
Academic Requirements

GENERAL REQUIREMENTS

Courses of Instruction

The courses of graduate instruction approved by the Faculty of Arts and Sciences are listed in this *Bulletin*. More detailed descriptions of course content are in most cases available from individual departments or administrative committees. Current course offerings are listed and described in a separate publication titled *Course Listings*, which appears twice annually, in the spring for courses to be offered in the following fall and in the fall for courses to be offered in the following spring.

Courses numbered in the 400 series ordinarily are open to both graduate and undergraduate students; those in the 500 series and above ordinarily are open only to graduate students. Courses numbered 100-399 are designed for undergraduate students. These courses may be taken by graduate students only if they are directly related to their programs of advanced study and form a necessary background. When these conditions apply, they will be offered to graduate students, 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.

Academic Credit and Student Programs

The unit of academic credit is the semester hour. Full-time students, by ordinary definition, enroll for 9-12 units each semester. However, continuing research past the completion of required coursework and writing the master's thesis or doctoral dissertation are two circumstances in which students customarily maintain full-time status without being enrolled for credit hours. A student's receipt of financial support from the University is generally contingent upon maintaining full-time student status. Such maintenance of full-time status is accomplished by registering for the continuing student fee.

Student programs of study are planned with an advisor and are subject to the concurrence of the department or administrative committee and the Graduate School. Individual programs of study may differ for different students in the same discipline and year, in order to accommodate students' differing backgrounds and interests.

Foreign Language Requirements

Foreign language requirements for the degrees granted by the Graduate School of Arts and Sciences are determined by each department or program according to the intellectual demands of the field of study. Applicants for these degrees, therefore, are advised to consult the department or program in which they plan to enroll regarding foreign language competence.

Calendar for Completing Advanced Degrees

Students enrolled in Master of Arts degree programs have three calendar years from the date of first registration in the Graduate

School of Arts and Sciences to complete their studies. Students in doctoral programs have seven calendar years dated from the time of first registration in the Graduate School to complete degree requirements. Extension of the period of doctoral study may be granted on an annual basis if the student has been continuously engaged in the field in which the degree is to be taken and if evidence of progress toward the completion of degree requirements can be provided. Extensions are obtained by application by the student, endorsement by the chair of the department or administrative committee, and concurrence by the Graduate School.

Statement of Intent to Graduate

It is the student's responsibility to submit an Intent to Graduate Form by a specified date to be considered for degree conferral. The Intent to Graduate Form is available online at WebSTAC; paper copies are available from the Office of Student Records. Students must complete their Intent at the start of their final semester of study.

The deadline for filing an Intent to Graduate Form is indicated on the University calendar printed in the Course Listings, or may be obtained by contacting the Office of Student Records.

No degree will be awarded if this form has not been filed. Not completing degree requirements by one graduation date obligates the student to file a new Intent for the next graduation date.

A.M. AND PH.D. REQUIREMENTS

The requirements stated below are the minimum and should be read in conjunction with additional requirements specified in the program listings appearing in this Bulletin and/or in supplementary materials available from departments or programs. The section of this Bulletin entitled "Satisfactory Academic Progress" should be consulted as well. For master's degrees other than the A.M. (such as the Master of Arts in Education, Master of Arts in Teaching, Master of Fine Arts in Writing, Master of Liberal Arts, and Master of Music), requirements are found in the program listings in this Bulletin.

Master of Arts (A.M.)

The nature of the Master of Arts degree varies with the student's background and interests, and with the field of study. In some departments and programs and for some students, the A.M. is a terminal degree; in other instances it is a step toward the doctorate. Still other departments do not ordinarily admit students who express interest in studying for the A.M. degree only. Students are advised to take account of these differences in making application for admission and in planning their programs of study. In a typical program the satisfactory completion of a minimum of 24 semester units of graduate studies, the preparation of an acceptable thesis, and the successful defense of the thesis before a committee of no fewer than three faculty members are construed as fulfilling both the residence and academic requirements for the A.M. degree with thesis.

Residence Requirement

The residence requirement for the A.M. degree for students who have met all admissions requirements is one full academic year (a minimum of 18 semester units) of study.

Thesis

The thesis topic is subject to approval by the academic advisor and two additional members of the department (these three comprise the Research Advisory Committee), and by the chair of the department or administrative committee. It should be registered in the Graduate School by submitting the Title, Scope, and Procedure Form at least six calendar months before the date of the thesis examination. A Master's Thesis Guide, which gives instructions regarding the format of the thesis, is available in the Graduate School web office and as a .pdf on the Graduate School web site; it should be read carefully at every stage of thesis preparation. Following the thesis examination, three copies of the approved thesis in final form should be turned in to the Graduate School. These must be accompanied by a thesis approval form signed by members of the Research Advisory Committee and by the chair of the department or administrative committee. One copy of the thesis is deposited in Olin Library after binding; the other two bound copies are sent to the student's department. One copy is for the student, the other for the department library or other appropriate permanent depository in the departmental offices.

Non-thesis Option

In most A.M. programs, the student may, with the approval of the department chair or program director, elect to take the degree of Master of Arts without submitting a thesis. This plan entails a minimum of 30 semester units of formal coursework, an examination which tests competence in the field of study, and evidence offered in seminars or independent study projects of a capability for scholarly research and analysis equivalent to that required for the A.M. thesis.

Combined A.B.-A.M. Degree Program

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

Not all fields of study offer the Combined Degree. In some disciplines, specialized demands virtually preclude simultaneous completion of both degrees. Hence participation in the combined program is not required of any department or academic area; each may elect to participate.

The program is designed for students able to work in their chosen fields at a serious, professional level. Consequently, applicants should exhibit academic performance represented by at least a B average (3.00) throughout their programs of study and, in courses within the major field or their prerequisites, no grade

lower than B-. A student in the College who has achieved these academic standards and completed 9 or more units of advanced (300 level or above) course work should consult with the of the major department as early as possible in the junior year. Only in exceptional cases will candidates be admitted to the A.B.-A.M. program after their fifth semester of study. If the department supports applying, the student should submit a completed Joint A.B./A.M. Program Application to the Assistant Registrar of the Graduate School. These application forms are available through the departments or from the Assistant Registrar.

Combined B.S.-A.M. Degree Program

University College administers a combined B.S./A.M. program designed for motivated, high-achieving students who wish to pursue rigorous and accelerated study leading to completion of both a Bachelor of Science degree awarded by University College and a Master of Arts degree awarded by the Graduate School of Arts and Sciences. This program mirrors the A.B./A.M. program described above. Applicants must have completed at least 60 undergraduate units with a B average (3.00) or higher; of these, at least 12 units must have been taken in University College, and at least 9 of those must be at the upper level (300-400).

Detailed requirements for a student's Combined Degree will vary, depending on the congruence between the student's undergraduate and graduate disciplines and on the master's degree program's specific requirements. Interested students should consult University College.

Doctor of Philosophy (Ph.D.)

The Doctor of Philosophy degree stands for mastery of a broad subject of learning, specialized knowledge of a field within this subject, development of critical analytic powers, and the ability to communicate knowledge and ideas to others. But it also implies demonstrated capacity for original scholarly work within that field. Hence it cannot be earned by formal course work alone, no matter how high the quality of that work; it also requires that the student present evidence of having completed an original study that extends or modifies a field of knowledge or leads to a significant reinterpretation of known work.

Admission

Students may be admitted to study for the Ph.D. degree directly from baccalaureate study, or after completing the A.M. or equivalent degree at Washington University, or after a period of graduate study at another recognized institution. Applicants who have undertaken graduate studies at other institutions, however, should take note of the sections of this Bulletin concerning the residence requirement and the transfer of academic credit.

Residence Requirement

The residence requirement for the Ph.D. degree is that during the satisfactory completion of 72 semester units, at least 48 semester units will be spent at Washington University. At least one academic year as a student taking full-time coursework (at least 9 units in the Fall followed by at least 9 units in the Spring) is necessary to meet the requirement, although departments and pro-

grams generally encourage the fulfillment of the entire residence requirement by full-time study. Any exceptions must be approved by the Dean of the Graduate School.

Qualifying Examinations

Progress toward the Ph.D. degree is contingent upon passing examinations variously called preliminary, qualifying, general, comprehensive, or major field exams. The qualifying process varies according to the department or program. In some departments and programs it includes a series of incremental, sequential, and cumulative examinations spaced at intervals of time. In other departments or programs the examinations are telescoped into a relatively short period. Qualifying papers take the place of examinations in some disciplines. The department or program assumes responsibility for notifying the Graduate School of the student's successful completion of such requirements. While the time to degree varies from discipline to discipline, it is not the policy of the Graduate School to encourage, by financial awards or other means, the continuation of students who have met the residence requirements for the Ph.D. degree without passing the qualifying examinations.

Teaching Requirement

Ph.D. students must satisfy two formal teaching requirements, one at the basic level and the other at the advanced level. Students must accumulate at least fourteen hours of teaching experience at the basic level, communicating knowledge and/or transmitting skills to groups of lower-level students. At the advanced level, Ph.D. students must accumulate at least four hours of teaching experience, communicating ideas and research findings to groups of upper-level students, fellow graduate students, faculty, etc. For a better understanding of the general requirement, see the full text of "Graduate School-wide Teaching Requirement for Ph.D. Candidates" in the *GradGuide* or on the Graduate School web site; for discipline-specific guidelines on meeting the requirement, consult your department or program.

ABD Status

"ABD" (All But Dissertation) status testifies to full entry into the dissertation phase of study for the Ph.D. degree. Students attain ABD status only after filing the Title, Scope, and Procedure Form for the dissertation and completing all requirements for the Ph.D. other than the dissertation. Such status is prerequisite to certain teaching assignments in Summer School and University College as well as in day courses offered by some departments and programs; it is also required in order for students to receive any dissertation fellowship funded by the University and most externally funded dissertation fellowships.

The Dissertation

Each Ph.D. candidate, as evidence of mastery of a special field of knowledge and capacity for original, scholarly work, must present a dissertation for examination. 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 chaired by the student's major advisor and must have the approval of the Graduate School of Arts and Sciences. A Title, Scope, and Procedure Form for the dissertation must be registered

in the Graduate School at least six months in advance of the dissertation examination. A Doctoral Dissertation Guide, which gives instructions regarding the format of the dissertation, is available in the Graduate School office and as a .pdf on the Graduate School web site; it should be read carefully at every stage of dissertation preparation.

The Graduate Council adopted at its meeting on October 16, 1989, the following resolution establishing a framework of minimal requirements for doctoral dissertations:

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

- 1) A dissertation will include a review of background material placing in context the problem or problems under investigation.
- 2) A dissertation will include language that summarizes and discusses the principal contributions of the work as a whole.
- 3) A significant part of each dissertation must rest on independent research conducted by the candidate. Findings due primarily to others and collaborative work will be identified as such with the contributions of the candidate made clear.
- 4) If copies of papers authored or co-authored by the candidate are included within the dissertation, the aforementioned requirements on unifying elements and candidate contributions must be met.
- 5) Large data sets and other technical materials not ordinarily included in scholarly publications should be maintained in a readily accessible form and the dissertation should reference their availability.

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

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

Dissertation Examination

Approval of the dissertation by the Research Advisory Committee is necessary to bring it to the final dissertation examination. The committee before which the student is examined normally consists of at least six tenured or tenure-track faculty members (four faculty members from the student’s major department together with at least two faculty members from other departments or schools of the University). It is appointed by the Dean of the Graduate School upon the request of the department chair or program director. The request, which should be received at least 15 days before the date of the scheduled dissertation

Examination, should be accompanied by 10 copies of the dissertation abstract and of the student's curriculum vitae for distribution to members of the Dissertation Examination Committee. The chair of the Dissertation Examination Committee assumes responsibility for making the full text of the dissertation accessible to his or her committee colleagues for their review in advance of the examination. Faculty members and graduate students who are interested in the subject of the dissertation are normally welcome to attend the dissertation examination but may participate in the discussion only at the discretion of the examining committee chair. Though there is some variation among departments and programs, the dissertation examination ordinarily is concentrated upon the subject matter of the candidate's dissertation and its relation to his or her field of specialization.

Depositing and Publishing the Dissertation

Following the dissertation examination, three copies of the dissertation in final form, plus accompanying paperwork, must be delivered to the Graduate School office. The first copy of the dissertation will be deposited in the library, a second deposited with the department or administrative committee, and a third returned to the author after binding. In cases where the doctoral degree has been co-sponsored by two administrative units of the University (e.g., Chinese and Comparative Literature or any program of the Division of Biology and Biomedical Sciences), four copies will be bound so that each sponsor may receive a bound copy. Arrangements for binding are made by the University. Required paperwork includes a microfilming agreement, a Dissertation Examination Approval Form signed by every member of the committee and the chair of the department or administrative committee, and exit surveys.

The University's requirement of publication ordinarily is met by microfilming the dissertation, publishing the abstract in Dissertation Abstracts, and depositing the first copy of the dissertation in the University library. With the consent of the Research Advisory Committee, a student may instead present six copies of a personally authored, published work in fulfillment of the dissertation requirement, provided such published work meets the same standards of quality and procedures of approval that apply to unpublished dissertations.

POLICIES AND PROCEDURES

Registration

The fall and spring dates for the registration of students admitted to the Graduate School of Arts and Sciences are listed in the *Course Listings*. Instructions for on-line registration are distributed to all graduate students who were enrolled in the previous semester or who have been newly admitted. In order to register on line, each student must use a password, which is assigned by the Office of Student Records, and must be approved on line by his or her advisor. All online registrations will be subject to review and oversight by the Graduate School office.

Incoming students must submit a medical history, including immunizations, on line at the Student Health Services web site, <http://shs.wustl.edu/forms.htm>. Students who lack required

immunizations upon arrival at the university will be required to receive them and will be assessed the cost of their administration. Registration will not be considered complete until the medical history form has been received by Student Health Services.

Continuous registration is required. Not being registered in a timely manner for every semester may adversely affect a student's status, financial support, loan deferments, health insurance, visa status, right to rent University-owned housing, etc. Students who have any questions or problems regarding registration should contact their department or administrative committee, or consult the Graduate School Registrar.

Students who do not register for two consecutive semesters will be considered candidates for termination. This will involve a careful review of the candidate's academic record in the Graduate School of Arts and Sciences, to be followed by discussions with the student's faculty. An appropriate warning letter will ensue.

Willful misrepresentation to gain admission to graduate study, breaches of academic integrity, failure to meet academic standards of performance, or acts flagrantly destructive of the welfare of the University community may cause cancellation of registration, in which case a prorated refund of any tuition paid may be requested.

Grades

Students may access their grades via WEBSTAC. Graduate students in Arts and Sciences are graded according to the following classifications: A, outstanding; B, good; C, conditional (an A, B, or C grade may be modified by a plus or minus); F, failure; S, satisfactory; I, incomplete. Units of instruction which carry a grade of F are not creditable toward the fulfillment of advanced degree requirements, nor are grades of C unless they are accompanied by an equal number of units carrying a grade of A. The mark of S is used only in dissertation research and other special courses where there is no feasible basis for comparison with the performance of other students past or present and, furthermore, when there is no sensible way to evaluate the student's accomplishments against any recognized academic standard. The mark of I may become a permanent part of the student's record after the lapse of one calendar year unless the department in which the mark was assigned requests an extension of time. A notation of N indicates that no grade was reported by the instructor. An X indicates that the final exam was not taken.

Arts and 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. While many considerations, in addition to grades, enter evaluations of academic progress, the Graduate School discourages the continuation of students with accumulations of grades indicative of unsatisfactory or uncompleted study, except where uncompleted study is due to the deferment of grades for dissertation research.

Audited Courses

Students who intend to audit a course for which they will not register for credit are required to obtain prior consent of the course instructor as well as permission from their own advisor. Tuition scholarships for audited courses are not available unless especially

approved by the Dean of the Graduate School. The student's transcript will record the audit of a course only upon payment of the full course tuition charged to registered students.

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 credit-hour requirements for degrees.

Transferred Credits

A maximum of 6 semester units 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 units 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. For the degree of Doctor of Philosophy the maximum credit ordinarily transferable is one full year of study (24 semester units). Applications to transfer credit ordinarily are not approved, however, for the master's degree until one full semester of study (12 units) has been completed at Washington University or for the doctoral degree until one full year (24 units) has been completed. Academic credit applied to complete requirements for the bachelor's degree is ordinarily not transferable toward the fulfillment of advanced degree requirements at Washington University. Likewise, academic credit applied to fulfill requirements for one advanced degree is ordinarily not transferrable toward the fulfillment of requirements for another degree of an equivalent or lower level.

Summer School

Washington University conducts a summer school in which study for advanced degrees is offered. The range and texture of summer offerings, however, vary greatly among departments and programs. Many advanced students use the summer for projects of independent study and research, although others enroll in departments or programs which integrate a summer schedule of courses with that of the academic year. Notwithstanding the differences among students, departments, and programs, however, no student should apply for admission to the Graduate School of Arts and Sciences with the expectation of completing degree requirements at the master's or doctoral level solely by summer study.

Summer school registration is available only on line at <http://ucollege.wustl.edu/summersc>. Summer programs of study for graduate students are subject to approval by their academic advisor and concurrence by the Dean of the Graduate School. Tuition remission may be available for such approved coursework.

University College

University College, the evening division of the Faculty of Arts and Sciences, administers seven part-time graduate programs leading to master's degrees conferred by the Graduate School: the Master of Arts (A.M.) in American Culture Studies, Biology, Human Resources Management, International Affairs, and Nonprofit Management; the Master of Arts in Education (M.A.Ed.); and the Master of Liberal Arts (M.L.A.). Full-time

students in the Graduate School who wish to take graduate courses offered in University College for credit toward their degree programs must obtain the approval of their academic advisor and the concurrence of the Dean of the Graduate School. Tuition remission may be available for such approved coursework.

Satisfactory Academic Progress

Satisfactory academic progress for students in the Graduate School is monitored jointly at the end of each academic year by the Graduate School and the department or administrative committee. Failure of a student to maintain satisfactory academic progress may result in immediate dismissal of the student from the Graduate School or in placement of the student on academic probation for the ensuing year. Most financial awards, including every financial award involving federal funds available through Title IV of the Higher Education Act (e.g., the Federal Work Study and federal loan programs), are contingent on the maintenance of satisfactory academic progress. Moreover, satisfactory academic progress is a prerequisite for service on any committee sanctioned by the Graduate School.

The department or program in which a student is enrolled monitors progress of the student toward completion of the individual degree requirements imposed by that department or program. Examples of such requirements may include, but are not limited to, passage of foreign language examinations, passage of qualifying or comprehensive examinations, satisfactory performance in research or teaching practice, and satisfactory performance in thesis or dissertation research.

The following are minimal standards of academic progress for all students enrolled in degree programs of the Graduate School: (1) Students are expected to proceed at a pace appropriate to enable them to finish within the time limits discussed in the section of this Bulletin titled "Calendar for Completing Advanced Degrees." In particular, students engaged full-time in coursework are expected to complete satisfactorily, on the average, at least 12 approved course units per academic year. By the end of the second year of full-time graduate study, students are expected to have completed those requirements and evaluations which programs have identified as necessary for all prospective Ph.D. students at this stage. By the end of the fourth year of full-time graduate study, students are expected to have attained ABD Status, or to have completed all Ph.D. requirements with the exception of the dissertation and any dissertation research units needed to fulfill the Graduate School's 72-unit coursework requirement. (2) Students are expected to maintain a cumulative grade point average of at least 3.0 on a 4.0 scale in courses approved for their degree programs. Thus, among courses of equal weight, each grade of C must be balanced by at least one A. (3) Students are expected to maintain no more than 9 outstanding units in which the grades of I (incomplete) or N (no grade) are recorded. The Graduate School may deny a student permission to register for further courses, if that student has more than 9 units of outstanding unfinished coursework. (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.

Exceptions to these minimal standards may be granted only upon recommendation of the department chair or program director, and approval by the Dean of the Graduate School.

Changes in Program of Study

Students ordinarily are admitted to the Graduate School of Arts and Sciences to study in specific fields and for 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 major department or program committee and the Graduate School. A request for a change in the subject of study (e.g., from Economics to History) requires the concurrence of both departments concerned as well as of the Graduate School.

Leaves of Absence

Students who wish to suspend their graduate study may apply through their departments for a leave of absence. A student's application for a leave of absence must be endorsed by the department or administrative committee, and then granted by the Graduate School. Such a leave may be medical, in which case the student must present medical authorization at the beginning and again at the end of the leave, or personal. Students on medical leave, unlike students on personal leave, may continue their student health insurance coverage at their own cost. 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 who have completed one year of graduate study and subsequently take a leave continue to be assessed a non-resident fee each semester during the leave of absence. Leave status is a suspension of full-time student status and therefore may adversely affect loan deferment, visa status, the right to rent University-owned housing, etc. Also, students on leave are not eligible for financial support from the University.

New Child Leave

Full-time graduate students in Arts and Sciences may take a new child leave, provided that they will serve as the new child's primary caregiver and have the approval of their department or administrative committee. Unlike the leaves of absence discussed above, new child leave does not affect the student's full-time status. A student taking new child leave registers for at least nine units of course work (such as independent studies) or for the continuing student fee. Stipend payments are available for the first 34 working days that a student is on new child leave; students may request permission to continue on new child leave without pay for up to eight more weeks. To whatever extent is possible, a new child leave's beginning and ending dates should coincide with those of the academic term (fall, spring, or summer).

Award of Degrees, Diplomas, and Transcripts

University Commencement ceremonies are held in the spring 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 advanced degree requirements, including the deposit of theses and dissertations, in

time to receive summer, fall, or spring degrees, are listed in the academic calendar. The annual Commencement proceedings include a special Graduate School Hooding and Recognition Ceremony. All candidates who complete advanced degrees during the preceding twelve months are invited and encouraged to participate. A candidate who has completed all requirements for an advanced degree and needs certification of this fact before the date of the award, for employment or other reasons, may secure a letter of certification from the Assistant Registrar of the Graduate School; a written request is required.

Except for students who earn May degrees and receive their diplomas at Commencement, diplomas are mailed by the Office of Student Records to the address indicated on the Intent to Graduate Form. Official transcripts on which courses, grades, and awards of advanced degrees are recorded are issued by the Office of Student Records, free upon request by the student. Information regarding these and other services may be found on the web site of the Office of Student Records, <http://aisweb.wustl.edu/studentrecords/home.nsf>

Academic Integrity Policy

In 1991 the Graduate Council adopted an academic integrity policy; a revision of that policy was approved by the Graduate Council in 1995. A booklet titled "Academic Integrity Policy for Graduate Students in Arts and Sciences" is distributed to new students and is abridged below. Its full text is available on the Graduate School web site.

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

Offenses which constitute integrity violations and which are spelled out in the booklet include falsification of data; plagiarism; abuse of confidentiality; dishonesty in publication; violation of certain regulations; certain property violations; and cheating. Deliberate violation of regulations and property violations may alternatively be deemed to be violations of the University Judicial Code, and prosecuted as such.

Procedures for Dealing with Cases of Academic Integrity Violations

Individual faculty members, departments or students should not attempt to adjudicate charges of integrity or Judicial Code violations at the course or departmental level. Instead, in the interest of providing consistent, prompt consideration and resolution of allegations of academic integrity infractions, the procedures outlined below should be followed in each instance of an alleged violation of academic integrity by a student enrolled in the Graduate School.

- 1 Charges of integrity violations must be filed in writing with the Associate Dean of the Graduate School of Arts and Sciences by a faculty member, member of the administration, or another student.
- 2 The Associate Dean will consider the merits of the charge and, if it appears to warrant further investigation, will inform the student about the alleged infraction. The Washington University Executive Vice Chancellor and Dean of Arts and Sciences will also be informed, and asked to determine whether additional proceedings are required, or whether any should take precedence over the Graduate School's proceedings.
- 3 Should the student agree with the facts presented in the charge and furthermore agree that he or she has committed a violation of academic integrity, the student may admit guilt, thus waiving his or her right to a hearing, and agreeing to abide by disciplinary penalties imposed by the Dean of the Graduate School. In every other instance, however, the charge will be remanded to the Academic Integrity Committee of the Graduate Council for further investigation and hearing.
- 4 The Academic Integrity Committee will convene a hearing where the accused and the accuser will present evidence. Each party must present his or her case. Each may be assisted by no more than two aides. These aides may be expert in the pertinent academic areas. In addition, the Committee may call witnesses at the suggestion of the accused or accuser. Upon notification of the hearing date, the accused and the accuser will be issued a set of rules governing the proceeding.
- 5 The Academic Integrity Committee is composed of 4 members of the Graduate Council Executive Committee (two student and two faculty members). These are selected by the chair of the Executive Committee, who ordinarily presides at the hearing. The Executive Committee is elected each year by the Graduate Council.
- 6 After the hearing, the Academic Integrity Committee will deliberate and reach a finding. A majority (three members) is needed to sustain a charge. A tie vote will indicate that the charge has not been proven and is therefore rejected.
- 7 Should the Committee sustain an integrity violation charge, it will proceed to recommend appropriate disciplinary action to the Dean of the Graduate School. Such action will be drawn from a range of established penalties which could include, but are not restricted to, the assignment of a failing grade, the revocation of a fellowship or assistantship, or a recommendation for suspension or expulsion from the Graduate School of Arts and Sciences.
- 8 The Dean of the Graduate School will review the Committee's findings and recommendations. In the instance of a sustained charge the Dean will decide the appropriate penalty. The decision of the Dean is final with respect to all penalties except suspension or expulsion. Other pertinent information will be communicated in writing to the accused and accuser, as well as to the Chair of the Academic Integrity Committee. Other individuals who serve in an

administrative or advisory capacity will also be informed, on a “need to know” basis in compliance with the Family Educational Rights and Privacy Act (FERPA) regulations.

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

Access to Student Academic Record

In accordance with Section 99.3 of the Family Educational Rights and Privacy Act of 1974, a student’s academic record as assembled by the Graduate School office and kept in the general files may be reviewed by the student upon written request. The Dean of the Graduate School will review petitions to amend a student’s record.

All persons other than the student, the academic advisors, and the personnel of the Graduate School office in pursuance of their normal work assignments are denied access to student records. Potentially valid requests for access (e.g., by police officers or federal agents) are referred to the General Counsel’s Office and/or the Office of Student Records if they are not accompanied by a signed release from the student.

Student Complaint Procedures

From time to time, students may feel that they have legitimate complaints regarding academic matters or the behavior of 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 members of the faculty, the graduate studies director of their program, and/or the chair of their department or administrative committee. Complaints which are not resolved at the departmental level may be addressed to the Ombudsman, who is a full-time faculty member in Arts and Sciences. Complaints regarding academic integrity issues should be addressed to the Associate Dean of the Graduate School.

Washington University policies state that members of the University community can expect to be free from discrimination, discriminatory harassment, and sexual harassment. Students, faculty, staff, and outside organizations working on campus are urged to actively support these policies. More information is available from the University’s web site, www.wustl.edu/policies. The Deans of the Graduate School also serve as liaisons to graduate students.

A complaint on the grounds of alleged 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.

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 or Chair cannot resolve the dispute, the Dean of the Graduate School of Arts and Sciences, or his designee, will serve as the final arbiter.”

INTERDISCIPLINARY AND PEDAGOGICAL OPPORTUNITIES

Interdisciplinary Studies Degrees

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

Certificate Programs

Another means of interdisciplinary study is the addition of a graduate certificate to a Ph.D. program. The graduate certificate programs administered by the Graduate School of Arts and Sciences require 15-18 credit units, of which at least 9 units are usually in addition to the unit requirements for the major degree. Of these graduate certificates, four are offered by interdisciplinary programs or centers: American Culture Studies, International Studies, New Institutional Social Sciences, and Women and Gender Studies. Two other certificates, Language Instruction and Teaching of College Writing concentrate on pedagogical skills; these are offered by the Department of Romance Languages and the Department of English and American Literature, respectively, but are open to qualified students from other departments’ Ph.D. programs.

Other Interdisciplinary Options

As certain combinations of subject matter have attracted a number of students, standing committees of faculty drawn from the relevant departments and schools have come into existence to help students accomplish interdisciplinary goals. The largest such committee is responsible for the Division of Biology and Biomedical Sciences, which is a joint program of the Graduate School of Arts and Sciences and the School of Medicine and which permits students to work toward a Ph.D. in any of twelve programs. Nine other doctoral programs, five graduate certificates, and nine master's degrees are offered by similar administrative committees, which draw together faculty from different disciplines. Moreover, many of the Centers listed in this Bulletin's section on "Facilities for Advanced Studies and Research" facilitate the taking of classes across department or even school lines. Students wishing to explore these opportunities should consult the Director of Graduate Studies in their own program of study.

Joint Degree Programs

Throughout the University, programs permitting students to earn two graduate and/or professional degrees at the same time are possible. Three such joint degree programs extend the opportunity to earn a Master of Arts or a Doctor of Philosophy to students in the School of Medicine; these are described more fully below. The Committee on East Asian Studies offers its interdisciplinary Master of Arts alone or in conjunction with either the Master of Business Administration or the Juris Doctor; these joint degree programs are described more fully in the East Asian Studies listing in this Bulletin. Students wishing to earn two degrees that do not yet have such formal administrative arrangements are encouraged to consult administrators within the desired degree areas, who might arrange a program for them.

Master's Program for Medical Students (M.D./A.M.)

The program is designed to allow a select group of medical students to have an in-depth research experience and thereby earn a Master of Arts in Biological Sciences. First-, second-, and third-year medical students are eligible for this program of individualized tutorials and research, culminating in a thesis. No formal course work is required of these students; appropriate credits will be transferred from the student's medical school curriculum. The School of Medicine will not accept this year in lieu of a fourth year of medical school.

Doctor of Philosophy and Doctor of Medicine Concurrent Degrees (M.D./Ph.D.)

The Doctor of Philosophy and Doctor of Medicine degrees are awarded concurrently at the successful conclusion of study in the Medical Scientist Training Program. The Medical Scientist Training Program offers in-depth study in related academic disciplines to selected students during their time in medical school. It has the aim of preparing scientists for membership in preclinical and clinical faculties of medicine. Applicants to the Medical Scientist Training Program must meet all standards for admission to both the School of Medicine

and the Graduate School of Arts and Sciences. Six to eight years are necessary to fulfill all requirements for both the M.D. and the Ph.D. degree. Application is made on special forms available from the Office of Academic Records and Admissions of the School of Medicine. For a detailed explanation of the Medical Scientist Training Program, reference should be made to the Bulletin of the School of Medicine of Washington University

Doctor of Physical Therapy and Doctor of Philosophy Sequential Degrees (DPT/Ph.D.)

The Doctor of Physical Therapy, one of the clinical doctorates offered by the School of Medicine, and the Graduate School's Doctor of Philosophy in Movement Science may be earned sequentially (first the DPT, then the Ph.D.) in an expeditious manner if students apply to both at the same time. For a detailed explanation of this degree sequence, consult the web site of the School of Medicine's Program in Physical Therapy.

Pedagogical Opportunities

The preparation of teachers is regarded by all programs of study as an important function. As noted above, there is a teaching requirement for Ph.D. students across the disciplines; many departments have additional teaching requirements for their students. Every Arts and Sciences department or administrative committee is expected to serve as the primary source of training for its Teaching Assistants, supervising and evaluating their work as well as offering them discipline-specific instruction in pedagogy. The Graduate School and the Teaching Center provide additional resources for graduate students, beginning with the TA Orientation and continuing through the opportunity to earn a Teaching Citation (below). In addition, as noted above, two of the graduate certificate programs – College Writing and Language Instruction – are pedagogical in nature.

Graduate students planning to teach in a secondary school may be eligible to participate in the Teacher Internship Program, which is administered cooperatively by the Graduate School and nearby secondary schools. Students interested in elementary education are advised to consult the Department of Education, whether or not they wish to obtain certification.

Teaching Citation

The Graduate School and the Teaching Center jointly administer the Teaching Citation program. Award of the Teaching Citation is contingent on satisfactory completion of all departmental teaching requirements and the Graduate School-wide Teaching Requirement, as well as Teaching Citation requirements. These 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.

Policy, Programmatic, and Curricular Changes

This Bulletin is published to serve as a general guide to the programs and policies of the Graduate School of Arts and Sciences at Washington University and does not guarantee that classes, courses, or programs set out herein will be offered. The Graduate School of Arts and Sciences reserves the right to cancel programs for a variety of reasons but especially because of low enrollment or decreased budget. In addition, the Graduate School reserves the right to change its policies, programs, and curriculum without prior notice.

Up-to-date information is available by emailing graduateschool@artsci.wustl.edu, phoning 314-935-6880, writing to Graduate School of Arts and Sciences, Campus Box 1187, Washington University, One Brookings Drive, St. Louis, MO 63130-4899, or consulting the Graduate School's web site, <http://artsci.wustl.edu/GSAS>.

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