



Washington University in St. Louis

GRADUATE SCHOOL OF ARTS & SCIENCES



Graduate School
Bulletin
2012-2015



Washington University in St. Louis

GRADUATE SCHOOL OF ARTS & SCIENCES

BULLETIN

2012-2015

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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 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 at graduateschool.wustl.edu. In the absence of posted changes, this issue of the *Bulletin*, which was edited in July 2012 by Associate Dean Nancy P. Pope, stays in effect through July 2015.

Credits

The editor would like to thank Dean Richard J. Smith, his assistant Lynn Lowry, and Registrar Ann Cooper for their thoughtful and thorough review of this publication. A large share of the credit belongs to Mary Clemens, who exceeded her assigned role as Associate Editor for Layout and Design to make the *Bulletin* better in every way.

Front cover photo courtesy of Mary Clemens.

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Liberman Graduate Center

Danforth University Center, 300

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FAX: 314-935-3929

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About the Graduate School

Washington University in St. Louis is organized into schools: Arts & Sciences, the Olin Business School, the Sam Fox School of Design & Visual Arts, Engineering & Applied Science, 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 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 27 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

Admissions

Financial Information

- Fellowships
- Loans

General Requirements

- Semester Hours
- Satisfactory Academic Progress
- Qualifying Examinations
- Residence Requirements
- Teaching Requirement & Citation
- The Dissertation
- Dissertation Defense
- Dissertation Submission
- Graduation Information

Specific Circumstances

- Transferred Credits
- Changes in Program of Study
- Student Grievance Procedures
- Leaves of Absence
- New Child Leave
- Withdrawals
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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) online 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 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 nonresident 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 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 yet submitted) 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 up to 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 and Citation

Graduate students must meet department and Graduate School-wide teaching requirements. Ph.D. students must demonstrate competency in teaching at the basic level and at the advanced level. For more information, students should consult their Director of Graduate Studies for discipline-specific guidelines on fulfilling the requirements.

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 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. It must be submitted to the Graduate School at least six months before the degree is expected to be conferred or before beginning the fifth year of full-time enrollment, whichever is earlier.

Statement by the Graduate Council on Minimal Requirements for Ph.D. Dissertations

The Graduate Council adopted at its meeting on April 19, 2012, the following resolution establishing a framework of minimal requirements for Ph.D. dissertations at Washington University:

A dissertation is the product of extensive research and presents an original contribution to knowledge in a given field. It documents the candidate's ability 1) to make substantive contributions to answering a major intellectual question and 2) to communicate research results with professional competence.

In all cases, the dissertation must constitute an integrated, coherent work, whose parts are logically connected. It must have a written introductory chapter that sets forth the general theme and core questions of the dissertation research and that explains the relationship among the constituent chapters or parts. The introduction will typically include, as is appropriate to the discipline, a review of the literature relevant to the dissertation, an explanation of theories, methods, and/or procedures utilized by the author, and a summary discussion of the contribution of the dissertation project to knowledge in the field. In its final deposited form, the dissertation must constitute an archivable product, which meets the standards prescribed by the university.

The dissertation may consist (in whole or in part) of co-authored chapters and articles, but the candidate must be a major contributor to the research and writing of any such papers and must describe her/his ideas, individual efforts, and contributions to the larger work. In order to be in compliance with the university's policy on plagiarism and academic integrity,* a dissertation that incorporates co-authored work must also include in its introduction an explanation of the role of the candidate in the research and in the writing of the co-authored work.

If a dissertation includes previously published materials (authored or co-authored), the candidate must provide a full referencing of when and where individual papers have been published. Because prior publication and multiple authorship have implications with respect to copyright, Ph.D. candidates should discuss copyright with advisors and obtain copyright clearance from any co-authors well in advance of defending the dissertation. Written permission must be obtained in order to include articles copyrighted by others within the dissertation.

It is the responsibility of the student and the student's dissertation committee to ensure that the dissertation meets all requirements regarding authorship, academic integrity, and copyright, as here outlined.

* *According to the university's policy on Academic Integrity, "Plagiarism is the willful or unintentional act of using, without proper acknowledgement, another person's or persons' words, ideas, results, methods, opinions, or concepts. . . . 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 and Sciences as a serious violation of academic integrity."*

Dissertation Defense

Approval of the dissertation by the Research Advisory Committee is necessary to bring it to the defense. The committee before which the student is examined consists of at least six members, who normally meet two independent criteria:

1. Five of the six must be tenured or tenure-track Washington University faculty; one of these five may be a member of the Emeritus faculty. The sixth member must have a doctoral degree and an active research program, whether at Washington University, at another university, in government, or in industry.
2. Four of the six normally come from the student's degree program; at least two of the six must not.

All committees must be approved by the Dean of the Graduate School of Arts & Sciences or by his or her designee, regardless of whether they meet the normal criteria.

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 online 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 the 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 each earned degree conferred. The Intent to Graduate is available online through WebSTAC. Deadlines for filing an Intent to Graduate are listed on the Graduate School's website. 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 request a letter of certification from the Assistant Registrar of the Graduate School by submitting an online form.

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 the university Registrar. Diplomas not picked up in a timely manner are mailed to the address indicated on the Intent to Graduate form. Official transcripts on which courses, grades, and awarded degrees are recorded are issued by the university Registrar upon request by the student. Information regarding these services may be found on the university Registrar's 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 Ombudsperson, a full-time faculty member, may be able 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 & Professional 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 personal or medical. In the case of a medical leave the student must present authorization from Student Health Services at the beginning and again at the end of the leave. At the end any 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 nonresident 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 for 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

This Graduate School policy seeks to accommodate the needs of graduate students as they assume care for a new child. Full-time graduate students in Arts & Sciences may take a New Child Leave under the following conditions. They should maintain full-time student status, either by registering for at least nine credit hours (such as Independent Study) or as Continuing Students. Students on New Child Leave are eligible to receive their normal stipend payments for 34 working days. Additional time off without pay for

up to eight weeks will ordinarily be granted by the Graduate School with permission of the student's department.

If longer periods of leave are desired, students will be expected to renew academic registration as nonresident candidates. In that case, continuation of health insurance coverage must be arranged directly with the university's insurance provider (without a university subsidy) or elsewhere. Students are advised to consult with Graduate School and departmental staff as they contemplate long-term plans. Students who receive support from external agencies should consult policies and guidelines of the sponsor.

Withdrawals

Students wishing to withdraw from their program must give notice in writing by filling out the Graduate School's Withdrawal form. This form 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

A program may wish to dismiss a student 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. Dismissals are recommended by the degree program and are not final until approved by the Graduate School. Any student who believes his or her involuntary dismissal was undeserved may appeal to the Dean of the Graduate School, who may accept or decline the program's recommendation 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, Regenerative & Stem Cell Biology

Evolution, Ecology & Population Biology

Human & Statistical Genetics

Immunology

Molecular Cell Biology

Molecular Genetics & Genomics

Molecular Microbiology & Microbial Pathogenesis

Neurosciences

Plant Biology

Chemistry

Chinese & Comparative Literature

Chinese Language & Literature

Comparative Literature

Earth & Planetary Sciences

Economics

Education

English & American Literature

English & Comparative Literature

French & Comparative Literature

French Language & Literature

Germanic Languages & Literatures

German & Comparative Literature

Hispanic Languages & Literatures

History

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

Olin Business School

Business Administration

School of Engineering & Applied Science

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

School of Medicine

Movement Science
Rehabilitation & Participation 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 21 departments that cover the traditional academic disciplines. Of these, 20 offer graduate degrees and certificates directly; the Department of Biology offers graduate degrees through the interdisciplinary Division of Biology & Biomedical Sciences. As interdisciplinary research has become increasingly important, numerous interdepartmental centers and program committees have been founded to facilitate it. Within Arts & Sciences, several 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 & Applied Science. 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 race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability, or genetic information. 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 online, but some supporting documents might need to be mailed. It is generally 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 the spring semester. Students interested in beginning graduate study in the spring should consult their prospective program's faculty and staff.

The application is available online 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 found on the Educational Testing Service (ETS) 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 (TOEFL) or other documentation of English language skills. Information on this test is available on 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 candidates. 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 approval 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 prorated 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 on the Danforth Campus 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 most full-time students.

There is also a health fee for full-time students in degree programs based on the Medical Campus. Details can be found at wusmhealth.wustl.edu.

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 nonresident 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. "Nonresident 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 most university facilities.

Students deciding how to register need to consider the consequences of part-time student status. Nonresident 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 form 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.

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 by 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 as-

sistants 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. Tuition remission for one such course per semester is usually available until students complete all the semester hours required for their degree program.

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 at reslife.wustl.edu.

Academic Information

Registration

Instructions for online 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 online, each student must use a password, which is initially assigned by the Office of the University Registrar and subsequently changed to one created by the student. All registrations require online 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 Courses

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 and U, unsatisfactory (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 the University Registrar 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*](#).

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
- Joint 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 or dual 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 between two Arts & Sciences disciplines on the Danforth Campus must be recommended by the Directors of Graduate Studies for both disciplines and 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 Directors of Graduate Studies for both disciplines and approved by the deans of both schools. Recommendations should address a variety of academic and administrative concerns, including the timeline for completion of both degrees and responsibility for funding the student and remitting the tuition. Students should not undertake study toward an individualized joint degree program until it has been fully approved.

Graduate Certificates

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

- American Culture Studies
- Film and Media Studies
- Language Instruction
- Latin American Studies
- Learning Sciences
- Translation Studies
- Urban Studies
- Women, Gender, & Sexuality Studies

Graduate certificates are open to students in Ph.D. programs at Washington University. They require 15 semester hours, six of which should also be counted toward the requirement of 72 semester hours for the Ph.D. 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. The 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; however, earning a certificate does not increase a student's expected time to degree or amount of stipend support. 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

A.M. in Art History & Archaeology

Ph.D. in Art History & Archaeology

Chemistry

Ph.D. in Chemistry

Classics

A.M. in Classics

Earth & Planetary Sciences

Ph.D. in Earth & Planetary Sciences

East Asian Languages & Cultures

A.M. in Chinese

A.M. in East Asian Studies

A.M. in Japanese

Ph.D. in Chinese Language and Literature

Ph.D. in Japanese Language and Literature

Economics

Ph.D. in Economics

Education

Certificate in Learning Sciences

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

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

Ph.D. in Education

English

Ph.D. in English & American Literature

Germanic Languages & Literatures

Ph.D. in Germanic Languages & Literatures

History

Ph.D. in History

Jewish, Islamic & Near Eastern Languages & Cultures

A.M. in Islamic & Near Eastern Studies

A.M. in Jewish Studies

Mathematics

A.M. in Statistics

Ph.D. in Mathematics

Music

A.M. in Music

Master of Music (M.M.)

Ph.D. in Music

Philosophy

Ph.D. in Philosophy

Ph.D. in Philosophy-Neuroscience-Psychology

Physics

Ph.D. in Physics

Political Science

A.M. in Political Economy & Public Policy

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

Film and Media Studies

Certificate in Film and Media Studies

International & Area Studies

Certificate in Latin American Studies

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 & Comparative Literature
Ph.D. in English & Comparative Literature
Ph.D. in French & Comparative Literature
Ph.D. in German & Comparative Literature
Ph.D. in Japanese & Comparative Literature
Ph.D. in Spanish & Comparative Literature

Administered by a Center

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, Regenerative & Stem Cell 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
M.A. in American Culture Studies
M.A. in Biology
M.A. in Human Resources Management
M.A. in International Affairs
M.A. 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.)
Doctor of Liberal Arts (D.L.A.)

**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 Rehabilitation & Participation Science

Ph.D. in Social Work

Ph.D. in Speech & Hearing Sciences

Ph.D. in Systems Science & Mathematics

Master's Programs in Arts & Sciences

Overview

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- Transferred Credits
- Changes in Program of Study
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- Withdrawals
- Dismissals

Accelerated AB/AM Program

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 Music, and Master of Fine Arts in Writing – students should consult the programs' graduate handbooks, which are available in print and/or online, or the "Fields of Study" section in this *Bulletin*. 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.

The previously named 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 (M.A.) in American Culture Studies, Biology, Human Resources Management, International Affairs, and Nonprofit Management; Master of Arts in Education (M.A.Ed.); Master of Liberal Arts (M.L.A.); and Master of Science (M.S.) in Biology. 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 comply with the "General Requirements for A.M. Degrees" on the following page, except for the registration and residence requirements.

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) online 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. Part-time employment and student loans are possible sources of support. Students in the second year of a two-year master's program may be able to obtain work as a research assistant, teaching assistant, or instructional aide. More information about student finances and funding vehicles may be found in the [*Graduate Student Handbook*](#).

General Requirements for A.M. Degrees

The minimum requirement of the Master of Arts degree (A.M.) is 30 credits. If the A.M. is awarded in a program of study in which Washington University awards a Ph.D. with an identical disciplinary title, the minimum requirement is 36 credits. Any master's degree program can require a master's thesis, make the thesis optional, or decline to offer a thesis. No more than six credits toward the A.M. can be awarded for master's thesis research. A master's thesis must be defended before a committee of no fewer than three faculty members. A master's without thesis must include an examination which tests competence in the field of study. Degree programs are free to add additional requirements.

In addition, master's students must maintain satisfactory academic progress and fulfill residence requirements.

Registration

Full-time students register for 9-12 hours per semester. 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 nonresident 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 online to the Graduate School. The degree program is responsible for delivering the Master's 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 degree conferred. The Intent to Graduate is available online through WebSTAC. Deadlines for filing an Intent to Graduate are listed on the Graduate School's website. 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 by submitting an online form.

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 the University Registrar. Diplomas not picked up in a timely manner are mailed 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 the University Registrar upon request by the student. Information regarding these services may be found on the University Registrar's 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 transferable 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 Ombudsperson, a full-time faculty member, may be able 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 & Professional 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 personal or medical. In the case of a medical leave the student must present authorization from Student Health Services at the beginning and again at the end of the leave. 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 nonresident 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 for 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

This Graduate School policy seeks to accommodate the needs of graduate students as they assume care for a new child. Full-time graduate students in Arts & Sciences may take a New Child Leave under the following conditions. They should maintain full-time student status, either by registering for at least nine credit hours (such as Independent Study) or for continuing student status. Students on New Child Leave are eligible to receive their normal stipend payments for 34 working days. Additional time off without pay for up to eight weeks will ordinarily be granted by the Graduate School with permission of the student's department.

If longer periods of leave are desired, students will be expected to renew academic registration as nonresident candidates. In that case, continuation of health insurance coverage must be arranged directly with the university's insurance provider (without a university subsidy) or elsewhere. Students are advised to consult with Graduate School and departmental staff as they contemplate long-term plans. Students who receive support from external agencies should consult policies and guidelines of the sponsor.

Withdrawals

Students wishing to withdraw from their program must give notice in writing by filling out the Graduate School's Withdrawal form. This form 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

A program may wish to dismiss a student 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. Dismissals are recommended by the degree program and are not final until approved by the Graduate School. Any student who believes his or her involuntary dismissal was undeserved may appeal to the Dean of the Graduate School, who may accept or decline the program's recommendation to dismiss the student.

Accelerated A.B./A.M. Program

This program allows qualified Washington University undergraduates to complete a Master of Arts (A.M.) degree in a one-year accelerated program after completing the A.B. degree. The undergraduate and graduate degrees are awarded sequentially, with admission to the master's degree, if approved, for the fall semester following completion of the undergraduate degree in the preceding December, May, or August. There are no application deadlines (applications may be submitted anytime during the senior year and up to the beginning of classes in the fall), and GRE tests are not required. The program is available only to students currently in their senior year and only for continuous enrollment in the next year. There is no option for deferred admissions.

In order to complete an A.M. in one year, students may apply five courses taken at the 400 level or above as an undergraduate (with a maximum of 16 units) towards master's degree programs which require 36 or more units for completion. For master's programs which require fewer than 36 units, three courses at the 400 level or above (with a maximum of 12 units) may be applied. Master's programs requiring more than 36 units may require an additional semester or summer of enrollment. Undergraduate courses must be acceptable to the department or program offering the master's degree and must be completed with a final grade of B or higher. All admissions are provisional until the successful completion of the A.B.

Some departments may not participate in this program, and some departments that do not otherwise offer a master's degree may provide this opportunity to Washington University undergraduates. Please consult the home department and our website for more detailed information. Actual award of each degree is contingent on successful completion of all requirements for that degree.

The application for admission must be made to the department, which forwards the application and the department's recommendation for admission to the Graduate School. There is no application fee.

Students accepted into the program will retain their student ID numbers and will not need to replace their ID cards. In every other respect, they will be treated as new students in the Graduate School and should familiarize themselves with the relevant sections of this *Bulletin*.

Fields of Study

American Culture Studies

Anthropology

Art History & Archaeology

Biology & Biomedical Sciences

Business Administration

Chemistry

Classics

Comparative Literature

Earth & Planetary Sciences

East Asian Languages & Cultures

Economics

Education

Engineering & Applied Science

- Biomedical Engineering
- Computer Science & Engineering
- Electrical & Systems Engineering
- Energy, Environmental & Chemical Engineering
- Mechanical Engineering & Materials Science

English

Film & Media Studies

Germanic Languages & Literatures

History

Jewish, Islamic & Near Eastern Languages & Cultures

Latin American Studies

Mathematics

Movement Science

Music

Philosophy

Physics

Political Science

Psychology

Rehabilitation & Participation Science

Romance Languages & Literatures

Social Work

Speech & Hearing Sciences

Theater & Performance Studies

Urban Studies

Women, Gender, & Sexuality Studies

Writing

University College

- American Culture Studies
- Biology
- Education
- Human Resources Management
- International Affairs
- Liberal Arts
- Nonprofit Management

American Culture Studies

The interdepartmental program in American Culture Studies offers two graduate programs: the Master of Arts in American Culture Studies, which is administered by University College (see University College/American Culture Studies for details), and the Graduate Certificate in American Culture Studies.

The graduate certificate program is intended for doctoral students already enrolled in humanities and social science disciplines at Washington University. Pursuing the certificate allows the student to develop multidisciplinary expertise beyond his or her home department. It encourages the student to bring that added competence to bear in original, multidisciplinary dissertation research that satisfies the demands of the principal specialty while also charting creative new paths in broad-based scholarship. Requirements consist of a core seminar, AMCS 645; two additional courses designated as “multidisciplinary”; and two more courses in fields outside the home department. At least three of these courses are taken over and above the 72 credits normally required for the Ph.D., for a total of at least 81 credits. In addition, the student’s final oral examination committee will include an extra-departmental American Culture Studies faculty advisor, designated in consultation with the student.

Each year the program offers the Harvey Fellowships to approximately three new entering Ph.D. students recruited and nominated by their home departments. The Harvey Fellowship offers certain additional benefits and responsibilities, including additional stipend support, summer research support, teaching opportunities, and undertaking a professionalizing experience such as collaborating in the mounting of a conference involving outside speakers. Students not holding the fellowship are also welcome to undertake the certificate program, and will be afforded non-stipend benefits as opportunities allow.

Website: amcs.wustl.edu/graduate/phd

Email: amcs@artsci.wustl.edu

Phone: 314-935-5216

Anthropology

The graduate program in Anthropology at Washington University is a Ph.D. program designed to train scholars and researchers who study the human condition through time and across cultures. Our graduates apply these skills to academics, business, government, and non-governmental jobs and careers. While candidates may receive an A.M. degree during the course of their study, the department does not admit students seeking a terminal master's degree. The Anthropology Department has a strong tradition of graduate student satisfaction and close mentoring by faculty advisors. In addition, graduates of the Washington University Anthropology Ph.D. program have a solid history of placement in highly desirable academic and non-academic positions.

The department has a strong three-field approach with active programs in Archaeology, Sociocultural Anthropology, and Physical Anthropology. Program strengths in Archaeology include the origins of agriculture and pastoralism; paleoethnobotany; zooarchaeology; geoarchaeology, landscape archaeology, and environmental archaeology. Sociocultural Anthropology foci include politics, pluralism, and religion; indigenous political movements; the politics of gender and sexuality; fertility and population; global health and the environment, and medical anthropology. Program strengths in Physical Anthropology include human and primate evolution; the ecology and conservation of modern primates; human physiology; quantitative studies of morphology and genetics; and human life history.

All students are required to take an introductory course in Social Theory and Anthropology, along with at least two courses in subdisciplines other than their own area of specialty. Each of the three major subfields has specific requirements in addition to those of the university and department. Students will be evaluated during their second year and are required to submit written work (original research or review papers) for committee members and departmental faculty to evaluate. To advance to Ph.D. candidacy, students defend their written doctoral research proposal. Depending on the research project, students may also be required to demonstrate competence in a written or spoken language or in a technical skill. Additionally, the Anthropology Department requires students to attend teaching workshops and professional conferences, to serve as a Teaching Assistant, and to teach their own course(s) independently.

Students are expected to receive their A.M. degree no later than their fourth semester of enrollment and should advance to Ph.D. candidacy no later than their sixth semester. By the end of the seventh year, students should have defended their dissertation and met all teaching requirements.

Website: anthropology.artsci.wustl.edu/graduate

Email: trinkaus@artsci.wustl.edu or hkcook@artsci.wustl.edu or melanie@wustl.edu

Phone: 314-935-5207 or 314-935-5271 or 314-935-5252

Art History & Archaeology

The department offers the degrees of Master of Arts and Doctor of Philosophy. Particular areas of strength include ancient art, medieval art, European art of the Renaissance and early modern periods, Asian art, and modern and contemporary art of Europe and the Americas. Students with degrees from the department go on to positions in colleges, universities and art museums, or to pursue further graduate study. Applicants for admission are normally expected to have completed 18 hours of undergraduate study in art history. However, the department welcomes applications from students with less background in art history who show strong preparation in such fields as classics, history, literature, anthropology and Asian studies.

During the first semester, every student must demonstrate a reading knowledge of French, German, Italian, or Spanish (for Western art history) or Chinese or Japanese (for Asian art history). Candidates for the Ph.D. are required to demonstrate reading proficiency in at least two foreign languages, depending on the requirements of the field.

The graduate seminar L01-510, *Methods in Art History*, is required of all graduate students. Students work out an individualized program of study in consultation with the Director of Graduate Studies and the faculty within their area of interest. Upon completion of 30 hours of course work, A.M. students may write a thesis, normally for six credit hours, supervised by a member of the faculty; or take a cumulative written exam based on their course work, also normally for six credit hours. Either thesis or exam is followed by an oral defense.

Students with a master's degree earned elsewhere may apply directly to the Ph.D. program. Applicants without a master's degree may apply either for a terminal A.M. or for the A.M./Ph.D. Students completing A.M. requirements at Washington University must apply in writing to the faculty for formal admission to the Ph.D. program. Each candidate's studies are supervised by a Research Advisory Committee, a core group of three members of the faculty. Ph.D. students are expected to gain teaching experience within the department (as teaching assistants or instructors) as part of their professional preparation. After 60 hours of course work, a student takes a comprehensive doctoral exam, which could follow either a written or an oral model. A final oral defense is held following successful completion of the dissertation.

Website: arthistory.artsci.wustl.edu/

Phone: 314-935-5270

Biology & Biomedical Sciences

The Division of Biology and Biomedical Sciences at Washington University offers exceptional doctoral training at one of the nation's preeminent biomedical research centers. The Division includes 12 doctoral programs, 10 of which are ranked among the nation's top 10 (Academic Analytics' Faculty Scholarly Productivity Index):

- Biochemistry
- Computational & Molecular Biophysics
- Computational & Systems Biology
- Developmental, Regenerative & Stem Cell Biology
- Evolution, Ecology & Population Biology
- Human & Statistical Genetics
- Immunology
- Molecular Cell Biology
- Molecular Genetics & Genomics
- Molecular Microbiology & Microbial Pathogenesis
- Neurosciences
- Plant Biology

A collaborative, interdisciplinary approach to research and education is a hallmark of Washington University and the Division. As a university-wide consortium, the Division transcends departmental lines and removes traditional boundaries of scientific fields. Faculty and graduate students regularly cross disciplines, devising novel questions and approaches that might otherwise go unexplored. The Division currently consists of 648 graduate students and 448 faculty members from 34 departments.

Graduate students in the Division are part of an elite research environment that includes one of the country's top five medical schools (*U.S. News & World Report* graduate program rankings), world-renowned researchers, and the legacy of 19 Nobel Laureates. In this exciting atmosphere of inquiry, students explore many areas of research before choosing their thesis project. As a result, students gain a broad foundation of knowledge along with their area of concentration, and learn the critical skills to conceive, evaluate, and test the scientific ideas that expand our understanding of living systems.

Prospective students apply to the Division as a whole. Students are admitted into a specific degree program but may change their program affiliation as their interests develop. Each program has its own steering committee, which provides students with guidance, addresses their needs, and monitors their progress. The committee also helps each student customize the course of study to match his or her individual needs. Each of the 12 programs establishes its own degree requirements.

Common Requirements

Across all the programs, the course of study consists of five distinct parts:

Course Work

This generally requires two to five semesters and usually consists of four to nine courses in areas fundamental to the student's program. Students are expected to maintain a "B" average in graduate courses.

Laboratory Rotations

Selecting a thesis adviser is the most important decision a student makes in graduate school. To help each student make an informed, thoughtful choice, the Division builds in flexibility to explore options. Students usually participate in three lab rotations during their first year. Additional rotations can be arranged, and rotation lengths are flexible. Students usually begin their thesis research just before or early in their second year.

Qualifying Examination

After required course work is completed, each student takes a preliminary, or qualifying, exam to assess mastery of the field and the ability to integrate information across fields. Upon successful completion of the qualifying exam, the student concentrates on thesis research.

Thesis Research

Each student begins thesis research after choosing a laboratory. With the student's mentor — the laboratory's principal investigator — the student devises a thesis project and chooses an advisory committee.

Candidacy

Typically during the third year, students present their thesis proposals to the thesis committee. Upon successful approval of the thesis proposal, the student officially becomes a candidate for the Ph.D. For the rest of the student's program of study, this committee monitors progress and provide analysis and advice; when the thesis is ready for presentation, it serves as the thesis defense committee. Most students complete and defend their dissertations by the end of their sixth year.

Scientific Scholarship

Keeping abreast of scientific developments is critical for faculty and students alike. The Division offers many ways to stay current. More than 15 weekly biology seminars provide excellent opportunities to meet outstanding scientists from outside Washington University. Several annual symposia bring internationally recognized speakers to campus. Journal clubs meet weekly for students, post-doctoral fellows, and faculty to present and discuss current scientific literature. Program retreats allow for informal interaction among students and faculty. The Division also provides funds for each student to defray the costs of attending a national scientific meeting.

Admissions Process

Applications are available online September 1 at dbbs.wustl.edu. Review of applications begins November 15, and early application is encouraged. Deadline to apply is December 1. In general, students are admitted only for the fall semester of each year.

Requirements for admission to the doctoral programs of the Division include the following:

- A baccalaureate degree in the natural, mathematical, physical or engineering sciences.
- Courses in calculus, general and organic chemistry, physics, and a core sequence of basic courses in biology.
- A strong background in quantitative sciences.
- Test scores: the general GRE test is required and the subject test is optional. International students must submit scores from the Test Of English as A Foreign Language (TOEFL) earned within the past two years. Applicants with scores of 100 or higher on the TOEFL IBT will be considered.
- At least one year of undergraduate or postgraduate research experience is required. Letters of recommendation concerning research experience and accomplishments are particularly important.

There is no application fee.

Qualified applicants are invited to an interview in St. Louis. The Division pays travel expenses, up front, within the United States and Canada. International applicants will be reimbursed for travel from their U.S. port of entry to St. Louis.

Website: dbbs.wustl.edu

Email: DBBS-info@wusm.wustl.edu

Phone: 314-362-3365 or 800-852-9074

Business Administration

The Olin Business School offers both a Doctor of Philosophy (Ph.D.), a degree that prepares its students for research careers in academia and is conferred by the Graduate School of Arts & Sciences, and a Doctor of Business Administration (DBA), intended for those who wish to pursue research careers in corporations and consulting firms and awarded through the business school. Pursuing a doctoral degree from Olin Business School provides you with a strong background in basic disciplines and research methodologies, giving you the tools you will need to pursue a productive and engaging research career. The business school doctoral programs offer seven areas of specialization: Accounting, Business Economics, Finance, Marketing, Organizational Behavior, Operations and Manufacturing Management, and Strategy.

For the **Ph.D. in Business Administration** the successful candidate will have mastered a discipline and developed special expertise within that subject, determined in large part by one's ability to create original research in the field in the form of a doctoral dissertation. The award of a Ph.D. requires the completion of 72 graduate-level semester hours taken as a doctoral student, annual presentations of research papers, participation in doctoral seminars, passing of qualifying (field) exams, and the defense of a dissertation.

Applications for admission must be submitted through the Olin Business School online application system and include the following: GMAT or GRE score, three letters of recommendation, transcripts, and application fees. International Students will be required to submit a test of English language (TOEFL). Because of the sequencing of course work, admissions are offered for fall entry only. Applications may be submitted between September 1 and January 15 for the following fall.

Website: olin.wustl.edu/phd

Email: phdinfo@wustl.edu

Phone: 314-935-6340

Chemistry

The Department of Chemistry offers a **Ph.D. in Chemistry**, with research specializations available in biological, organic, inorganic, physical, and nuclear chemistry. Doctoral students often work at the interface of two or more subfields of chemistry; they may also work at the interface of different scientific disciplines. Lab assignments are therefore made according to each student's research project. Chemistry students may work in a lab outside the department or alongside students from other departments in a chemistry lab.

The department's research strengths in each subfield of chemistry are as follows:

Biological

Biophysical, Bioorganic, Bioinorganic, Biochemistry

Organic

Synthetic, Organometallic, Bioorganic, Physical Organic, Asymmetric Catalysis

Inorganic

Coordination, Organometallic, Materials, Bioinorganic, Main Group

Physical

Computational, Laser Spectroscopy, Theoretical, Magnetic Resonance, Biophysical, Physical Organic, Materials

Nuclear and Radiochemistry

Stability of Nuclei, Radioisotopes for Medical Studies

On average, students take between five and six years to complete the Ph.D. Requirements specific to Chemistry include attendance at Thursday evening research presentations during the student's first fall semester, passing four cumulative exams within the first four semesters (at least two of which should be in the student's chosen sub-discipline), and annual recertification in laboratory safety. Almost all students serve as teaching assistants in their first two years and must perform satisfactorily in their TA duties. Students must also make annual research presentations to their advisory committee, prepare a satisfactory dissertation research proposal, and pass an oral examination.

Washington University's graduate student stipends are in the top 25% of stipends at similar universities, and St. Louis has a low cost of living. The department has an excellent record of placing its graduates in a wide variety of jobs: academic, industrial, governmental, legal, consulting, writing/editing, and entrepreneurial.

Website: chemistry.wustl.edu

Email: loomis@wustl.edu or linck@wustl.edu or barbara22@wustl.edu

Phone: 314-935-8534 or 314-935-6521 or 314-935-7316

Classics

The Department of Classics is committed to the threefold study of antiquity via the languages and literatures, the history, and the art and architectural remains. Washington University possesses an internationally recognized resource in the John Max Wulffing Coin Collection. The coins can be applied to studies in numismatics, history, economics, and art. The department possesses its own large archive of epigraphical and papyrological materials, and a small collection of papyri is also housed in Olin Library.

Students may obtain a Master of Arts in Classics by completing 30 units of credit (all at the graduate level, including some required courses), completing a Greek and Latin reading list, and taking a series of examinations. A thesis, normally involving 3 units of supervised research during the second year of study, is not a required component but is strongly recommended for students who plan eventually to pursue a Ph.D. in Classics.

Examinations include sight translation exams in Greek and Latin during the first year of study and translation exams based on reading lists in the same languages. Students not planning to go on to a Ph.D. program in Classics may opt to take the exam in Greek or Latin only. Those who pursue this option must still complete a minimum of 6 credits of graduate-level coursework in the other language. All students are also required to demonstrate ability to read scholarly prose in either French or German, through examination or coursework. Both of these languages should be mastered to the level of reading competence by students who plan to apply to Ph.D. programs.

Website: classics.artsci.wustl.edu

Phone: 314-935-5123.

A Master of Arts in Teaching degree in Latin is directed by the Department of Education, and interested candidates should consult that department for details and requirements.

Comparative Literature

The Comparative Literature program at Washington University offers an A.M., a Ph.D., a combined Ph.D. with Chinese, English, French, German, Japanese, or Spanish, and a graduate certificate in Translation Studies. In close cooperation with other humanities programs, Comparative Literature enables students to tailor a course of study appropriate to their areas of interests, strengths, and long-term goals. As its core, Comparative Literature aims to provide students with a grounding in contemporary and historically significant methodologies and approaches to comparative literature, including especially those pertinent to the following four areas: transcultural studies; translation studies; literature, politics, and society; and new and old media. Students combine this core with thorough study of at least one primary literature, usually nationally or geographically defined, and two secondary fields. Depending on the focus of their degree and course of study, graduates typically apply for academic positions in comparative literature programs; language, literature, and culture departments; and such programs as gender studies, theater, performing arts, and area studies. Some graduates may choose to pursue employment in publishing and arts-related fields outside of academia.

The **Ph.D. in Comparative Literature** is a 72-credit program, including 66 units of coursework and 6 units of dissertation credit. Course distribution includes at least 12 core credits in Comparative Literature seminars, including CL 402, 12 credits in one nationally, ethnically, or geographically defined literature, and 6 credits in a second such literature. Drama may be substituted for either the primary or secondary literature. The program also requires the study of a third discipline relevant to the student's intellectual and critical concern, e.g., a third literature, music, the plastic arts, philosophy, history, film. Students who obtain a Ph.D. in Comparative Literature, including those in all of the joint programs, need to demonstrate (as a minimum), in addition to superior skills in English, superior ability in at least a second language and reading skills in a third language. Beyond the minimum, the choice and number of languages required correspond to each student's three areas of concentration.

Students interested in pursuing one of the combined degrees should apply to the appropriate language and literature program (Chinese, English, French, German, Japanese, or Spanish), indicating their interest in the joint degree. The application will be vetted by the respective program and by Comparative Literature. The joint degree requires 72 units of coursework, 12 of which must be taken in Comparative Literature.

The **A.M. in Comparative Literature** may be earned along the way to the Ph.D.; Comparative Literature normally does not admit students who intend to pursue the A.M. only. It requires 36 units of coursework, including CL 402 Introduction to Comparative Literature and three additional courses in Comparative Literature on the graduate level. The remaining 24 units of graduate course work may be pursued in Comparative Literature or in affiliated departments or programs. Students desiring to be admitted to the Ph.D. should plan their course of study so as to build a solid foundation for the Ph.D. All students earning an A.M. in Comparative Literature must demonstrate superior skills in English and, as a minimum, reading ability in one additional language pertinent to their areas of interest. These 36 hours count toward the Ph.D. requirement.

Students funded by teaching assistantships teach in Comparative Literature and/or in one of our allied programs, including language instruction. In order to be qualified to serve as a Teaching Assistant in a language department, students may be required to take the relevant course in language pedagogy. The program strives to give students a variety of teaching experiences that prepare them for the academic market in their areas of concentration.

Translation Studies

With its interest in crossing the borders between languages, cultures, and national literatures, the discipline of Comparative Literature implicitly performs and assesses theoretically the function and value of “translation” in the widest sense of the term. The Graduate Certificate in Translation Studies offered by Comparative Literature explicitly supports both the practical turn to translation and the critical and theoretical assessment of translation in the context of globalization, multiculturalism, cultural hybridity, post-colonial theory, and an emphasis on interdisciplinarity. The certificate requires 15 units of coursework overall, six of which may count toward both the certificate and the Ph.D. degree, and nine of which may be allocated only to the certificate. Applicants must already be enrolled in a Ph.D. program at Washington University.

Website: complit.artsci.wustl.edu/programs/graduate/application-procedures

Email: complit@wustl.edu

Phone: 314-935-5170

Earth & Planetary Sciences

This is one of the few departments in the country with an integrated program of graduate instruction and research that treats Earth as a planet and makes direct use of knowledge gained by exploring the solar system. Our field is changing rapidly and becoming more interdisciplinary as links emerge among geology, geochemistry, geophysics, and geobiology. New opportunities are developing as research in natural hazards, energy sources, and the environment become more important to the global economy, and new space missions are developed to explore the solar system. The relatively small size of the department engenders a friendly and personal place, offering a lot of personal interaction with faculty and researchers. Our graduate students have the opportunity to use cutting-edge laboratory equipment, high-speed parallel computers, and the latest planetary mission data in the course of their research. They travel to field sites around the world and publish research in the leading scientific journals. Our graduates go on to carry out research and teaching at major educational and research institutions and are leaders in earth and planetary sciences.

The Ph.D. program is open to qualified students who have previously specialized in earth sciences, physics, chemistry, biology, environmental science, mathematics, or engineering. The GRE general test is required for all applicants. Doctoral students earn the master's degree as they complete the first phase of their graduate program; students are normally not admitted to a terminal A.M. The doctoral training emphasizes modern, quantitative approaches. It involves field and laboratory work as well as theory and advanced computation. The degree requirements are intended to ensure that all graduate students develop independence and originality of thought and acquire knowledge that has sufficient breadth and depth. In addition to their coursework, students must complete a research project in the second semester. Second-year research culminates in the oral defense of a publication-quality research paper. A successful oral defense and completion of 36 semester hours of graduate-level coursework are required to qualify for the A.M. and advance to full candidacy for the doctoral degree. Completion of the teaching requirement, completion of any remaining advanced coursework, and a successful oral defense of the doctoral dissertation are required for the award of the Ph.D. degree. Students are expected to complete their academic program by the end of their fifth year.

Website: eps.wustl.edu/graduate

Email: gradadmit@levee.wustl.edu

Phone: 314-935-5610

East Asian Languages & Cultures

The Department of East Asian Languages and Cultures offers advanced degrees in the traditional and modern literatures and cultures of East Asia, based on substantial knowledge of at least one East Asian language. EALC offers the A.M. in Chinese, Japanese, and East Asian Studies, and the Ph.D. in Chinese Language and Literature, Japanese Language and Literature, Chinese and Comparative Literature, and Japanese and Comparative Literature. The goal of these programs is to produce scholars well-trained in their chosen languages, firmly grounded in the relevant linguistic and literary traditions, and thoroughly conversant with critical discourses (indigenous and Western) relevant to their fields. With research strengths that cover premodern poetry and poetics, gender and sexuality, religious texts and traditions, narrative, memoir, dramatic literature, postmodernity and more, our internationally recognized faculty is poised to offer graduate students careful and consistent mentoring. Admitting only a select number of graduate students a year, our programs allow individualized guidance. In the completion of these programs at the Ph.D. level, candidates have extended first-hand exposure to the modern societies whose languages, literatures, and cultures they study and significant teaching experience in both the language and the literature classroom. Students with a strong background in language training and experience are given preference in admission.

The **Master of Arts in Chinese or Japanese** requires 36 units of graduate study in Chinese or Japanese, which may include courses from related fields such as East Asian Studies and Comparative Literature, including the following: 1) Language proficiency through the fourth level, and two semesters of classical Chinese or Japanese. No more than 12 units in language training may be applied. 2) At least two semesters of literary history courses. 3) A research proseminar, preferably in the first year of study. 4) Either a master's thesis or a master's essay, or successful completion of a comprehensive written exam. The degree is completed in four semesters. Applicants must submit a writing sample that indicates a student's facility with literary critique, preferably an analytical essay on a work of East Asian literature, generally 10-30 pages.

The **Master of Arts in East Asian Studies**, which requires 30 units of graduate study, offers advanced interdisciplinary training in Chinese, Japanese, and Korean studies in areas that include literature, history, anthropology, and art history. Students are required to take the core seminar, normally in their first semester, and at least two substantial writing seminars. A student may choose to write a thesis or take the exit exam. At least three years of preparation in one Asian language is expected, with no more than 12 units of language applying to the degree. The degree can be completed in three or four semesters; with the thesis option, the degree requires four semesters to complete.

The **Joint Law and East Asian Studies Program**, leading to the Juris Doctor and Master of Arts Degrees, combines the regular curriculum of the School of Law and special strengths in international legal studies with the broad offerings of the interdisciplinary East Asian Studies program. The joint program offers an integrated curriculum with courses that may be applied toward both degrees. Nine units are cross-counted between the degrees; the program can be completed in seven semesters. Applicants must apply to and be accepted by both programs.

The **Joint Business and East Asian Studies Program**, leading to an MBA from the Olin Business School and an A.M. in East Asian Studies, offers the opportunity to develop an expertise in business practice within an East Asian context. Six units are cross-counted between the degrees; the program can be completed in six semesters. Applicants must apply to and be accepted by both programs.

The **Ph.D. in Chinese Language and Literature or Japanese Language and Literature** combines the study of Chinese or Japanese literature with training in literary theory and critical methodology. Students are required to take courses in Chinese or Japanese literature, in another East Asian literature or culture, and in literary and cultural theory and critical methodology; some of these may focus on other literatures. Doctoral students must demonstrate native or near-native competence both in English and in either Chinese or Japanese. If needed for research in the chosen area of specialization, sufficient proficiency in one or more additional languages may be required.

Students must pass a qualifying examination at the end of their first year and three comprehensive examinations at the end of their third year. In addition, before the beginning of the fourth year, students must submit a dissertation prospectus for committee approval. Unless the student has taken graduate-level coursework in the relevant research language(s) or demonstrated sufficient competence in other ways, language competence examinations will be required by the end of coursework. All students gain teaching experience in language or literature, or both. Students may serve as teaching assistants in lower-level Chinese or Japanese courses; advanced graduate students may serve as instructors of a course which includes Chinese or Japanese texts.

Applicants for these Ph.D. programs are screened on the basis of their competence in Chinese or Japanese and in English; their demonstrated ability to write analytically and to think critically; their commitment to the study of Chinese or Japanese literature and culture; and their interests in areas of research strength among our faculty (early modern, modern, and contemporary China and Japan). Applicants should have completed a master's degree in: a) Chinese or Japanese literature or cultural studies, b) East Asian Studies with focus on Chinese or Japanese literature/culture, or c) another relevant field.

The **Ph.D. in Chinese or Japanese and Comparative Literature** is offered jointly with the Committee on Comparative Literature. The focus of these programs is comparison of the contents, theoretical basis, and methodologies of Chinese or Japanese literature and a second literature (Western or non-Western), within the context of a familiarity of the cultural context and historical background of the literatures, and the critical and historical methodology of modern literary study. Whether or not applicants enter the program with a relevant master's degree, the requirements for our A.M. in Chinese or Japanese must be met as part of the requirements for the joint Ph.D. degree. Required coursework, qualifying examination, comprehensive examinations, dissertation prospectus, demonstration of language proficiency, and teaching opportunities are analogous to those in the Ph.D. programs solely in Chinese or Japanese.

Website: ealc.wustl.edu

Email: ealc@artsci.wustl.edu

Phone: 314-935-4448

Economics

The Department of Economics offers Ph.D. and A.M. degrees. Applications for admission should be accompanied by GRE scores. Requests for financial aid are considered for applicants for the Ph.D. only, and applicants may not apply solely for the A.M. Graduate students will find it very helpful to have had undergraduate work in economic theory, advanced calculus, matrix algebra, and statistics.

The **Ph.D. in Economics** is designed to allow a student with adequate undergraduate training to complete all requirements, including the dissertation, in four or five years. The program requires a student to exhibit competence in economic theory (to be shown in preliminary examinations in both micro and macro) and quantitative methods, as well as specialized knowledge of two of the following fields: applied microeconomics, behavioral and experimental economics, econometrics, economic growth and development, economic history, economic theory, industrial organization, labor economics, and macro and monetary economics. If appropriate, another field in economics or in a cognate discipline may be substituted for one of these specialized areas. A student must serve as a teaching assistant or teach a course under supervision.

The **Masters of Arts in Economics** is awarded upon successful completion of Part 1 of the Ph.D. general examination and 36 units of approved course work. It may also be earned with 30 units of course work, including an A.M. thesis. Course requirements include at least 18 hours of 500-level courses in economics.

Website: economics.wustl.edu

Email: gradsec@artsci.wustl.edu

Phone: 314-935-5646

Education

The Department of Education offers full-time programs for liberal arts graduates who desire elementary teacher certification, Master of Arts in Education (M.A.Ed.), secondary teacher certification Master of Arts in Teaching (M.A.T.), or a Ph.D. in Education. Ph.D. students in Education and other disciplines may enroll in the department's graduate certificate in Learning Sciences. In addition, through University College, the department offers part-time students currently working in a classroom the opportunity to earn the M.A.Ed. through evening classes or to earn teacher certification (elementary and secondary) through a non-degree post-A.B. program. For more information on part-time programs, see University College/Education.

The **M.A.Ed. & M.A.T.** programs require a minimum of 30 units of study, though additional course work is generally required to qualify for the Missouri teaching certificate. Those seeking elementary teacher certification may have to complete 48 credit hours in Professional Education coursework. Those seeking secondary teacher certification may have to complete 30 credit hours in Professional Education coursework plus 12 credit hours in their teaching major.

The **Ph.D. in Education** is aimed at strengthening and deepening the student's analytic understanding of education in both research and teaching. Our doctoral program focuses on two major strands of study: the social context of educational research and science and mathematics education. Students are afforded an opportunity to build unique programs of study by combining concentrations in urban education and American culture studies, mathematics and science education, learning sciences, educational policy, or literacy. These concentrations are supplemented by core studies in history and methodology and by a seminar shared by all doctoral students. Many courses have fieldwork and research components, opportunities to attend and present at local and national conferences, and seminars. Required and elective courses provide the student with a broad understanding of scholarship and research in education and prepare the student for meeting the qualifying examination requirements and for dissertation research and writing.

The **Graduate Certificate in the Learning Sciences** is an interdisciplinary program with its roots in both education and psychology. The goal of research in the learning sciences is to understand the full range of human learning: in school classrooms, but also in informal settings like homes, communities, museums, after-school clubs, sports teams, and performance ensembles. To understand learning in rich, real-world contexts, learning scientists must

study not only basic concept acquisition but also the development of interconnected networks of concepts. Learning scientists are interested not only in advancing our scientific understanding of learning, but also in developing the instructional implications of their research—stepping outside of the laboratory, working closely with professional educators, and implementing their ideas and refining their scientific understanding based on what happens in real-world learning environments.

Students earning the certificate will develop a deep understanding about how people learn. A better understanding of how people learn is an advantage for any job candidate because all professors are teachers. Graduates will be able to use the knowledge they gain to more effectively prepare courses and teach in university settings. They will also obtain a deeper understanding of how they learn and will be able to use this knowledge throughout their lives as they continue lifelong learning.

The certificate consists of five courses for a total of 15 semester hours, of which at least two must be core courses. Three courses may not be used to satisfy requirements of the student's doctoral degree. At least two of the courses must be offered outside the student's doctoral department. The graduate certificate is designed for Ph.D. students in any Arts & Sciences department at Washington University. Students should apply for admission within the first four years of their doctoral study.

Website: education.wustl.edu

Email: nakolk@wustl.edu

Phone: 314-935-6791

Engineering & Applied Science

The defining characteristic of the School of Engineering & Applied Science at Washington University is an eagerness to cross boundaries in research and education. Internationally recognized as an engineering school serving society, Engineering & Applied Science brings together faculty and students — across all engineering disciplines — to develop innovative solutions for the most urgent needs facing the world: cleaner energy and environment, more secure cyberspace and advanced information technology, improved infrastructure, and better medicine.

Our faculty and students develop innovative solutions for the most urgent challenges facing the world: sustainable energy, a cleaner environment, next-generation information technology, and improved health care.

The five departments of Engineering & Applied Science offer eight Ph.D. programs that are described here; these degrees are conferred by the Graduate School of Arts & Sciences. Engineering both offers and confers many other graduate degrees and certificates that may be found on engineering.wustl.edu.

Biomedical Engineering

Modern biomedical engineers face a far different world than those trained even two decades ago. Explosive advances in our ability to probe and understand molecular and cellular processes now make it imperative that the powers of engineering be brought to bear at ever smaller levels, not only producing new discoveries at the most fundamental levels but also accelerating the translation of these discoveries into practical applications.

Our vision is that future leaders and lasting impact will arise from successfully integrating engineering concepts and approaches across molecular to whole-body levels. Moreover, those also trained to integrate the analytical, modeling, and systems approaches of engineering to the complex and, sometimes overwhelming, descriptive details of biology will be uniquely positioned to address new and exciting opportunities. We are committed to educating and training the next generation of biomedical engineers with this vision in mind. Consequently, we are leveraging our existing strengths to build our department around the five research programs representing some of the most exciting frontiers: Biomaterials/Tissue Engineering, Cardiovascular Engineering, Imaging, Molecular, Cellular and Systems Engineering, and Neural Engineering.

Students seeking the **Ph.D. in Biomedical Engineering** enroll in three courses each semester and participate in two or three laboratory rotations in the first year. At the end of that year, they take their oral qualifying exam consisting of a 15-minute presentation on one rotation and oral examination

over four fundamental topics of biomedical engineering. During the second and third years, students complete their remaining six courses, perform their one-semester teaching assistantship and begin their thesis research. Required courses include one in mathematics, one in computer science, two in life science, and five in biomedical engineering, distributed among three of the five research areas. By the end of the third year, students must complete their thesis proposal. Average time to degree is approximately 5.5 years.

Website: bme.wustl.edu

Email: teasdalek@wustl.edu or sakiyama@wustl.edu

Phone: 314-935-6164 or 314-935-7556

Computer Science & Engineering

The Department of Computer Science & Engineering offers **Ph.D. programs** in **Computer Science** and in **Computer Engineering**. Computer Science research encompasses the fundamentals of software and algorithm design, machine learning and bioinformatics, visual and cyber-physical computing, and human-computer interaction. Computer Engineering focuses on the interaction of software and hardware in the design of computing systems and networks. Our research groups have extensive interdisciplinary ties across the university, with collaborations in medicine, science, the humanities, and social work. Recent graduates have accepted research and teaching faculty positions, and research and engineering positions in leading technology companies.

Both Ph.D. programs require a combination of coursework, research, and teaching. The coursework is often completed early in the program, since students are integrated into research groups in their first year and the program emphasis is on creative research. The program has milestones with both written and oral components that provide structure to the five- to six-year degree. The program considers applicants with either bachelor's or master's degrees and has had successful applicants in the past whose prior training is outside of computer science.

Website: cse.wustl.edu

Email: admissions@cse.wustl.edu

Phone: 314-935-6160

Electrical & Systems Engineering

The Department of Electrical & Systems Engineering offers **Ph.D. programs** in **Electrical Engineering** and in **Systems Science & Mathematics**. These degrees build on our research strengths in 1) applied physics and devices, 2) signal processing, imaging and information theory and 3) systems science and applied mathematics but may include work with other departments in the School of Engineering & Applied Science and throughout the university.

For students who enter the program with a baccalaureate degree, these Ph.D. degrees should ordinarily take no more than five years to complete. Students will complete the following kinds of degree work: coursework and a written qualifying examination; preliminary research and research advisory committee selection; a preliminary research examination; research; and completion of dissertation and final oral examination.

Students pursuing either Ph.D. must earn at least 36 semester hours of the 72 required for the degree by taking courses and at least 24 semester hours by conducting research.

Website: ese.wustl.edu/graduateprograms/Pages/

Energy, Environmental & Chemical Engineering

The Department of Energy, Environmental & Chemical Engineering (EECE) provides integrated and multidisciplinary programs of scientific education in cutting-edge areas, including the **Ph.D. in Energy, Environmental & Chemical Engineering**. Research and educational activities of the Department are organized into four clusters: aerosol science & engineering; engineered aquatic processes; multiscale engineering; metabolic engineering & systems biology. These overlapping clusters address education and research in four thematic areas: energy, environmental engineering science, advanced materials, and sustainable technology for public health and international development. In addition to the core faculty in the department, faculty in the schools of Medicine, Arts & Sciences, Business, Law, and Social Work collaborate to provide students with a holistic education and to address topical problems of interest. The department is a key participant in the University's Energy, Environment & Sustainability initiative (ees.wustl.edu) and supports both I-CARES (i-cares.wustl.edu) and MAGEEP (mageep.wustl.edu). Major externally funded research centers in the department include the Consortium for Clean Coal Utilization (cleancoal.wustl.edu), the National Nanotechnology Infrastructure Node (nano.wustl.edu), and the Photosynthetic Antenna Research Center (parc.wustl.edu), a US-DOE Energy Frontier Research Center.

Candidates for the Ph.D. in EECE must complete a total of 72 credits beyond the bachelor's degree, at least 36 of which must be earned by taking courses and at least 30 of which must be earned by conducting doctoral thesis research. To be admitted to candidacy, students must have completed at least 18 credits

at Washington University, have an overall GPA greater than 3.0, and pass the qualifying examination. The student must also have completed two research rotations during the first year of study and have selected a permanent advisor.

Website: eece.wustl.edu

Email: rbaxter@wustl.edu or chen@seas.wustl.edu

Mechanical Engineering & Materials Science

The Department of Mechanical Engineering & Materials Science offers a **Ph.D.** in either **Mechanical Engineering** or **Aerospace Engineering**. The department's research strengths include biomechanics, materials, energy, fluid mechanics, and rotary-wing aerodynamics.

Of the 72 semester hours needed to earn a Ph.D., the department requires its students to earn 36-48 through coursework and 24-36 through research. A qualifying exam is given by the third semester in which the student gives a written and oral analysis of several research papers related to his or her chosen area of research. By the fourth semester, the student should present a dissertation proposal that outlines the scope and method of procedure for the Ph.D. research. The dissertation is defended at the end of the research effort. A typical time to Ph.D. after an undergraduate engineering degree is four years, but the length of program may vary, depending on the individual and the area of study.

Website: mems.wustl.edu

Email: dap@me.wustl.edu

English

The Department of English offers the degrees of Master of Arts and Doctor of Philosophy in English and American Literature and Doctor of Philosophy in English and Comparative Literature. Candidates for admission apply to the Ph.D. program; we do not accept students for a terminal A.M. The Ph.D. is a six-year program.

During their first two years students take courses (one required and the others elective) with the aim of acquainting themselves with a broad range of literary periods and genres, critical methodologies, research approaches, and pedagogical styles. Students have no teaching responsibilities in their first two years; they receive their A.M. at the end of their second year, when their course work is completed. The department also requires that all doctoral candidates have a minimum of competency in one foreign language (ancient or modern), though students working in certain historical areas or writing on special dissertation topics may need additional language study. Language classes are usually taken during the summer after year 1 or 2, but in some cases they may also be taken during the academic year.

During their third and fourth years, students begin teaching and read for their oral major field exam. By the end of the fourth year, they will have passed this exam, submitted a dissertation prospectus, and arranged for a dissertation interview, thus completing all the requirements for the Ph.D. except the dissertation itself. In their fifth year, students research and begin to write the dissertation, while teaching one class per semester; in their sixth year, funded by a dissertation fellowship that frees them from teaching responsibilities, they complete and defend the dissertation.

Students who enter the Ph.D. program with a master's in English from another institution initially follow the same program as students entering with a bachelor's. After their third semester, course work from their previous degree will be reviewed by the Director of Graduate Studies and, when appropriate, credit will be applied toward their Ph.D. Students entering the program with a relevant master's degree may be able to complete the Ph.D. in five years, though they are eligible for full funding through year 6.

Students who wish to receive the combined Ph.D. degree in English and Comparative Literature may do so by fulfilling that program's requirements for combined degrees. For information, please contact Comparative Literature at 314-935-5170.

Website: english.artsci.wustl.edu/graduate

Email: kschneid@wustl.edu

Phone: 314-935-5120

Film & Media Studies

The **Graduate Certificate in Film & Media Studies** offers Ph.D. students valuable intellectual training in film and media studies as a discipline. Courses in historiography, visual analysis, and theory are important for anyone who wishes to incorporate the study of film or electronic media into dissertation research or teaching. Elective credits in the certificate are varied with course offerings demonstrating particular strength in Hollywood film, French film, German film, Asian film, American television, and film and media theory.

Entry into the certificate is by application, with a statement of interest, writing sample, and two faculty recommendations required. Applicants must already be enrolled in a Ph.D. program at Washington University. The 15 hours of coursework needed to complete the certificate include three required courses and two electives. Six hours of the certificate may be counted in the student's Ph.D. requirements.

Website: fms.artsci.wustl.edu

Email: gstudlar@artsci.wustl.edu

Phone: 314-935-4056

Germanic Languages & Literatures

The department offers a diverse and challenging program of study in the languages, literatures, and cultures of the German-speaking countries. The department strives for broad coverage and a variety of approaches aimed at a healthy balance of theory and history, with special emphasis on interdisciplinary connections to departments and programs such as Art History, Comparative Literature, Film and Media Studies, Jewish Studies, Medieval and Renaissance Studies, and Women, Gender, and Sexuality Studies. Graduate students can obtain the degrees Master of Arts and Doctor of Philosophy in German or, in cooperation with the Committee on Comparative Literature, the Doctor of Philosophy in German and Comparative Literature. A Ph.D. student can also earn one of the graduate certificates offered by departments and programs in Arts & Sciences.

Departmental resources include international exchange, faculty mentoring, teacher training, and excellent financial support. International exchange is a crucial component of graduate education in German. The department maintains exchange agreements with the universities of Berlin, Cologne, Tuebingen, and Munich. Exchange is further facilitated by the Max Kade Center, which, in addition to numerous other activities, plays host each spring to a writer- and a critic-in-residence. Departmental faculty are known across campus and across the discipline for their close mentoring of graduate students. We pay close attention to teacher training through our unique pedagogy internships, through recurring workshops, and through a classroom mentoring program which ensures that all teaching assistants receive feedback and advice from a large number of faculty members. Competitive funding packages ensure that students have the resources they need to stay focused on their academic work. As a consequence, our graduate students not only produce first-rate dissertations, they also go on to accept positions at top research universities and liberal arts colleges across the country.

Candidates for the **A.M. in German** are required to complete at least 36 hours of graduate-level work. Six of these hours may be taken outside the department. Each student is required to teach two semesters of German language at Washington University under the direction of a faculty member. The master's exam entails both a written and an oral component. The exam will be based on a thematically organized list representing German literature, visual culture, and thought from the Middle Ages to the present. This list should reflect the student's coursework and primary research interests. It may be organized around a single theme, but the works will more likely be grouped into a limited number of thematic clusters. The written component of the exam consists of four essays chosen from a total of six questions developed by the exam committee. The oral component consists of a one-hour examination conducted by two examiners and the Director of Graduate Studies.

German exchange students may opt for writing a thesis instead if substantial research has already been undertaken at the home institution.

Candidates for the **Ph.D. in German** are expected to have advanced language competence in German upon entering the program. Ph.D. students will take 63 semester hours of coursework (including the 36 for the A.M.), and nine hours of dissertation credit for a total of 72 units of graduate credit. Up to 12 of the 63 credits may be taken in related fields outside the department. Each student must take courses in the full range of German literature and culture, to be chosen in consultation with the graduate advisor. Eight of the courses (24 semester hours) are required for all students. Students planning to work primarily on post-1700 materials must display reading proficiency in French. Students are strongly encouraged to pursue reading knowledge in languages other than French if needed for their dissertation research.

In order to be admitted to the comprehensive exams, students must have completed all required course work, their extra-departmental certificate work (if pursued), as well as the language requirement. Students taking the comprehensive exams should display general knowledge and understanding of the primary materials, historical contexts, scholarly questions, and theoretical frameworks that are likely to drive their future dissertations. The comprehensive exam consists of two written papers, one more theoretical, the other more historical in perspective. After passing these exams, students write dissertation proposal and present it orally to their advising team. Both the comprehensive exams and the dissertation proposal must be completed within a consecutive six-month period.

No student is officially accepted as a candidate for the Ph.D. before all requirements are met and the topic for the dissertation has been approved by the department. In addition to meeting regularly with his/her principal dissertation advisor concerning his/her progress, the graduate student must also meet at least once a year with his/her Research Advisory Committee to review research progress and map out the final stages of the dissertation.

Website: german.wustl.edu/graduate

History

The Department of History offers the Doctor of Philosophy in History. In view of our commitment to the doctoral program, we do not offer a terminal A.M. Although the department offers doctoral training in any historical specialization covered by a tenured faculty member, it specializes in the history of 17th-19th century U.S., Africa, American civil rights, Britain, Central Europe, Early Modern Europe, East Asia (China, Japan), empire and imperialism, Jewish history, and the Middle East. Many of our students pursue interdisciplinary studies and have teaching opportunities in other departments and programs: African and African American Studies; American Culture Studies; East Asian Languages and Cultures; International and Area Studies; Jewish, Islamic and Near Eastern Languages and Cultures; and Women, Gender, and Sexuality Studies.

The graduate program admits only a small number of students each year in order to promote a close working relationship between students and faculty. We encourage students to develop creative, self-tailored programs of study. Doctoral students generally devote their first three years to coursework, preparing for qualifying examinations in three fields of history, and producing a portfolio containing two research papers of publishable quality. Each graduate student's need for linguistic and quantitative skills is determined during the first semester in consultation with his or her adviser. The minimum requirement is normally competence in the language of the documents or culture in which the student proposes to do dissertation research, and competence either in one other language (not English) or in the practice of a quantitative or other technical skill.

In considering applications for admission, the department places great emphasis on an applicant's fit with a particular tenured faculty member (who will serve as the student's primary advisor), on the applicant's proposed future research as described in the personal statement, and on the writing sample submitted with the application.

Website: history.artsci.wustl.edu/graduate

Email: sjpeltz@wustl.edu

Phone: 314-935-5450

Jewish, Islamic & Near Eastern Languages & Cultures

The Department of Jewish, Islamic & Near Eastern Languages & Cultures (JINELC) offers a Master of Arts in Jewish Studies and a Master of Arts in Islamic & Near Eastern Studies. Students who wish to pursue a Ph.D. in the area typically do so under the auspices of a Ph.D.-granting department or program (such as History, Anthropology, or Comparative Literature) in cooperation with appropriate faculty from JINELC.

The **A.M. in Jewish Studies** is designed for students who have some college-level preparation in the field and who wish to deepen their expertise in preparation for a Ph.D. in the field or for a career in education, law, business, or social work. Jewish Studies faculty offer graduate-level instruction in Hebrew Bible; rabbinic culture and texts; medieval, early-modern and modern Jewish history; and modern Hebrew literature. Applicants to the program must show proficiency in Hebrew language equivalent to at least one or two years of college-level study. Students will be expected to have successfully completed third-year Hebrew before receiving the master's degree.

The **A.M. in Islamic & Near Eastern Studies** offers students an opportunity for dedicated, interdisciplinary study of the history, literatures, and cultures of the Middle East. It is designed for individuals who do not have a great deal of undergraduate training in Arabic or other Near Eastern languages, and is well-suited for those preparing for careers in education, law, business, government, and private agencies whose work touches upon some aspect of Islamic & Near Eastern Studies. The A.M. will also serve as an excellent base for students wishing to go on to complete a Ph.D. in the field. Students will be expected to have successfully completed third-year Arabic or Persian before receiving the master's degree.

Common Requirements

Both master's degrees require the completion of 30 semester hours; the ability to use source material and scholarly articles in Hebrew, Arabic, or Persian, as demonstrated in at least one major seminar paper; a second major research paper to be written either in a second seminar or in an independent study supervised by one of the JINELC faculty; and an oral examination of no more than one hour, based on these two research papers. All JINELC students have the option of writing a master's thesis in place of the two major research papers, in which case the oral examination will be based on the thesis.

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Latin American Studies

International & Area Studies offers the **Graduate Certificate in Latin American Studies**. The certificate program gives Washington University students the opportunity to pursue a multidisciplinary specialization while completing their Ph.D. at Washington University. The certificate combines discipline-based training with cultural studies, thus allowing for a rigorous approach to Latin America's social, economic, and political history. At the same time, students are exposed to new theories and current debates on topics such as nation formation, governance, colonialism, development, regionalism, public health, modernization, globalization, and neo-liberalism.

Students must apply for the certificate program and will be evaluated by the graduate certificate committee. This application should be submitted at the beginning of the student's doctoral coursework at Washington University and requires a support letter from the Director of Graduate Studies in the Ph.D. program. The chair of the committee will forward recommendations for admission to the dean of the Graduate School of Arts & Science for final approval. All applicants are expected to be in good academic standing as defined by the Graduate School.

Students in the certificate program must complete 15 graduate units, six of which may also count towards the Ph.D. with the prior approval of the doctoral program's Director of Graduate Studies. Students who earn the graduate certificate, which is awarded concurrently with the Ph.D. degree, complete a total of 81 graduate units rather than the 72 graduate units required for the Ph.D. degree alone. In addition to coursework, certificate students must have proven proficiency in Spanish or Portuguese and must participate actively in the Latin American Colloquium for at least one semester, including the presentation of a research paper.

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Mathematics

The Department of Mathematics offers two master's degrees, one in mathematics and the other in statistics, and a doctoral degree in mathematics. To be admitted, an applicant should have, at the very minimum, the equivalent of two semesters of a rigorous advanced calculus course and two semesters of linear or abstract algebra. More than this is desirable. Because it is difficult to make up coherent programs for students entering in the middle of the year, students will ordinarily be admitted only in the fall.

The A.M. in Mathematics requires 36 semester hours of approved coursework at the graduate level. In addition, a candidate for the master's degree must pass two of the four Ph.D. written qualifying examinations. A comprehensive A.M. examination based on advanced calculus, elementary topology, and elementary abstract algebra may be substituted for the two written qualifying examinations.

The A.M. in Statistics has a thesis option. Students writing a thesis complete 36 semester hours of approved coursework, six of which are earned by conducting thesis research. They defend the thesis in an oral examination. Students not writing a thesis complete 36 semester hours of approved coursework and take two comprehensive examinations. These must either be two of the four Ph.D. written qualifying examination or else both the Society of Actuaries examination covering probability and statistics and a departmental comprehensive examination covering the material in other relevant courses.

The Ph.D. in Mathematics requires 72 semester hours of approved coursework at the graduate level, normally including courses on abstract algebra, measure theory and functional analysis, complex analysis, and manifold theory. With permission from the Director of Graduate Studies, a student may substitute courses on the theory of statistics for either complex analysis or manifold theory. In addition, students must demonstrate competence in English and one other major mathematical language and must take a qualifying examination. This exam includes four general written examinations, one on each of the four areas of required coursework, and oral presentations on two topics. After passing the qualifying examination, students research, write, defend, and submit their dissertations.

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Movement Science

The Movement Science Program offers full-time interdisciplinary PhD training for those who seek to answer questions about human movement. The program is organized around three core content areas: biocontrol (neuroscience), bioenergetics (exercise physiology), and biomechanics. It is administered through the Program in Physical Therapy, which is part of Washington University's School of Medicine. Applicants come from a variety of academic backgrounds: physical therapy, exercise science, kinesiology, biomedical engineering, neuroscience, and occupational therapy. Graduates continue their education through a post-doctoral fellowship or a faculty position. Students learn from, and collaborate with, scientists from multiple departments in the School of Medicine, and with colleagues in biomedical engineering, psychology, and biology.

Applicants must hold a baccalaureate degree from an accredited college or university, although most competitive applicants already hold a masters degree and have some research experience. Prerequisites include the knowledge and skills normally derived from courses in biology, calculus, chemistry, computer science, human anatomy, physics, physiology, and statistics. In exceptional cases, applicants with deficient prerequisites may be admitted on condition that these deficiencies will be made up in the first year.

On average, students complete the degree in 4.5 years. Students work closely with their research mentor, generally working in the lab 15-20 hours a week in their first two years and full-time thereafter. Students complete 13 required core courses (33 semester hours) during the first two years. A teaching practicum offers mentored opportunities to develop teaching skills. Elective coursework or research hours are necessary to meet the minimum requirements of the Ph.D. and may be taken in any area deemed relevant to the study of movement science. Qualifying exams occur after two years of full-time study and consist of two parts. Part One focuses on the three curriculum cores and Part Two requires the student to develop a research proposal pertinent to his/her projected area of dissertation research. To complete the degree, students must also develop, implement, and complete an appropriate line of research including an oral defense of a doctoral dissertation.

The Movement Science Program is supported by NIH training grant T32HD007434. Accepted students receive full tuition remission, a stipend, and health insurance.

Website: pt.wustl.edu/education

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Music

The Department of Music offers programs of study leading to the Doctor of Philosophy in Music (emphasizing musicology or music theory), to the Master of Arts in Music (emphasizing musicology, music theory, or musical composition), and the Master of Music (emphasizing piano or voice). Each graduate program combines a course of advanced studies in one area of music studies with supporting studies in related fields of music. The number of graduate students admitted each year is small, so each student is assured individual attention. There is traditionally close rapport and mutually supportive interaction among graduate students in all areas of study.

The **A.M. and Ph.D. programs in musicology** offer concentrations in all historical periods and ethnomusicology, supplemented by intensive study in music theory and diverse opportunities for performance. The department offers an especially strong program of study in 18th, 19th, and early 20th century music. The early Western periods are also well-represented, as is a strong cultural theory component, directed at jazz and ethnomusicology. The program encompasses several approaches, all directed to increasing the student's ability to think and write critically about music and music-making. Students are also exposed to research methods, notation and editing principles, source studies, and stemmatics in order to learn how to develop a critical text.

The **A.M. and Ph.D. programs in music theory** focus on creative analysis and critical examination of assumptions about music and musical discourse. The graduate program prepares students to undertake research in musical analysis and in the language and methodology of music theory. Preparation includes guiding each student in developing his or her own modes of thought and expression. Faculty research interests encompass critical examination of methodology, contextual and phenomenological analysis, Schenkerian theory, linguistic approaches to tonal theory, and improvisation.

The **A.M. program in composition** combines private lessons in composition with the study of musical traditions and the process of musical thinking that weaves within and leads beyond those traditions. Graduates of the program typically go into doctoral programs in composition or theory.

The **Master of Music program in piano or fortepiano** gives students the option of concentrating in either performance or pedagogy. The goal of the curriculum is to prepare the student musically, technically, and intellectually for the demands of a career or for entrance into a doctoral program in music.

The **Master of Music program in voice** offers students a broad-based program of study. In addition to voice lessons, coaching, and participation in the opera workshop, students are required to take a wide range of classes in pedagogy, literature, and diction, as well as in theory and history. Students are prepared for a performance career or for entrance into a doctoral program in performance.

Common Requirements

The Master of Music requires reading proficiency in one foreign language, keyboard proficiency, ensemble performance, and a graduate recital.

The Master of Arts in Music requires reading proficiency in one foreign language and keyboard proficiency; in addition, composition students must prepare one or more original compositions in lieu of a thesis.

The Ph.D. in Music requires reading proficiency in two foreign languages and keyboard proficiency. Musicology students must pass written and oral qualifying examinations, usually after the completion of their fourth year of studies; music theory students must complete a sequence of qualifying projects during their first four years of studies.

Applications for admission to graduate study should be submitted by December 15. In addition to the application requirements common throughout the Graduate School, applicants for the M.M. or for the A.M. emphasizing composition must take a departmental entrance/placement examination in music history and theory. Arrangements for taking the departmental entrance/placement examination may be made through the department.

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Philosophy

The Department of Philosophy houses two doctoral programs: a regular Ph.D. in Philosophy and an interdisciplinary Ph.D. in Philosophy-Neuroscience-Psychology (PNP). The regular program covers a broad array of philosophy, with particular strengths in ethics, moral psychology, and political philosophy; philosophy of mind, philosophy of language, and metaphysics; and the history of philosophy. The PNP program draws on a core faculty in philosophy and on Washington University's exceptional psychology and neuroscience programs.

The department accepts about 10% of the applicants to these programs, and maintains about 25 students in both programs. We are especially open to interdisciplinary work and are committed to providing methodologically and substantively broad training. Applicants from a wide range of backgrounds are welcome; the most successful applicants have evidence of philosophical talent and promise.

Both programs take six years, during which all Ph.D. students are fully supported. The first six or seven semesters are dedicated primarily to coursework, which may include independent studies and courses in other programs, such as classics, law, political science, and women's studies. Students in their first seven semesters must also complete three qualifying papers that bridge the gap between seminar papers and professional publications. In addition, the department houses two dissertation workshops, one required for Philosophy students in their third year and beyond and the other for PNP students in all years. Students in their fourth year finish their third qualifying paper, devise a dissertation prospectus, and defend the prospectus in an oral exam. Then, the fifth year typically offers fellowship support to draft the full dissertation, before a sixth year is given over to revisions, a required colloquium, and job applications.

The department also works hard to prepare its students as teachers and as potential academic job applicants. Students typically serve as teaching assistants for four of their six years in residence, and teach at least one of their own courses in University College or Summer School. Placement efforts begin during the first-years' orientation and intensify in the spring of the student's fifth year.

Website: philosophy.artsci.wustl.edu or pnp.artsci.wustl.edu

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Physics

The Department of Physics offers A.M. and Ph.D. programs in physics. Research covers a wide area of experimental and theoretical physics, and benefits from close contacts with nuclear and inorganic chemists in the chemistry department, planetary scientists in the earth and planetary sciences department, applied scientists in the engineering school, and biological scientists both on the Danforth Campus and at the medical school. The department is a major participant in the McDonnell Center for the Space Sciences.

Experimental research areas include:

- astrophysics (observations of cosmic rays, gamma rays, X-rays, high-precision tests of gravity)
- space sciences (laboratory analysis of meteorites, stardust, and interplanetary dust particles)
- condensed matter and materials physics (amorphous materials, nanostructures, mesoscopic physics, quantum magnetism, metallic glasses, magnetism and superconductivity, high-pressure physics, hydrogen storage solids)
- biological and biomedical physics (hyperpolarized magnetic resonance imaging, ultrasound, biophysics of the brain, single-molecule studies of proteins).

Theoretical research areas include

- biophysics (nonequilibrium dynamics in biological cells)
- condensed matter physics (strongly correlated electron systems, topological phases, excited states of many-electron systems)
- elementary particle physics (astroparticle physics, dark matter, theoretical cosmology, lattice gauge theory, non-Hermitian Hamiltonians, quark matter)
- many-body theory (nuclear matter, correlations in nuclei).

Students are usually admitted to the Ph.D. program rather than to the A.M. They spend their first two years doing graduate coursework, finding a thesis advisor, and starting research. During that time they receive a stipend and have teaching assistantship duties for only two semesters. After achieving the required course grades and passing an oral examination at the end of their second year, students are normally paid from research funds while working on their thesis research and writing a dissertation. The Ph.D. program typically takes between five and six years to complete.

Website: physics.wustl.edu

Political Science

The Department of Political Science offers the A.M. and Ph.D. in Political Science and the A.M. in Political Economy & Public Policy. In Political Science, the department admits students who seek the Ph.D. and does not admit applicants who seek a terminal A.M. The department has a small, high-quality doctoral program designed primarily to train research scholars and teachers. Materials and methods appropriate to that objective, especially analytical skills, are stressed. Most of the department's Ph.D. graduates obtain tenure-track jobs in academia.

There are no absolute prerequisites for admission to the graduate program. Normally students will be expected to have done basic undergraduate course work in political science and to have earned an overall undergraduate grade average of B or better. Preparation in economics, sociology, history, mathematics, and statistics is also useful. Students applying to do graduate work must take the verbal, analytic and quantitative GRE tests. In addition to well-prepared students with bachelor's degrees, students who have completed master's degrees are invited to apply to the doctoral program.

The department offers graduate-level courses designed to prepare students in six basic fields of political science: (1) American politics, (2) comparative politics, (3) international politics, (4) formal theory, (5) quantitative methods, and (6) political and social theory. In order to qualify for the master's degree, a student must successfully complete – with a grade of B or better – 42 semester hours of graduate-level political science or other classes approved by the Director of Graduate Studies. Requirements for the doctorate include at least 72 units of graduate-level course work, including the 42 that were counted toward the master's, and a dissertation. Students are also expected to take comprehensive exams in two of the six fields at the end of their fourth semester, and to produce and publicly defend a solo-authored research paper in their primary field by the end of their sixth semester. Each student must also demonstrate competence in quantitative analysis. Students are expected to complete the Ph.D. within five years.

The department's interdisciplinary **A.M. in Political Economy and Public Policy** is intended for students who have done basic undergraduate course work in political science and/or economics. Preparation in mathematics, history, or sociology is also useful. The core of the program includes a seminar in political economy, a theoretical course in economics, and a course in quantitative methods from economics, political science, or another social science discipline. In addition, 15 credits of coursework from three fields of concentration - the formal analysis of institutions, economics, and public policy - are required. Each student must also complete, defend, and submit a thesis.

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Psychology

The Department of Psychology trains graduate students who are interested in becoming the next generation of academic researchers and educators in psychology. Graduate study may be undertaken in the following general areas: Behavior, Brain, and Cognition; Clinical Psychology; Aging and Development; and Social and Personality. The traditions of Washington University and the department encourage interdisciplinary graduate study, both between the subfields of psychology and with other disciplines. Therefore, while students must affiliate with at least one of the areas within psychology, they are frequently affiliated with multiple areas within psychology. Further, many graduate students in psychology also engage in interdisciplinary training and research. For example, opportunities for cross-disciplinary training and research are available in the Division of Biology and Biomedical Sciences (e.g., neuroscience and genetics), the programs of Linguistics and of Cognitive, Computational, and Systems Neuroscience; in African American Studies; and in Philosophy-Neuroscience-Psychology, as well as in several departments of the Schools of Medicine and Engineering.

The Department of Psychology admits students for full-time study toward the Ph.D. and does not offer a terminal master's degree. However, students are required to complete a master's degree with thesis as part of the requirements for a Ph.D. In addition, the Ph.D. requires coursework (including statistics, methods, ethics and several core content areas), a subject matter exam, at least one semester of a teaching experience that fulfills the doctoral teaching requirement, and consistently high-quality research productivity that results in publishable findings.

In making decisions about admission, the Department of Psychology considers many factors, including test scores, grade-point average, research experience, and letters of recommendation, as well as other factors that help us assess an individual's potential. There are no minimum undergraduate course requirements on which admission to graduate study in the department is based. However, the department recommends a liberal undergraduate education with a major in psychology before undertaking graduate study in psychology, though other major fields may be suitable as preparation in specific areas of psychology.

In addition to completing the Graduate School's online application, qualified applicants are asked to come for an interview. We have found such interviewers are highly useful both for the applicant and for the faculty in the department. However, an in-person interview is not mandatory for admission.

Website: psychweb.wustl.edu/graduate

Phone: 314-935-6520

Rehabilitation & Participation Science

The Ph.D. in Rehabilitation and Participation Science (RAPS) is an interdisciplinary program designed to prepare students to be productive in research and to pursue a career in academia. The program offers training to students who seek to answer questions about rehabilitation and participation. The program is organized around three core content areas: neurorehabilitation, performance, and community participation. The program is administered through the Program in Occupational Therapy, which is part of Washington University's School of Medicine. Applicants come from a variety of academic backgrounds including occupational therapy, medicine, physical therapy, engineering, public health, social work, and speech language pathology. Students from psychology, biology, or other biological or social sciences may also apply. Students learn from, and collaborate with, scientists from multiple departments including neuroscience, psychology, engineering, computer science, environmental science, public health, clinical sciences, neurology, plastic surgery, otolaryngology, and occupational health.

Applicants must hold a baccalaureate degree from an accredited college or university. Many applicants already have a master's degree and may have research experience. Prerequisites include the knowledge and skills normally derived from courses in anatomy and physiology, statistics, psychology, neurorehabilitation, performance, and community health. Applicants with deficient prerequisites may be admitted to the RAPS program on condition that these deficiencies will be made up in the first year.

On average, students complete the degree in about 4 years. Students work closely with their research mentor, generally working in the lab 15-20 hours a week in their first two years and full-time thereafter. Students must accumulate 72 credits to complete the degree: 30 credits of core courses, 9-12 credits of electives, 24 credits of research, and 6-9 dissertation credits. Qualifying exams occur after two years of full-time study and consist of two parts. Part 1 focuses on the three curriculum cores, and Part 2 focuses on the student's major area of study. To complete the Ph.D., students must also develop, implement, and complete an appropriate line of research leading to an oral defense of a doctoral dissertation.

Accepted students receive full tuition remission, a stipend, and health insurance.

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Romance Languages & Literatures

The Department of Romance Languages & Literatures offers Ph.D. programs in French and in Hispanic Languages and Literatures, preparing students for careers in university teaching and research. With our faculty's wide-ranging expertise, graduate students have opportunities to specialize and train in many areas of French, Francophone, Latin American, and Iberian cultures. We offer a broad range of training from medieval through contemporary, with opportunities to concentrate in a variety of different areas that reflect the areas of expertise of our faculty, including migrations and communities; popular literacy and cultural memory; early modern and modern cultural production; the intersections of literature, art, and the sciences; modernities and post-modernities; visual cultures and performance; and linguistics and language learning. The department also offers the Graduate Certificate in Language Instruction, which is open to Ph.D. students in other disciplines as well as to those in the department's own graduate programs.

In both programs, students receive six years of funding (five if admitted with a master's degree). Two years of this funding generally come in the form of first-year and dissertation fellowships, entailing no teaching; the rest comes as teaching assistantships. Students in both programs take a required seminar in language teaching methodology, in addition to the requirements specified below. Optional pedagogical or interdisciplinary training can be acquired by means of one of the Graduate School's certificate programs.

For the **Ph.D. in French Language and Literature**, students take courses in all areas of French and Francophone studies, and may take up to two courses outside French, for a total of 60 credits at the graduate level. In their fourth semester, students take the AM exam. In the semester after they finish their coursework, students take their Ph.D. exams, consisting of two written and one oral examination by the full faculty, followed by a dissertation prospectus defense before their thesis committee of three faculty members. Students then have approximately two years to complete research and writing of their dissertations, which they defend in the last semester of their programs.

For the **Ph.D. in Hispanic Languages and Literatures**, students take courses in all areas of Latin American and Iberian studies and may take up to two courses outside Spanish. In the sixth semester (fourth for those entering with a master's degree), students take a qualifying exam. In the eighth semester, (sixth for those entering with a master's), having passed their comprehensive exams, students submit an extended prospectus and a draft of a chapter. The student will then defend the prospectus and the chapter to a committee of four faculty members in a one-hour oral exam. Students then research, write, defend, and submit their doctoral dissertation in the course of the next two years.

For information on the combined degrees, Ph.D. in French & Comparative Literature and Ph.D. in Spanish & Comparative Literature, consult the Comparative Literature program.

Ph.D. program in French Language and Literature

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Ph.D. program in Hispanic Languages and Literatures

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Language Instruction

In order to provide our graduate students with additional qualifications and formal training that will make them strongly prepared for a range of demanding academic positions, the Department of Romance Languages and Literatures offers the Graduate Certificate in Language Instruction for students enrolled in Ph.D. programs at Washington University.

The Graduate Certificate in Language Instruction is an interdisciplinary certificate related to the fields of applied linguistics, second language acquisition, psychology, neuroscience, and other disciplines that have important implications for the way we teach foreign languages. Study within these different fields provides a fascinating examination of how second languages are learned and how second language is generated by learners. An understanding of second language acquisition processes both enriches our knowledge of how the mind works and serves to better inform the ways that foreign language teachers design and implement curricular approaches for different levels and skills.

Ph.D. students must apply to be considered for the certificate program at the beginning of their doctoral coursework; A.M. students are not eligible for consideration. Applications will be evaluated by a faculty committee twice a year, in October and March. The certificate consists of five courses: three required courses and two electives. Since the certificate requires three additional courses beyond those required for the Ph.D., students will complete 81 semester hours rather than 72. Additional tuition remission is available.

The goal of the five-course sequence is to provide certificate students with a solid base in the theoretical and instructional implications of research on language acquisition across different linguistic subsystems (phonology, lexis, syntax, pragmatics) and different linguistic modalities (spoken and written). This formation will also prepare students to be involved in language program design and curricular development.

Website: rll.wustl.edu/cert/langinstruction

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Social Work

The objective of the Ph.D. in Social Work is to educate scholars for research careers in the social and behavioral sciences. The program is highly interdisciplinary, mentoring students with interests in such areas as social and economic development, child welfare, gerontology, addictions, health, mental health, and public health. Our graduates pursue teaching and research careers in social science institutions throughout the world.

The program requires 72 units of credit, 21 of which may come from a student's master's degree. While in the program, the student will take a variety of theory and research methods courses, plus 15 units of elective credits outside the traditional social work curriculum. Electives may include classes in psychology, psychiatry, public health, anthropology, education, law, economics, or political science. Teaching and research assistantships and the writing of an "area statement" round out the required credits. Competence is assessed through a qualifying examination and the defense of the dissertation. We are unable to offer distance learning or part-time study.

A completed master's degree in social work, public health, or related social science is required of all applicants for admission; a minimum of two years of post-master's practice and/or research experience is strongly recommended. The deadline for applications to the Ph.D. in Social Work is December 1 of the year preceding enrollment.

Website: brownschool.wustl.edu

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Phone: 314-935-6605

Speech & Hearing Sciences

The Ph.D. in Speech and Hearing Sciences prepares students for academic and research careers in the field. Established in 1947, the program is dedicated to fostering scientific inquiry in speech and hearing sciences and closely related disciplines, such as audiology, deaf education, speech and language, and sensory neuroscience. The curriculum combines interdisciplinary academic coursework, teaching experiences, and research training, and culminates in a dissertation. It is administered through the Program in Audiology & Communication Sciences, which is a part of Washington University's School of Medicine; the Ph.D. is conferred by the Graduate School of Arts & Sciences.

Applicants must hold a baccalaureate degree from an accredited college or university, although most competitive applicants already hold a master's degree and have relevant research experience. Students come from a variety of academic backgrounds, including psychology, audiology, deaf education, and biology.

Students generally complete the program in 4-6 years, with the first 2-3 years dedicated to completing coursework, teaching experiences, and initial research, followed by completion of qualifying examinations. Students complete the dissertation and complete the defense in the final year(s). Each student's experience can be tailored to his or her individual interests. At most 24 hours of graduate credit may usually be transferred toward the Ph.D. from another institution; graduates of our Doctor of Audiology (Au.D.) and Master of Science in Deaf Education (M.S.D.E.) programs are provided with advanced standing and may transfer up to 48 or 36 hours, respectively.

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Theater & Performance Studies

The Performing Arts Department offers an **A.M. in Theater & Performance Studies**, dedicated to the intense study of theater and performance in cultural and historical context, from pre-antiquity to contemporary times, across global traditions. Through core seminars in dramatic theory, performance theory, theater history and methodology, as well as courses taught by Washington University faculty specializing in classical, early modern, enlightenment, modernist and contemporary theater and performance, students are exposed to the theoretical, practical and historical knowledge central to the dynamic field of theater and performance studies. Requirements for the A.M. are flexible enough to allow students to cultivate interdisciplinary specialties, and to maintain a relationship with theater and performance practice, with the understanding that performance is a historical practice that has developed in a reciprocally formative relationship with broader intellectual, social, and cultural forces.

Applicants do not need to have an undergraduate degree in theater. The A.M. requires 36 semester hours (12 courses overall); students can complete the degree in two years. Three specific courses are required (Introduction to Graduate Study, Dramatic Theory, Performance Theory); students must also take at least one theater history course and at least one course on theater production, in addition to seven elective courses, some of which may be outside the department. The master's exam is based on a seminar paper written during the student's first three semesters in the program, which under the guidance of a faculty advisor is extensively rewritten, including the compilation of additional research. A thesis is not required, but is an option.

Website: pad.artsci.wustl.edu/graduate

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Urban Studies

The Center on Urban Research & Public Policy offers the **Graduate Certificate in Urban Studies**. The center's mission is to contribute to the national dialogue about the challenges and successes of our nation's urban policies and programs; to advance research and curriculum on pressing urban issues, regionally, nationally and internationally; to prepare, educate and train students to play a greater role in improving our cities; to promote the education and participation of urban residents in policy determination at local, state and national levels; and to provide public officials and community leaders with new tools for management and policy analysis on issues that confront America's cities.

The Graduate Certificate in Urban Studies requires successful completion of five courses for a total of 15 semester hours: 2 core courses and 3 electives. Nine of the hours must be in courses not used to satisfy requirements of the student's doctoral degree. At least six of the hours must be satisfied by core courses offered outside of the student's doctoral department, as approved by the Director of Graduate Studies in the student's department and by the director of the certificate program.

Ph.D. students in any Arts & Sciences department at Washington University may apply for the certificate. Applications should be submitted to the certificate program director and will be reviewed in consultation with the student's doctoral advisor and with the Graduate Studies Director of the home degree program. Upon review of applications by the certificate program committee, the program director will make recommendations for admission into the certificate program to the Dean of the Graduate School of Arts & Sciences for final approval.

Website: artsci.wustl.edu/~urban/u_programs.htm

Email: urban@artsci.wustl.edu

phone: 314-935-6241 or 314-935-6878

Women, Gender, & Sexuality Studies

Washington University offers a **Graduate Certificate in Women, Gender, and Sexuality Studies** for students in A.M./Ph.D. programs throughout the university who wish to enhance their disciplinary studies with a concentration in gender studies. The certificate gives students the means of meeting and working with faculty and graduate students in departments throughout Arts and Sciences who do research on women, gender, and sexuality. It prepares students for job possibilities within women, gender, and sexuality studies programs as well as within their home disciplines. Graduate certificate students are on the program's mailing lists and are invited to participate in a variety of events, including special guest lectures, conferences, faculty searches, and informal gatherings. The program sponsors a regular graduate colloquium in which graduate students share their work with others interested in feminist and gender-oriented scholarship.

The Women, Gender, & Sexuality Program also offers certificate students in certain departments the opportunity to observe and then design sections of introductory courses in Women, Gender, and Sexuality Studies. Departments currently involved are Anthropology, East Asian Languages & Cultures, Education, English, German, History, Philosophy, Political Science, and Romance Languages & Literatures. Participating students are equipped to offer both disciplinary and interdisciplinary scholarly and teaching expertise to hiring institutions. Interacting with faculty in the program and participating in the joint teaching program provide students with a rich repertoire of pedagogical skills and collaborative experiences.

Graduate students interested in the certificate should apply for it after consulting both their departmental Director of Graduate Studies and the certificate program director. The certificate requires the completion of five graduate-level courses, at least two of which must be drawn from home-based Women, Gender, & Sexuality Studies course offerings.

Website: wgss.artsci.wustl.edu

Email: women@artsci.wustl.edu

Phone: 314-935-5102

Writing

The Writing Program offers a **Master of Fine Arts in Writing** (M.F.A.) in two genres, poetry and fiction. It is a two-year program requiring satisfactory completion of 42 semester hours, a thesis (usually a volume of poems or short stories, or a novel), and an oral examination dealing principally with the thesis. The primary faculty in poetry are Mary Jo Bang and Carl Phillips; in fiction they are Kathryn Davis, Danielle Dutton, and Marshall Klimasewiski.

We enroll ten to twelve students each year—five or six in each genre—so that there is always a single graduate workshop in each genre and students take their genre’s workshop all four semesters. Every student we enroll receives full and equal funding, and our funding package is among the best in the nation. Our students do not teach the first year, instead taking three courses each semester; in the second year they teach one introductory workshop in their genre each semester.

Applicants must apply to each genre separately and will be enrolled in only one. However, through themed craft courses, MFA students in fiction may take workshops with the poetry faculty and vice versa, and our creative nonfiction faculty—Kathleen Finneran in memoir and personal narrative, and Edward McPherson in literary journalism—always offer a graduate Creative Nonfiction Workshop and sometimes craft courses as well. Each year our [reading series](#) brings a diverse group of poets, fiction writers, and nonfiction writers to the department. In addition, the Hurst Professor program brings in four distinguished visitors each year to present their newest work, lecture on the craft of writing, and work one-on-one with our MFA students. Edward P. Jones, Frank Bidart, Joy Williams, Jorie Graham, Aleksandar Hemon, Lucie Brock Broido, George Saunders, Claudia Rankine, Deborah Eisenberg, Paul Muldoon, and Lydia Davis are just some of our recent visiting Hurst Professors.

Website: english.artsci.wustl.edu/graduate/writing_program

Email: scrabong@wustl.edu

University College

University College is the continuing education and professional studies division of Arts & Sciences at Washington University. Students can complete any of various master's degrees, certificate and certification programs, and a Doctor of Liberal Arts, which are conferred by the Graduate School but administered by University College for the benefit of students taking evening courses and usually enrolled on a part-time basis. In addition, University College offers other master's degrees and graduate certificates that are not conferred by the Graduate School and therefore are not described in this publication.

American Culture Studies

The 30-credit **Master of Arts in American Culture Studies** offers adult learners multiple perspectives on the cultures, values, and people of the United States. Studies may span American literature, history, religion, philosophy, anthropology, education, economics, political science, music, art history, theater, and film. Students are required to complete either a three-unit directed research project or a six-unit master's thesis.

Biology

University College offers both a Master of Arts and a Master of Science in Biology.

The **M.A. in Biology** is designed for working adults seeking to update their science knowledge; pursue a specialty such as biotechnology, ecology, neurobiology, or genetics; prepare for employment in emerging science fields; improve their professional standing; or deepen their understanding of biology. The MS in Biology is designed for middle and secondary school teachers; its curriculum integrates current research in life sciences and education to demonstrate the importance of scientific issues to the global community.

Students seeking the MA in Biology must satisfactorily complete 30 units of graduate work in the biological sciences in courses approved by the program committee, including a required capstone experience. This may be either a three-unit capstone course or a six-unit master's thesis. Students must have completed at least 21 units to be eligible for a capstone experience. Only students with appropriate backgrounds, interests, and academic qualifications may be authorized to write a master's thesis based on original library or laboratory research. All students admitted to the MA are required to take at least half of the coursework on the Washington University campus.

The **M.S. in Biology** is a two-year program designed to fit the schedules of working teachers. It includes two summer institutes, three weeks each, in residence at Washington University, along with online coursework during the academic years following each summer. Students seeking the MS in Biology must satisfactorily complete 30 units of prescribed coursework covering a

wide range of scientific topics and methods for teaching them. The program admits new students in alternate years.

Education

University College offers both Post-Baccalaureate Teacher Certification and a Master of Arts in Education—Instructional Process.

The **Post-Baccalaureate Certification** program provides students who have completed a bachelor's degree with the coursework necessary to obtain a Missouri teaching certificate. All coursework is available through University College during afternoon and evening hours with the exception of student teaching, which is available during the fall (elementary) or spring (middle school, secondary, and K-12) semester. Required coursework is taken for undergraduate credit. Certification through this program is available in the following teaching areas:

- Elementary Education (grades 1-6)
- Middle School (grades 5-9): English, mathematics, science, or social studies
- Secondary Education (grades 9-12): biology, chemistry, earth science, English, mathematics, physics, or social studies
- K-12: art, classics (Latin), or modern foreign languages (French, German, Japanese, Russian, Spanish)

The **Master of Arts in Education—Instructional Process** focuses on an Analysis of Practice for practicing educators in a variety of settings. This Analysis of Practice allows educators to consider multiple and enhanced approaches for data collection, analysis, and reflection on educational issues involving educational assessment data, video microanalysis, learning sciences research, and educational foundation concepts. The M.A.Ed.-IP degree program offers three strands of study: Professional Development, Science Education (elementary and middle school), and Innovative Certification. All three strands require students to complete the core coursework with a culminating portfolio project. Students must complete at least 30 credits to earn this master's degree.

Human Resources Management

Knowing how to manage people is a valuable, as well as highly marketable, skill. University College offers both a 15-credit **Graduate Certificate** and a 36-credit **Master of Arts in Human Resources Management**. Designed for part-time evening students, these are an outstanding and practical choice for working adults. At the certificate level, four of the five courses are prescribed and one is elective. For the master's degree, six of the twelve courses are prescribed, four more must be evenly distributed between two focus areas, and two are elective. One of the prescribed courses for the MA is an integrative capstone project; there is no master's thesis option. Both for the certificate and for the master's degree, a maximum of six credits can be taken outside University College.

International Affairs

The 30-unit **Master of Arts in International Affairs** program is designed for working adult students with professional interests in international economics, trade and business; international law and politics; foreign cultures; and international environmental and technology issues. Students must successfully complete an introductory seminar, Current Issues in International Affairs, early in the program of study. The distribution of other coursework follows three rules. (1) At least four other courses must be seminars in International Affairs, with the remaining electives chosen from International Affairs or other authorized graduate-level courses in economics, history, political science, foreign languages, and related areas. (2) Students must include in their program at least two “international issues” courses (minimum 6 units) focusing on international trade, finance, politics, law, development, and other issues and at least two “area studies” courses regions of the world including East and Southeast Asia; Europe and Russia; Latin America; Africa; and the Middle East. (3) Students must complete either a three-unit directed research project or a six-unit master’s thesis.

In addition to the 30 units of graduate coursework, students are required to demonstrate reading knowledge in a foreign language, normally equivalent to two semesters of college-level language study, as approved by the program director. Foreign language courses must be taken for a letter grade in accordance with the grading policies for graduate programs in University College. Courses taken more than seven years prior to the date of admission do not fulfill the foreign language proficiency requirement.

Liberal Arts

University College offers both a Master of Liberal Arts and a Doctor of Liberal Arts.

The **Master of Liberal Arts** (M.L.A.) program provides the opportunity, at an advanced level of intellectual inquiry, to explore interdisciplinary perspectives that are the hallmark of a rigorous liberal arts education. MLA students pursue course work and independent research with Washington University scholars of history, anthropology, literature, art, music, philosophy, politics, religion, and science. Core M.L.A. interdisciplinary seminars are organized into four general categories—Ideas and Inquiry, The Creative Imagination, Science and Human Values, Historical Understanding--that examine a broad range of intellectual history, extending from specific traditions of thought to questions of cultural difference; from specific rituals to acts of creation and innovation; and from moments of discovery to diverse responses to change, including transforming experiences such as euphoria, nostalgia, illness, and rebellion. Through a focus on interpretative skills in oral and written expression, these seminars help students sharpen their own thinking about contemporary issues in relation to ideas about justice, values, and critical inquiry that have influenced the course of history.

To earn the Master of Liberal Arts, students must satisfactorily complete nine courses (five of which must be drawn from the core seminars) and a final independent project, for a total of 30 units of graduate study. The final project, either a three-unit directed research project or a six-unit master's thesis, developed under the supervision of a Washington University faculty member, is required. This project presents an opportunity to explore independently and extensively an area of personal interest and must be completed at the conclusion of a student's course work. The project also provides an opportunity for students to work closely with a member of the M.L.A. faculty.

The **Doctor of Liberal Arts (D.L.A.)** program is designed for the experienced adult learner who wishes to pursue rigorous interdisciplinary study, independent scholarly reading, and research. The degree is designed to cultivate interdisciplinary skills, intellectual habits, analytical and critical reasoning, effective writing, and broad-based decision making. The DLA is primarily for working professionals who have already earned a master's degree and who seek further intellectual enrichment from advanced graduate study on an evening, part-time basis.

To earn the Doctor of Liberal Arts, a student must complete 45 credit hours after earning a relevant master's degree, pass a written and oral comprehensive examination, and write and defend a thesis. Total credit hours include 36 units of graduate coursework and 9 units of thesis research and writing. A maximum of six units of graduate credit may be transferred to the D.L.A. Students choose among four interdisciplinary concentrations to focus their studies: Textual Traditions, Historical Context, Visual Culture, or Global Perspectives. The thesis emphasizes original interpretation and synthesis. A faculty advisor, appointed to each student early in the program, works closely with the student at all stages of the thesis. Part-time students complete all D.L.A. coursework within four to five years and then take comprehensive exams, after which they generally need two additional years to complete the thesis.

Nonprofit Management

The **Master of Arts in Nonprofit Management** is designed for working professionals currently employed in the nonprofit sector and also those who want to enter the field. The program provides a range of courses addressing the major responsibilities and challenges of nonprofit and human resources management, preparing students to work effectively in the field and enhancing the management skills of those seeking a career in related fields. The M.A. consists of 36 units of graduate coursework in a combination of nonprofit management and human resources management courses. 27 units are prescribed, and nine are electives. Included in the required units is a three-unit integrative capstone project.

Website: ucollege.wustl.edu

Appendix

Graduate School Policies

- Academic and Professional Integrity Policy
- Part-time Employment Policy
- Procedure for Dissenting Vote(s)

University Policies

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

Graduate School of Arts & Sciences Academic and Professional Integrity Policy for Graduate Students

PREAMBLE

This document on academic and professional integrity applies to graduate students in the Graduate School of Arts and Sciences (“GSAS”): Master’s and Ph.D. students in Arts & Sciences programs, all Ph.D. students on the Danforth & Medical campuses, including those home-based in another School (Engineering, Social Work, Medicine, Business), and Dual Degree students when one of the degree programs resides in GSAS. Originally adopted by the Graduate Council of the Faculty of Arts and Sciences in 1991, the current version underwent major review and revision and was approved by the Graduate Council in April 2012.

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 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.

I. INTRODUCTION

Academic integrity is of paramount importance at every educational institution. The university 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 allegation of impropriety, unless refuted to the satisfaction of peers, can tarnish a reputation and block 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.

Washington University promotes the highest standards in academic scholarship. The Graduate School of Arts and Sciences, in providing a springboard for its students into careers in scholarship and research, does not tolerate any form of laxity in academic integrity. Term papers, seminar presentations, laboratory experiments, 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 generally not publicly aired and that students may be permitted to continue their training 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 and 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.

II. OFFENSES WHICH CONSTITUTE VIOLATIONS OF ACADEMIC AND PROFESSIONAL INTEGRITY

A. ACADEMIC INTEGRITY VIOLATIONS

The following offenses, or attempts to commit these offenses, constitute violations of academic integrity:

1. Plagiarism and other misappropriation of the work of another

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 and Sciences as a serious violation of academic integrity.

To avoid plagiarism, students are expected to be attentive to proper methods of documentation and acknowledgement. To avoid even the suspicion of plagiarism, a student must always:

- a. Enclose every quotation in quotation marks, and acknowledge its source.
- b. Cite the source of every summary, paraphrase, abstraction or adaptation of material originally prepared by another person, and any factual data that is not considered common knowledge. Include the name of author, title of work, publication information, and page reference.
- c. Acknowledge material obtained from lectures, interviews, or other oral communication by citing the source (name of the speaker, the occasion, the place, and the date).

- d. Cite material from the Internet as if it were from a traditionally published source. Follow the citation style or requirements of the instructor for whom the work is produced.

Similar to standards governing preparation and publication of written works, there are standards that govern the creation and preparation of artistic, design and technical works and creations. It is a violation of academic integrity to represent another's artistic, design or technical work or creation, including unacknowledged or unauthorized use of proofs and codes, as one's own. It is recognized and understood that a student's work may often draw from previously published material and works for reference and inspiration, and the Graduate School encourages this type of exploration. However, student work claiming to be original, but which has been lifted without significant change from other sources, including magazines, the Internet, fellow students or colleagues, is unacceptable and will be treated as a violation of this policy.

2. 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 using or providing unapproved materials for an examination.

3. Copying Or Collaborating On Assignments Without Permission

When a student submits work with his/her name on it, this is a written statement that credit for the work belongs to that student alone. If the work was a product of collaboration, each student is expected to clearly acknowledge in writing all persons who contributed to the work.

If the instructor allows group work in some circumstances but not others, it is the student's responsibility to understand the degree of acceptable collaboration for each assignment, and to ask for clarification if necessary.

To avoid cheating or unauthorized collaboration, a student should never:

- a. Use, copy or paraphrase the results of another person's work and represent that work as his/her own, regardless of the circumstances.
- b. Refer to, study from, or copy archival files (e.g. old tests, homework, or back files) that were not approved by the instructor.
- c. Copy another's work or permit another student to copy his/her work.
- d. Submit work as a collaborative effort if he/she did not contribute a fair share of the effort.

4. Fabrication or Falsification of Documents, Data or Records

It is dishonest to fabricate, falsify or otherwise provide misleading data or other material presented in research papers, projects, publications, assignments and in any other academic and professional circumstances; to fabricate source material in a bibliography or "works cited" list; or to provide false information

on a résumé or other document in connection with academic and professional efforts.

Examples of falsification include:

- a. Altering information on any exam or class assignment being submitted for a re-grade.
- b. Altering, omitting, or inventing data to submit as one's own findings. This includes copying data from another student to present as one's own; modifying data in a write-up; and providing data to another student to submit as his/her own.
- c. Improper adjustment or revision of data, gross negligence in collecting or analyzing data, deceptive selective reporting of data, or the deceptive omission of conflicting data.
- d. Publication of information that will knowingly mislead or deceive readers
- e. Failure to give proper credit to collaborators, including joint authorship, if appropriate or identification of persons as authors who have not contributed to the work

5. Research Misconduct

It is a violation of this policy to engage in research misconduct or otherwise fail to adhere to the University's research policies and guidelines, which can be found at <http://research.wustl.edu>. Research misconduct includes but is not limited to failure to adhere to or to receive the approval required for work under research regulations of federal, state, local or University agencies or departments.

6. Obstruction of the Academic Activities of Another

Students are prohibited from obstructing or interfering with the scholarly research and academic activities of another individual. Examples include but are not limited to stealing, tampering with, damaging, or destroying research papers, data, supplies, equipment, designs, drawings, other products of research or academic work, or such other property of others that is related to academic endeavors, or impeding access to shared resources such as library materials, studio materials, or computer software and hardware.

7. Abuse of Confidentiality

It is a violation of this policy for a graduate student to release information, ideas or data of others that were provided to the student with the expectation that the student would maintain such information, ideas or data as confidential. For example, a student may be exposed to or asked to participate in confidential grant proposals, review of manuscripts, or other applications for honors and awards that should be considered confidential and not disclosed to unauthorized persons.

8. Other Forms Of Deceit, Dishonesty, Or Inappropriate Conduct

Under no circumstances is it acceptable for a student to:

- a. Submit the same work, or essentially the same work, for more than one course without explicitly obtaining permission from all instructors. A student must disclose when a paper or project builds on work completed earlier in his/her academic career.
- b. Request an academic benefit based on false information or deception. This includes requesting an extension of time, a better grade, or a recommendation from an instructor.
- c. Misrepresentation of experience or ability. This includes providing false information concerning academic achievement or background in an area of study. For example, falsely reporting the substance of an internship, omitting transcripts or other academic information on an application for admission or other University records.
- d. Steal, deface, or damage academic facilities or materials.
- e. Collaborate with other students planning or engaging in any form of academic or professional misconduct.
- f. Submit any academic work under someone else's name other than his/her own. This includes but is not limited to sitting for another person's exam; both parties will be held responsible.
- g. Publish or attempt to publish collaborative works without the permission of the other participants
- h. In addition, any offense defined as academic misconduct within the Washington University Student Judicial Code may also constitute a violation of this policy.

B. PROFESSIONAL INTEGRITY VIOLATIONS

Professional integrity violations consist of behavior that is inconsistent with ethical standards in the professional roles for which the student is being trained that are not covered by policies governing academic integrity. This may include the student's performance in the role of researcher or scholar, teacher or mentor, supervisor, service-provider or colleague. Of particular note in this regard are behaviors that make the workplace hostile for colleagues, supervisors or subordinates. Graduate students are expected to adhere to ethical standards in a variety of work settings (e.g., offices, classrooms, clinics, and laboratories) within the explicit standards set by University policies. Being physically or verbally threatening, disruptive, abusive or hostile can make the workplace so unsafe or unpleasant that others cannot do their work. However, graduate education must take place in an environment in which free expression, free inquiry, intellectual honesty, and respect for the rights and dignity of others can be expected. Ethical standards of conduct should help ensure, not compromise, these features of the university environment.

Sources of the norms or standards to which graduate students can be held accountable (and charged under this policy if they fail to adhere to them) are as follows:

1. State and Federal Laws: Graduate students, like all members of the University community, are expected to abide by all State and Federal laws.
2. Relevant University-Wide Policy Statements: Graduate students are responsible for being familiar with and are held accountable to the standards that are identified in University-wide policy statements and that apply to them, including but not limited to the University's Policy Against Sexual Harassment, Policy Against Discriminatory Harassment, the Non-Discrimination Statement, and the University Student Judicial Code, which can be found at www.wustl.edu/policies.
3. Discipline-Specific Professional Standards of Conduct or Code of Ethics: Graduate students are expected to meet professional standards of conduct associated with their own disciplines and/or professions as articulated in formal codes of ethics. Such formal codes can include but are not limited to codes of professional conduct or statements on professional behavior that have been adopted by the student's department, program, school or college, as well as codes of ethics published by professional associations.
4. Additional Forms of Professional Misconduct: In addition, graduate students can be held accountable for the following professionally relevant behaviors, which may or may not be identified as violations in other formal codes of conduct relevant to the student. With respect to the following behaviors, the appropriate academic leadership (e.g., dean or department chair), in consultation with department faculty, serves as the authority for whether a specific student behavior warrants review under this policy.
 - a. Misrepresentation of one's credentials or status, or failure to correct others' inaccuracies or misrepresentation of one's credentials. This includes professional experience, paid or unpaid, including positions held; and relevant timeframes and dates (e.g., the timeframe in which a professional position was held, or the date on which a degree was earned).
 - b. Unethical consulting activity, including misrepresentation of one's status, credentials, or level of expertise to secure a consulting assignment; and knowingly taking on a consulting assignment without the necessary knowledge or expertise. (Consultation should only be provided by individuals who have demonstrated knowledge, expertise, and competence related to the consultation. To avoid problems in this regard, graduate students are strongly encouraged to seek the advice of their faculty advisors or other appropriate members of the faculty before taking on a consulting assignment.)

- c. Unethical professional practice based on conflict of interest. This includes engaging in unethical professional behaviors to promote, benefit or protect one's self, family, friends, or business colleagues; and exploiting personal knowledge about an individual (e.g., personal life as well as political and religious views).
- d. Failure to protect confidential records, in accordance with relevant professional standards.
- e. Abuse of the peer review process. This includes the following:
 - simultaneous submission of a manuscript to more than one journal without approval from the respective editors
 - submission of previously published material without clarifying the extent of the previously published material to the editor
 - submitting a manuscript without the permission/agreement of all authors
 - judging a peer's work on other than professional grounds,
 - serving as a peer reviewer despite conflict of interest (e.g., having a personal relationship with the author) or otherwise being knowingly unable to judge the merits of scholarly work without prejudice
 - trying to unduly influence a colleague's review of one's own work
- f. Other fraudulent behavior. This includes actions, taken individually or with other people that the appropriate dean believes to call into question the student's ability to ethically and competently join the profession. Specific examples include knowingly providing false information in one's professional role, embezzling funds, and misusing department or school resources.
- g. Aiding or abetting professional misconduct. Aiding or abetting any individual in the violation of any of the categories of professional misconduct outlined above shall itself be considered misconduct.
- h. Attempted professional misconduct. An attempt to commit professional misconduct may be treated as seriously as the completed act.
- i. Misrepresentation, abuse, or other seriously improper conduct in relation to instructors, students, colleagues, research subjects, clients, or other members of the University community.
- j. Participation in illegal activities, substance abuse, or other misconduct or misrepresentations in violation of University policies and procedures or State or Federal laws.

III. PROCEDURES FOR DEALING WITH CASES OF ACADEMIC AND PROFESSIONAL INTEGRITY VIOLATIONS

A. Academic Integrity Violations (described under II. A.)

Individual faculty members, departments or students should not attempt to adjudicate allegations of academic 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, a formal complaint must be filed and 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.

B. Professional Integrity Violations (described under II. B.)

If violations of professional integrity violations are alleged by a faculty member, department, or student and a formal complaint is filed with the Graduate School of Arts and Sciences, the Associate Dean of the Graduate School of Arts and Sciences (“Associate Dean”) may consult with the accused student’s Department, the University Judicial Administrator, and/or other appropriate University officials to determine whether such allegations or complaint will be handled on a Departmental level, under the University Judicial Code, and/or the procedures of this Policy set forth below.

C. General Provisions

- 1. Filing a Complaint:** Formal complaints of academic or professional integrity violations must be filed in writing with the Associate Dean of the Graduate School of Arts and Sciences (“Associate Dean”) by a faculty member, member of the administration or another student. All available substantiating evidence shall be submitted with the formal complaint. If the charging party seeks to subsequently withdraw the formal complaint, the Associate Dean may decide to proceed with the complaint in order to preserve the interests of the Graduate School.
- 2. Confidentiality:** Individuals submitting information regarding such allegations or participating in any manner in the investigation or disciplinary process are reminded of the need for confidentiality regarding all matters of the alleged misconduct.
- 3. Further Investigation by Associate Dean:** The Associate Dean will consider the merits of the complaint and whether it appears to warrant further investigation. The Associate Dean may take further action, as necessary, to investigate the allegations, including consultation with the accused student’s program director, advisor or other relevant faculty members, the charging party, witnesses, or other University administrators if appropriate.
- 4. Unless it is determined by the Associate Dean that extraordinary circumstances exist, the student will be permitted during the review process to attend class so long as the student does not pose a threat to himself/herself or others.**

5. **Consultation with Judicial Administrator:** The Associate Dean shall determine, and may consult with the University's Judicial Administrator in making such a determination, whether the alleged conduct, if true, could constitute misconduct under the Judicial Code. If the Associate Dean determines that the alleged misconduct constitutes misconduct under the Judicial Code, the Associate Dean may refer the matter to the University's Judicial Administrator.
6. **Enrollment in Dual-Degree Programs or a GSAS Program Home-Based in another School:** If a graduate student in the Graduate School of Arts and Sciences is enrolled in a GSAS program home-based in another School or is enrolled in a Dual Degree Program, the Associate Dean may advise appropriate officials from all Schools involved. The Washington University Provost / Executive Vice Chancellor for Academic Affairs 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.
7. **Research Integrity Policy:** When the alleged violation of academic integrity occurs during the conduct of research, the Washington University Research Integrity Policy may take precedence. The Dean of the Graduate School of Arts & Sciences, the Research Integrity Officer, and the Vice Chancellor for Research, or their designees, will confer to make this determination and advise the Graduate School Associate Dean. Copies of this policy may be obtained from the Research Office and online at: <http://www.wustl.edu/policies/research.html>.
8. **Notice to Accused Student:** If the complaint warrants further investigation, the Associate Dean will notify the accused student of the alleged infraction, discuss the allegations, and review the hearing process, including the student's options to reply to the complaint.
9. **Admission of Violation:** Should the accused student agree with the facts presented in the complaint and furthermore agree that he or she has committed a violation of academic integrity, the student may admit to the violation, thus waiving his or her right to a hearing, and agree to abide by disciplinary penalties imposed by the Dean of the Graduate School. In every other instance however, the complaint will be forwarded to the Academic Integrity Hearing Committee for further investigation and hearing.
10. **Refusal to participate or respond:** If the accused student refuses to respond to the charges or refuses to participate in the proceeding, the Associate Dean and/or the Academic Integrity Hearing Committee may interpret the accused student's lack of response or participation as an admission of the charges, and the Associate Dean and/or the Academic Integrity Hearing Committee may immediately proceed to impose sanctions against the accused student in accordance with this Policy.

11. The record of the review, including Hearing Proceedings if any, will be held confidentially in accordance with the law and University policy, with access restricted to the Associate Dean, Hearing Committee members, the student accused, and members of the WU Administration involved in the proceedings or on appeal.
12. The Associate Dean, Hearing Committee if any, and Dean of the Graduate School may consider additional evidence of prior conduct, evidence as to the charged student's character, the student's academic record, or any other evidence which could assist in determining an appropriate sanction.
13. Composition of Academic and Professional Integrity Hearing Committee
 - a. Chair of the Academic and Professional Integrity Hearing Committee: The Chair of the Graduate Council Executive Committee will serve as Chair of the Academic and Professional Integrity Hearing Committee ("Chair").
 - b. Appointed Members: The Academic and Professional Integrity Hearing Committee is composed of 4 members of the Graduate Council Executive Committee (two student and two faculty members) selected by the Chair. The Executive Committee is elected each year by the Graduate Council.
 - c. Ex-officio Members: At the discretion of the Chair, membership may include, in ex officio capacity, the Associate Dean of GSAS, a representative of the Student Health Services, or an official from the graduate student's program if the student is home-based in another School. In addition, the Office of General Counsel may be present during a hearing to advise the Committee.
 - d. Recusal from participation and voting: A voting member of the Committee should declare any potential conflicts of interest to the Committee, and the remaining Committee members will determine whether the member should be recused from discussion and voting.
14. Hearing Process
 - a. The Chair of the Academic and Professional Integrity Hearing Committee will convene a hearing where the accused student and the charging party will present evidence.
 - b. Each party must present his or her case.
 - c. Each party may be assisted by no more than two aides. These aides may be experts in the pertinent academic areas.
 - d. In addition, the Committee may call witnesses at the suggestion of the accused student or the charging party.
 - e. Upon notification of the hearing date, the accused student and the charging party will be issued advance notice of procedural rules governing the proceeding.

15. A list of expected aides, suggested witnesses, the name and title of accompanying individual, and copies of any documents expected to be presented, either in support of the complaint or in defense of the student charged, shall be provided to the Associate Dean no less than five (5) business days prior to the Committee meeting. Upon request and unless otherwise agreed upon, the student will have access to the documents to be presented no less than two (2) business days in advance of the meeting.
16. The student may present evidence on his or her behalf, subject to reasonable limitations as to amount, scope, and format, as determined by the Chair of the Committee.
17. The Chair of the Committee will rule on whether or not specific evidence or testimony will be considered. The Committee has neither the advantages nor limitations inherent in a court of law.
18. The decision as to whether the student committed the alleged misconduct will be made solely on the basis of evidence and testimony presented at the meeting. Innocence of the student will be presumed. A Committee member must find in favor of the student unless the member is persuaded that it is more likely than not that the student engaged in the misconduct alleged.
19. The person who has submitted the complaint of misconduct may not serve as a member of Committee. He or she will be asked to present the complaint and information regarding the allegations and will then be excused.
20. Deliberation and Finding: After the hearing, the Academic Integrity Hearing 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.
21. Recommendation for sanctions: Should the Committee find the accused student to have committed an integrity violation, 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 and Sciences.
22. Review by Dean of Graduate School: The Dean of the Graduate School will review the Committee's findings and recommendations. In the instance of a finding that the accused student committed an integrity violation, 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 student and charging party, as well as to the chair of the Academic Integrity Hearing 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.

23. Appeal: 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 Provost / Executive Vice Chancellor for Academic Affairs. The appeal must be limited to the grounds that a fair hearing was not provided, or that the sanction imposed was excessive. Such written appeal must clearly state the grounds for the appeal and must include all supporting information which the student desires to be considered as part of the appeal. Upon appeal, the decision of Provost / Executive Vice Chancellor for Academic Affairs is final.

April 19, 2012

Revision Approved by the Graduate Council

Part-time Employment of Full-time Graduate Students

If a full-time supported graduate student in Arts & Sciences accepts part-time employment within Washington University, the following guidelines must be followed. The Internal Revenue Service, the Washington University Human Resources Office, and U.S. Citizenship and Immigration Services all make important distinctions between students and employees. These guidelines are designed to assist graduate students in retaining their status as students.

Fall & Spring Semesters: During a semester in which an Arts & Sciences graduate student receives any form of full-time Fellowship or Assistantship, whether from Washington University, from funds administered by Washington University, or from external funds paid directly to the student in place of Washington University support, the student may obtain additional employment up to a maximum of 108 total hours during the fall semester (August 15-December 31) and 108 total hours during the spring semester (January 1- May 15) (i.e., 6 hours per week for 18 weeks). International students on F-1 and J-1 visa status must further limit their employment to a maximum of 6 hours in any individual week.

Summers: Restrictions on summer employment depend on whether the student retains status as a Washington University student during this time.

1. Students on 12-month awards are limited to 72 total hours of employment for the period May 15-August 15 (equivalent to 6 hours per week for 12 weeks).
2. Students on nine-month awards who accept any support from the Graduate School and/or who register for any summer coursework are limited to 216 total hours of employment for the period May 15-August 15 (equivalent to 18 hours per week for 12 weeks).
3. Students on nine-month awards who do not accept any support from the Graduate School and who do not register for any summer courses have no restriction on summer employment, but will not retain their FICA-exempt

student status for this employment. F-1 and J-1 students in this category may require written work authorization and should contact the Office for International Students and Scholars well in advance of the start of employment.

The number of additional hours refers to the time engaged in discretionary supplemental work. It does not include time spent as a Teaching Assistant (TA) or Research Assistant (RA) during the fall or spring semesters. It also does not include time spent as an instructor in University College. A short list of some types of work to which these limitations do apply include employment by university libraries, museums, computer centers or the Alumni and Development Office; tutoring; paid research assistance to a faculty member outside of a full-semester RA award; summer RA awards to students on nine-month support; and paid hourly work assisting at department events. The maximum number of hours may be further restricted (but may not be expanded) by external granting agencies, by department policies, or by individual dissertation advisors and dissertation committees. International students on F-1 and J-1 visas may not teach in University College during the fall or spring semester, or during summers if they are on 12-month support.

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 is a partial list of University Policies. Please select the title/link for the most current version. For a complete list of University Policies and Procedures visit wustl.edu/policies.

[Non-Discrimination Statement](#)

[Policy on Consensual Faculty-Student Relationships](#)

[Policy on Discriminatory Harassment](#)

[Washington University Policy on Sexual Harassment](#)

[Tobacco-Free Policy](#)

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