

2023-24 Academic Year



School of the  
Environment

# Graduate Student Handbook

# Graduate Student Handbook

For

## The School of the Environment

at Washington State University

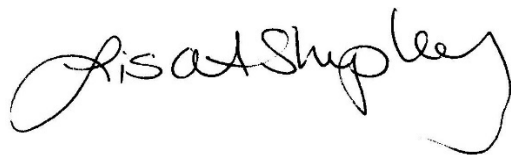
**Welcome to the School of the Environment at Washington State University.** The School of the Environment is jointly administered by the WSU College of Arts and Sciences (CAS) and the College of Agricultural, Human, and Natural Resource Sciences. Our School is an academic unit with faculty, students, and staff at multiple campuses and research centers across the WSU system & state.

This handbook describes the policies and procedures for all our graduate programs and provides you with essential information as you navigate your graduate degree. It contains information specific to graduate studies within the SOE and general information of interest to all WSU graduate students.

Although we regularly update the handbook, it is not meant to be all-inclusive. More detailed information may be accessed in the [Graduate School Policies & Procedures manual](#), the department graduate coordinator (Denise Hopkins), your advisor, and via campus-specific resources for details pertaining to each location and degree program. An important part of the SOE graduate mission is to provide world class graduate education in geosciences, wildlife ecology, natural resource sciences, forestry, and environmental sciences.

Graduate students are centrally and crucially important to SOE in research, teaching and maintaining a vibrant academic community. We welcome your participation.

Sincerely,



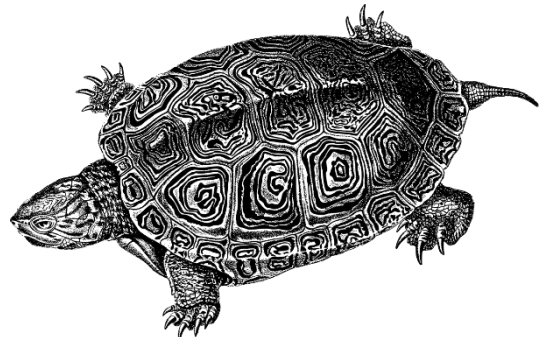
**Dr. Lisa Shipley**  
**Professor & Associate Director**  
**of Graduate Studies**

*Pullman, Puyallup, Tri-Cities, and Vancouver Campuses*



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# I. About the School of the Environment

## Our Mission

The School of the Environment supports the mission of Washington State University as a major land-grant research institution. Our teaching, research, and outreach advances understanding of the Earth's complex and dynamic physical, structural, biogeochemical, ecological, and biological systems, and effects of land use and climate change. We advance scientific and social innovations needed to conserve biological diversity and to promote productive and sustainable ecological and human communities.

### *Through our academics and research, SOE aims to:*

- Generate **fundamental knowledge** about the Earth, environmental and ecological processes, natural resources, and human-environment interactions.
- Develop **solutions** to state, national, and global environmental problems.
- Provide **cutting-edge training** to the next generation of research scientists, environmental and natural resource managers, environmental leaders, policy makers and global citizens.
- Facilitate the **integrated research and education** necessary to support the Land Grant mission to achieve a sustainable future.
- Promote the **long-term conservation and enhancement of biological diversity and natural resources** in an ecologically sustainable manner.



## II. Academic Requirements, Policies and Procedures

### Continuous Enrollment

All graduate students—both full and part-time --must maintain continuous enrollment in the Graduate School from their first semester until their degree is completed, regardless of campus location. To maintain continuous enrollment, students must register for at least 2 graduate credits per enrolled semester (excluding summer and/or except under circumstances directed by their advisor such as summer thesis/dissertation defenses and continuous doctoral status (CDS)). Students who are unable to maintain continuous enrollment (e.g., medical, family, financial, military service) may apply for a **graduate leave of absence**. See [Chapter 5 of the Graduate School policies and procedures manual](#).

### Minimum GPA

Students must **maintain a minimum cumulative 3.0 GPA** to be considered in good academic standing. Failure to do so may result in probationary status or termination from the graduate program. Please see the Graduate School Policies and Procedures Manual, pp. 570-587 for details.

### Total Credits & Satisfactory Academic Process

Students must satisfy a certain number of credits (listed below) per degree prior to submitting their program of study for it to be approved by their advisors and the Graduate School. In addition to this, students are required to take 10 WSU credits per semester to be considered a full-time student. These may be any combination of graded and/or research credits. University of Idaho Cooperative class credits count toward a student's credits needed to graduate on their program of study, however, students must always be enrolled for 10 WSU credits at all times as well as their U of I credits.

Students should read the program requirements in this Handbook, listed in summary below and on pages 11-24. To track these requirements, use the Graduate School's [Program of Study](#) form.

- **Master's thesis-track degrees:** No less than 30 hours of approved graduate credit including a minimum of 21 hours of graded coursework, 1 credit of SOE 501 Graduate Skills Seminar, and 4 hours of 700 master's research. Of these 21 hours of coursework, the student may use up to 6 credits of non-graduate level credit (300 or 400 level) with the approval of their department.
- **Master's non-thesis degrees:** No less than 30 hours of approved graduate credit including a minimum of 26 hours of graded coursework, 1 credit of SOE 501 Graduate Skills Seminar, and a minimum of 4 hours of 702 master's Research. Of these 26 hours of coursework, the

student may use up to 9 credits of non-graduate level credit (300 or 400 level) with the approval of their department.

- **Doctoral Degrees:** Of the minimum 15 hours of core graded coursework required on the Program of Study, none may be from non-graduate level courses. For programs with a larger core, no more than 9 credits of non-graduate credit (300 or 400 level) may be used with the approval of their department.

**Students who accumulate more than 72 total credits during an M.S. degree or 180 total credits for the Ph.D. degree are not considered to be making satisfactory academic progress.** If they receive financial aid, they will have to appeal for aid to continue.

### **Unsatisfactory Grades on Research Credits**

Graduate School policy states that two unsatisfactory (U) marks on a student's research credits (SOE 700, SOE 702, or SOE 800) on their transcript is automatic grounds for dismissal by the Graduate School. Students and advisors should therefore meet as soon as possible after foreseeing a potential problem with research during a semester (or, after a student's first "U" grade) to discuss plans for meeting research requirements within the constraints of Graduate Policy for the following semester. Graduate students and advisors should let the Associate Director of Graduate Studies & the department Graduate Coordinator know as soon as possible that a student has received a "U" grade, and the "U" should be mentioned on the student's annual review.

If advisors wish to continue working with a graduate student after they receive two unsatisfactory grades on their research credits, the department Graduate Coordinator will need to write an exception to policy memo for the Graduate School.

### **Annual Review of Graduate Students**

All currently enrolled graduate students and their advisors must complete an annual review of academic progress towards the degree. The review form is distributed to students by the graduate coordinator in early spring semester. These reviews cover the calendar (January through December) rather than the academic year.

**The review and associated student CV must be completed by the date stated in the form, per graduate school requirements.** A copy of the form to be completed by SOE students appears as Appendix B. **The student portion of the review should be completed independently by the student without advisor's influence or guidance.** Similarly, the advisor should complete their portion of the student's annual review without student influence or guidance. The results of each section are to be discussed in a meeting between the student and their advisor and the entire review signed off on during that meeting. Addendums may be added separately after the review in addition to the independently completed sections. The review process is outlined in Chapter 6, Part B, of the Graduate

School Policies and Procedures Handbook (Academic Evaluation of Students)

<https://gradschool.wsu.edu/chapter-six-b/>. All annual reviews should be forwarded to [soe.academics@wsu.edu](mailto:soe.academics@wsu.edu) and the graduate coordinator.

## Important forms for Navigating Degrees

Important forms for navigating degrees are found on the Graduate School's website: <https://gradschool.wsu.edu/facultystaff-resources/18-2/>.

### Most Common Forms Used by SOE Students:

- [All But Dissertation Form](#)
- [Committee Change Form](#)
- [Committee Substitution Form](#)
- [Hold Harmless & Copyright Agreement For Thesis/Dissertation](#)
- [Graduate Student Petition Form](#)
- [Plan & Degree Level Change Form](#)
- [Program of Study Request Form](#)
- [Program Change Form](#)
- [External Committee Member Request](#)
- [Residency Questionnaire](#)
- [Exam Scheduling Form](#)
- [Thesis & Dissertation Word Template](#)

The Program of Study is an especially important forms, and students should start working on it together with their advisor and committee (See Section III) during the first semester of their graduate program. This form should be submitted to the Graduate school by the end of the second semester of study. Vancouver students should check in with their advisors, as their program of study may be due sooner. Students plan their Programs of Study in concert with their advisor and the thesis/dissertation committee, which will need to approve it.

The student should contact [Denise.Bickford@wsu.edu](mailto:Denise.Bickford@wsu.edu) and cc [soe.academics@wsu.edu](mailto:soe.academics@wsu.edu) should they need help accessing and filling out the proper form for their degree progress. After the student receives a message that the form has been filled out properly, they can begin collecting appropriate signatures. When the form is signed by all necessary parties, return the form to Denise in the SOE and they will acquire the director's signature, then turn it in to the graduate school through the service request portal.



## III. Academic Exams & Degree Progress Events

### Program of Study

Specific courses to be included on a student's degree plan (Program of Study) are determined as a joint effort between the student, their committee chair (academic advisor), and other members of the advisory committee to meet the needs of the student. **All incoming master's students and Ph.D. students who lack prior Graduate School experience must take SOE 501: Graduate Skills Seminar during their first fall semester.** This course introduces students to graduate study at WSU, the scientific method, and research proposals and presentations. The student's advisory committee and the department chair must approve the Program of Study before it is submitted to the Graduate School for approval.

All other graded graduate-level coursework (with a grade of B or higher) taken as a graduate student, but not taken toward a completed graduate degree, may be used toward a master's degree or a doctoral degree at WSU with the approval of the student's advisory committee and program director. In all transfer cases, the number of such credit hours is limited to no more than half of the total graded course credits required by the program that is listed on the Program of Study.

Courses taken to remove undergraduate deficiencies cannot be taken for a Pass/Fail grade. Any course included in the advanced degree program in which a grade of "C-" or below is earned must be repeated, but not on a Pass/Fail basis. Courses taken for audit or courses graded Pass/Fail may not be used on the program of study.

Before finalizing research plans and submitting their program of study, students should consult with their advisors to determine whether they need to seek IRB or IACUC approval. IRB approval is needed for research involving humans, and IACUC approval is required for research including animals. See the [IRB page](#) and the [IACUC page](#) on the website for more information.

### Research Proposal Requirements for SOE for Graduate Students

The research proposal requirement aims to help students develop the best possible plan for their thesis/dissertation, making use of committee input. Specific goals include:

1. Ensure that the study design and plan for analysis is adequate to address study objectives
2. Provide the opportunity for the student's advisory committee to give suggestions and raise any concerns prior to prelims, substantial data collection, and defense.
3. Ensure that students have adequate background knowledge about the research subject and methods before implementing their study

4. Provide students with additional experience writing a proposal for future grants and projects

*Ph.D. students:*

- Proposal is required
- Proposal must be approved by advisory committee before signing off on preliminary exam paperwork, or by the end of that semester if necessary.
- Proposal should be completed before substantial work has been done on the dissertation research, although approach may vary as directed by committee.
- Proposal should be recorded on graduate student annual review for SOE records.

*M.S. students:*

- Research plan is recommended at the discretion of the advisory committee
- Research plan should ideally be completed before substantial work has been done on the thesis research

### **Content of Proposal**

The length and specific content of the proposal can be decided by the student's advisory committee, and will vary depending on project logistics, study area, and other factors. The length of the M.S. study plan is expected to be shorter than the proposal required for Ph.D. students.

The recommended content of the proposal includes:

- Literature review on the dissertation/thesis topic and methods to demonstrate in-depth knowledge
- Objectives (and hypotheses where applicable) for research
- Outline of methods for each proposed chapter, with a clear explanation of how methods will address the stated objectives/hypothesis
- Expected schedule for completion of thesis/dissertation

### **Preliminary Examination of Ph.D. Students:**

Each student is required to pass a preliminary examination to become a candidate for the Ph.D. degree. This examination will be taken after most of the required coursework has been

completed, as determined by the dissertation committee, and upon submission of a dissertation research proposal, usually after the second year in the program. It will consist of a written exam followed by an oral defense, the format of which will be determined by the individual committee. Both will focus on the student's major area of competency, courses taken, and the subject matter of the proposed research.

It is best practice for graduate committees to allow students ample time and give their students preparatory materials to prepare for their preliminary exam. In the event of a failed first attempt, a second and final attempt may be scheduled after a period of at least three months, but no longer than two academic semesters (excluding summer). When scheduling a second exam, the scheduling form must be submitted to the Graduate School at least 15 business days in advance of the exam day. A member of the Graduate Mentor Academy will be appointed by the Graduate School and must be present at re-examination. The entire committee must be present and vote.

### **Thesis, Dissertation, and Final Examination**

The final examination will consist of a defense of the dissertation. All students are required to present a seminar to the faculty and public on their research. Graduate students should be aware of the Departmental and WSU-wide rules and requirements regarding distribution of dissertation drafts.

**Committee members are required to read the student's dissertation prior to scheduling a defense date to ascertain whether the dissertation is ready to defend.**

This means committee members should receive copies of the dissertation at least 14 days (preferably a month) before scheduling the final exam. Depending on the dissertation, advisor's preference and the student's writing ability, the student generally allow for three to four weeks prior to this for addressing the rough draft comments. Ph.D. Students should allow a longer period for review, ideally three weeks per chapter or at their committee's discretion.

**Because a student only has five working days after defending their dissertation to turn in the final version to the Graduate School, most substantial changes must be addressed prior to defending their thesis in the final exam.** Students and committees should work closely together to ensure that there is ample time prior to a student's defense to make substantial changes. Students submit their thesis following the Graduate School directions listed on [dissertations.wsu.edu](http://dissertations.wsu.edu) at least 10 days prior to the proposed exam date, preferably earlier. This draft should be as close to complete as is possible, though revisions are expected after the student's defense.

All dissertation submissions and signature page completions are now 100% digitally. Students will upload blank signature pages to myWSU, and the process will be completed digitally. If students would like their advisor & committee members to sign a physical signature page printed on cotton paper, they may ask the main office at their campus to print their signature page off on 100% cotton paper as a keepsake. However, even if pages are physically printed and signed, the myWSU cotton pages process must also be completed.

All members of the advisory committee must present, participate, and ballot in the final oral presentation and examination (defense). The public and additional members of the WSU community (students, staff, faculty) are allowed to attend any oral presentation component of the preliminary examination and ask questions. Only members of the student's advisory committee and SOE Graduate Faculty are allowed to attend and participate in the oral preliminary exam (i.e., ask questions and ballot). If any SOE graduate faculty besides the student's advisory committee is planning to ballot on either a preliminary or final exam, they must notify in writing the SOE Graduate Coordinator (e.g., Denise Hopkins), the Associate Director for Graduate Studies (e.g., Dr. Lisa Shipley), and the Chair of the student's advisory committee within 3 days of the announcement of the exam, and they must have read the student's thesis.

After a successful final exam, the student has five working days to do the following:

- Email the Hold Harmless form to [gradschool@wsu.edu](mailto:gradschool@wsu.edu)
- Upload a PDF containing the dissertation title page, signature pages, and abstract to myWSU. Instructions can be found on the graduate school's forms page under "Cotton Page e-Approval Guide": <https://gradschool.wsu.edu/facultystaff-resources/18-2/>
- Complete the survey of earned doctorates.

## **Graduate Advisory Committee Requirements**

### **Master's Advisory Committee Requirements**

The master's advisory committee guides the student through the master's program, advises the student on required coursework, oversees the student's scholarly activities or research, reviews progress toward degree, and conducts the final exam. The master's advisory committee is formed through the Program of Study.

Master's advisory committee composition must meet the following minimum requirements:

- All members of the advisory committee must hold a degree of comparable level to the degree sought by the student
- The advisory committee must include at least three current WSU faculty members.
- Two of the members of the advisory committee must be current members of the Faculty of the Graduate School.
- Two of the members must be graduate program faculty in the student's master's degree program.
- At least one of these two members must be a member of the Graduate Faculty.

**Advisory committees may have more than three members; however, the majority must be members of the Faculty of the Graduate School.**

Individuals who are not WSU faculty may be considered as additional (beyond three) advisory committee members on an ad hoc basis.

- External advisory committee members must hold a degree comparable to that sought by the student and have specific expertise that is particularly important to the student's proposed program.
- Examples of external advisory committee members would include faculty from another university or individuals from an appropriate government, business, or industry organization.
- Such an individual must be nominated to serve on an advisory committee by the graduate program director to the vice provost for graduate and professional education, who makes the final decision. A current curriculum vita and nomination form must be included with the request, which is submitted through the GRM along with the Program of Study or Change of Committee form.

Potential conflicts of interest should be acknowledged when forming a graduate student's advisory committee. Examples of potential perceived or real conflicts of interest include: 1) a new faculty member who was a former graduate school peer; 2) a faculty member who is the employer or supervisor of a staff member pursuing a degree, and 3) faculty members whose impartiality may be impacted because of close professional or personal relationships that are separate from their WSU faculty roles.

**The student is responsible for establishing and maintaining an advisory committee.** WSU faculty have the right to decline to serve on any specific student's advisory committee. All advisory committee members and the graduate program director must sign the Program of Study. Once the Program of Study has been filed with the Graduate School, changes may be made to the advisory committee composition by completing the Committee Change form.

The vice provost for graduate and professional education has the final approval for all advisory committees. The vice provost also has the authority to remove a faculty member from a student's advisory committee after consultation with the program/department chair, the dean of the college, and the provost, when it is in the best interest of the student and the program.

#### **Ph.D. Advisory Committee Requirements:**

The doctoral advisory committee is formed through the doctoral student's *Program of Study*.

All doctoral advisory committee members are normally expected to hold a Ph.D. On a case-by-case basis, the vice provost for graduate and professional education may approve research active faculty, with other doctoral or equivalent degrees, to serve on a Ph.D. advisory committee.

- Each doctoral advisory committee must include at least three members of the current Faculty of the Graduate School.
- At least two of the members must be a member of the Graduate Faculty.
- At least two of the members must be graduate program faculty in the student's doctoral degree program.
- Advisory committees may have more than three members; however, the majority must be members of the Faculty of the Graduate School.
- Individuals who are not WSU faculty may be considered as additional (beyond three) advisory committee members on an ad hoc basis.
- External advisory committee members must hold a degree comparable to that sought by the student and have special knowledge that is particularly important to the student's proposed program.
- Examples of external advisory committee members would include faculty from another university or individuals from an appropriate government, business, or industry organization.
  - **Such an individual must be nominated to serve on an advisory committee by the chair or director (in the academic program, department, or school) to the vice provost for graduate and professional education, who makes the final decision.** A current curriculum vita and nomination form must be included with the request, which is submitted through the GRM by the graduate academic coordinator (along with the *Program of Study* or *Change of Committee* form).

Potential conflicts of interest should be acknowledged when forming a graduate student's advisory committee. Examples of potential perceived or real conflicts of interest include: 1) a new faculty member who was a former graduate school peer; 2) a faculty member who is the employer or supervisor of a staff

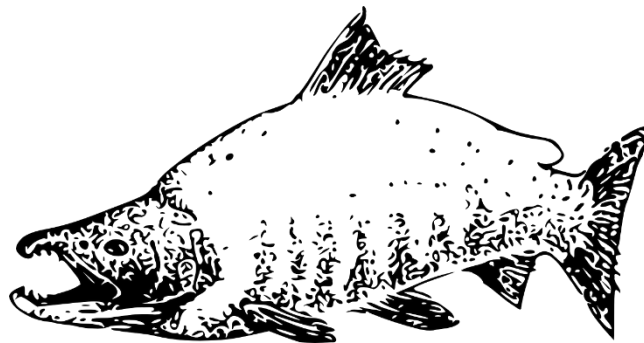
member pursuing a degree, and 3) faculty members whose impartiality may be impacted because of close professional or personal relationships that are separate from their WSU faculty roles.

**The student is responsible for establishing and maintaining an advisory committee.** WSU faculty have the right to decline to serve on any specific student's advisory committee. All advisory committee members and the major department chair/director must sign the Program of Study. Once the Program of Study has been filed with the Graduate School, changes may be made to the advisory committee composition by completing the Committee Change form.

**The vice provost for graduate and professional education has the final approval for all advisory committees.** The vice provost also has the authority to remove a faculty member from a student's advisory committee after consultation with the program/department chair, the dean of the college, and the provost, when it is in the best interest of the student and the program.

**Graduate Committee Membership Requirement Table**

<b>Committee Member</b>	<b>WSU</b>	<b>Member of the Faculty of the Graduate School</b>	<b>Tenure-track</b>	<b>Minimum Degree Sought</b>
<b>1</b>	Y	Y	Y	Y
<b>2</b>	Y	Y	Y (PhD only)	Y
<b>3</b>	Y			Y
<b>Optional 4+</b>		At least 50% must be faculty of the grad school		Y (and is approved by SOE AD of Grad Studies)



## IV. Graduate Degrees Offered By The SOE

The School of the Environment offers several degree programs which cover a broad range of Earth & environmental sciences.

**The SOE currently offers two (2) M.S. degree programs:**

1. M.S. Geology (Pullman)
  - a. Thesis-track only
2. M.S. Environmental & Natural Resource Sciences Thesis-track Directed Study Plan
  - a. Non-thesis-track directed study plan
  - b. Thesis-track interdisciplinary plan
  - c. Non-thesis-track interdisciplinary plan

**The SOE currently offers two (2) Ph.D. degree programs:**

1. Ph.D. Environmental & Natural Resources
2. Ph.D. Geology

### **Master of Science (M.S.) Degrees (Offered)**

Descriptions of both M.S. degrees are provided in the next section. Students are expected to complete M.S. degree requirements within two years (full-time enrollment, with assistantship), with options for extension as outlined in the Academic Regulations, Policies and Procedures section of the handbook.

**Generalized timeline for SOE M. S. degrees:**

First year -- Fall	Take coursework and assemble thesis committee
First year – Spring	Committee meeting, file program of study, continue coursework and begin research
Summer	Continue research
Second year -- Fall	Complete coursework and complete data analysis
Second year – Spring	Write and defend thesis and graduate

## M.S. Geology

The primary goal of the Geology M.S. program at WSU is to prepare students for professional employment in a broad range of geoscience careers (environmental consulting, minerals/petroleum industry, local/state/federal resource-based or management agencies, teaching), or for serving as a foundation for continuing to graduate studies at the Ph.D. level. WSU offers specialization in multiple subdisciplines, including structure/tectonics, petrology, geochemistry, geophysics/geodynamics, and sedimentology/stratigraphy.

The goal of the M.S. program is to produce broadly trained, professional geoscientists with the ability to conduct original scientific research. In addition to course work, the primary requirement for the M.S. degree is preparation of a thesis that should represent a publishable contribution to the geoscience community. Each program is designed in consultation with a faculty advisor to meet the needs of the student.

Specialization is offered in:

- Sedimentology -Stratigraphy
- Structural Geology – Tectonics
- Mineralogy Petrology-Geochemistry
- Hydrogeology-biogeochemistry
- Geophysics-Geodynamics



Degree Program	Academic Requirements
<p><b>M.S. Geology</b>  <b>Thesis Option:</b>  <a href="https://environment.wsu.edu/graduate-studies/masters/ms-geology/">https://environment.wsu.edu/graduate-studies/masters/ms-geology/</a></p>	<p><b>At least 30 hours minimum of total credits, consisting of:</b></p> <ul style="list-style-type: none"> <li>• At least 21 hours graded coursework, including <ul style="list-style-type: none"> <li>○ At least 15 hours minimum of graded course work at 500 level</li> <li>○ Up to 6 hours maximum non-graduate (300/400 level) graded coursework is allowed</li> </ul> </li> <li>• SOE 501 (Graduate Skills Seminar, 1 hour) must be taken during the first year of the program (not graded)</li> <li>• At least 2 hours (semesters) SOE 598 (Seminar, not graded)</li> <li>• 4 hours minimum of SOE 700 (MS research, thesis or examination), 2 hours of which must be taken in the semester of the final exam (not graded).</li> </ul> <p><b>Courses taken for audit may not be used on the program of study.</b></p> <p><b>Thesis</b></p> <p><b>Final oral exam-Thesis defense</b></p>

### **M.S. Environmental & Natural Resource Sciences**

The M.S. degree program in Environmental & Natural Resource Sciences focuses on fundamental questions in Environmental Science and Natural Resource Sciences ranging from how to conserve the diversity of global, national, and local species, how micro and macro ecologies function with one another, how water, soil, and other natural resource systems impact environments and human society, and how we may best sustainably manage our abundant and diverse natural resources.

Some areas of specialization:

- Ecology and conservation of wildlife and habitats
- Ecology of aquatic and terrestrial ecosystems

- Ecohydrology and biogeochemistry
- Quantitative modeling and spatial ecology, including remote sensing

SOE offers thesis and non-thesis tracks in Environmental & Natural Resource Sciences, with a **directed studies** plan **and interdisciplinary studies** plan for both.

For students in the M.S. in Environmental & Natural Resource Sciences thesis option, the goal is a publishable contribution to environmental and natural resource science. Students in the non-thesis option produce a project rather than a thesis and are required to complete a greater number of graded course credits. Students should discuss with their advisors which option and track are right for them.

Below is a summary of academic requirements for students submitting Programs of Study

Degree Program	Academic Requirements
<p>M.S. Environmental &amp; Natural Resource Sciences – Thesis- track, Directed Studies</p> <p>Pullman: <a href="https://environment.wsu.edu/graduate-studies/masters/ms-environmental-and-natural-resource-sciences/">https://environment.wsu.edu/graduate-studies/masters/ms-environmental-and-natural-resource-sciences/</a></p> <p>TriCities: <a href="https://tricity.wsu.edu/cas/graduate/environmental-science">https://tricity.wsu.edu/cas/graduate/environmental-science</a></p> <p>Vancouver: <a href="#">Master of Science in Environmental Science - Science Graduate Programs - WSU Vancouver</a></p>	<p><b>At least 30 hours total credits, consisting of:</b></p> <p>At least 21 hours of graded coursework including:</p> <ul style="list-style-type: none"> <li>• At least 15 hours of graded coursework at the 500-level</li> <li>• Not more than 6 hours of non- graduate (300-400 level) graded coursework</li> <li>• 1 hour SOE 501 – graduate skills seminar (not graded)</li> <li>• 4 hours minimum of SOE 700 (master’s research, thesis, and/or evaluation), 2 of which must be taken in the semester of the final exam (not graded)</li> </ul> <p><b>Courses taken for audit may not be used on the program of study</b></p> <p><b>Thesis</b></p> <p><b>Final oral exam -- thesis defense</b></p>

Degree Program	Academic Requirements
<p><b>M.S. Environmental &amp; Natural Resource Sciences</b> <u>Thesis-track, Interdisciplinary Plan</u></p> <p>Pullman:  <a href="https://environment.wsu.edu/graduate-studies/masters/ms-environmental-and-natural-resource-sciences/">https://environment.wsu.edu/graduate-studies/masters/ms-environmental-and-natural-resource-sciences/</a></p> <p>Tri-Cities:  <a href="https://tricitie.wsu.edu/cas/graduate-environmental-science">https://tricitie.wsu.edu/cas/graduate-environmental-science</a></p>	<p><b>At least 30 hours of total credits, consisting of:</b></p> <ul style="list-style-type: none"> <li>○ At least 21 hours of graded course work including: <ul style="list-style-type: none"> <li>○ At least 15 hours minimum of graded course work at the 500-level, including: <ul style="list-style-type: none"> <li>▪ 2 hours of SOE 592 or 597 (Advanced Topics)</li> <li>▪ 3 hours of SOE 544 (Environmental Assessment) or other policy/society/management course</li> <li>▪ 3 hours of statistics, math, or other quantitative coursework</li> <li>▪ At least 8 hours of graded courses must be SOE prefix</li> </ul> </li> <li>○ No more than 6 hours non-graduate (300-400 level) graded coursework</li> <li>○ 1 credit of SOE 501: Graduate Skills Seminar (not graded)</li> <li>○ 2 credits of SOE 598 (seminar, not graded)</li> <li>○ 6 credits minimum of SOE 700 (master's research, thesis, and/or evaluation), 2 of which must be taken in the semester of the final exam (not graded)</li> </ul> </li> </ul> <p><b>Courses taken for audit may not be used on the program of study</b></p> <p><b>Thesis</b></p> <p><b>Final oral exam – thesis defense</b></p>

Degree Program	Academic Requirements
<p><b>M.S. Environmental &amp; Natural Resource Sciences</b>  Non-thesis, Directed Studies Plan</p> <p>Pullman:  <a href="https://environment.wsu.edu/graduate-studies/masters/ms-environmental-and-natural-resource-sciences/">https://environment.wsu.edu/graduate-studies/masters/ms-environmental-and-natural-resource-sciences/</a></p> <p>Tri-Cities :  <a href="https://tricity.wsu.edu/cas/graduate/environmental-science">https://tricity.wsu.edu/cas/graduate/environmental-science</a></p>	<p><b>At least 33 hours of total credits, consisting of:</b></p> <ul style="list-style-type: none"> <li>• At least <u>26</u> hours of graded course work, including: <ul style="list-style-type: none"> <li>○ At least <u>20</u> hours of graded course work at the 500-level</li> <li>○ Not more than <u>9</u> hours maximum of non-graduate (300-400 level) graded course work.</li> </ul> </li> <li>• <u>1 credit of SOE 501 – Graduate skills seminar (not graded)</u></li> <li>• At least <u>4</u> hours minimum of SOE 702 (Master’s special project, directed study or examination), 2 of which must be taken in the semester of the final exam (not graded)</li> </ul> <p><b>Courses taken for audit may not be used on the program of study</b></p> <p><b>Final project</b></p> <p><b>Committee ballot meeting</b></p>



Degree Program	Academic Requirements
<p><b>M.S. Environmental &amp; Natural Resource Sciences</b> <u>Non-Thesis, Interdisciplinary Plan</u></p> <p>Pullman:  <a href="https://environment.wsu.edu/graduate-studies/masters/ms-environmental-and-natural-resource-sciences/">https://environment.wsu.edu/graduate-studies/masters/ms-environmental-and-natural-resource-sciences/</a></p> <p>Tri-Cities  <a href="https://tricitie.wsu.edu/cas/graduate-environmental-science">https://tricitie.wsu.edu/cas/graduate-environmental-science</a></p>	<p><b>At least 33 hours of total credits, consisting of:</b></p> <p><b>At least 26 hours of graded coursework, including:</b></p> <ul style="list-style-type: none"> <li>○ At least 20 hours of graded course work at the 500-level, including: <ul style="list-style-type: none"> <li>○ 2 credits of SOE 592 or 597 (Advanced Topics)</li> <li>○ 3 credits of SOE 544 (Environmental Assessment), or other policy/society/management course</li> <li>○ 3 credits of statistics or math courses</li> <li>○ 18 credits of additional graded course work At least 6 credits of graded courses must be SOE prefix</li> <li>○ Not more than 9 hours maximum of non-graduate (300-400 level) graded course work</li> <li>○ 1 credit of SOE 501– Graduate skills seminar (not graded)</li> <li>○ 2 credits of SOE 598 – Seminar (not graded)</li> <li>○ At least 4 credits minimum of SOE 702 (Master’s special project, directed study or examination), 2 of which must be taken in the semester of the final exam (not graded).</li> </ul> </li> </ul> <p><b>Courses taken for audit may not be used on the program of study</b></p> <p><b>Final project</b></p> <p><b>Committee balloting meeting</b></p>

## Doctoral Degrees Offered

Descriptions of both Ph.D. degrees are provided in the next section

The following is a timeline offered as a guide to the timely completion of the Ph.D. degrees. Note that the total duration of any individuals' doctoral program will vary depending on prior degrees earned, research topic and methodological approaches. The guide below is typical of a Ph.D. student who entered the program having already earned a M.S. in a related field. Options for time extension are outlined in the Academic Regulations, Policies and Procedures section of the handbook.

### **Generalized Timeline for Ph.D. Programs:**

1 <sup>st</sup> Year - Fall	Assemble dissertation committee
1 <sup>st</sup> year - Spring	Committee meeting, continue coursework, begin research, file program of study
Summer	Continue research
2 <sup>nd</sup> Year- Fall	Continue coursework, continue research, committee meeting
2 <sup>nd</sup> Year– Spring	Finish coursework, complete research proposal, prepare for and complete preliminary examination
Summer	Continue research
3 <sup>rd</sup> Year– Fall	Continue research, committee meeting, begin data analysis
3 <sup>rd</sup> Year– Spring	Continue research, continue data analysis
Summer	Continue research, continue data analysis
4 <sup>th</sup> Year – Fall	Complete data analysis, begin writing
4 <sup>th</sup> Year - Spring	Complete writing, defend dissertation

### **Ph.D. in Geology**

The primary goal of the Geology Ph.D. program at WSU is to train students to be independent researchers and/or educators, and to bring students to the forefront of a specialized geoscience subdiscipline. Ph.D. graduates are expected to have demonstrated the ability to conduct independent research and should have the level and breadth of knowledge that one could expect of someone who has attained the highest academic degree in their field. Ph.D.

Graduates of the Ph.D. program normally are employed in specialized geoscience careers, including college-level teaching and/or research, resource industries, or state federal resource and management agencies.

Research performance, as demonstrated by preparation of a dissertation on an independently pursued research topic, is the primary requirement for the Ph.D. degree. The dissertation is expected to be a significant advance forward in solving scientific problems specific to the student’s chosen subdiscipline, and often consists of multiple publishable chapters. Each program is designed in consultation with a faculty advisor to meet the needs of the student.

WSU offers specialization in multiple subdisciplines, including:

- Structure/tectonics
- Petrology
- Geochemistry
- Geophysics/geodynamics
- and sedimentology/stratigraphy

Degree Program	Academic Requirements
<p>Ph.D. in Geology Pullman &amp; Tri-Cities <a href="https://environment.wsu.edu/graduate-studies/phd/phd-geology/">https://environment.wsu.edu/graduate-studies/phd/phd-geology/</a></p>	<p><b>72 hours minimum of total credits consisting of:</b></p> <ul style="list-style-type: none"> <li>○ 15 hours minimum of graded course work at 500 level if student has an M.S. Or 17 hours minimum of graded 500-level coursework if student has only a B.S.</li> <li>○ 9 hours maximum non- graduate 300/400 level graded course</li> <li>○ 20 hours minimum of SOE 800 – 1 credit during each semester enrolled except summer.</li> </ul> <p>Courses taken for audit or courses graded Pass/Fail may not be used on the program of study.</p> <p><b>Also required:</b></p> <ul style="list-style-type: none"> <li>○ Preliminary exam</li> <li>○ Final oral exam: Dissertation defense</li> <li>○ Dissertation</li> </ul>

## **Ph.D. Environmental & Natural Resource Sciences**

Ph.D. research in Environmental and Natural Resource Sciences spans a range of the biological, physical, and social sciences that focus on understanding and managing the environment, including diverse aquatic and terrestrial ecosystems and natural resources such as plants and animal. The Ph.D. dissertation should be a significant contribution worthy of publication in refereed international journals. Specializations are offered in the areas such as:

- Environmental policy and management
- Aquatic ecology, forest ecology
- Wildlife ecology, conservation, and biodiversity
- Quantitative and spatial aspects of natural resources

### **Program Core Competencies and Student Outcomes for Ph.D. in ENRS**


The Ph.D. program in ENRS is designed to educate, train and mentor students in six “core competency” areas within the Environmental and Natural Resource sciences.

1. Advanced knowledge of ecosystems, including biotic and abiotic structure and function, the roles of humans and societies, and applications to management.
2. Advanced knowledge in research methods and data analysis, including aptitude for assessing a wide range of environmental and/or social science data.
3. Ability to critically examine and creatively address interdisciplinary problems.
4. Advanced knowledge in the ethics of managing and conducting research in the environmental and natural resource sciences, actively incorporating issues of environmental and social justice, equity, and inclusion.
5. Ability to effectively communicate knowledge of environmental and natural resource sciences to a wide range of audiences, through multiple modes of delivery, including written and oral formats.
6. A specialized subject area to be defined by the student and the student’s Supervisory Committee.

By pursuing competence in these areas, students who successfully complete the Ph.D. in ENRS will be able to:

- Attain knowledge and expertise in core disciplinary areas and appreciation and application of interdisciplinary approaches.
- Recognize, think critically about, and develop creative solutions to scientific problems.
- Become effective teachers in field, laboratory, and lecture-room settings.

- Master the field, laboratory, data analysis and theoretical skills necessary to perform the research.
- Effectively communicate the results of their research.
- Write successful research grant proposals or otherwise obtain research funding
- Prepare future students to successfully compete for jobs in industry, academia, and government.
- Contribute scientific leadership and expertise at the local, state, and national levels.
- Become visible members of the scientific community by taking organizational and service roles.

Degree Program	Academic Requirements
<p data-bbox="203 804 610 877">Ph.D. Environmental &amp; Natural Resource Sciences</p> <p data-bbox="203 926 719 1077"><a href="https://environment.wsu.edu/.../phd/phd-environmental-natural-resource-sciences/">https://environment.wsu.edu/.../phd/phd-environmental-natural-resource-sciences/</a></p> 	<p data-bbox="743 804 1214 877"><b>72 hours minimum of total credits, consisting of:</b></p> <ul style="list-style-type: none"> <li data-bbox="889 884 1393 1066">○ 15 hours minimum of graded coursework at 500- level if student has an M.S. Or 17 hours minimum of graded 500-level coursework if student has only a B.S.</li> <li data-bbox="889 1073 1369 1146">○ 9 hours maximum non- graduate 300/400 level graded coursework</li> <li data-bbox="889 1152 1417 1257">○ 20 hours minimum of SOE 800 – 1 credit during each semester enrolled except summer.</li> </ul> <p data-bbox="743 1304 1406 1413"><b>Courses taken for audit or courses graded Pass/Fail may not be used on the program of study.</b></p> <p data-bbox="743 1461 938 1493"><b>Also required:</b></p> <ul style="list-style-type: none"> <li data-bbox="889 1541 1170 1572">○ Preliminary exam</li> <li data-bbox="889 1579 1094 1610">○ Dissertation</li> <li data-bbox="889 1617 1321 1690">○ Final Oral Exam -Dissertation Defense</li> </ul>

## V. Information for SOE Graduate Students

### New Student Information

#### Residency

In-state tuition is considerably less expensive for Washington residents than is non-resident tuition for out-of-state students, so students with TA and RA appointments must establish Washington State residency immediately upon arrival to Washington. Note that tuition waivers for RA and TA appointments starting the second year of study require that students are Washington State residents.

Living in Moscow, or any nearby Idaho town, breaks policy and prevents students from achieving residency. Beginning one year prior to the semester during which the student plans to apply for residency, they will need "to establish ties" in Washington State. Within two weeks of arriving on campus, students should be sure to complete the applicable items in the list. After they have lived in Washington for one year, they should submit a residency questionnaire to the Graduate School along with [ALL of the following items](#):

#### Checklist:

- Any home purchase agreements, lease agreements, rents receipts or cancelled checks, or letters from landlords that verify physical residence in Washington for 12 consecutive months prior to the first day of the semester in which the student submits their residency application.
- A copy of the student's Washington State driver's license. Students must obtain a Washington State driver's license at least one year prior to the semester in which they apply for residency. If they do not drive, they should provide a copy of their Washington State identification card.
- A copy of the student's Washington State vehicle registration issued one year prior to the semester in which they apply for residency. Failure to provide this will likely result in a denial of Washington residency for tuition purposes.
- A copy of Washington voter registration issued one year prior to the semester in which the student applies.
- Proof of having established a bank account in Washington. Any other document the student has to show that they have established ties in Washington for the one year prior to the semester in which they apply for residency (clubs, organization, etc.)

## **Financing Education**

Financial support for graduate students is most commonly available in the form of either a graduate teaching assistantship or research assistantship. Graduate assistantships normally include tuition waivers and health benefits, but do not include university fees each semester. Fees per semester range between about \$215 per semester for Tri Cities and Puyallup Students to about \$1042 per semester for Pullman students.

### **Teaching Assistantships**

If students have been awarded a TA position, they will have already received a letter stating the terms of that appointment. Teaching assistantships are state-supported half-time, nine-month position available to students with strong academic records. Graduate students on teaching assistantships work on average 20 hours per week teaching laboratory sections, grading homework and exams, or answering questions during office hours. Most teaching assistants are available for SOE 101 and SOE 110, but some TA's may aid in more advanced undergraduate courses depending on their specialization and experience.

### **Research Assistantships**

Stipends are also available for graduate research assistantships (RAs) in which the work conducted is for an externally funded research project, usually acquired by the student's graduate advisor. If students have been awarded an RA position, they will have already received a letter with information regarding the terms of that appointment and listing the faculty member who has agreed to provide funding. Graduate research assistantships are half-time appointments that may, but not always, cover the summer months in addition to the academic year. In many cases, the results of the work are applied to the student's thesis.

### **Hourly Wage Positions**

The selection process for awarding graduate teaching and research assistantships is highly competitive. For students who are not awarded research or teaching assistantships, hourly wage positions may be available to provide partial financial support through the department and the college. Students should work closely with the graduate coordinator and their academic advisor to keep abreast of funding opportunities.

### **Scholarships/Fellowships**

The Graduate School and other academic departments offer a variety of funding opportunities for new and current students. Information is available: <https://gradschool.wsu.edu/jobs/>

For highly qualified applicants, graduate fellowships are available from the National Science Foundation (NSF), the Department of Defense, the Environmental Protection Agency, and other state and federal agencies, nonprofits, and private foundations. Such fellowships are highly competitive but provide graduate students with a greater degree of freedom to pursue creative research while in graduate school. Interested students should work with their faculty advisors on these applications.

### **SOE Grants and Scholarship**

Each academic year, a few internal grants and scholarships are available to SOE graduate students. These provide additional support for graduate students for reasons such as paying semester fees not covered by a student's tuition waiver, buying books, and other relevant academic situations. Information about the application process will be made available late in the Fall semester. The due date for application is usually January 31<sup>st</sup> annually. Students should monitor their school emails for correspondence about internal scholarships starting in December. If they have not received any information about scholarships, students should email [soe@wsu.edu](mailto:soe@wsu.edu) to be put in touch with the scholarship committee for more information.

### **For International Students:**

International graduate students often have special concerns that may affect their course of study, finances, and length of stay in the United States. The Office of International Programs is a valuable resource, and the staff can answer questions of concern. The Office of International Programs (IP) is in Bryan Hall Room 108; the phone number is 335-4505. The IP webpage is located here: <https://ip.wsu.edu/>

If the student is not a U.S. citizen, but holds permanent resident immigration status, temporary resident status, or refugee status, they should submit a copy of both sides of their Resident Alien Card, Form-1-94, Temporary Resident card or other verification of their status with immigration and Naturalization Service (INS).

International student teaching assistants will need to take the International Teaching Assistantship exam (ITA) during their first semester at WSU to be eligible to teach in future semesters. All international students who will be teaching should navigate to the [ITA exam page](#) to take the questionnaire to see if they need to take the ITA exam.

For all international student issues such as tuition rates, residency requirements, employment, social security numbers and taxes, and learning English please contact the Office of International Programs directly.

## Cooperative Courses at the University of Idaho (UI)

WSU and the University of Idaho operate a cooperative agreement by which WSU Pullman students can register at UI and take approved courses offered by UI at no extra charge. These are typically classroom courses taught on the nearby UI campus in Moscow, ID, or online. A list of UI courses available to WSU Pullman students is available at:

<https://www.uidaho.edu/registrar/registration/coop>

Students should notify their faculty advisor and the graduate coordinator before signing up so that they can ensure the student signs up without risking any graduate policy or enrollment issues.

### **An Important Note About University of Idaho Cooperative Courses & Continuous Enrollment:**

Although University of Idaho cooperative courses are accepted on Programs of Study and are an important part of our graduate student program, **they do not count toward the 10 credits per semester needed to be considered in full-time enrollment. The 10 credits toward full-time enrollment can be from WSU only.**

Students need to be sure to sign up for 10 WSU credits (800 or 700 research credits are fine) on top of the credits they take through the U of I Co-op program to be considered for full-time enrollment tuition waivers & other benefits. **Failure to sign up for 10 WSU credits each semester can result in the loss of tuition waivers, healthcare, and more.**

For example, if a student is signed up for 8 WSU credits and 2 UI Credits, they would not be considered in full-time enrollment. They would need to add 2 more credits to their WSU course load, such as 2 credits of SOE 700.

## Managing Workload with Research Credits

Graduate policy states students on assistantship are expected to work 20 hours per week on their assistantship duties (RA/TA or Graduate Assistantship). Assistantship duties are in addition to degree program expectations. Students can manage their independent research time expectations with their advisor using 700, 702, and 800 credit hours as markers. The graduate school defines 1 credit hour as "[3 hours of effort](#)" toward a student's own dissertation/thesis project research per week.

Adding a student's weekly assistantship hour requirement (20 hours) with their semester research credits (typically between 10-14 research credits) is good practice for managing research expectations and preventing burnout. For most students after their first year, a typical workload is equivalent of 50-63 hours per week (20 hours on assistantship + 10-14 research credits). **The maximum number of research credits a student can take per semester is 18.** Advisors and students should keep track of how many research credits they are taking each semester, as MS students should not exceed 75 credits total during

their degree and Ph.D. students cannot exceed 120 total credits during their degree. Exceeding these levels is considered unsatisfactory by the graduate school.

**Grad students should acknowledge that due to the nature of their type of fieldwork they *may* need to *occasionally* work outside of the limitations of these credit hour & assistantship safeguards to gather accurate data for their thesis/dissertation projects.**

If students believe their personal time is not being respected, they should log their hours independently and report their time to Dr. Allyson Beall King (director) or Dr. Lisa Shipley (associate director of graduate studies).

Students may wish to work as much as they would like to on their own research if it falls outside of their assistantship & credit hour requirement.

### **Meetings With Advisor & Committee**

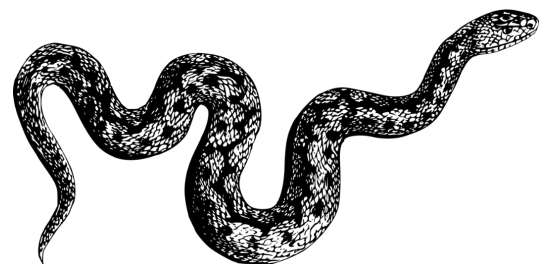
Regular meetings with advisors are important for communication and success as a graduate student. In a student's first meeting with their advisor, they should establish a plan for regular meetings. Many students & advisors meet weekly to once every two weeks when possible. Full committee meetings may be less frequent due to committee availability and scheduling constraints.

### **Outside Service & Club Commitment**

Students are strongly encouraged to participate in the SOE & WSU community providing these activities do not influence their ability to complete assistantship duties, maintain their GPA, and complete their thesis/dissertation on time. Social service is good for resume & experience building, and it is one of many rewarding activities that help prevent student burnout.

Below are some of the School of the Environment's clubs & organizations as well as some WSU organizations with which SOE students are normally affiliated:

- SOE Graduate Student Association (GSA)
- Graduate Student Professional Association (GPSA)
- Environmental Science Club
- WSU Forestry Club
- Geology Club
- SAFE (Student Association for Fire Ecology)
- Water Resources Club
- Backcountry Hunters & Anglers



## Campus Resources

### Pullman

Department	Contact Information
Office of Equal Opportunity	Office for ADA, Title IX, and EEO/AA Compliance; where to file a complaint or file a report on discrimination, accessibility compliance, sex & gender-based harassment & discrimination, and sex & gender- based violence  <a href="http://Oeo.wsu.edu">Oeo.wsu.edu</a>  (409) 335-8288
WSU Ombudsman	An effective, informal, and neutral channel for students, staff and faculty to voice university related concerns that are not being addressed by the department.  <a href="http://ombudsman.wsu.edu">ombudsman.wsu.edu</a>  (509) 335-1195
Dean of Students	<a href="http://Deanofstudents.wsu.edu">Deanofstudents.wsu.edu</a>  French Administration 122 (509) 335-5757 <a href="mailto:deanofstudents@wsu.edu">deanofstudents@wsu.edu</a>
Graduate and Professional Student Association	<a href="http://www.gpsa.wsu.edu">www.gpsa.wsu.edu</a>
Women's Center	<a href="http://www.women.wsu.edu">www.women.wsu.edu</a>  Wilson-Short Hall Ground Floor  (509) 335-6849
Gender Identity/Expression and Sexual Orientation Resource Center	<a href="http://www.thecenter.wsu.edu/home/">www.thecenter.wsu.edu/home/</a>  CUB 401 (509) 335-8841  <a href="mailto:glesorc@wsu.edu">glesorc@wsu.edu</a>

<b>Multicultural Student Services</b>	<a href="http://www.mss.wsu.edu">www.mss.wsu.edu</a> CUB 409 (509) 335-7852
<b>Veteran's Affairs</b>	<a href="http://Va.wsu.edu">Va.wsu.edu</a> Holland 120BA (509) 335-1234  <a href="mailto:veterans@wsu.edu">veterans@wsu.edu</a>

<b>Access Center/Disability Resource Center</b>	<a href="http://www.drc.wsu.edu">www.drc.wsu.edu</a> Washington Building 2 <sup>nd</sup> floor (509) 335-3535
<b>Cougar Health Services</b>	<a href="http://Cougarhealth.wsu.edu">Cougarhealth.wsu.edu</a>  Washington Building (509) 335-3535 24 hr. telephone nurse line
<b>Cougar Safe Ride</b>	<a href="http://Cougarsaferides.wsu.edu">Cougarsaferides.wsu.edu</a>  (WSU) 267-SAFE <a href="mailto:cougar.safe.rides@wsu.edu">cougar.safe.rides@wsu.edu</a>
<b>Food Pantry</b>	Rosario's Place (food pantry, children's clothes & diapers) <a href="https://women.wsu.edu/resources/rosariostars-place/">https://women.wsu.edu/resources/rosariostars-place/</a> Wilson-Short Hall Room 8 (509) 335-6849  TRIO Food Pantry Lighty 260  Cougs Feeding Cougs <a href="http://studentaffairs.wsu.edu/initiatives/cougsfeedingcoug/">studentaffairs.wsu.edu/initiatives/cougsfeedingcoug/</a>
<b>Campus Police</b>	<a href="http://Police.wsu.edu">Police.wsu.edu</a>  (509) 335-8548  Emergency: 911

<b>Writing Center</b>	<a href="https://writingprogram.wsu.edu/graduate-writing-center/">https://writingprogram.wsu.edu/graduate-writing-center/</a> CUE 414 (509) 335-7959 <a href="mailto:gpwc@wsu.edu">gpwc@wsu.edu</a>
<b>Center for Interdisciplinary Statistical Education &amp; Research</b>	<a href="http://Ciser.wsu.edu">Ciser.wsu.edu</a> Abelson Suite 227 Main Office 221 (509) 335-1201 <a href="mailto:ciser.info@wsu.edu">ciser.info@wsu.edu</a>

## Vancouver:

Department	Contact Information
<b>Graduate Student Association</b>	Facebook-WSUVgrads  Listserv <a href="https://lists.wsu.edu/mailman/listinfo/casgradstudents">https://lists.wsu.edu/mailman/listinfo/casgradstudents</a> (link to subscribe)  Vancouver Natural Sciences Grad Listserv <a href="http://lists.wsu.edu/mailman/listinfo/science-gradstudents">http://lists.wsu.edu/mailman/listinfo/science-gradstudents</a>
<b>Health Services</b>	<a href="https://studentaffairs.vancouver.wsu.edu/student-wellnesscenter/health-services">https://studentaffairs.vancouver.wsu.edu/student-wellnesscenter/health-services</a>  (360) 546-9238  24-hour nurse advice (509) 335-3575  <a href="mailto:vanhealth@wsu.edu">vanhealth@wsu.edu</a>
<b>Counseling Services</b>	<a href="https://studentaffairs.vancouver.wsu.edu/student-wellnesscenter/counseling-services">https://studentaffairs.vancouver.wsu.edu/student-wellnesscenter/counseling-services</a>  Classroom Building, Room 60 (360) 546-9238  <a href="mailto:van.counseling@wsu.edu">van.counseling@wsu.edu</a>

<p><b>Access Center</b></p>	<p><a href="https://studentaffairs.vancouver.wsu.edu/student-wellnesscenter/access-center">https://studentaffairs.vancouver.wsu.edu/student-wellnesscenter/access-center</a></p> <p>Classroom Building, Room 160, Center for Intercultural Learning and Affirmation</p> <p>(360) 546-9238</p> <p><a href="mailto:van.access.center@wsu.edu">van.access.center@wsu.edu</a></p>
<p><b>Center for Intercultural Learning and Affirmation</b></p>	<p><a href="https://studentaffairs.vancouverwsu.edu/student-diversity">https://studentaffairs.vancouverwsu.edu/student-diversity</a></p> <p>Firstenburg Student Commons Room 104</p> <p>(360) 546-9182</p> <p><a href="mailto:van.studentdiversity@wsu.edu">van.studentdiversity@wsu.edu</a></p>
<p><b>Veteran’s Center</b></p>	<p><a href="https://studentaffairs.vancouver.wsu.edu/veterans-affairs/veterans-center">https://studentaffairs.vancouver.wsu.edu/veterans-affairs/veterans-center</a></p> <p>Classroom Building Room 212</p> <p>(360) 546-9570</p>
<p><b>Cougar Food Pantry</b></p>	<p><a href="https://studentaffairs.vancouver.wsu.edu/cougar-food-pantry">https://studentaffairs.vancouver.wsu.edu/cougar-food-pantry</a></p> <p>(360) 546-9779</p>
<p><b>Campus Police</b></p>	<p><a href="https://www.vancouver.wsu.edu/public-safety/campus-police">https://www.vancouver.wsu.edu/public-safety/campus-police</a></p> <p>Non-emergency: (360) 546-9001 Emergencies: 911 <a href="mailto:wsuvcops@wsu.edu">wsuvcops@wsu.edu</a></p>

## Tri-cities:

<b>Health and Wellness</b>	<a href="http://Tri-cities.wsu.edu/healthandwellness">Tri-cities.wsu.edu/healthandwellness</a>  24-hour nurse advice (509) 335-3575  Tri-Cities Campus Counselor (509) 372-7153
<b>Access Services</b>	<a href="http://Tricities.wsu.edu/current-students/disability/">Tricities.wsu.edu/current-students/disability/</a>  Floyd 296C (509) 372-7375
<b>Food Pantry</b>	<a href="http://Tricities.wsu.edu/finaid/foodbank/">Tricities.wsu.edu/finaid/foodbank/</a>  Floyd 269/ Cougar Cupboard
<b>Campus Safety &amp; Security</b>	<a href="http://Tricities.wsu.edu/safety">Tricities.wsu.edu/safety</a>  (509) 372-7234 non-emergencies For emergencies  Call 911

## VI. Grievances

Students should discuss problems with their advisor, Graduate Program Coordinator, or Associate Director for Graduate Studies. If problems are not resolved following those meetings, students should make an appointment to confer with the WSU ombudsman. The ombudsman provides information relating to university policies and procedures and facilitates the resolution of problems and grievances through informal investigation and mediation. The office does not replace or supersede other university grievance, complaint, or appeal procedures, but is another avenue available to graduate students who wish to seek assistance in resolving concerns related to their graduate program. The contact information for the University Ombudsman Office may be accessed at <http://wsu.edu/-ombuds/>

Graduate students should refer to the **Educational Policies and Procedures Manual (EPPM)**, Chapter IV, Sections 104 and 105 if they have a complaint about instruction or grading. This document can be found online at <http://facsen.wsu.edu/eppm>;

The **University Grade Appeals Board**, an official committee of the University President, function to review academic grade appeals forwarded by any departmental chair, dean Graduate School Dean, or university ombudsman. A detailed description of this committee and its processes may be accessed at <http://presiden.wsu.edu/office-presidential-committee/academic-gradeappeals-board.html/>

For more information, see the Graduate Student Rights and Responsibilities at <https://gradschool.wsu.edu/chapter-twelve/>



## VII. Overview of Research Facilities in SOE

### WSU Pullman:

On the Pullman campus, the faculty and students are located in Troy Hall, Heald Hall, Fulmer Hall, PACCAR and the Webster Physical Sciences Building. The SOE administrative offices are located in Webster.

The **GeoAnalytical Laboratory** in the Webster Science Building is nationally and internationally renowned. Equipment in the Laboratory includes a Thermo-ARO X-ray fluorescence spectrometer, a JEOL JXA-8500F field-emission electron microprobe, an Agilent 7700 quadrupole ICP-MS, a high resolution ThermoFinnigan Element2 ICP-MS, a Thermo-Finnigan Neptune multicollector of the 3 ICP-MS and a new wave UP213 laser ablation system that can be used in any of the three-ICP-MS. Additional equipment includes two Thermo-Finnigan-MAT gas source mass spectrometers, a Siemens X-ray powder diffractometer, and full sample preparation and clean lab facilities for isotope geochemistry.

The **E.H. Steffen Center** is a 58-acre field and laboratory research and teaching facility located on the east edge of WSU Pullman campus. The facility includes controlled environment greenhouses equipped with supplemental lighting, connecting head house, controlled environment germinators, laboratories, classroom, offices and shop area. The shop contains metal and wood power tools, and plant processing equipment, including 2 large drying ovens. The E.H. Steffen Center also includes indoor and outdoor captive wildlife facilities, several small forest plantations, wetlands, uplands and numerous specialized planting areas.

The **Wildlife Habitat and Nutrition Lab** located in Vogel Hall provides laboratory services and training for analyzing the nutritional and chemical components of plant, forage, and animal samples (e.g., protein, fat, fiber, ash, energy, fiber, tannins, digestibility).

The **WSU Bear Research, Education and Conservation Center** is a one-of-a-kind facility that aims to provide information and understanding for bear conservation around the world. Our research covers a range of disciplines including nutrition, physiology, ecology, behavior, reproduction, learning and memory.

The **Wild Ungulate Facility** supports a variety of research on the nutritional, reproductive and habitat ecology of deer, with the goal of improving conservation and management of these native species. The facility includes five pens spanning 8 acres and a barn with 3 large and 7 smaller indoor pens. The Wild Ungulate Facility currently supports a herd of tame mule deer, black-tailed deer and white-tailed deer.

## **WSU Vancouver**

On the Vancouver campus, SOE faculty, students and staff are located in the Science and Engineering Building. (VSCI). VSCI houses all SOE faculty offices and laboratory spaces, as well as most graduate student offices. Shared campus research facilities available to SOE graduate students include two 3,150 foot research greenhouse with six independently-controlled growth rooms and large head house, a molecular/genetic analytical laboratory, microscope and dark room, several Conviron environmental chambers, walk-in freezers and refrigerators, as well as a machine shop. Additional facilities are under the direction of particular SOE faculty members, including a sediment core incubation facility and several small research vessels for work in lakes, rivers and the coastal ocean.

## **WSU Tri-Cities**

On the WSU Tri-Cities campus, SOE personnel offices and laboratories are located in the East Building. SOE research facilities include the Food and Environmental Quality Lab, an environmental analytical laboratory for studying organic contaminants like pesticides. Another facility is the Biogeochemistry Lab dedicated to aquatic ecology research and nutrient cycling. Other cooperating facilities include a Microbial Ecology Lab dedicated to the studies of the role of Arbovascular mycorrhizae in ecosystem restoration and the Bioproducts Science and Engineer Lab dedicated to research to identifying non-energy products that can be used to promote energy sustainability.

## **WSU Puyallup Research and Extension Center**

The Puyallup Research and Extension Center plays a vital role in providing high quality research, extensions, and instruction programs to the people of Washington state. These programs support technological innovation, food production, natural resource stewardship, youth development, human nutrition, and community enhancement. The Center's faculty, staff, and graduate students from 11 academic departments address complex biological, ecological and social issues.

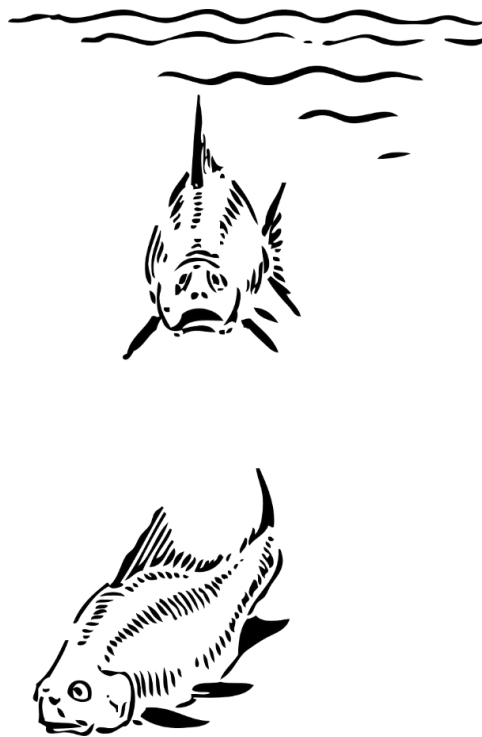
The 160-acre main campus is comprised of laboratories and offices, state-of-the-art greenhouses, a Master Gardener demonstration garden, the Washington Stormwater Center and associated Low Impact Develop (LID) research installations six acres of certified organic farmland, and several acres of agricultural and natural resource plots. There are an additional 112 acres of research plots including turfgrass, berry breeding and disease, and poplar research at the R.L Goss Farm. The Center houses multiple world class research and extension programs, as well as much of the leadership for the many statewide Extension and outreach programs.

## VIII. WSU Center for Environmental Research, Education and Outreach

Building on grassroots energy and passion, CEREO serves as a progressive hub for environmental research, education, and outreach at Washington State University.

CEREO is a progressive network with more than 350 faculty, staff, students, and industry leaders working to resolve environmental issues through collaborative partnerships. Guided by a roster of distinguished scientists, CEREO seeks to apply innovative technologies and management tools to the ever-growing challenges of global climate change and environmental sustainability.

Faculty within the School of the Environment work closely with CEREO to foster interdisciplinary collaborations in all aspects of Earth, environmental and natural resource science. See <http://www.cereo.wsu.edu> for more information about CEREO activities and programs.



## IX. SOE Graduate Program Administration

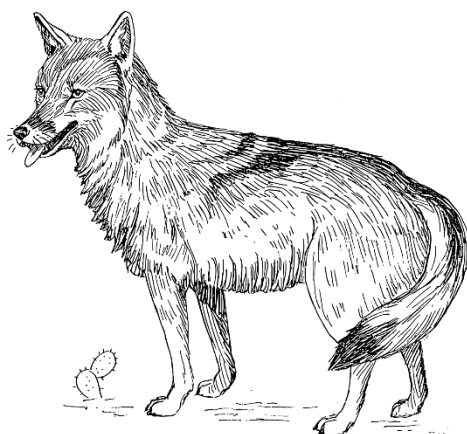
The graduate programs operated by the School of the Environment are administered according to Program Bylaws approved by the Graduate School. Copies of bylaws for each degree program can be found at the departmental offices or from the Associate Director for Graduate Programs. Additionally, graduate students must abide by and meet the regulations and policies set forth in the current Graduate School Policies and Procedures Manual. The manual is available at: <https://gradschool.wsu.edu/documents/2107/03/policies-proceduresmanual2107>

**The Graduate School:** This web site has important information students need to know concerning their graduate studies at Washington State University, including but not limited to: financing education, residency requirements, health services, housing, child care and international student concerns. The Graduate School Policies and Procedures Manual is also found here. <https://gradschool.wsu.edu/>

One of the most important components of the Graduate School website is the “Forms” page. The forms found here will be used for official steps in a student’s graduate program. Typically, these forms will be signed by the student, the faculty advisor (committee chair), members of the student’s committee, and the Associate Director for Graduate Programs. These forms will be discussed in greater detail later in this document. <https://gradschool.wsu.edu/facultystaffresources/18-2>

**Office of the Registrar:** This is the main academic website. It has general announcements and lists upcoming academic events and links to the time schedule, academic calendar, academic regulations, the University Catalog, residency information and more. <http://registrar.wsu.edu/>

**Time Schedule (schedules of classes):** Includes detailed course listings, information on registration procedures, payment of fees, textbooks, and the University academic calendar. <http://schedules.wsu.edu/>



## SOE Key Faculty and Staff Directory

Name	Title	Location	Email	Phone #
Dr. Allyson Beall King	Director	Webster 1229 (Pullman)	<a href="mailto:Abeall@wsu.edu">Abeall@wsu.edu</a>	(509) 335-3009
Dr. Lisa Shipley	Associate Director of Graduate Studies	Heald 425 (Pullman)	<a href="mailto:Shipley@wsu.edu">Shipley@wsu.edu</a>	(509) 335-9182
Dr. John Harrison	Program Leader (Vancouver)	VSCI 230B (Vancouver)	<a href="mailto:John_harrison@wsu.edu">John_harrison@wsu.edu</a>	(360) 546-9210
Dr. Cheryl Schultz	Program Leader (Vancouver)	VSCI 230K (Vancouver)	<a href="mailto:schultzc@wsu.edu">schultzc@wsu.edu</a>	(360) 546-9525
Dr. Allan Felsot	Professor & Tri-Cities Graduate Coordinator	East 128 (Tri-Cities)	<a href="mailto:alfelsot@wsu.edu">alfelsot@wsu.edu</a>	(509) 332-7365
Dr. Kara Whitman	Associate Director of Undergraduate Programs	Fulmer 206BC (Pullman)	<a href="mailto:kmwhitman@wsu.edu">kmwhitman@wsu.edu</a>	(509) 335-7846
Jessica Billings	SOE Administrative Manager	Webster 1226 (Pullman)	<a href="mailto:JBillings1976@wsu.edu">JBillings1976@wsu.edu</a>	(509) 335-3009
Denise Hopkins	Graduate Coordinator (Pullman, Puyallup, TriCities)	Webster 1226 (Pullman)	<a href="mailto:Denise.Bickford@wsu.edu">Denise.Bickford@wsu.edu</a> and <a href="mailto:Soe.academics@wsu.edu">Soe.academics@wsu.edu</a>	(509) 335-6160
Diego Murillo	Graduate Coordinator (Vancouver)	Science & Engineering Building (Vancouver)	<a href="mailto:Diego.Murillo@wsu.edu">Diego.Murillo@wsu.edu</a> and <a href="mailto:Van.cas.gradcoordinators@wsu.edu">Van.cas.gradcoordinators@wsu.edu</a>	N/A
Christopher Riddle	Fiscal Technician (Pullman)	Webster 1226 (Pullman)	<a href="mailto:Christopher.Riddle@wsu.edu">Christopher.Riddle@wsu.edu</a>	(509) 335-6227

Sarah Murt	Grants & Contracts Administrator	By Appointme nt only	<a href="mailto:soe.grants@wsu.edu">soe.grants@wsu.edu</a>	(509) 335- 2219
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**SOE Faculty:** Please see <https://environment.wsu.edu/people> for a complete list of current SOE faculty and other personnel.