



College of Education

**STUDENT HANDBOOK**  
**Master's Degree Programs**  
**(Ed.M. and M.A.)**  
**in Educational Leadership**

**Academic Year**

2016-2017

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## Introduction

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The Educational Leadership specialization at Washington State University offers graduate studies at the master's (Ed.M., M.A.) and doctoral (Ed.D., Ph.D.) levels, as well as administrator certification programs for principals, superintendents, program administrators, and higher education practitioners at one of the nation's leading land-grant research universities. The Educational Leadership specialization serves educators throughout Washington State with program offerings at all WSU campuses (Pullman, Spokane, Tri-Cities and Vancouver). The program provides a balance of practical experience, research, and theory to prepare *practitioner-scholars* for leadership positions or for continued study and research in the field of Educational Leadership.

**This handbook describes the master's degree programs in Educational Leadership.** Master's degree options include the Master of Education (Ed.M.), a non-thesis degree designed for professional educators preparing for leadership positions, and the Master of Arts in Education (M.A.), a thesis degree designed for professional educators who plan to subsequently pursue a research-based doctoral program (Ph.D.).

WSU's master's degree programs in Educational Leadership have several unique features:

- ***Statewide Program Delivery***  
Master's degree students have options to access courses and work with advisors through all of WSU's campuses (Pullman, Spokane, Tri-Cities and Vancouver). For program contacts at each of the campuses, please see the "Contact Information" section on page 4 of this handbook.
- ***A Practitioner-Scholar Approach***  
Program content combines the best of both worlds—issues important to professional educators who are preparing for leadership positions and the scholarship that can help to analyze and address these issues. The program faculty blends the strengths of academic scholars and experienced practitioners; while several faculty members are highly successful, experienced administrators, others are highly regarded academic scholars. Both contribute to the central purpose of the program: *to prepare practitioner-scholars for leadership in schools and organizations, or for pursuing a career in research and scholarship in the field of educational leadership.*
- ***Alignment with Certification Programs***  
WSU's Educational Leadership master's degree programs can be aligned with the Principal and Program Administrator Certification programs, for those who qualify for certification and who wish to receive Principal or Program Administrator certificates along with the master's degree. All required graded courses for these certification programs can be applied to the master's degree program of study. However, the master's degree in Educational Leadership can be done without including Principal or Program Administrator Certification classes. In either option, course sequences are designed to permit students at any of WSU's campuses to complete the master's degree within two to three years.

## Contact Information

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This handbook and all application materials for the Educational Leadership master's degree are available on the College of Education Office of Graduate Studies website <https://education.wsu.edu/graduate/> or through the regional campuses.

For more information:

### **Pullman**

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*Department of Educational Leadership and  
Counseling Psychology*  
Cleveland Hall  
Pullman, WA 99164-2136  
Phone: (509) 335-9117  
Fax: (509) 335-6961  
<https://education.wsu.edu/college/elssecp/>

*Office of Graduate Studies*  
70 Cleveland Hall  
Po Box 642114  
Pullman, WA 99164-2114  
Fax: 509-335-2097  
E-mail: [gradstudies@wsu.edu](mailto:gradstudies@wsu.edu)

*Kelly McGovern*  
Director  
Phone: 509-335-9195  
E-mail: [mcgoverk@wsu.edu](mailto:mcgoverk@wsu.edu)

Or  
*Nick Sewell*  
Academic Coordinator  
Phone 509-335-7016  
E-mail: [nsewell@wsu.edu](mailto:nsewell@wsu.edu)

### **Spokane**

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*Kelly Lagrutta*  
Academic Coordinator  
PO Box 1495  
Spokane, WA 99210-1495  
Phone: 509-358-7942  
Fax: 509-358-7933  
E-mail: [lagrutta@wsu.edu](mailto:lagrutta@wsu.edu)

### **Tri-Cities**

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*Helen Berry*  
Academic Coordinator  
2710 Crimson Way  
Richland, WA 99354-1671  
Phone: 509-372-7396  
Fax: 509-372-7555  
E-mail: [hberry@wsu.edu](mailto:hberry@wsu.edu)

### **Vancouver**

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*Jennifer Gallagher*  
Academic Coordinator  
14204 NE Salmon Creek Ave.  
Vancouver, WA 98686-9600  
Phone: 360-546-9075  
Fax 360-546-9040  
E-mail: [j.gallagher@wsu.edu](mailto:j.gallagher@wsu.edu)

## Program Faculty and Specializations

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**Shannon Calderone**, Ph.D., University of California Los Angeles ([shannon.calderone@wsu.edu](mailto:shannon.calderone@wsu.edu))

- K-12 to college transitions, financial literacy, college affordability, social class, families.

**Kathleen Cowin**, Ed.D., Seattle University ([kathleen.cowin@wsu.edu](mailto:kathleen.cowin@wsu.edu))

- Mentoring (development of mentoring relationships, mentoring education, educational leader formation) and reflective practice by teachers and educational leaders.

**Gordon Gates**, Ph.D., Washington State University ([gates@wsu.edu](mailto:gates@wsu.edu))

- Principal and teacher leadership, high reliability and resilience, stress and coping, evaluation for school improvement, survey research.

**Glenys Hill**, Ed.D., Washington State University ([glenys.hill@wsu.edu](mailto:glenys.hill@wsu.edu))

- K-12 educational leadership.

**Kristin Huggins**, Ph.D., Texas A&M University ([k.huggins@wsu.edu](mailto:k.huggins@wsu.edu))

- Leadership development, distributed leadership, instructional leadership, equity in education.

**Sharon Kruse**, Ph.D., University of Minnesota ([sharon.kruse@wsu.edu](mailto:sharon.kruse@wsu.edu))

- Leadership, school improvement and change, problem solving and decision making.

**John Mancinelli**, Ed.D., Washington State University ([john.mancinelli@wsu.edu](mailto:john.mancinelli@wsu.edu))

- Principalship, superintendency.

**Teena McDonald**, Ed.D., Washington State University ([tpmcdonald@wsu.edu](mailto:tpmcdonald@wsu.edu))

- Principalship, superintendency.

**Katherine Rodela**, Ph.D., Stanford University ([katherine.rodela@wsu.edu](mailto:katherine.rodela@wsu.edu))

- Culture, equity, and leadership in and around schools; Latino family and community engagement; access and equity in higher education; anthropological approaches to understanding leadership and schools.

**Gay Selby**, Ed.D., Washington State University ([gselby@wsu.edu](mailto:gselby@wsu.edu))

- K-12 educational leadership, finance, superintendency.

**Kelly Ward**, Ph.D., Pennsylvania State University ([kward@wsu.edu](mailto:kward@wsu.edu))

- Integration of teaching, research, and service; work and family concerns for faculty; faculty career development; faculty diversity in science, technology, engineering, and math (STEM).

## Purpose of the Handbook

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This handbook serves as a guide for the faculty and students in the Educational Leadership program; it is a supplement to the Washington State University (WSU) Graduate Catalog and the WSU Graduate School's policies and procedures. The handbook is intended to aid the student's orientation to, and progress in, the Master's Degree Programs in Educational Leadership (M.Ed. or M.A.).

It is the student's responsibility to follow the procedures outlined in this handbook and to stay informed about program changes, requirements for the degree, and the policies and procedures of the Graduate School. The policies and procedures operative on the date of the student's initial enrollment govern the student's program.

As used in this handbook:

- “*College of Education*” refers to the WSU College of Education (COE) with main offices located in Cleveland Hall on the Pullman campus (<https://education.wsu.edu>)
- “*Department*” refers to the Department of Educational Leadership, Sport Studies, Educational/Counseling Psychology (ELSSE/CP), located in Cleveland Hall 351 on the Pullman campus, (509) 335-9117 (<https://education.wsu.edu/college/elssecp/>)
- “*Graduate School*” refers to WSU's Graduate School, located in the French Administration Building, room 324, on the Pullman campus, (509) 335-6424 (<https://gradschool.wsu.edu/>)
- “*COE Office of Graduate Studies*” refers to the College of Education Office of Graduate Studies located in Cleveland Hall 252 on the Pullman campus, (509) 335-7016/335-9195 (<https://education.wsu.edu/graduate/>)
- “*Regional Campuses*” refers to the WSU campuses located in:
  - Spokane, 600 North Riverpoint Blvd., (509) 358-7942
  - Tri-Cities, 2710 Crimson Way, Richland, (509) 372-7396
  - Vancouver, 14204 NE Salmon Creek Ave., (360) 546-9075

## Program Overview

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Washington State University's Educational Leadership Master's Degrees (Ed.M. or M.A.) are offered at all four WSU campuses (Pullman, Spokane, Tri-Cities and Vancouver) and may be closely aligned with the Principal and Program Administrator Certification programs.

Models for delivery of the master's program (e.g., sequencing of courses) may differ slightly across the four campuses, although basic requirements for the degree are the same across the campuses. Prospective students should contact the campus at which they intend to enroll (see "Contact Information" on page 3) for details on the campus program models and to seek advisement.

**The Master of Education (Ed.M.)** is a non-thesis degree program designed for professional educators preparing for leadership positions in K-12 schools and other educational institutions. The degree requires a minimum of 35 semester credits, including a minimum of 26 credits of graded coursework and 2 credits of EdAd 702 for completion of the final comprehensive examination.

**The Master of Arts in Education (M.A.)** is a thesis degree program designed for professional educators who plan to subsequently pursue a research-based doctoral program (Ph.D.). The degree requires a minimum of 35 semester credits, including a minimum of 21 credits of graded coursework and 11 credits of EdAd 700 for completion and defense of the master's thesis.

**Graduate Student Annual Review.** An annual review of student progress is a valuable component of quality graduate programs. All Ed.M. and M.A. students are required to participate in the annual review process. This review is intended to assist students in reflecting on their goals and progress, as well as aid the program in scheduling courses and providing students with support. In the fall semester, students will be invited to reflect on their performance in coursework, scholarship, teaching and other significant activities using an on-line review form. The process provides an opportunity to identify areas of concern and recommendations for improvement. The review should also indicate the degree to which the student is progressing satisfactorily. Goals for the following year should also be described, including coursework and other learning activities that the student intends to pursue.

In the spring semester, Graduate Coordinators will provide Committee Chairs and Faculty Advisors with their student's Annual Review Form that incorporates information the student submitted via the on-line form during the fall. The student and their Chair or Faculty Advisor will meet to discuss the student's progress and plans, and then sign the form. The student's signature indicates only that they have seen the review and not necessarily that they agree with it.

When students are *not* making satisfactory progress, a meeting will be convened to discuss and approve the assessment of the student's academic performance. Corrective actions will be identified and delineated on the Annual Review form. Completed forms should be given to the Academic Coordinator, who will then submit them to the Educational Leadership Program. One copy of the review should be given to the student and another copy placed in their departmental file.

**IMPORTANT NOTE:** WSU faculty and staff are only able to communicate with students using their official WSU student email address. **Students are responsible for ensuring they have access to their WSU email account and check it regularly for official information.** This is especially true in a student's final 12-18 months in the program, when communication regarding graduation procedures and requirements will occur more often.

## Forms and Procedures for Completing the Ed.M. (non-thesis) Degree

*Please note that students have the responsibility to see that all steps are completed and that a record of progress is kept up-to-date in the Graduate Office of their home campus.*

### **SELECTION OF A COMMITTEE CHAIR AND THE MASTER'S COMMITTEE**

Early in their program of study, students should request that a faculty member in the Educational Leadership program serve as chair of their master's committee. The student then selects the other committee members, in consultation with the committee chair. The committee must include at least two faculty members from the Educational Leadership program. It is recommended that committees be limited to three or four faculty members. The student must secure the consent of all members to serve in this capacity by having each sign the completed Program of Study. The committee may be changed at a later time, if necessary, with the concurrence of the student, committee members, and Department Chair. A Committee Change Form must be completed to finalize a committee change (available online at <https://gradschool.wsu.edu/facultystaff-resources/18-2/>).

### **SUBMISSION OF A PROGRAM OF STUDY**

After selection of a committee, the student should prepare a Program of Study in consultation with the committee chair (Program of Study form is available at <https://gradschool.wsu.edu/facultystaff-resources/18-2/>). The student submits the Program of Study to the committee chair for signature; the program must also be signed by other committee members and the Department Chair or campus education director. The Program of Study is filed early in the master's program, usually after 9-12 credits of coursework. Early completion of the Program of Study is essential because it allows for the student and advisor to work together to make sure that all program requirements will be completed in a timely manner. When signatures are obtained, the Program of Study is submitted to the Graduate Office of the student's home campus and is forwarded by that office to the WSU Graduate School for final approval. When approved, an email confirmation is sent to the student by the Graduate School. The master's degree program must be completed within six years of the date of the earliest course applied to the Program of Study. The Program of Study must reflect the requirements listed below.

### **Degree Requirements**

The Program of Study for the Ed.M. requires a minimum of 35 semester credits, including at least 26 credits of graded coursework and 2 credits of EdAd 702 (non-graded) for completion of a master's comprehensive examination. At least 18 credits of the graded coursework must be in the Educational Leadership program (EdAd course prefix). Minimum requirements include the following:

#### **A. Foundations (minimum of 3 credits from among these courses):**

EdAd 501	--	Philosophy of Education
EdAd 503	--	Values and Ethics
EdAd 507	--	Social Foundations of Education
T&L 589	--	Race, Representation and Identity

#### **B. Research (minimum of 3 credits from among these courses):**

EdPsy 505	--	Research Methods
EdPsy 508	--	Educational Statistics
EdAd 536	--	Qualitative Research in Education (prerequisite: EdPsy 505)
EdRes 570	--	Action Research

C. Leadership (minimum of 12 credits from among these courses):

EdAd 516	--	Instructional & Curricular Leadership
EdAd 520	--	Seminar in Curriculum and Instruction
EdAd 580	--	School Organization
EdAd 583	--	Community & Communications
EdAd 585	--	Financial Management in Education
EdAd 588	--	The Law and Education
EdAd 589	--	Leadership Development Seminar
EdPsy 510	--	Assessment of Learning

D. As Needed: **Graded** credits to reach minimum requirement of 26 credits (at least 18 with EdAd prefix)

E. Master's Final (Comprehensive) Exam (minimum of 2 credits of EdAd 702)

The final written examination is based on the student's Program of Study is required of all Ed.M students. The exam is pass/fail, and students must register for **2 credits of EdAd 702** during, or immediately following, their final semester of coursework in order to take the exam.

A **Final Examination Scheduling Form** (available at <https://gradschool.wsu.edu/facultystaff-resources/18-2/>) must be completed and filed with the WSU Graduate School no later than 10 working days before the final examination.

F. As Needed: **Graded/non-graded** credits to reach minimum requirement of 35 credits

**Transfer Courses on the Program of Study**

Students may include on the Program of Study no more than 9 semester credits of graduate level transfer courses from other institutions. Courses approved for transfer must be from a comparable program at an accredited college or university. All transfer courses must have been completed within the 6-year timeframe allowed for completion of the master's degree.

Transfer courses must be approved at three levels: First, the student's committee approves by signing the Program of Study form; second, the Department Chair or campus education director approves by signing the Program of Study form; and, third, the Dean of the WSU Graduate School indicates final approval by approving the Program of Study form.

After the Program of Study is approved, changes may be made by submitting a Program Change form (available at <https://gradschool.wsu.edu/facultystaff-resources/18-2/>).

**APPLYING FOR YOUR GRADUATE DEGREE AND GRADUATION**

The Application for Graduate Degree and Graduation should be submitted early in the semester *prior* to graduation and by posted deadlines. Apply online through your myWSU account, see instructions at <https://gradschool.wsu.edu/graduation-application/>. The Graduate School will generate an official "To Do" list that specifies any deficiencies that students have in their program. Please note: *The Apply for Graduations link will not be active if the Graduate School does not have an approved Program of Study on file.*

# Forms and Procedures for Completing the M.A. (thesis) Degree

*Please note that students have the responsibility to see that all steps are completed and that a record of progress is kept up-to-date in the Graduate Office of their home campus.*

## **SELECTION OF A COMMITTEE CHAIR AND THE MASTER'S COMMITTEE**

Early in their program of study, students should request that a faculty member in the Educational Leadership program serve as master's committee chair. The student then selects the other committee members, in consultation with the committee chair. The committee must include at least two faculty members from the Educational Leadership program. It is recommended that committees be limited to three or four faculty members. The student must secure the consent of all members to serve in this capacity by having each sign the completed Program of Study (see step 2 below). The committee may be changed at a later time, if necessary, with the concurrence of the student, committee members, and Department Chair. A Committee Change form must be completed to finalize a committee change (available online at <https://gradschool.wsu.edu/facultystaff-resources/18-2/>).

## **SUBMISSION OF A PROGRAM OF STUDY**

After selection of a committee the student should prepare a Program of Study in consultation with the committee chair (Program of Study form is available at <https://gradschool.wsu.edu/facultystaff-resources/18-2/>). The student submits the Program of Study to the committee chair for signature; the program must also be signed by other committee members and the Department Chair or campus education director. When signatures are obtained, the Program of Study is submitted to the Graduate Office of the student's home campus and is forwarded by that office to the WSU Graduate School for final approval. When approved, an email confirmation is sent to the student by the Graduate School. The master's degree program must be completed within six years of the date of the earliest course applied to the Program of Study. The Program of Study must reflect the requirements listed below.

### **Degree Requirements**

The Program of Study for the M.A. requires a minimum of 35 semester credits, including at least 21 credits of graded coursework and 11 credits of EdAd 700 for completion and defense of the master's thesis. At least 15 credits of the graded coursework must be in the Educational Leadership program (EdAd course prefix).

Minimum requirements include the following:

#### **A. Foundations (minimum of 3 credits from among these courses):**

EdAd 501	--	Philosophy of Education
EdAd 503	--	Values and Ethics
EdAd 507	--	Social Foundations of Education

#### **B. Research (minimum of 9 credits from among these courses):**

EdPsy 505	--	Research Methods
EdPsy 508	--	Educational Statistics
EdPsy 570	--	Program Evaluation
EdAd 536	--	Qualitative Research in Education (prerequisite: EdPsy 505)
EdRes 570	--	Action Research

C. Leadership (minimum of 12 credits from among these courses):

EdAd 516	--	Instructional & Curricular Leadership
EdAd 520	--	Seminar in Curriculum and Instruction
EdAd 580	--	School Organization
EdAd 583	--	Community & Communications
EdAd 585	--	Financial Management in Education
EdAd 588	--	The Law and Education
EdAd 589	--	Leadership Development Seminar
EdPsy 510	--	Assessment of Learning

D. Completion and Defense of Master's Thesis (minimum of 11 credits of EdAd 700)

**Transfer Courses on the Program of Study.** Students may include on the **Program of Study** no more than 9 semester credits of graduate level transfer courses from other institutions. Courses approved for transfer must be from a comparable program at an accredited college or university. All transfer courses must have been completed within the 6-year timeframe allowed for completion of the master's degree.

Transfer courses must be approved at three levels: First, the student's committee approves by signing the Program of Study form; second, the Department Chair or campus education director approves by signing the Program of Study form; and, third, the Dean of the WSU Graduate School indicates final approval by approving the Program of Study form.

After the Program of Study is approved, changes may be made by submitting a Change of Program form available at <https://gradschool.wsu.edu/facultystaff-resources/18-2/>

**DEVELOPMENT AND APPROVAL OF A THESIS PROPOSAL**

The thesis degree option (M.A.) requires a series of steps associated with completion of the master's thesis, before scheduling the final oral defense of the thesis:

**Developing the Thesis Proposal:** The student develops a thesis research proposal in consultation with the master's committee chair and committee. Students should begin discussion of the topic with their committee chair during their first semester.

**Scheduling the T-1 Meeting:** When the committee chair agrees that the thesis proposal is ready, the student is responsible for scheduling a meeting of the committee to present and defend the proposal. This is referred to as the "T-1" meeting. (The form for scheduling the T-1 is available from the COE Office of Graduate Studies, [gradstudies@wsu.edu](mailto:gradstudies@wsu.edu).) Copies of the thesis proposal should be distributed to committee members **at least two weeks before the T-1 meeting**. The student must bring the Thesis Proposal Approval Form (available from the COE Office of Graduate Studies) to the T-1 meeting; approval of the proposal is indicated by committee signatures on this form.

**Obtaining Human Subjects Approval:** At the time of the T-1, the student must obtain approval for the study from WSU's Office of Grants and Research Development (OGRD). To obtain this approval, the student files a Human Subjects Review Form (available from [www.ogrd.wsu.edu/forms.asp](http://www.ogrd.wsu.edu/forms.asp)). A signed Human Subjects approval must be attached to the Thesis Proposal Approval Form and submitted to the COE Office of Graduate Studies after the T-1 meeting. Later, this proof of Human Subjects approval must be submitted to the WSU Graduate School upon scheduling of the final oral defense of the thesis.

## **COMPLETION OF THE THESIS**

The student is responsible for conferring with the committee chair and members of the committee to familiarize them with progress of the thesis research and to benefit from their guidance. The student should also obtain WSU's Dissertation and Thesis Guidelines and the Deadlines and Procedures for Graduation (both available at <https://gradschool.wsu.edu/facultystaff-resources/18-2/>).

The purpose of the final oral defense (the "T-2") is to test the student's ability to integrate, interpret, and apply research and theory in the field of Educational Leadership through a defense of the thesis research. The final defense is generally limited to two hours. The format of the defense meeting is determined by the student's committee; typically, the student presents the thesis research study and responds to the questions and comments of faculty in attendance. The student passes the final oral defense if the number of those voting affirmatively meets the standard established by the WSU Graduate School. Those entitled to vote are all members of the student's committee and other members of the Graduate Faculty in attendance.

The usual procedure relative to writing and defending the thesis is:

- a. Prepare an initial draft and present it to the committee chair. Revisions and corrected drafts may be required.
- b. When the thesis is nearing completion, the student must apply for degree and graduation, during the semester before the final oral defense. Apply online through your myWSU account, see instructions at <https://gradschool.wsu.edu/graduation-application/>.
- c. Present the thesis in final form for approval by each committee member. Further revisions and corrections may be required. The committee is responsible for approving all aspects of the final thesis before the final oral defense is scheduled.
- d. Obtain committee and Department Chair signatures on the Dissertation/Thesis Acceptance/Final Examination Scheduling Form (available at <http://www.gradschool.wsu.edu/Forms/>) and submit to the WSU Graduate School with a final copy of the thesis at least 10 working days prior to the final oral defense.
- e. Present a final copy of the thesis to the chair and committee members at least two weeks prior to the final oral defense.
- f. Provide a final copy of the thesis to the Office of Graduate Studies at least 10 working days before the final oral defense.
- g. Provide an electronic copy of the Abstract to the Office of Graduate Studies at least 5 working days prior to the final oral defense.

In the event of a failed examination, a second and final attempt may be scheduled after a lapse of at least three months. A member of the Graduate Mentor Academy will be appointed by the Graduate School and must be present for a re-examination. The entire committee must be present and vote. A student who has failed two examinations will be terminated from the Graduate School.

## **COMPLETION OF DEGREE REQUIREMENTS**

Upon successful defense of the thesis and any required final revisions, other obligations of the candidate include:

- a. Submit thesis digitally, in PDF format, to the WSU Graduate School within five working days of the final defense. Please visit the Graduate School's website for submission guidelines: <https://gradschool.wsu.edu/facultystaff-resources/18-2/>.
- b. Submit one copy of the title, abstract and signature pages, on 100% cotton bond paper to the WSU Graduate School within five working days of the final defense.
- c. Provide a final electronic PDF copy of the thesis to the Department of Educational Leadership and Counseling Psychology and as a courtesy, provide a final bound copy to the committee chair and final soft copies to all other committee members.

## New Student Information

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**Residency Requirements:** <http://admission.wsu.edu/requirements/residency.html>

### **Faculty-Student and Supervisor-Subordinate Relationship**

[http://public.wsu.edu/~forms/HTML/EPM/EP28\\_Faculty-Student and Supervisor Subordinate Relationships.htm](http://public.wsu.edu/~forms/HTML/EPM/EP28_Faculty-Student_and_SupervisorSubordinate_Relationships.htm)

**Graduate Student Rights and Responsibilities:** <https://gradschool.wsu.edu/rights-and-responsibilities/>

### **Central Services and Facilities**

*Student Services, including Health and Counseling Services*

Pullman: <http://osae.wsu.edu/>

Spokane: <https://spokane.wsu.edu/studentaffairs/>

Tri-Cities: <http://www.tricity.wsu.edu/student-affairs/index.html>

Vancouver: <http://studentaffairs.vancouver.wsu.edu/>

#### *Libraries*

Pullman: <http://www.wsulibs.wsu.edu/>

Spokane: <https://spokane.wsu.edu/library/>

Tri-Cities: <http://www.tricity.wsu.edu/Library/index.html>

Vancouver: <http://library.vancouver.wsu.edu/>

#### *Parking & Maps*

Pullman: [www.parking.wsu.edu](http://www.parking.wsu.edu) <http://map.wsu.edu/>

Spokane: <https://spokane.wsu.edu/facilities/parking/>

Tri-Cities: <http://tricity.wsu.edu/campusmaps/#top>

Vancouver: <http://admin.vancouver.wsu.edu/parking/parking-services>

### **I-9 Forms**

WSU employs only U.S. citizens and aliens who are authorized to work in the U.S. in compliance with the Immigration Reform and Control Act of 1986. <http://www.wsu.edu/forms2/ALTPDF/BPPM/60-04.pdf>

### **W-4 Forms**

U.S. Citizens: <http://www.wsu.edu/payroll/taxes/completeW4.htm>

Non U.S. Citizens: <http://www.wsu.edu/payroll/nonUS/newInstIRSFormW4.htm>

### **Tax Information**

U.S. Citizens: <http://payroll.wsu.edu/ppt/StudentTaxPresentation12.ppt>

Non U.S. Citizens: <http://ip.wsu.edu/global-services/tax-info.html>

**Automatic payroll deposit:** <http://payroll.wsu.edu/stntpays/directdep/directdep.htm>

### **Social Security Numbers**

Significance and correction of an SSN: <http://www.wsu.edu/forms2/ALTPDF/BPPM/55-05.pdf>

Use of an SSN on forms:

[http://public.wsu.edu/~forms/HTML/BPPM/90\\_Records/90.78\\_Use\\_of\\_Social\\_Security\\_Number\\_on\\_Forms.htm](http://public.wsu.edu/~forms/HTML/BPPM/90_Records/90.78_Use_of_Social_Security_Number_on_Forms.htm)

Application pointers: <http://www.wsu.edu/payroll/stntpays/sscardappoint.htm>