listed in the Appendix), whose responsibilities include assisting students, faculty and staff with sexual harassment issues, be they general or specific, formal or informal. You may wish to work with the Coordinator to select an approach.

A. Informal Procedures

I. If you feel comfortable dealing with the situation without assistance, you can:

- a. Clearly say “no” to the person whose behavior is unwelcome.
- b. Communicate either orally or in writing with the person whose behavior is unwelcome. The most useful communication will have three parts:
 1. A factual description of the incident(s) including date, time, place and specific action.
 2. A description of the writer’s feelings, including any consequences of the incident.
 3. A request that the conduct cease.

Frequently, such a communication will cause the unwelcome behavior to stop, particularly where the person may not be aware that the conduct is unwelcome or offensive.

II. If you would like to proceed informally, but with the assistance of someone else, you may:

- a. Ask the person’s supervisor, e.g., department chair, dean, director, housing office representative, academic advisor or resident advisor, to speak to the person whose behavior was unwelcome. The purpose of such conversations is the cessation of unwelcome behavior.
- b. Consult with the Coordinator or one of the Sexual Harassment Response Advisors listed in the Appendix and specifically charged with responding to sexual harassment inquiries and complaints.

These individuals are thoroughly familiar with University policy on sexual harassment and are available to consult with victims of sexual harassment, those charged with sexual harassment, witnesses and supervisors of parties to a complaint. They can provide information about informal actions that might remedy the situation and discuss University policy on sexual harassment and procedures for resolving complaints.

- c. Ask the Coordinator to mediate or arrange for mediation. Mediation is discussion and negotiation, with the help of a third party, designed to permit the parties to reach a mutually agreeable resolution of a dispute. If a person complaining of sexual harassment seeks mediation, the person accused of harassment agrees and the Coordinator concludes that

the mediation would be consistent with the University's legal obligations in responding to and preventing sexual harassment, the Coordinator may mediate or arrange for mediation.

B. Formal Procedures

Whether or not you have attempted to resolve a sexual harassment claim through informal means, you may initiate a formal sexual harassment grievance proceeding by filing a written complaint. This process may lead to a formal hearing at which evidence will be considered and witnesses heard. If this is the course you wish to take, the Coordinator can assist you in filing a complaint.

Complaints, prepared with or without the assistance of the Coordinator, can be filed with the following Committees, with a copy to the Coordinator for your campus:

Complaints against faculty or staff:

Faculty and Administrative Affirmative Action Committee
(complaints by faculty and administrators)

Title IX Grievance Committee
(complaints by students)

Human Resources Advisory Committee
(complaints by staff)

All of these committees may be contacted:

c/o Office of Human Resources
North Brookings Hall, Room 126
Campus Box 1184
314-935-5990

Hearing procedures are set forth in the Washington University Discrimination and Sexual Harassment Hearing Procedures. These procedures may be obtained from the Office of Human Resources or from any Sexual Harassment Response Coordinator or Advisor.

Complaints against students or student groups:

Office of the Judicial Administrator
Residential Life Center
Lien House, South Forty
Campus Box 1250
314-935-4174 (phone); 935-7776 (fax)

Hearing procedures are set forth in the University Judicial Code, found in Bearings and Washington University Faculty Information. These procedures may also be obtained from the University Judicial Administrator or from the Sexual Harassment Response Coordinators or Advisors.

Whether or not you choose to file a complaint, the University may be required, or may otherwise deem it necessary and protective of the academic community, to commence its own investigation.

V. Protection of Rights

The University will not tolerate retaliation or discrimination against persons who report or charge sexual harassment or against those who testify, assist or participate in any investigation, proceeding or hearing involving a complaint of sexual harassment. In this context, retaliation means speech or conduct that adversely affects another's terms or conditions of employment or education and is motivated by an intent to harm the targeted person because of his or her participation in the filing or investigation of an allegation of sexual harassment. Any such retaliation -- or any encouragement of another to retaliate -- is a serious violation of University policy and law; independent of whether the particular claim of sexual harassment is substantiated. If you believe you have been subjected to retaliation in violation of this rule, you may use the procedures described above to complain and seek redress.

The University seeks to protect the rights of all persons, accusers and accused, to fair procedures. Accusations of sexual harassment typically have injurious far-reaching effects on the careers and lives of accused individuals. Allegations of sexual harassment must be made in good faith and not out of malice. Knowingly making a false or frivolous allegation of sexual harassment, whether in a formal or informal context, will be treated as a serious offense under this policy and, where it applies, the University Judicial Code. If you believe you have been falsely accused of sexual harassment you may use the procedures of this policy or the University Judicial Code, where applicable, to seek redress. See Section IV.

VI. Obligations of Vigilance and Reporting

The University can respond to specific instances and allegations of harassment only if it is aware of them. The University therefore encourages anyone who believes that he or she has experienced sexual harassment to promptly come forward with inquiries, reports or complaints and to seek assistance from the University. In addition, any University employee who becomes aware of instances or allegations of sexual harassment by or against a person under his or her supervisory authority must report it to those charged with responding to such allegations and reports: the appropriate dean, director or department head or other similar administrator or to the Sexual Harassment Response Coordinator or one of the Advisors. It shall be the responsibility of these individuals to respond to allegations and reports of sexual harassment or refer them to other University officials for such response.

Any dean, director or department head or other similar administrator who becomes aware of information indicating a significant likelihood of sexual harassment must report such information to the Sexual Harassment Response

Coordinator for the appropriate campus. These administrators must respond not only when they receive a specific complaint or report alleging improper activity, but also when such matters come to their attention informally. Unconfirmed or disputed allegations should be clearly labeled as such and reports should indicate any steps already taken to investigate or otherwise respond. Administrators may wish to consult with the Coordinator or any of the Advisors prior to investigating or otherwise responding to any situation involving alleged harassment.

VII. Possible Sanctions

Possible sanctions for a person found guilty of behavior in violation of this policy include but are not limited to the following:

- oral or written reprimand, placed in the personnel file
- required attendance at a sexual harassment sensitivity program
- an apology to the victim
- oral or written warning
- loss of salary or benefit, such as sabbatical or research or travel funding
- transfer or change of job, class or residential assignment or location (i.e., removing the person from being in a position to retaliate or further harass the victim.)
- fine
- demotion
- suspension, probation, termination, dismissal or expulsion

While counseling is not considered a sanction, it may be offered or required in combination with sanctions. Where alcohol is involved in the sexual harassment, such counseling may include an alcohol abuse program.

If students or student groups are guilty of sexual harassment, any of the sanctions set forth in the University Judicial Code may also be invoked.

VIII. Education

The best way to deal with sexual harassment is to prevent it. Education is essential to eliminating sexual harassment. To this end, Washington University has developed an ongoing training program. Please call a Sexual Harassment Response Coordinator or Advisor to find out more about these programs, what sexual harassment is, how to respond to it and what to do when someone asks for advice about sexual harassment.

Approved by the Washington University Senate Council, October 19, 1995.

Approved by the Washington University Senate, April 22, 1996.

Revision approved by the Washington University Senate, April 28, 1997.

(This policy supersedes prior University Policies on Sexual Harassment.)

Sexual Harassment Coordinators and Advisors

Danforth Campus

Coordinator: Ann B. Prenatt – 314-935-7746

Advisors: Lorraine Goffe-Rush – 314-935-8046
(complaints by faculty, staff and others)

Kathy Steiner-Lang – 314-935-5910
(complaints by students and others)

John Drobak – 314-935-6487
(complaints by faculty and others)

Medical Campus

Coordinator: Legail Chandler – 314-362-4900

Advisors: Apryle Cotton – 314-362-7198
(complaints by faculty, staff and others)

Dr. Leslie Kahl – 314-362-7481
(complaints by students and others)

Sandra Sledge – 314-362-4937
(complaints by staff and others)

Washington University Policy on Discriminatory Harassment

I. Policy Statement

Washington University is committed to having a positive learning and working environment for its students, faculty, and staff. University policy prohibits discrimination on the basis of race, color, age, religion, gender, sexual orientation, gender identity or expression, national origin, veteran status or disability. Harassment based on any of these classifications violates University policy and will not be tolerated. In some circumstances such harassment may also violate federal, state or local law.

In 1996, the University adopted a new policy on Sexual Harassment. Since that time, allegations of discriminatory harassment on bases other than sex have been handled in a similar manner. This Policy confirms that allegations of any sort of discriminatory harassment are subject to the policies and procedures described in the Sexual Harassment Policy. That Policy applies to all members of the Washington University community. It allocates responsibilities for helping to ensure that University policy is fairly applied, explains the processes by which complaints of harassment may be brought forward, and provides sanctions for harassment, which may range from reprimands to termination or dismissal, depending on the severity of the offense. School of Medicine students and employees may, alternatively, rely on the School's Abusive Conduct Policy.

In an academic community, the free and open exchange of ideas and viewpoints reflected in the concept of academic freedom may sometimes prove distasteful, disturbing or offensive to some. Indeed, the examination and challenging of assumptions, beliefs or viewpoints that is intrinsic to education may sometimes be disturbing to the individual. Neither the Policy on Sexual Harassment nor this Policy is intended to compromise Washington University's traditional commitment to academic freedom or to education that encourages students to challenge their own views of themselves and the world.

II. What Is Discriminatory Harassment?

Discriminatory harassment is unwelcome and objectively offensive conduct that (a) has the purpose or effect of unreasonably interfering with an individual's work or educational environment, (b) is directed at a particular individual or individuals because of the individual's/individuals' race, color, age, religion, gender, sexual orientation, gender identity or expression, national origin, veteran status, or disability, and (c) is abusive or severely humiliating. Some conduct obviously constitutes harassment, such as a statement that all members of a disfavored group will be required to work in the basement because their supervisor does not, on the basis of their group membership,

want to be near them. Whether particular conduct constitutes harassment often depends on the specific context of the situation, including the participants' reasonable understanding of the situation, their past dealings with each other, the nature of their professional relationship (for example, supervisor-subordinate, colleague), and the specific setting.

III. Confidentiality

The University will strive to protect, to the greatest extent possible, the confidentiality of persons reporting harassment and of those accused of harassment. Because the University has an obligation to address harassment, however, the University cannot guarantee complete confidentiality where it would conflict with the University's obligation to investigate meaningfully or, where warranted, take corrective action. Even when some disclosure of the University's information or sources is necessary, it will be limited to the extent possible. The University will, to the extent permitted by law, keep confidential all records of complaints, responses and investigations. The records maintained by the Harassment Response Coordinator shall be available only to the Coordinator and, to the extent necessary, to administrators and other supervisors charged with responding to allegations of harassment. Allegations of harassment shall not be placed in student records or personnel files unless, after appropriate investigation, such allegations have been sustained. Records of allegations maintained by the Coordinator, which do not lead to formal hearings, or personnel actions will be discarded after five years unless there are additional, more recent complaints against the same person. Any records maintained by the Coordinator concerning an allegation about which an accused person was not given reasonably timely notice and an opportunity to respond shall not be used to justify or enhance a sanction, other than an oral or written warning, imposed for a different instance of harassment.

If you want to discuss possible harassment in a more confidential setting or clarify your feelings about whether and how you wish to proceed, you may want to consult a social worker, therapist or member of the clergy, who is permitted, by law, to assure greater confidentiality. Clergy and counseling resources on campus are listed in Bearings, Ternion and Safety and Security on the Danforth Campus. In addition, any member of the University community may contact the Student Counseling Services at 935-5980 for a confidential discussion and, if desired, referral to off-campus resources.

IV. Seeking Advice; Making a Complaint

If you believe that you have been harassed, you have a number of response options, both formal and informal. Some people may wish to pursue informal means instead of or before making a formal complaint; others will not. If an informal procedure is ineffective, the formal procedures will remain open to you. You should select the route you feel most appropriate for your cir-

cumstances. However you wish to proceed, you may consult at any time with the Danforth or Medical Center Harassment Response Coordinator (listed in the Appendix), whose responsibilities include assisting students, faculty and staff with harassment issues, be they general or specific, formal or informal. You may wish to work with the Coordinator to select an approach.

A. Informal Procedures

If you feel comfortable dealing with the situation without assistance, you can communicate either orally or in writing with the person whose behavior is offensive. The most useful communication will have three parts:

A factual description of the incident(s) including date, time, place and specific action.

A description of the writer's feelings, including any consequences of the incident.

A request that the conduct cease.

Frequently, such a communication will cause the offensive behavior to stop, particularly where the person may not be aware that the conduct is offensive.

If you would like to proceed informally, but with the assistance of someone else, you may:

Ask the person's supervisor, e.g., department chair, dean, director, housing office representative, academic advisor or resident advisor, to speak to the person whose behavior was offensive. The purpose of such conversations is the cessation of offensive behavior.

Consult with one of the Coordinators listed in the Appendix and specifically charged with responding to harassment inquiries and complaints. These individuals are thoroughly familiar with University policy on harassment and are available to consult with victims of harassment, those charged with harassment, witnesses and supervisors of parties to a complaint. They can provide information about informal actions that might remedy the situation and discuss University policy on harassment and procedures for resolving complaints.

Ask the Coordinator to mediate or arrange for mediation. Mediation is discussion and negotiation, with the help of a third party, designed to permit the parties to reach a mutually agreeable resolution of a dispute. If a person complaining of harassment seeks mediation, the person accused of harassment agrees and the Coordinator concludes that the mediation would be consistent with the University's legal obligations in responding to and preventing harassment, the Coordinator may mediate or arrange for mediation.

B. Formal Procedures

Whether or not you have attempted to resolve a harassment claim through informal means, you may initiate a formal harassment grievance proceeding

by filing a written complaint. This process may lead to a formal hearing at which evidence will be considered and witnesses heard. If this is the course you wish to take, the Coordinator can assist you in filing a complaint.

Complaints, prepared with or without the assistance of the Coordinator, can be filed with the following Committees, with a copy to the Coordinator for your campus:

Complaints against faculty or staff:

Faculty and Administrative Affirmative Action Committee or
Discrimination and Title IX Grievance Committee or
Human Resources Advisory Committee

All of these committees may be contacted:

c/o Office of Human Resources
North Brookings Hall, Room 126
Campus Box 1184
314-935-5990

Hearing procedures are set out in the Washington University Discrimination and Sexual Harassment Hearing Procedures. These procedures may be obtained from the Office of Human Resources or from any Harassment Response Coordinator or Advisor.

Complaints against students or student groups:

Director of Judicial Programs
Residential Life Center 10
Campus Box 1250
314-935-4174

Hearing procedures are set out in the University Judicial Code, found in Bearings and Washington University Faculty Information. These procedures may also be obtained from the University Judicial Administrator or from the Harassment Response Coordinators or Advisors.

Whether or not you choose to file a complaint, the University may be required, or may otherwise deem it necessary and protective of the academic community, to commence its own investigation.

V. Protection of Rights

The University will not tolerate retaliation or discrimination against persons who report or charge harassment or against those who testify, assist or participate in any investigation, proceeding or hearing involving a complaint of harassment. In this context, retaliation means speech or conduct that adversely affects another's terms or conditions of employment or education and is moti-

vated by an intent to harm the targeted person because of his or her participation in the filing or investigation of an allegation of harassment. Any such retaliation -- or any encouragement of another to retaliate -- is a serious violation of University policy and law, independent of whether the particular claim of harassment is substantiated. If you believe you have been subjected to retaliation in violation of this rule, you may use the procedures described above to complain and seek redress.

The University seeks to protect the rights of all persons, accusers and accused, to fair procedures. Accusations of harassment typically have injurious far-reaching effects on the careers and lives of accused individuals. Allegations of harassment must be made in good faith and not out of malice. Knowingly making a false or frivolous allegation of harassment, whether in a formal or informal context, will be treated as a serious offense under this policy and, where it applies, the University Judicial Code. If you believe you have been falsely accused of harassment you may use the procedures of this policy or the University Judicial Code, where applicable, to seek redress. See Section IV.

Approved by the Washington University Faculty Senate Council, November 25, 2002

Approved by the Washington University Faculty Senate, December 19, 2002

Approved by the Washington University Faculty Senate Council, November 29, 2007

Approved by the Washington University Faculty Senate, December 12, 2007
Appendix

Updated July 2004

Updated September 2005

Updated August 2008

Discriminatory Harassment Coordinators/Advisors:

Danforth Campus:

Professor Jean M. Allman, 935-9599 (complaints by students)

Lorraine Goffe-Rush, 935-8046 (complaints by faculty, staff and others)

Ann B. Prenatt, 935-7746 (complaints by faculty, staff and others)

Medical Campus:

Dr. Leslie Kahl 362-7481 (complaints by students)

Apryle Cotton, 362-7198 (complaints by faculty, staff and others)

Legail Chandler, 362-4900 (complaints by faculty, staff and others)

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