



Washington University in St. Louis

GRADUATE SCHOOL OF ARTS & SCIENCES



Graduate Student Handbook



Washington University in St. Louis

GRADUATE SCHOOL OF ARTS & SCIENCES

GRADUATE STUDENT HANDBOOK 2009 - 2012

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Discere Si Cupias Intra: Salvere Iubemus
"If you wish to learn, enter: we welcome you"

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About The Graduate School

Washington University in St. Louis
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“I believe that Washington University is one of this community’s contributions to mankind. A successful university is a noble institution. It is a statement of faith; faith that human beings can be educated and that human thought is worthwhile, that the thinking, analyzing animal called man can use his unique talents for the benefit of himself and his fellows; that we can learn from our past; that we can change; that by intelligence we can improve our lot and the lot of our children and their children.” -- 1972 Founder’s Day address

*William H. Danforth
13th Chancellor, 1971-1995*

Washington University in St. Louis

Washington University in St. Louis is a private research university dedicated to challenging faculty and students from more than 100 countries to learn and create new knowledge and greater understanding for an ever-changing world. Founded in 1853, Washington University today is internationally renowned for teaching, learning, research, service to society, and patient care.

Located in a metropolitan area of some two and a half million people, the University spans four campuses (West, North, Medical and Danforth) within the cities of Clayton, University City and St. Louis city. The two main University campuses –Danforth and Medical—lie at opposite corners of Forest Park, one of the largest and most beautiful municipal parks in the nation. Metrolink provides public transportation between the two campuses. West Campus is in Clayton, and the North Campus is in the east Loop area; Trinity Building in University City, and Tyson Research Center, southwest of St. Louis.

The current student population numbers approximately 12,000 students. Nearly half are graduate and professional students enrolled in Washington University’s eight graduate and professional schools :

Graduate Arts & Sciences	School of Medicine	School of Law	School of Engineering
Olin School of Business	George Warren Brown School of Social Work	Sam Fox School of Art	Design & Visual Arts Architecture

The largest of the eight graduate schools is The Graduate School of Arts & Sciences with approximately 1800 graduate students.

Note: Information in this section was taken from the “Facts” brochure, Office of Public Affairs, Washington University in St. Louis, and from Candace O’Connor’s Beginning a Great Work: Washington University in St. Louis 1853-2003 published by Washington University in St. Louis, 2003. For updates, see <http://facts.wustl.edu>.

The Graduate School of Arts & Sciences

Since 1964, the Graduate School of Arts & Sciences has awarded all the Master of Arts and Doctor of Philosophy degrees at Washington University. Currently there are more than 1800 students enrolled in 51 programs leading to the Ph.D. and in 19 programs leading to various master's degrees. For a complete listing, visit <http://artsci.wustl.edu/GSAS/Academics/degreesoffered.html>

The Graduate School works closely with the Olin School of Business, the School of Engineering, the School of Medicine, and the Brown School of Social Work in supervising doctoral students in the 25 Ph.D. programs home-based in the Schools. There are policies that apply to all graduate students pursuing a graduate degree at Washington University; policies that apply to all Ph.D. students, and policies that are specific to the individual Graduate School. This *Handbook* refers to the first two and does not address individual School policies outside the Graduate School of Arts & Sciences.

Other inter-School collaborations have led to formal two-degree programs:

- Combined A.B./A.M. Degree Program
- Combined B.S./A.M. Degree Program
- Dual M.B.A./A.M. in East Asian Studies
- Joint J.D./A.M. in East Asian Studies
- Medical Scientist Training Program (M.D./Ph.D.)
- Medicine and Biology & Biomedical Sciences (M.D./A.M.)
- Physical Therapy and Movement Science (D.P.T./Ph.D.)

The Graduate School is a charter member of the Association of Graduate Schools and the Council of Graduate Schools. In recognition of its innovative initiatives in doctoral education, the Graduate School was named by the Woodrow Wilson National Fellowship Foundation as one of the 14 original members of the Responsive Ph.D. Initiative, and was awarded a grant by the Council of Graduate Schools for the national Ph.D. Completion Project. In celebration of its sesquicentennial in 2003, Washington University convened the first-of-its-kind National Conference on Graduate Student Leadership, bringing together graduate student leaders from peer universities to identify and address the top issues in graduate education and advance best practices.

1st Ph.D. Degree Awarded in 1895

The University awarded its first Ph.D. in 1895 to a woman, Anna Isabel Mulford, a graduate student in the botany program. According to Candace O'Connor in her history of Washington University, Dr. Mulford's dissertation examined Agaves in the United States. Her handwritten dissertation is in the University Archives.

Office of the Graduate Dean

The Office of the Dean of the Graduate School of Arts & Sciences is responsible for overall administration of The Graduate School and for all of its policies and procedures. The Office is open to faculty and students who would like information about the Graduate School or who wish to discuss policy or issues. For a list of current staff and their areas of responsibilities visit The Graduate School website.

The Graduate School of Arts & Sciences
Washington University in St. Louis
One Brookings Drive
St. Louis, MO 63130-4899
<http://artsci.wustl.edu/GSAS>

There are two office locations:

The Main Office
Umrath Hall, Room 157
314-935-6880
FAX: 314-935-4887
Campus Box 1187

Liberman Graduate Center
Danforth University Center, 300
314-935-3923
FAX: 314-935-3939
Campus Box 1186

Calendars

Academic University Calendar and Graduate School Deadlines:
<http://artsci.wustl.edu/GSAS/> path: Calendars

Graduate Student Group events and other programs of interest to graduate students, see the GPC Calendar at <http://gpc.wustl.edu/site/>.

New Student Information

New Student Checklist
Your Department as First Stop
Mentoring
Student ID Card & Number
Registration
WebSTAC
Change of Student Status
Payroll Direct Deposit
Tax Information
Graduate Center

“Somewhere on this campus, in some office, lab or classroom, someone must be imagining the unimaginable and taming the extraordinary without losing the ‘extra.’”

- William Gass, novelist and professor emeritus

Checklist for New Graduate Students

Moving to a new city can be challenging. The Graduate Student Senate (GSS) prepared this partial list of suggestions to help you get settled in St. Louis and Washington University. New students should plan to attend the Graduate School-Wide New Graduate Student Orientation. Also check with your department for helpful information, and visit the New Graduate Student Orientation home page at <http://artsci.wustl.edu/GSAS/GradStudents/NewStudent.html> or call The Graduate School Office at 314-935-7355. For more information about the Graduate Student Senate email us at gss@artsci.wustl.edu or see our website at <http://artsci.wustl.edu/~gss>.

Essentials:

- Find a place to live. Do not forget to check with your new local City Hall about possible required parking and occupancy permits. If you plan to live within walking distance of the Danforth Campus, you will probably reside in one of three municipalities: University City, Clayton, or the City of St. Louis. Familiarize yourself with University-sponsored and public transportation options—often the most efficient way to get to campus. Take pictures of the condition of your apartment before moving in.
- Contact utilities providers:
Laclede Gas 314-621-6960 <http://lacledegas.com>;
AmerenUE 314-342-1000 or 800-552-7583 <http://ameren.com>.
- Change your address with the post office, financial institutions, credit cards, and magazines.
- Open a local bank account
- Get your student ID. If you have any questions, contact the Office of Student Records located in the Lower Level Women's Building, 314-935-5959 or visit their website at <http://aisweb.wustl.edu/studentrecords/home.nsf>
- Register for your UPass, the Washington University Metro Universal Pass Program at <http://parking.wustl.edu/metro.htm>.
- If you plan to transfer your car registration/license to Missouri, do so within a month of your arrival or you will face penalty fines. If you do so, be sure your car insurance reflects the change. Missouri car registration requires Missouri state inspection and proof of insurance and may also require a vehicle emissions test.
- If you have a car and plan to drive to campus, get a campus parking permit from the Transportation Office located at 700 Rosedale on North Campus 314-935-5601. Check the parking office for parking pass options.
- Familiarize yourself with your program's student health services and student health insurance (see Health Services).

Academic:

- Go to your departmental orientation (contact your department for specifics).
- Contact your academic advisor.
- Contact the peer mentor(s) and older graduate students in your department to get helpful tips on your program.
- Visit your departmental office; introduce yourself to the departmental assistant; get keys, card access to your building and office.
- Activate your e-mail before you arrive on campus:
<http://computing.artsci.wustl.edu>
- Complete your on-line registration and update your local address on Web-STAC. <https://acadinfo.wustl.edu/WebSTAC.asp>
- Visit the Career Center Open House during Orientation week.
- Check out the library system at the Olin Library Open House for Graduate Students during Orientation week.
- If you are an international student, plan to attend the International Student Orientation. Contact the International Students and Scholars Office at 314-935-5910 for helpful information and resources, or visit their website. <http://oisshome.wustl.edu/>

Others:

- Attend the August Graduate School-wide orientation
- Attend the GSS Barbeque for New Graduate Students
- Attend the GPC All-School New Graduate-Professional Students Welcome Reception and Grad Fair

For more information about the Graduate Student Senate, email gss@artsci.wustl.edu or visit <http://artsci.wustl.edu/~gss>

Thanks to M.I.T. for the helpful orientation suggestions.

Your Department as First Stop

While this *Handbook* offers relevant graduate school-wide information, the best place for specific information about your degree program and training opportunities is your department. Your mentors, including your advisor, Director of Graduate Studies, PI, Dissertation Committee and Department Chair, can give you specific information about departmental requirements, timelines, and procedures.

Be sure to check your department *Handbook*, office, and website for information such as:

- Advising: change of advisor, registration, evaluation of progress
- Department-specific degree requirements
- Coursework requirements: breadth and depth, distribution, grades
- Interdisciplinary programs and certificates, specializations
- Qualifying exams or equivalent: format, content and evaluation
- Residence requirement: how to fulfill it and your responsibilities
- Independent study
- Teaching: Teaching Assistantship preparation and other pedagogy, evaluation, grading
- Teaching your own course
- Research: Research Assistantship, labs, progress, evaluation
- Research papers: including lab, seminar, publication, conference presentations, or other requirements
- Dissertation: committee, proposal, content, progress, oral defense
- Professional development opportunities for your discipline
- Overall target timetable for program progress

Communicate with the appropriate faculty and staff in your department to ensure you maintain a schedule appropriate to your anticipated graduation date and program requirements. Make sure you speak with your academic advisor and with the Director of Graduate Studies for your program. Introduce yourself to the department's Graduate Student Coordinator and other administrative staff who keep things running smoothly.

Mentoring

Faculty Mentoring

Choosing an effective faculty mentor is essential for the successful and timely completion of your degree. It is a good idea to seek advice from a graduate advisor or other faculty member and to speak with other students about their experiences before deciding to work with an advisor.

GSS Faculty Mentor Awards

The Graduate School of Arts & Sciences, in conjunction with the Graduate Student Senate, honors outstanding faculty mentorship with an annual award.

The GSS Faculty Mentor Award is designed to honor faculty members whose dedication to graduate students and commitment to excellence in graduate training has made a significant contribution to the quality of life and professional development of graduate students in Arts and Sciences at Washington University. Information about previous years' Outstanding Faculty Mentors and about criteria for excellent mentorship can be viewed on the Outstanding Faculty Mentor Awards home page: http://artsci.wustl.edu/%7Egss/mentor_awards/

The sole criterion for these awards is outstanding mentoring, and outstanding mentoring comes in many forms. The criteria suggest examples of the qualities and practices which can contribute to good mentoring. Keep them in mind when identifying which mentor fits your personality and working style. Make sure to ask questions that give you a better idea whether or not a potential advisor fulfills the mentoring criteria that meet your needs.

Peer Mentoring

It is not always easy to negotiate program requirements and understand graduate level work as you navigate a new campus, make new friends, and develop new skills in your specific discipline. The Peer Mentoring Program is designed to bridge the gap by matching new students with continuing students who have the same research interests and who went through the same period of adjustment a few years earlier.

What is a Peer Mentor?

A Peer Mentor is another student who can serve as a resource, a helping hand, a sounding board, and a referral service. The job of peer mentors is to provide support, encouragement, and information to students in their departments who are just beginning the graduate program. One of the great things about peer mentors is that they have had experience being in the program; they can give advice on coursework, research, degree milestones and timelines, professional protocol, etc. They are also experts in the graduate student experience outside research and classes. Ideally, they serve as both personal and professional support for the students they mentor.

Each Peer Mentoring Program is uniquely tailored to the needs of each department. A good mentor is familiar with department rules and procedures and can direct students to someone who can properly address their concerns. Do not hesitate to contact the peer mentors in your department; they have been in your shoes and have had similar questions about the graduate school experience. If you have any questions, or if your department does not have a peer mentoring program, please contact the Peer Mentoring Committee by emailing its advisor, Associate Dean Nancy P. Pope: n.p.pope@wustl.edu.

Mentors Beyond Campus

Washington University subscribes to an on-line service called MentorNet for the benefit of students in science, engineering, and math. MentorNet provides students in these disciplines with mentors who interact by e-mail on a regular basis; its services are designed especially but not solely for women and other groups underrepresented in these disciplines. More information, and the opportunity to sign up for either the Industry or the Academic Career Network, may be found at <http://www.mentornet.org>.

Student ID Card

Registered students are issued a 6-digit ID number (SIS Number) and a student ID card.

A student ID card is used to:

- Check out library materials
- Access certain academic buildings after hours and/or labs
- Sign in at Student Health Services
- Enter the Athletic Complex
- Attend certain University events
- Ride University Shuttle busses and MetroLink with UPass
- Purchase items on Campus Card Account

Your card may need to be activated in order for you to gain access to certain academic buildings and/or labs. Please contact the appropriate department office to request that your card be activated.

Note: There is a fee to replace a lost ID card.

Danforth Campus

Student ID Cards for all Danforth campus students are issued by the Office of Student Records, located in the Ann W. Olin Women's Building. Extended hours are often available at the beginning of each semester.

Medical Campus

Students are issued identification cards through the Registrar's Office at the School of Medicine, located in the McDonnell Science Building on the medical school campus.

Student ID cards issued from either campus are valid throughout the University so multiple cards are not needed (please note: there are some areas of the Medical School which do require that ID card be physically displayed).

Student ID Number/WUSTL Key

In fall 2008, The University launched WUSTL CONNECT, a universal login system for all WUSTL online applications. This system uses the WUSTL Key, a self-selected login ID and password combination for University web applications such as WebSTAC, WebFAC, Telesis, eGrades, and The Student Health Services Portal.

If you have not yet created your WUSTL KEY, you may still use your Student ID Number and temporary password to log on, at which point you will be directed to <http://connecthelp.wustl.edu/HowTos/Pages/creatingwustlkey.aspx>, where you will be prompted to create your WUSTL KEY.

Once you have created your WUSTL KEY, you must use it to access any or all Washington University system applications where you see the WUSTL CONNECT or WUSTL KEY logos. Your Student ID and temporary password combination will no longer be accepted.

You can use your WUSTL KEY wherever you see this logo.



Currently, the main student applications using the WUSTL KEY are:

- WebSTAC
- Telesis
- Student Health Services Portal

Registration

All currently enrolled students may register during controlled registration periods. You will receive a listserv e-mail with specific dates and times of on-line registration prior to each registration period. This e-mail will contain other important information regarding your registration.

Washington University considers advising to be an important part of your educational experience. Students are strongly encouraged to formulate their educational goals, make a list of the courses they would like to take (including alternatives), and review this list with their academic advisor. Most students are required to meet with their academic advisor prior to registration in order to receive registration authorization for that semester.

WebSTAC

WebSTAC allows students to access and manage their record for services such as registration, contact information, grades, eBilling (see Financial Information), Campus Card, and transcript requests.

Students register by accessing the Student Information System which is accessible through WebSTAC at <https://acadinfo.wustl.edu>. You can access WebSTAC through most campus computer labs (some labs are restricted) or on any personal computer that supports Java script.

Some of the WebSTAC menu functions are publicly accessible, such as course information. All student information is confidential and therefore password-protected. To access your records on WebSTAC, you must log in using your WUSTL Key (WUSTL Connect ID and password combination). Students who encounter difficulty accessing their records on WebSTAC or who have forgotten their ID or password can either avail themselves of the online self-service functions or contact the Office of Student Records at Student_Records@aismail.wustl.edu, <https://acadinfo.wustl.edu>

Change of Student Status

Note that if you change your student status (including completion of degree, leave, withdrawal, part-time, etc.) it may affect:

- support/fellowship/external funds (NSF, for example)
- tuition scholarships
- student health insurance
- immigration status
- student loan deferral
- income tax
- university-owned housing
- federal work study
- possibly other aspects of your life

Be sure to review how changing your student status may affect other areas before you make changes. Discuss the change with your faculty advisors and inform the office of the Graduate School of Arts & Sciences (157 Umrath); you may need dean-level approval as well.

Payroll Direct Deposit

Graduate students on the monthly payroll have the option of being paid via Direct Deposit to their bank account (see Financial Matters, Payroll Direct Deposit).

Tax Information

Graduate students receiving university monetary support (for example, TA, RA, Fellowships) should familiarize themselves on their federal and state tax responsibilities (see Financial Matters, Tax Information).

The Graduate Center

There is an innovative space on the Danforth campus for graduate and professional students to meet, socialize, work collaboratively and host social events. Opened in August 2008, the Liberman Graduate Center is located on the 3rd floor of the Danforth University Center (enter Forsyth Blvd. door and take the stairs/elevator to 3rd floor). Stop in, check out the space, check your email, have some coffee or tea, learn more about events of interest to graduate students (see Campus Resources, Graduate Center).

Health Services

Danforth Campus

- Habif Health and Wellness Center
- Student Health Insurance
- Medical Services
- Mental Health Services
- Health Promotion Services

Medical Campus

Danforth Campus

Habif Health and Wellness Center

Student Health Services (SHS) is proud to offer comprehensive, state of the art, health care services to the students of Washington University's Danforth Campus by offering medical services, mental health services, and health promotion services. SHS is dedicated to helping students achieve their full potential while at Washington University.

Habif Health and Wellness Center

Dardick House

314-935-6666 or <http://shs.wustl.edu>

Student Health Insurance/Danforth Campus

Washington University in St. Louis has partnered with an insurance company to provide a student health plan that is designed to provide comprehensive health insurance coverage. This plan is a part of the student health fee that is assessed to all full-time, degree seeking students. Students are automatically enrolled in the program once they have completed registration for each semester. Details about the plan and deadlines for enrollment of dependents can be found at <http://shs.wustl.edu>.

There will be optional insurance coverage programs available for prescription medications, vision and dental care, and dependents. You must enroll in these programs separately. You are NOT automatically enrolled. These optional programs generally have a once-a-year September deadline for enrollment. Be sure to check the web site for exact dates.

Enrollment for these optional programs will be available in August via the Student Health Services web site. You will not be able to enroll in one of these programs until your registration with the University is complete.

For additional information, please visit the Student Health Services web site at <http://shs.wustl.edu>

Note: Typically Ph.D. students receive subsidized health insurance and should check with their Schools for details.

Medical Services

The medical service staff includes Physicians, Physician's Assistant, Nurse Practitioner, Registered Nurses, Medical Assistants, a Pharmacist, a Lab Technician, and other medical support staff. This dedicated team provides care for the evaluation and treatment of an illness or injury, as well as preventative health care and health education. All Washington University students should seek treatment at SHS first. Any condition requiring specialized medical services will be referred to an appropriate community specialist. The Washington University student health insurance plan requires a referral any time care is not provided at SHS.

A full range of medical services are available on-site. They include medical evaluations for illness or injury, medical evaluations for traveling abroad, gynecology, orthopedics, immunizations, physical therapy, nutritional counseling, laboratory, and pharmacy. Every effort is made to offer complete medical services on campus.

Mental Health Services

Mental Health Services is a professionally-staffed counseling center. Its primary function is to support and enhance the psychological well being of students at the University. The staff includes psychiatrists, psychologists, and clinical social workers who have particular experience in working with university students. The staff is dedicated to helping each student figure out what is troubling him or her and how to pursue an appropriate response. A variety of services are available to accomplish this, which include:

- Individual Counseling – private meetings to work on personal issues or upsetting situations.
- Couples Counseling – for difficulties between people in close relationships.
- Referral – introductions to appropriate people and agencies, as indicated by the situation.
- Special Programs and Workshops – on concerns such as stress management, organizing time and energy, eating issues, how to speak up for oneself, etc.
- Crisis Response – helping to deal with reactions to a crisis situation (e.g. loss, illness, injury, assault).

Health Promotion Services

Health Promotion Services provides students with educational programs, services, and resources designed to help them balance their opportunities and pressures and to achieve their academic potential. Popular topics include: stress; sleep; anxiety; depression; alcohol and other drugs; healthy weight management; and sexual health.

You can even make an appointment in Student Health to see a Registered Dietician and make a nutrition plan. You can make an appointment online at <http://shs.wustl.edu> or call 314-935-6666.

Student Health Services has many brochures available that may help you decide what type of services would best meet your needs. These brochures are available in the lobby of SHS.

Medical Campus

4525 Scott Ave., Third Floor, East Building, Room 3420

8:00 a.m.- 4:00 p.m. Monday - Friday

General Information & Appointments: 314-362-3523

After Hours Emergency & Voice Mail: 314-362-3526

Billing/Benefits: 314-362-2346

<http://dbbs.wustl.edu/>, path: graduate students, student forms, student health benefits

Students who are enrolled in DBBS participate in the medical campus student health services. DBBS students should be sure to get a copy of the current Washington University School of Medicine Student Health Service publication. It includes Student Health Information, Services, Benefits and more:

- Appointments with Physicians, Dermatologists and Allergists
- Student Counseling Services
- Medical Records
- Identification Cards
- Health Examination for New Students
- Required Immunizations
- Effective Dates and Waiting Period (Pre-existing conditions)
- Dental Care Benefits
- Spouses, Dependents
- Emergency Care Benefits
- After-hour Phone Coverage
- Hospitalization
- Maternity
- Prescription Drug Coverage
- Claim Submission
- Long-Term Disability Coverage
- Life Insurance Policy
- Leave of Absences
- Limitations, Exclusions
- Definitions

All new students are given a Medical Benefit Identification Card at the time of Orientation. If you need a replacement card, you can pick one up at the Health Service office.

The nursing staff is available to help you during Health Service hours. You may see a physician by appointment, and can telephone early in the day if you need to be seen the same day.

Financial Information

University Monetary Support

Payroll Direct Deposit

Tax Information

Loans

- Federal Student Loans
- Applying for a Loan
- Loan Repayment
- Short Term Loans

External Fellowships & Grants

- Grant Searching
- International Research Funding

Electronic Billing

Banking on Danforth Campus

University Monetary Support

Washington University fully supports its Ph.D. students for 4-7 years, depending on the time normally needed to complete the degree in each discipline. Typical funding consists of full tuition remission plus an assistantship, fellowship, or traineeship. Consult your Director of Graduate Studies as to which resources are available in your program.

Payroll Direct Deposit

Graduate Students on the payroll have the option of being paid via direct deposit. This program allows for the direct electronic deposit of paychecks into a checking or savings account at most banks, credit unions and savings and loan institutions. You may go to our website – <http://artsci.wustl.edu/GSAS/> -- and click on “Forms” in order to download an authorization form.

Payroll Assistance

If you have questions about your income or about your tuition and fees, you will need to know who is administering them. Traineeships, Teaching Assistantships, and Research Assistantships are usually administered by your department. Tuition Scholarships are usually administered by your School. Federal Work Study and Federal Loans are administered for Ph.D. students

in all Schools at Washington University by the Graduate School of Arts & Sciences. Fellowships may be paid directly to you by an external source, or they may be administered by your program or by the Graduate School of Arts & Sciences.

Tax Information

Graduate funding is considered taxable income. Taxes are your responsibility. Do not put off thinking about them until early April, or you might incur fines and other legal penalties.

If you are receiving an assistantship from the University or one that is administered by the University, state and federal income taxes should be withheld. Check your August pay stub or deposit advice to see that and the withholding amounts are “in the ballpark.” If you are receiving a fellowship from the University, no taxes should be withheld and you will have to file quarterly Estimated Tax Returns with the IRS and the State of Missouri. Forms and instructions for estimated tax returns may be obtained from the Internal Revenue Service. If you have questions about Federal Income Tax Information call 1-800-829-1040. Visit their web site for forms and to see if you are eligible to file online. <http://www.irs.gov>

Tax: Commonly Asked Questions

If the University is not withholding from my check, is there anything I can do to change this?

No. The University’s policy is to withhold on graduate assistantships, for which students provide services to others part of the time while spending most of their time on their own work, and not to withhold on fellowships, which require only that students progress full-time in their work. This distinction reflects federal law and therefore cannot be changed by Washington University.

What about tuition scholarships for tax purposes?

Do not report them on your tax forms. Every tuition scholarship in the Graduate School meets the current IRS criteria for tax exemption.

What about Social Security and Medicare?

As a full-time student, you are exempt from Social Security and Medicare taxes (FICA). This exemption is dependent on your full-time student status and may not apply in the summer. If you are not taking classes in the summer but you are working at an on-campus job, you will have FICA taxes withheld.

What if my estimated payments were too low and I cannot afford to pay the tax amounts due on April 15th?

You are responsible for paying your taxes and should consult the IRS about payment options and more accurate estimation in the future. While some may be able to obtain a short-term loan from the Graduate School, be aware that Graduate School loan funds are extremely limited: first come, first served.

I am an international student. How do the rules apply to me?

Every case is different. Go to the Office of International Students and Scholars for advice.

Loans

Loans are processed in The Graduate School Office in the Liberman Graduate Center, located on the 3rd floor of the Danforth University Center, in Room 300. Loans are primarily considered for educational expenses and are based on financial need which takes into consideration the assistance you are receiving from your academic department or program. Before requesting a loan, you are required to complete a detailed budget listing your expenses and income. Creating a budget will help you to request only the amount of loan that you need.

Also, if you are a first-time borrower of loans from Washington University, Student Financial Services requires you to participate in Entrance Counseling. Using a web-based program, you will learn about the loan process and your responsibilities as a borrower. Details about Entrance Counseling are available on the Student Financial Services website at <http://www1.mapping-your-future.org/services/oslcidx.htm>.

Federal Student Loans

Subsidized Stafford Loans - the federal government pays your interest while you are enrolled full time in a graduate program.

Unsubsidized Stafford Loans - you are responsible for paying your own interest while enrolled full time in a graduate program.

Perkins Loans - No interest accrues while enrolled full time in a graduate program.

Applying for a loan

To apply for a Fall semester or full year loan, you should submit all required paperwork by July 1 if funds are needed by the time school starts in August. To apply for a spring semester loan, you should submit all paperwork by April 15. If you are interested in summer loans, you should complete all required paperwork by May 1. Summer loans are only available if you are enrolling for at least 3 hours during the summer.

Every academic year, you must reapply for federal loans, preferably as soon as Federal tax returns are filed. Complete the Free Application for Federal Student Aid (or the FAFSA) online at <http://fafsa.ed.gov/>. Please remember that completing the FAFSA each year is only one part of applying for a loan. You must also complete several other forms each year that are available in the Graduate Center, located on the 3rd floor of the Danforth University Center, 300. You may request a complete loan packet by contacting Associate Dean Sheri Notaro via email at snotaro@wustl.edu.

Loan Repayment

Subsidized Stafford and Perkins loans have a 6 to 9 month grace period before the repayment period begins, after you are no longer enrolled. Repayment of principal and interest begins after the deferment. Only a one time grace period is granted. Interest accrues on an unsubsidized loan 30 to 60 days after the loan is disbursed. Arrangements can be made with the lender to defer and capitalize the interest and principal while enrolled.

Check with your lender for details concerning repayment plans, student loan consolidation, and hardship deferrals. Always contact your lender long before the loan becomes delinquent.

Short term loans

Short term loans are available for \$500.00 or less to eligible students for a short period of time. A few academic departments have their own short-term loan programs for their students. Please contact your academic department before contacting the Graduate School for a short-term loan.

Short-term loans are billed to your student account and must be repaid in one month.

For loan paperwork or questions concerning loans, you may come to the Graduate Center, located on the 3rd floor of the Danforth University Center, in Room 300, 9:00 a.m. - 5 p.m., Monday through Friday.

External Fellowships & Grants

Graduate students in Arts & Sciences are also encouraged to apply for external fellowships and other grants from funding agencies and foundations outside of Washington University. To find out about fellowships and grants for which you may be eligible, talk with faculty and graduate students in your department and search external grants and fellowships databases.

Grant Searching

Washington University subscribes to several excellent databases of external grants and fellowships to support graduate study, research, and travel.

Graduate students at Washington University can search these databases free of charge; they include IRIS, Community of Scholars, and Science's Next Wave. Information on searching is available on the Graduate School of Arts & Sciences web site:

http://www.artsci.wustl.edu/GSAS/Financial/external_grant_databases.htm

International Research Funding

Graduate students interested in applying for external funding to conduct research abroad can go to the Office of International and Area Studies (IAS) for assistance. IAS advises graduate students regarding Fulbright, Fulbright-Hays, DAAD, and other fellowship opportunities. You may receive advice

on first draft proposals and on how to strengthen your submission, and you may read proposals that were successful in previous competitions. IAS also offers a pre-dissertation international research fellowship for Washington University doctoral students; applications are considered every winter for summer travel. For more information contact the Office of International and Area Studies, 314-935-5958. <http://www.artsci.wustl.edu/~ias>

Electronic Billing

All Washington University bills are delivered electronically in place of paper bills. In addition to being “green”, this convenient, secure eBilling service is available 24/7. The service sends automatic email notification whenever a new monthly statement is ready to view online. From the online application you can also:

- Make an electronic payment
- Print your bill
- Review your account history for up to 12 months
- Create a unique logon access for parents or “other payers” that only you can authorize

Simply log on to WebSTAC and select Billing Records, Pay/View My Bill to view your eBill. From there you can view or print your statement or make payments quickly and easily.

Banking on Danforth Campus

Bank of America operates a full-service banking facility on the upper level of Mallinckrodt Center that provides a check-cashing facility for all University students, faculty, and staff. Automated teller machines (ATMs) are located at Mallinckrodt on the Danforth Campus, at Small Group Housing, and at the West Campus. The ATMs take cards with the following logos: Visa, Plus, MasterCard, Cirrus, American Express, Discover, Maestro, Honor, and Star.

Bank of America offers students of Washington University a free CampusEdge™ checking account for five years with no minimum balance requirements, free online banking with bill pay service, free financial advice and more through the Bank of America On Campus™ program. More information is available at your local Bank of American banking center.

Campus Safety & Security

Danforth Campus

Medical Campus

Emergency - Disaster Preparedness

EMERGENCY CONTACTS

Danforth Campus Police

935-5555

<http://police.wustl.edu/>

Medical Campus Protective Services

362-HELP(4357)

<http://wusmproserv.wustl.edu/facilities/facility.nsf>

Emergency-Disaster: <http://emergency.wustl.edu>

Danforth Campus

Washington University Police Department

Shepley Drive (South 40) – open 24 hours

Emergency: 314-935-5555 / Non-Emergency: 314-935-5533

<http://police.wustl.edu/>

The Washington University Police Department (WUPD) works in partnership with the students, faculty and staff to maintain a safe and secure environment conducive to excellence in teaching, learning and research on a 24-hour-per-day basis. The WUPD has a series of safety and security programs designed to help students to protect their property and to enhance personal safety (detailed information on website).

Emergency Telephones

The blue light emergency telephone system is a series of highly visible telephones strategically located throughout the Danforth Campus and extending into areas of University-owned off-campus housing. These telephones are available at over 140 locations on and surrounding the Washington University Danforth Campus.

R.A.D. Program - Rape Aggression Defense for Women and Men

Rape Aggression Defense Systems is a premier self-defense program currently offered with no fees for the class or class materials. Coordinator Sergeant Gwen Patton, 314-935-6347.

Bicycle Registration & Lease Program

All members of the University community are encouraged to register their bicycles free of charge through the Washington University Police Department. A decal and registration number are provided for attachment to each registered bicycle.

Computer “Stop Tags”

The Washington University Police Department has partnered with STOP TAG to provide a low-cost alternative to deterring the theft of your computer or other valuables, and to improve tracking if the item is stolen.

The Club Program

For added motor vehicle security, the WUPD offers “The Club” at a significantly discounted rate of \$10.

Whistle Alert Program

The Washington University Police Department is offering a metal whistle for personal safety free to men and women students, faculty, and staff.

Register Property

Operation ID is a program which encourages students to record the serial numbers of their valuables on an inventory card. The card is given to a parent or friend for safe storage. The information will then be available in the event of a theft. Inscribing devices are also available at no charge.

Personal Safety Escort Service

The University Police sponsors the Bear Patrol, comprised of students who provide Golf Cart and Walking Escorts nightly from 8pm to 2am all over the Danforth Campus during the school year for members of the University community.

Apartment Security Checklist

For a free guide which will help you to target a few features of a residence that are critical to providing a safe environment, or for a free home security survey, contact the Washington University Police Department's Crime Prevention Specialist at 314-935-5084.

Motorist Assist

Stranded motorists on campus can contact the WUPD at 314-935-5555, or by using an emergency telephone on campus, and Parking Services or WUPD personnel will be dispatched to assist with a jump start or lockout.

Reporting a Crime

Victims or witnesses to a crime are strongly encouraged to report the crime immediately to the University Police:

- In person
- At the department
- By dialing 935-5555 (on campus dial FISTFUL OF FIVES: 5-5555)
- By using a Blue Light emergency telephone located throughout campus and directly linked with University Police.

Crime Reports

The WUPD makes available on its Web site a Media Log that lists the date, time, location, and description of criminal incidents that occur on campus. The WUPD issues a Crime Alert when a serious crime may pose a threat to members of the University community or when it otherwise appears that such an alert may enhance safety and security for members of the community. In addition, the WUPD uses an e-mail notification system to alert students to serious off-campus crimes occurring in neighborhoods adjacent to the Danforth Campus.

Medical Campus

Medical Campus Protective Services
4504 Scott Avenue
314-362-HELP (314-362-4357)
<http://wumproserv.wustl.edu/>

The WUSTL Medical Campus Protective Services provides many services designed to provide a safe and secure environment for graduate students studying and doing research on the Medical Campus.

Personal Safety Escort Service

The Protective Services Department provides escorts for employees and medical students by vehicle. Walking escorts are also assigned. An officer will transport in a vehicle or walk with the requesting party to campus garages or parking lots and from one building to another to insure their personal safety. Vehicle escorts off-campus will only be conducted at the discretion of the on-duty Supervisor. Response time for escorts will vary according to the number of Protective Services personnel on duty and the demand for services. To request a personal safety escort, dial 314-362-4357.

Motorist Assist

Jump starts and key extrication services for vehicles with manual locks only, are provided by officers operating marked mobile units. Services are provided free of charge for people using School of Medicine parking facilities or campus personnel using on-street parking within campus boundaries. No mechanical work, changing or repair of flat tires or emergency fuel is provided by Protective Services. To request motorist assistance, dial 314-362-4357.

Bicycle Parking & Security

The School of Medicine provides designated bicycle parking areas equipped with bike racks. Bikes parked in these areas should be securely locked to the bike rack using a U-type bicycle lock. Locks of this type may be purchased from bike shops and retail stores or from WUMC Transportation Services on the First Floor of Olin Residence Hall, Room 114.

Guaranteed Ride Home Program

Protective Services assists the WUMC Transportation Management Association in administering the Ridefinders Guaranteed Ride Home (GRH) Service from the security desk in the lobby of the Medical Library for car pool or van pool participants. Ride sharing employees registered in a car pool or van pool who experience circumstances which preclude normal ride sharing may arrange for a ride home through this program on a limited basis.

Campus Watch Hotline

If you observe a crime in progress or about to be committed on campus, please dial 2-(HELP) 4357 on any campus phone to reach Protective Ser-

ices. Response Personnel will be dispatched to your location immediately. From an outside telephone dial 314-362-4357.

If you have knowledge of a crime that has already been committed on the School of Medicine Campus, please complete the Campus Hotline form at the link below to report it voluntarily and confidentially to Protective Services Investigators. You may also telephone the Campus Watch Line to make an anonymous oral report by dialing 314-362-0381.

<http://aladdin.wustl.edu/facilities/pshotline.nsf/Hotline>

Emergency-Disaster Preparedness

Know “WHERE TO GO” in an emergency!

<http://emergency.wustl.edu>

Washington University is committed to protecting the safety and security of our community. Emergencies or disasters can happen at any time and usually occur without warning. When an emergency strikes at Washington University, our safe and prompt recovery will depend on existing levels of preparedness and a thoughtful response among students, faculty, staff, and visitors.



New information will be posted to the site continuously. If there is no current emergency, the site will say so.

Hotline: Any Campus: 314-935-9000; Out-of-Area: 888-234-2863

E-mail: All registered students, faculty, and staff with a wustl.edu email account will be notified of emergencies.

Update Your Emergency Contact Information

Be sure to list and then periodically update your Student Emergency Contact information in the phone and address field in the Student Information System. We hope that we never need this information, but please keep it updated just in case! WEBSTAC <https://acadinfo.wustl.edu>

Campus Transportation & Parking

Danforth Campus Medical Campus

Danforth Campus

WUSTL Parking & Transportation Services

700 Rosedale Avenue

Parking Services: 314-935-5601

Transportation Services: 314-935-4140

<http://parking.wustl.edu/>

Depending on where you live in St. Louis, there are a number of options for getting yourself to the Danforth campus: walking, biking, city bus, Metro-Link (Big Bend station & Skinker station), campus shuttle service, and driving.

Medical Escort

The Medical Escort is provided to meet the special transportation needs of students and others in the University community with a disability or medical condition requiring a more specialized service. Pre-authorization from University Health Services 314-935-6666 is required to utilize this service. The Medical Escort operates Monday-Friday during the academic session. Its first trip is at 8:30am, and the last request for service is taken at 5:20pm.

Motorist Assist

Stranded motorists on campus can contact the WUPD at 314-935-5555, or by using an emergency telephone on campus, and Parking Services. Washington University Police Department personnel will be dispatched to provide free battery jump starts and vehicle unlocking services 24 hours a day.

Parking on the Danforth Campus

If you decide to drive to campus, you should be aware that the majority of the parking spaces on the Danforth Campus are limited and permit-only spaces. In addition, there are a limited number of metered spaces that have a maximum two-hour time limit.

Parking Permits

- Yellow Permits: Some graduate students prefer to purchase a yellow permit, as yellow permit areas are the largest of any of the parking areas on the Danforth Campus, including space in the Danforth University Parking Garage. Yellow permits are especially useful if you plan to come

and go during the day, as you can usually find open spaces in the yellow permit areas during most times of the day.

- **Off-site Permits:** If you do not mind “parking and riding,” off-site permits are a great low-cost option. These permits are valid only at the top level of the West Campus parking garage. Thus, once you park, you have to ride the campus shuttle service to the Danforth Campus. Off-site permits are also valid in all yellow, blue, brown, and certain red permit areas between the hours of 5:30 p.m. and 7 a.m. daily and all day on weekends and holidays.
- **Motorcycle Permits:** issued for motorcycles, motor scooters, and motorbikes, all of which must be registered with Parking Services under the same conditions as other vehicles, and are subject to all University parking regulations. Motorcycle permits are valid only in areas designated for motorcycles.
- **Short-term Passes:** Monthly permits must be purchased in person at the office of Parking Services. Daily scratch-off permits are may be purchased at the office of Parking Services or at the Campus Bookstore. Daily permits are not valid in the Danforth University Center Garage.
- **Purchase of parking permits for the Danforth Campus** will be available online beginning August 1, or you can purchase parking permits at the Washington University Parking and Transportation Service Office. They accept payment via cash, check, credit card (MasterCard, Visa, Discover, or American Express), or transfer to your student account.
<http://parking.wustl.edu>

Trip Finder

If you need help planning your trip within the St. Louis Metropolitan area by MetroLink, check out TripFinder, an online tool on the transportation website. You can also call 314-935-4140, where WUSTL staff will be happy to assist you with this process. Schedules can be provided over the telephone, but in many cases it is easier to just check out the grids on <http://parking.wustl.edu>.

UPass

Washington University is pleased to offer a Universal Pass (U-Pass) for use with Metro, the St. Louis area transit provider. In addition to providing transportation between the Danforth and Medical School campuses, the U-Pass will allow those eligible to travel on all MetroLink trains and Metro buses around the St. Louis area. This pass is free to all full-time students. The program opens up the entire St. Louis metropolitan area to the university community, giving students greater access to participate in internship and community service opportunities and to take advantage of cultural and enter-

tainment venues in the region. The U-Pass must be requested each semester, after class registration has been completed, and is issued through Parking & Transportation Services. <http://parking.wustl.edu/metro.htm>

Students using Metro must show U-Pass and valid WUSTL student ID.

WeCar

If you cannot get where you need to go with your U-pass, think about reserving a WeCar! The University, in conjunction with Enterprise, offers car sharing. Car sharing allows members of a community to share a fleet of vehicles. You will have access to a vehicle, for an hourly rental fee, when one is needed without all the hassle and expense of having a car on campus. All Washington University community members, over the age of 18, are eligible to participate in this program. <http://wecar.com/wustl>

Medical Campus

Transportation & Parking Services

Olin Residence Hall, Room 114

4550 Scott Avenue

314-362-6824

<http://medicine.wustl.edu/~fmd/ts>

The School of Medicine has a variety of options available for graduate students to get to and from campus, including carpooling and vanpooling. The U Pass is free to all full-time students and, in addition to providing transportation between the Danforth and Medical School campuses, it allows graduate students to travel on all MetroLink trains and Metro buses around the St. Louis area. The Medical School also provides bicycle racks and several student shower locations for cycling enthusiasts.

For information about parking on the Medical Campus, contact the Medical Campus Transportation Services. They are also a Rideshare Office. Meter parking is available around the medical campus. Parking is available with medical campus permit, or for an hourly or daily fee in one of the parking garages.

Parking Reciprocity on Danforth and Medical Campuses

NOTE: Medical Campus parking permits and Danforth permits are different. Many medical permits are valid in specified zones on the Danforth campus, and some Danforth permits are valid in specified zones on the Medical Campus. Read the Medical School Reciprocity agreement for complete details.

<http://parking.wustl.edu/reciprocity.htm>

Living in the Community

Off-Campus Housing

St. Louis Maps

City Transportation

Public Transportation

Legal Services

Off-Campus Housing

Looking for a Place to Live

Graduate students live off campus in University-owned apartments or in privately-owned housing.

Average Housing Costs

St. Louis has a comparatively low cost of living, and offers a wide range of housing options at reasonable prices. According to the University's Apartment Referral Services (ARS) website, the range of monthly rents for a one-bedroom apartment is \$450-550; for two-bedrooms, \$600-850, and three-bedrooms, \$900-1500. The majority of apartments are unfurnished and utility costs are paid by the renter.

University-Owned Housing

Quadrangle Housing Company

700 Rosedale Ct.

314-935-9511 or toll free 1-800-874-4330

<http://offcampushousing.wustl.edu>

As of 2009, there are over 200 University-owned buildings for graduate and undergraduate students. The units include efficiencies, studios, one-, two- and three-bedroom units. These properties are managed by Quadrangle Housing, an affiliate company of Washington University. All of the apartments are within walking distance of campus and some feature ethernet connections to the school's network. Some floor plans are available to view on-line.

University Off-Campus Housing Office

University Apartment Referral Service (ARS)

700 Rosedale Ave. (North Campus)

314-935-5092 <http://ars.wustl.edu>

The University's Apartment Referral Service (ARS) Office can offer information about University-owned apartments and other off-campus apartment listings by zip code. The ARS has listings of apartments, rooms for rent,

roommates wanted, houses for rent, and room and board in exchange for work or rent situations. They also have handouts on budgets, roommate tips, tenant rights, utility companies and rental furniture companies.

The University does not inspect non-University housing and students are advised to investigate accommodations personally before making commitments.

Housing tips are also available through the Graduate Student Senate Housing website which also includes information compiled by graduate students about the many neighborhoods located in the city and county of St. Louis that you might consider making your home.

<http://artsci.wustl.edu/~gss/housing.html>

Also, check out *Bearings* for student descriptions of neighborhoods around Washington University. <http://bearings.wustl.edu/>

St. Louis Neighborhoods

This site has links to CIN (City Information Network) neighborhood information pages and official neighborhood websites to get a sense of different places to live. <http://stlouis.missouri.org/neighborhoods>

Medical Campus Housing

For DBBS and other students on the Medical Campus: The Student Affairs office on the Medical Campus assists with roommate referrals, apartment availability and other housing options.

Buying a Home

If you plan to live in St. Louis for more than 2 years you may want to consider buying a home. The cost of living is much lower than most cities, and the many diverse neighborhoods have much to offer in the way of affordability. Graduate students may qualify for a mortgage based on academic stipends, fellowships, and/or financial aid income. For eligible graduate students and employees, Washington University sponsors a forgivable loan program to assist in purchasing a home in selected neighborhoods (DeBaliviere Place, Forest Park Southeast, Northeast University City, Skinker-DeBaliviere and certain West End neighborhoods). Note: Funds are limited. <http://eahp.wustl.edu>

City Transportation

Airport

St. Louis' main airport is Lambert-St. Louis International Airport (STL). The East Terminal (next to the Main Terminal) is exclusively used for Southwest Airlines (SWA) flights, and the Main Terminal serves major airline carriers.

<http://www.flystl.com/>

Car Registration

If you plan to transfer your car registration/license to Missouri, do so within a month of your arrival or you will face penalty fines. If you do so, be sure your car insurance reflects the change. Missouri car registration requires Missouri state inspection and proof of insurance. After you have lived here for one year, you will also need to show proof of your property tax waiver form, or a paid receipt for your property tax. The Department of Motor Vehicles (DMV) can provide more details. The closest DMV Office to Washington University is in downtown Clayton.

32 North Central; Clayton, MO 63105; 314-863-5331.

See the MO Department of Revenue web site for more information

<http://www.dor.mo.gov>

MetroLink

MetroLink is St. Louis's light rail system. Metrolink operates two lines; one which runs from east of Belleville, Illinois through St. Louis to Lambert-St. Louis International Airport, and a second line which runs south through Clayton to Shrewsbury. Metrolink makes stops at both the Danforth and Medical School Campuses: The Central West End station serves the Medical Campus; the Skinker station and Big Bend station serve the Danforth Campus. Metrolink is an easy way to get to many popular points of interest, including Laclede's Landing and the Gateway Arch, Union Station, Forest Park, the Central West End, Savvis Center and Busch Stadium.

Other St. Louis public transportation includes a network of buses (Metrobus), express shuttles between points of interest in the city, increased MetroLink service during professional sporting events at the Savvis Center and Busch Stadium, and Call-a-Ride paratransit services. A listing of public transportation options, schedules, and fares, can be found on the Bi-State Development Agency web site. <http://www.metrostlouis.org>

UPass

Full-time graduate students are eligible for a free Metro U-Pass through Washington University. This pass provides students and other members of the University community much greater access to the St. Louis Metropolitan region on public transit. It applies to both Metro buses and the MetroLink light-rail system. You can request a free pass on the Washington University Parking & Transportation web site. <http://transportation.wustl.edu/wustlmetro.html>

St. Louis Maps

<http://stlouis.missouri.org/transportation>

The official St. Louis transportation site includes:

Maps & Directions

- Downtown
- Zip Codes of the City of St. Louis and Surrounding Area
- Counties Surrounding the City of St. Louis
- Regional Map for the City of St. Louis
- Customizable Maps

Traffic & Road Conditions and Construction Projects

Getting to/from St. Louis

- Lambert: St. Louis International Airport
- Amtrak (Train)
- Greyhound (Bus)
- Missouri Dept. of Transportation (Highways)

Getting around St. Louis

- Bi-State Development Agency (Metrobus & MetroLink)
- Madison County (Illinois) Transit Authority
- Buy Bus/MetroLink Tickets and Passes Online
- Taxicab/Paratransit Companies
- Rental Car Companies

Legal Services

General Legal and Referral Services

Legal Services of Eastern Missouri

4232 Forest Park Avenue, St. Louis, MO 63108
314-534-4200

Offers free legal assistance (civil cases only) for low income individuals and for the elderly. Each individual's own financial situation is taken into account to determine eligibility. Areas of specialization:

- Housing: Landlord/Tenant disputes
- Employment: Disability and Worker/Management disputes
- Consumer Problems
- Welfare Concerns
- Elderly Law
- Immigration Law
- Family Law

Bar Association of Metropolitan St. Louis (BAMSL)

Lawyer Referral and Information Service

314-621-6681

A telephone service which provides referrals to private attorneys who specialize in your concern and will guarantee an initial 30 minute consultation for a nominal fee.

Landlord/Tenant Concerns

Apartment Referral Service

700 Rosedale Avenue, Campus Box 1016

Quadrangle Housing Co., North Campus

314-935-5092

Maintains a landlord complaint file and will aid you in resolving disputes with your landlord.

Consumer Rights

Consumer Fraud Hotline

P.O. Box 899, Jefferson City, MO 63102

1-800-392-8222

Manufacturers and service providers are required by law to give accurate, understandable information about their products/services. If you are concerned with the safety of a product or a service or have any other consumer concern contact this service.

Opportunities to Enhance Credentials

Interdisciplinary Courses
Graduate Certificates
Professional Development
Pedagogical Opportunities
Teaching Citation
Teaching with Technology
Leadership Development

While Ph.D. education is highly specialized and focused, graduate students may find it beneficial to develop knowledge and skills beyond their own discipline to address increasingly complex research problems and to enhance their professional development. In addition to collaborative interdisciplinary research projects and centers, Washington University offers numerous opportunities for individual graduate students to broaden their doctoral training.

Interdisciplinary Courses

Ph.D. students can discuss with their advisors individual courses available outside the discipline that may advance their research or professional goals. A University tuition agreement signed by the Deans of the university's Graduate Schools fosters interdisciplinary study across the schools and allows enrollment in classes outside the student's home school at no additional cost to the graduate student. Many courses, undergraduate as well as graduate, are available for graduate student enrollment subject to eligibility guidelines:

- Students must be registered full time in graduate degree programs and be current in their tuition payment or/ or remission. They must also have the approval of their faculty advisor or administrative officer to take a course outside their discipline.
- Courses will be open to students outside the discipline only if the students have met the required prerequisites and if the program director and the course instructor agree to admit such students.
- Finally, courses in University College, including its Summer School, are not part of this agreement, and courses now requiring additional fees (such as individual music lessons) will continue to do so.

Graduate Certificates

In addition to individual courses, another means of interdisciplinary study for Ph.D. students is the addition of a graduate certificate. The graduate certificate programs administered by the Graduate School of Arts & Sciences require 15-18 credit units, of which at least 9 units are usually in addition to the unit requirements for the Ph.D. degree. Graduate students enrolled in a Ph.D. program may apply for one graduate certificate program that is pursued and completed concurrently with the Ph.D. degree. Currently there are graduate certificates in:

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

There are also opportunities for Joint and Dual degrees. For more information, consult the *Bulletin* online at <http://artsci.wustl.edu/GSAS/Policies>.

Professional Development

The Graduate School works closely with many University offices to offer a variety of resources for graduate students to develop their professional skills and enhance their job market options. Students are encouraged to utilize services at every stage of their training.

In addition to opportunities to develop pedagogical and leadership skills listed in this section, also see Academic Resources, The Career Center, The Writing Center, The Teaching Center.

Pedagogical Opportunities

At Washington University, each department serves as the primary source of Teaching Assistant (TA) training, through course-specific instruction in pedagogy. The Graduate School of Arts & Sciences, The Teaching Center, and some departments provide additional opportunities for graduate students to develop their teaching. The chart below outlines the three levels of teaching development, starting with the elements required by the departments and the Graduate School.

Requirement	Enhancement (Optional)	Advanced For-credit (Optional)
<i>Department Teaching Requirement</i>	<i>Teaching Citation</i>	<i>Graduate Certificates</i>
<ul style="list-style-type: none"> • Discipline-specific • Varies by department • Includes TA assignment <p><i>Graduate School-Wide Teaching Requirement for Ph.D. Students</i></p> <ul style="list-style-type: none"> • Effective beginning with doctoral students entering Fall 2004 • Requirement of minimum teaching experiences <p><i>For more information see http://artsci.wustl.edu/GSAS/policies.html</i></p>	<ul style="list-style-type: none"> • Graduate School-wide opportunity for graduate students to enhance their teaching knowledge and skills (see detailed description, below) <p>Requirements:</p> <ul style="list-style-type: none"> • Non-credit workshops on teaching • Varied teaching experiences • Faculty and student evaluations • Teaching philosophy statement <p><i>For more information, see http://teachingcenter.wustl.edu, under "Graduate Students"</i></p>	<ul style="list-style-type: none"> • Advanced discipline-specific training • For-credit program with course requirements (generally 15 credit units) • Examples of existing certificates: <ul style="list-style-type: none"> – College Writing – Language Instruction • Learning Sciences • New certificates require approval by Graduate Council

Teaching Citation

The Teaching Citation offers an opportunity for Ph.D. students to enhance their teaching knowledge and skill beyond their department teaching requirement and the Graduate School Teaching Requirement for Ph.D. students. To earn a Teaching Citation, interested graduate students should complete requirements (see *Bulletin*, Appendix), recording each completed activity with the appropriate approval signature and date on the Teaching Citation registration checklist form (available on The Teaching Center website <http://teachingcenter.wustl.edu>, Path: graduate students).

Students interested in completing the Teaching Citation program should schedule a preliminary consultation with Beth Fisher, associate director of The Teaching Center, bfisher@wustl.edu or 314-935-5921. This preliminary meeting will provide an opportunity to discuss the program's requirements and the student's broader plans for professional development in teaching. The Teaching Center recommends that this consultation take place during the first semester of the student's second year in a Ph.D. program.

Teaching with Technology Training

The Graduate Student Technology Workshops are offered annually and are designed to provide graduate students with information about technology resources that can assist them in a variety of applications, including teaching. The workshops are coordinated by Arts & Sciences Computing and are peer-led. Contact Kathy Atnip, 314-935-6692, or atnip@wustl.edu with questions or for more information about advanced options.

<http://artsci.wustl.edu/~gssw/>

Leadership Development

With its strong tradition of student leadership and shared governance, Washington University has numerous opportunities for graduate students to enhance their professional development by becoming involved in the institution's decision-making processes and program development.

Opportunities for graduate student representation and leadership range from the department level to university board of trustees: Department Peer Mentors; Department Student Representative to the Graduate Council; Department Senator to the Graduate Student Senate; Graduate Student Representative to University Committees and the Board of Trustees. GPC and university-wide graduate student groups also provide opportunities. For more information see "Graduate Student Groups" and contact Associate Dean Elaine Berland who administers graduate governance committees and graduate student leadership development.

Academic Resources

Libraries

The Career Center

The Teaching Center

The Writing Center

Computing

Libraries

A network of libraries serves Washington University. These are the John M. Olin Library with collections in social sciences, humanities, and engineering, and 13 specialized departmental and school libraries including the Bernard Becker Medical Library located on the Medical Campus. <http://library.wustl.edu>

John M. Olin Library

The expansion of the John M. Olin Library, completed in 2004, transformed the 40 year-old building into a state-of-the-art facility. Group study rooms are provided for graduate students as well as book shelf lockers on most floors. Study room door access codes and locker keys are available at the Circulation Unit.

Departmental & School Libraries

Art & Architecture	Mildred Lane Kemper Art Museum Bldg.	935-5268
Biology	Life Sciences Bldg., 2nd Floor	935-5405
Business	Simon 290	935-6334
Chemistry	Louderman 549	935-6591
Earth & Planetary Sciences	EPS Building 214, January 209	935-5406 935-5525
East Asian	Anheuser Busch Hall	935-6459
Law	Cupples I, Room 16	935-5048
Mathematics	660 S. Euclid	362-7085
Medicine	Gaylord	935-5563
Music	Compton 340	935-6215
Physics	Brown 300	935-6633
Social Work	7425 Forsyth	935-9889
West Campus		

Services For Graduate Students

Reference and Research Assistance

A subject librarian has been assigned to your department to ensure that your information needs are met and to answer your questions about library services, collections and policies. The librarians are also available to provide library instruction across the curriculum. To learn the name, e-mail address and phone number of your Subject Librarian, consult the list of Subject Librarians online at <http://library.wustl.edu/research/librarians.html>

Access to Information Resources

The Libraries' web site offers an organized approach to a wide variety of resources. Most notable are the catalogs of the Washington University Libraries and the MOBIUS consortium that includes over 50 Missouri academic institutions. Through the WUSTL and MOBIUS catalogs, you may submit requests for books from any of these libraries except the Washington University Medical Library. The requested items will be delivered to the campus library you designate. The Libraries hold over 4.2 million items and provide access to over 67,000 print and electronic journals. Use "Find it!" to search multiple databases simultaneously and link to articles online. The Library web site offers online catalogs for all Washington University. <http://library.wustl.edu>

Circulation

Graduate students with a current Washington University ID card may check out library materials from any Washington University library. Loan policies vary from library to library. In Olin Library, graduate students may borrow books for 60 days, videos for 3 days, bound periodicals for 3 days, and unbound periodicals for 24 hours. Through the "My Catalog" tab on the library catalog web site, you can see when your library books are due, renew items, and cancel holds by visiting <http://catalog.wustl.edu/search>

Interlibrary Loan/Document Delivery

When you need library materials that are not available at Washington University or any of the other MOBIUS libraries, one option is to turn to the Interlibrary Loan/Document Delivery Service (ILL). You may submit ILL requests by filling out the ILLiad forms available on the Libraries' web site or by using the ILL function in the WorldCat database. Many of the journal article databases are available via the Libraries' web site. There is no charge to students for interlibrary loan and document delivery services. Call the Interlibrary Loan Office at 935-5442.

ARC: Library Technology Center

The Arc, located on Level A of Olin Library, contains equipment for general computing, specialized software, and areas for creating digital media projects. There are spaces for hands-on computer instruction and a room for multi-media presentations. For more information on services and hours call 314-935-4137 or visit <http://library.wustl.edu/units/arc>.

The Career Center

The Career Center provides comprehensive career development services for students, postdoctoral appointees, and alumni of Washington University's Graduate School of Arts & Sciences. For those pursuing careers outside of academe, the Career Center offers a collaborative link between the resources of the University and employers seeking the advanced skills and unique talents of our graduate and postgraduate populations.

Located in the Danforth University Center Suite 110, The Career Center offers individual career development coaching as well as a variety of workshops and colloquia designed to assist graduate students and postdoctoral scholars as they create a career plan and a strategic job search campaign. Specially constructed clinics and workshops include: Networking or Not Working; Interviewing & Negotiation; Targeting Job Search Markets; Resume/CV Preparation; and Interviewing When English Isn't Your First Language.

Graduate Career Strategist

Advising for graduate students and postdoctoral appointees is led by Arlene Taich, Ph.D. Dr. Taich is a former professor and University Provost with experience in corporate program development for manufacturing, health care, and communications businesses. She has executive experience in a Fortune 500 health care organization and in executive and leadership development on an international scale for a global pharmaceutical and medical products manufacturer. Having both a PhD and postdoctoral experience, Dr. Taich is well qualified to work with graduate and postgraduate scholars in their career development.

Power Search Team

Securing appropriate employment requires significant planning and work. Managing one's search in an effective and well-organized way will result in a shorter job quest. To facilitate the strategically managed job search project, those in the later stages of their academic programs are invited to join a Power Search Team. Those who participate in this search acceleration process land jobs more quickly and generally secure more lucrative agreements than those job seekers who have not employed this team-based methodology.

Though the Career Center offices and resources are located on the Danforth Campus, individual career counseling, workshops and colloquia are offered at the Medical Campus as well.

For a schedule of services and online resources, visit <http://careers.wustl.edu>. To setup an appointment with a career advisor, call 314-935-5930. It is never too early to begin your career planning activities with the aid and guidance of the Career Center.

The Teaching Center

The mission of The Teaching Center is to foster teaching excellence. The Teaching Center is located in Eads Hall, Room 105 and provides a wide range of programs and services to help graduate students improve their effectiveness as teaching assistants and build their teaching expertise in preparation for future careers.

The Teaching Center offers graduate-student workshops on such topics as designing a course, developing effective teaching methods, grading, improving presentation skills, increasing student participation, writing a teaching philosophy statement, and creating a teaching portfolio. These workshops may be requested by faculty or by graduate-student groups.

In addition, The Teaching Center provides teaching consultations, observations, and evaluations for graduate students who would like individualized guidance on improving teaching effectiveness. The Center coordinates the annual University-wide TA Orientation and administers the Teaching Citation (in coordination with the Graduate School of Arts & Sciences). The Teaching Center offers classroom support and training on the classroom multimedia.

To schedule a workshop or consultation, contact Dr. Beth Fisher, who oversees graduate-student programs at The Teaching Center by calling 314-935-5921 or email bfisher@wustl.edu.

To schedule a class videotaping or a training session on the multimedia system in your classroom, or for classroom support, contact The Teaching Center at 314-935-6810.

For more information regarding the Teaching Center resources, including a schedule of upcoming workshops and a collection of “Teaching Strategies” hand-outs, visit <http://teachingcenter.wustl.edu>.

The Writing Center

The Writing Center is located in Eads Hall, Room 111 and offers free writing help to all graduate students currently enrolled at Washington University. They will help with student papers, theses and more. Students who come to The Writing Center will receive help at all stages of the writing process. Tutors will listen to student concerns, read written drafts, and then provide constructive criticism and encouragement, helping students learn how to strengthen and clarify their ideas through the process of revision. Tutors will not edit or proof-read student papers. Instead, they will identify errors in grammar, usage, spelling, and punctuation and make some model corrections, leaving the student responsible for correcting any remaining errors. Students will be seen mostly by appointment, but walk-ins will be accepted as the schedule allows. 314-935-4981; <http://artsci.wustl.edu/~writing/home.html>

Arts & Sciences Computing Center

Graduate students in Arts & Sciences have email accounts on the ArtSci system. The accounts provide email and web page development space. Accounts are created automatically for new students and on request for faculty or staff in Arts & Sciences. Call or visit the Arts & Sciences Computing Center for account information or assistance logging in.

Located in the lower level of Eads Hall, the A&S Computing Center has lab Consultants to help with general computing and printing questions. ArtSci Tech Support is also housed at the central desk in the computing Center and is available Mon-Fri., 10am-5pm. 314-935-4285

<http://computing.artsci.wustl.edu>, or call.

E-mail accounts

Registered Graduate Students in Arts & Sciences are eligible for a personal UNIX-based account on the artsci server at no cost. Your artsci account also provides access to your e-mail from off campus. Helpful information about your account is available at the A&SC web site.

To access your artsci account while on campus

Your login and password were provided in a packet sent to you or provided when you arrived at Washington University. If you do not have this information, please visit A&SC and bring your Washington University ID.

To Access from off campus

You are able to access your account from off campus using any Internet Service Provider and a browser or an email client such as Thunderbird. For more information about connecting from off campus, see the A&SC web site.

Open Lab

Arts & Sciences Computing hosts an Open Lab in the lower level of Eads Hall.

GradLab

The Graduate Lab is located in the lower level of Eads Hall, and is designed to meet general computing needs for Arts & Sciences graduate students. The lab contains a scanner, printer, 4 Windows XP computers and one Mac OSX 10.4 computer. Computers have keyboard input languages enabled for all the languages taught at the university including Arabic and Chinese.

314-935-8077; <http://computing.artsci.wustl.edu/node/356>

Social Sciences Lab

Located in Seigle Hall 012, this lab is intended for the general computing needs of Social Sciences students, faculty, and staff, and includes a moderate amount of specialized analysis software. Please see website for a list of available software. SSC also offers a Reserved Lab for advanced statistical computing needs. 314-935-5866; <http://computing.artsci.wustl.edu/ssc>

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Arts On Campus

Performing Arts

Edison Theatre

Edison Theatre, located in Mallinckrodt Center, showcases the highest caliber of dance, theatre and musical artists. Graduate students are invited to participate in Edison Theatre's programs and activities, with significant discounts available for Edison OVATIONS advance tickets and student rush tickets as low as \$10. If your budget is especially tight, Edison Theatre needs volunteer ushers. If you are interested in master classes, meet-the-artist or group activities surrounding a visiting artist or company's performance at Washington University, check out the web site for more information or call the Box Office at 314-935-6543. <http://edisontheatre.wustl.edu>

A. E. Hotchner Studio Theatre

The intimate A. E. Hotchner Studio Theatre, located in Mallinckrodt Center, is a 125-seat state-of-the art black box theater. As a dynamic and versatile performance space, the theater is one of the premiere venues for the Performing Arts Department Season, and is the home of the annual A.E. Hotchner Playwriting Festival. For more information on the PAD Season, call 314-935-6543 or visit <http://padarts.wustl.edu>.

Annelise Mertz Dance Studio

The Annelise Mertz Dance Studio doubles as a rehearsal and dance performance venue. Seating up to 125 people, this informal theater features lighting capabilities, a sprung floor and a Marley overlay. The Performing Arts Department utilizes the studio for classes, rehearsals, and performances such as the faculty showcase, Dance Close Up, and the student-produced Young Choreographers Showcase. The Annelise Mertz Dance Studio is located in Mallinckrodt Center. For more information on the PAD Season, call 314-935-6543. <http://padarts.wustl.edu>.

Department of Music

The Department of Music in Arts & Sciences presents a wide assortment of concerts by vocal and instrumental ensembles throughout the year, as well as solo recitals by students, faculty and visiting artists. Most events are free and open to the public. Annual highlights include opera scenes staged every semester and the Chancellor's Concert featuring the Washington University large ensembles, Symphony Orchestra, Concert Choir, and Jazz Band. The department also sponsors Jazz at Holmes Lounge, a Thursday night series featuring local and national jazz artists. To view a calendar of musical events and find out how to join ensembles and take lessons, visit the department's web site <http://artsci.wustl.edu/~music>.

Visual Arts

The Sam Fox School of Design and Visual Arts

Housing a comprehensive, five-building campus for design and the visual arts, the Sam Fox School of Design & Visual Arts is comprised of:

- College of Architecture
- Graduate School of Architecture & Urban Design
- College of Art
- Graduate School of Art
- Mildred Lane Kemper Art Museum

The Mildred Lane Kemper Art Museum

The Mildred Lane Kemper Art Museum is open to the public and has one of the finest university collections in the United States and is committed to preserving and developing its fine art collection .

<http://kemperartmuseum.wustl.edu/>.

Graduate Student Visual Arts Exhibit

Organized in 2004 by graduate students from the schools of Art and Architecture and the Department of Art History, this is a stimulating annual event highlighting many kinds of creative processes Washington University graduate students engage in as a part of their formal studies, research projects, and personal creative endeavors. The opening night reception has attracted between 400 and 800 visitors, offering a great chance for graduate students from various disciplines to interact, enjoy free food and drink and live music performed by graduate students.

The exhibit has included a variety of media, including painting, sculpture, photography, printmaking, digital media, collage, video installations, and architectural models, among others. In 2008 the exhibit featured work by 60+ students. The purpose is not only to exhibit the many talents of graduate students but also to expand notions of what constitutes “art.” The exhibit has been sponsored by the Graduate School of Arts & Sciences, the Graduate Professional Council, and the Sam Fox School of Art and Visual Design.

Assembly Lecture Series

The Assembly Series aims to present some of the most important voices of our time to our campus community, as well as to the greater St. Louis area. These programs are free and open to the public. Each week, the Assembly Series features speakers whose expertise complement Washington University’s broad spectrum of teaching and learning. Support for the programs comes from academic departments, student groups, and the Student Union. The Assembly Series Committee is a group of students and faculty who advise the series planners and approve speakers. For more information, please call 314-935-5285. <http://assemblyseries.wustl.edu>.

Athletic Complex

Washington University full-time, day school students, faculty and staff with valid IDs are eligible to use the Athletic Complex free of charge. Other eligible users such as part-time students and families of faculty, staff, and students must purchase a Membership Card for access to the Athletic Complex. The Athletic Complex offers a track, swimming pool, tennis courts, recreational fields, racquetball, handball and squash courts, weight room, and fitness center (membership fees required). For an up-to-date Athletic Complex schedule call the Hot Line at 314-935-4705 or pick up an information pamphlet on fees and hours at the Complex.

Intramural Sports

Graduate Students are eligible to participate in some intramural sports. For a calendar or more information, please call Intramurals at 314-935-5193.

<http://intramuralsports.wustl.edu>

Fitness Programs and Services on the Danforth Campus

Massage Therapy, Personal Training and drop-in group exercise classes (Cycling, Yoga, Hip Hop, Zumba, Kickboxing, Total Tone, Pi-Yo, etc.) are some of the programs and services held at the South 40 and the Athletic Complex. Visit <http://s40fitness.wustl.edu> for schedule, location, and fee and registration information or contact fitness@wustl.edu with questions.

Stores on Danforth Campus

Campus Store, Mallinckrodt Center

Located on the ground level, the Campus Store offers a place to buy textbooks, as well as an assortment of art supplies, office supplies, greeting cards, gifts, books, and snacks. The Campus Store also offers a selection of Washington University Merchandise, such as shirts, key chains, and coffee mugs. For more information call 314-935-5500.

Bear Necessities

This gift shop is operated by the Women's Society. The shop sells school supplies, cards, and Washington University Apparel to raise funds for scholarships and other programs at the University. For location and hours call 314-935-5071.

The Village Coffee Connection & Millbrook Market, Snow Way Drive

Find fresh pastries, breads, Einstein bagels and Starbucks's coffee at the Coffee Connection. Snacks, beverage items and fresh "grab 'n go" meals are available in the Millbrook Market.

Center for the Humanities

The Center for the Humanities is dedicated to the promotion of the humanities both within and beyond the university. The Center sponsors the annual celebration of Washington University faculty publications as well as the Faculty Fellowship Program, which provides one-semester leaves for University faculty members. In addition, the Center organizes conferences such as “The Coldest War in the Cold War: Remembering the Korean Conflict, 1950-1953”, in partnership with the Missouri Historical Society, “Translating Global Cultures”, in partnership with Tsinghua University in Beijing, China, and “War, Memory and Representation”, in partnership with Yonsei University in Seoul, Korea. The Center’s two publications are *Belles Lettres*: a semi-annual literary review and The Figure in the Carpet featuring a monthly St. Louis Literary Calendar. <http://cenhum.artsci.wustl.edu> . To receive the Center’s publications call 314-935-5576 or e-mail cenhum@wustl.edu.

Community Service Office

The Community Service Office (CSO) serves as a catalyst for students - including graduate and professional - to connect with, build, and sustain meaningful service initiatives in partnership with the St. Louis community.

Located in the Danforth University Center, Room 250 the Community Service Office offers a variety of resources to help you get involved.

314-935-5599, <http://communityservice.wustl.edu>

Community Service Connection - Graduate and Professional Student Edition

This email newsletter announces community service opportunities which are of specific relevance to graduate and professional students. Sign up online at <http://communityservice.wustl.edu/csconnection>.

Graduate & Professional Student Programming Board

This student-run board coordinates community service opportunities open to graduate and professional students from all schools and programs. Email the office to get involved.

Graduate & Professional Student Outreach Coordinator

The Community Service Office student intern is available to meet with you at any time to help you identify community service options that best fit your interests and needs, plan projects and events, and develop partnerships with local agencies. Contact the CSO office to schedule a meeting.

St. Louis Non-Profit Agency Database

The Community Service Office website features a searchable database of over 300 non-profit agencies seeking volunteers.

Copy Center

The Mallinckrodt Center has a FedEx Office (formerly Kinkos) located on the 3rd floor, Room 310 next to the Bank of America office. The full copy services include black & white and color copying, binding and FAX services, and FedEx self-serve drop-box. A discount is available for Washington University students, faculty and staff.

For more information call 314-935-8481 or FAX 314-935-6782.

Semester Hours: 9 a.m. - 5 p.m. Monday - Friday

Summer Hours: 9 a.m. - 4 p.m. Monday - Friday

The Danforth University Center

Located on the Danforth Campus at the corner of Wallace and Forsyth, the DUC is central geographically to the campus, as well as programmatically. With three floors of offices and general use space, the building offers accommodations for many activities and events on campus.

- Liberman Graduate Center
- Career Center
- Food Court with International and American favorites
- Ibbey's Restaurant (Full Service Dining)
- Coffee Café featuring Kaldi's Coffee, pastries, soups and salads
- 12 private meeting rooms of various sizes that can be set to your preferences
- 4 inside reception/general use areas
- Fun Room with 3 large screens for viewing of media (including an Xbox 360 and Wii Game Console)
- Formal Lounge featuring a Steinway Grand Piano
- Tisch Commons with seating of 120 and a portable stage available
- 3 outside general use courtyards with a fire pit

<http://danforthuniversitycenter.wustl.edu>

Dining on the Danforth Campus

Information about hours, menus, meal plans: <http://diningervices.wustl.edu>

Danforth University Center

On the first floor of the Danforth University Center, are the main dining facilities for central campus. The DUC is a wireless building. All dining locations in the DUC accept credit cards as well as the Campus Card Account.

The Café

The Café is located in the southwest portion of the building just off the Commons. Kaldi's coffee drinks are served with an incredible selection of breakfast pastries, desserts and pre-made sandwiches. The Café has a microwave.

Dains Dining

Featuring several flavors of the world cuisine, Dains offers Asian, Latin, Mediterranean, and American dishes. The newest addition to Dains is a special pick up point for on-line orders for those extra busy days.

Ibby's

A bistro ideal for a relaxing lunch or dinner. Beer and wine are available to accompany its unique menu.

The Graduate Center

Located on the 3rd floor, the Graduate Center is a great place to eat lunch, meet with other graduate students and catch up on the news of the day. Buy food on the first floor, or bring your own. Microwave and coffee available.

Mallinckrodt Center

The Hilltop Bakery

An express café and coffee shop located on the ground level of Mallinckrodt. It features Kaldi's coffee, a variety of snacks, pastries, wraps, soups and ready-made and sandwiches. Kosher options are also available. There is also a microwave (all the way in back).

Campus Bookstore

If you are really in a bind for time or cash, the bookstore also has snacks, coffee and cold drinks, and will take credit cards and checks, as well as the Campus Card Account.

Olin Library

Whispers Café

Located in Olin Library, the Café offers specialty coffees (serving Kaldi's Coffee), teas, and other drinks, as well as great pastries, sandwiches, and salads. Enjoy the convenience of food and beverage in the comfortable wireless environment of Whispers. Vending machines and microwave are also available.

Ridgley Hall (Brookings Quadrangle)

Holmes Lounge

Located in Ridgley Hall, Holmes Lounge offers coffee, soups, sandwiches and pre-made salads. Relax and eat under the tall palms and Victorian décor or in the winter in front of the fireplace. Get there early to sit in a comfy leather chair! Holmes Lounge is a wireless environment and has a microwave.

Umrath Hall (adjacent to Mallinckrodt)

Subway

The sandwich shop is located in the lower level of Umrath Hall and offers fresh sub sandwiches, salads, and more. Sandwiches include a variety of breads baked fresh daily.

Lopata Hall Gallery (lower level)

Lopata Cart

This venue offers beverages and snacks, soups, and pre-made sandwiches and salads weekdays during lunchtime.

Steinberg Hall

Steinberg Café

Located next to the Mildred Lane Kemper Art Museum the café offers coffee and espresso, bottled beverages, snacks, soups paninis, hot dogs and salads Monday through Friday.

Simon Hall (Olin Business School)

Café Olin

Specials include pastries, paninis, cassoulets, and pizzas. There are three big sunny rooms with tables for studying, group meetings, watching TV or checking your e-mail. Not open on Fridays. Café Olin has a microwave and is also wireless. There are also tables outside in the courtyard.

Anheuser Busch Hall (Law School)

The Law School Eatery

A variety of food options are available. Campus Card account is accepted here and in the bank of vending machines in the adjacent lounge. Not open on the weekends.

The Village (Millbrook & Big Bend)

The Cafe

Located in the Village the Café offers good international and vegetarian selections, and both a pasta and a fresh fish of the day. The stir-fry is a campus favorite.

The Coffee Connection

Features a variety of baked goods & Kaldi's Coffee.

Millbrook Market

The Millbrook Market is a campus convenience store with a unique selection of items, as well as pre-made sandwiches, snacks, milk, etc.

Campus Card Account

(Spending account and Graduate Student Meal Plan)

The Campus Card Account is a cashless system offering economical and convenient access to both the Graduate Student Meal Plan and campus spending account.

Washington University Meal Plan purchases are tax exempt. The spending account may be used at more than 60 vending machines, library print stations, Edison Theater Box office, Campus Store, and more. The account can be managed 24/7 on-line. Enroll through your WebSTAC account.

<http://card.wustl.edu>

- Save 7-9% on food and beverage purchases (depending on location). Washington University Meal Plans are tax exempt.
- Manage your account online (24/7).
 - Add value to your plan as needed
 - View your transaction history in through your WebSTAC account.
- Convenient. No need to carry cash (or have to pay ATM fees.)
- Fast. Eliminate the exchange of coins and cash.
- Vending machine access.

Dining on the Medical Campus

Shell Café

Located next to the Seashell Lobby in McDonnell Science Building on the main floor, the Shell Café serves breakfast and lunch with choices that include grill, pizza and entrée stations, a soup and salad bar as well as an express cooler. Check the menu posted outside the entrance for the week's offerings or visit <http://aramarkcafe.com/wustl>. Washington University Campus Card accepted.

FLTC Café

Located on the main floor of the Farrell Learning and Teaching Center near Euclid, the FLTC Café serves “grab 'n go” breakfast items and lunch. Lunch choices include a deli, soup bar, Starbucks’ coffee, bottled and fountain drinks and snacks. Check the menu posted outside the entrance for the week's offerings or visit <http://aramarkcafe.com/wustl>. Washington University Campus Card accepted.

St. Louis Children’s Hospital Cafeteria

This is a popular stop where choices include a deli, grill, salad bar, Pizza Hut personal pan pizzas and Dairy Queen ice cream. They serve breakfast, lunch and dinner and offer a 30 % discount after 4 p.m. and on weekends with a student ID.

Barnes-Jewish Hospital Cafeteria

Open from morning until night, in addition to the standard cafeteria fare, it offers several specialty items.

The Book-store Cafe

Located in the Pediatrics building this café not only has coffee, drinks and sweets, it also offers sandwiches, salads and soups.

Coffee Shop in Barnes-Jewish South

This little coffee shop is tucked away near the entrance of the BJC from the parking garage.

Hours of operation will vary based on venue and location.

The Liberman Graduate Center

Danforth University Center 300

314-935-3923 GradCenter@wustl.edu

Opened in Fall 2008, the Liberman Graduate Center is a unique space where graduate and professional students across the eight graduate schools at Washington University can meet, socialize, and work collaboratively. The Center is ADA accessible and located on the third floor of the Danforth University Center with direct access from the South elevator.

Center Space

- Thach Commons (area for studying, relaxing, or lunch meetings; can also be set up for receptions or auditorium-style seating)
- Friedman Conference Room (20-25 seats)
- Small meeting room (6-8 seats)
- Graduate Student Group Office for GPC, GSS and University-Wide Graduate Groups 314-935-3931

Amenities

- Kitchen w/microwave & refrigerator
- Coffee Service
- Wireless Internet Access
- Email Access stations
- *Bulletin* Board w/information & events of interest to graduate students
- Graduate Student Art Exhibits
- Book Exchange

The Liberman Graduate Center rooms can be reserved for graduate student events. Graduate groups are given priority in scheduling the spaces within the Center. To reserve for meetings, receptions or for other events for graduate students, contact the front desk at 314-935-3923.

Post Office

There is a full service U.S. Post Office located on the Danforth Campus in The Village on Snow Way (the northwest corner of campus). For more information call 314-935-5635.

Semester Hours: 9 a.m. - 6 p.m., Monday - Friday
10 a.m. - 2 p.m., Saturdays
Summer Hours: 9 a.m. - 5 p.m., Monday - Friday

Skandalaris Center for Entrepreneurial Studies

The Skandalaris Center for Entrepreneurial Studies, located in Simon Hall Room 100, helps build an innovation environment across campus and the community. The Center coordinates both curricular and co-curricular opportunities for students. Each year the Center publishes a directory of entrepreneurship courses across campus, which is available from the Center in Simon 100, or online at their website, <http://sc.wustl.edu>. Courses range from introductory to capstone, and give students perspectives, skills, and experiences in entrepreneurship. Students with an idea may post it on <http://ideabounce.com>, and at IdeaBounce® co-curricular public events, they can meet others who can help move it forward. Startup funding is available through the Olin Cup or the Social Entrepreneurship and Innovation Competitions. Students may join organizations such as the Entrepreneur and Venture Capital Association (EVCA) in the Olin Business School, the BioEntrepreneurship Core (BEC) on the Medical Campus, or the Washington University Technology Entrepreneurs (WUTE). <http://sc.wustl.edu>, 314-935-6338 or 314-935-9134.

Telephone Directory

The Ternion is a Washington University student, faculty and staff directory. In addition to contact information, including telephone, email, postal mailing addresses, campus box, FAX numbers and titles, the Ternion also has important information about academic calendars, campus telephone and voice mail instructions, religious resources, advertisements, St. Louis information, and valuable coupons for local businesses. <http://wustl.edu/directory.html>

International Student Information

Office of International Students & Scholars
Stix International House
Career Resources
Graduate Student Groups

Office of International Students & Scholars

Danforth Campus

6470 Forsyth Boulevard
314-935-5910

Medical Campus

660 S. Euclid
314-362-6939

The Office of International Students & Scholars assists international students in having a successful experience while at Washington University. The OISS provides social, cultural and academic support; English language instruction; information on governmental regulations, and facilitates cross-cultural understanding within the University and the St. Louis metropolitan area.

Website Information

- Prospective Students
- Newly Admitted Students
- Current International Students
- Student Immigration Information

<http://oisshome.wustl.edu/>

Stix International House

Visit Stix International House at 6470 Forsyth Boulevard for information:

- New Graduate Student Orientation
- Student Advising
- English Language
- Cultural Programming and Workshops
- Free Tuesday Lunches for International Students
- International Voice Newsletter

Career Resources

The Career Center sponsors career workshops for graduate students, including job searches for non-native English speakers. (See Academic Resources, Career Center)

Graduate Student Groups

- Chinese Students and Scholars Association
- International Graduate Students Association for Career Development & Networking
- Korean Graduate Student Association
- Taiwanese Graduate Student Association
- Umang-Indian Graduate Student Association

(For more information concerning university-wide graduate student groups see Graduate Student Governance & Groups.)

Family Information

New Child Leave Policy

Referrals & Resources

- Child & Elder Care
- Child Day Care Facilities
- Child Day Care Subsidy
- Nursing/Lactation Room

Spouse, Partner, Children

- University Resources
- Health Care for Dependents
- Dual Career Resource (HERC)

Some graduate students come to the University with their families, or plan to start a family while they are in residence here. Washington University and the Graduate School have initiated policies and resources designed to assist Ph.D. students in balancing family care and their own academic progress and professional training.

New Child Leave Policy

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

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

<http://artsci.wustl.edu/GSAS/Policies/NewChildLeavePolicy.html>

Referrals & Resources

Child and Elder Care

Washington University provides a child care and elder care resource and referral service. Graduate students are eligible to use this prepaid benefit to help find care for children of all ages and for elderly relative through the professional services of the Child Day Care Association (CDCA) of St. Louis. <http://aisweb.wustl.edu/hr/pages.nsf/Benefits?OpenFrameset>

Child Day Care Facilities

Obtaining affordable childcare is an important task for graduate student parents. There are many centers in the St. Louis area that provide quality care; however, it is recommended that parents explore the different options available and fully research a center before enrolling their child(ren). The following information is designed to help graduate student parents start their search. Included below is an overview of several childcare centers affiliated with Washington University.

The Washington University Nursery School

Danforth Campus (Northwest corner)

6926 Forest Park Parkway, Building 2, St. Louis, MO, 63130; 314-935-6689
<http://nurseryschool.wustl.edu/>

This is a preschool program for children 2 years and 7 months to 5 years of age affiliated with Washington University. The nursery school serves as a site for research in child development and early childhood teacher training. There are three classrooms, an all-purpose room (equipped with a piano, library, and indoor play structures), and a large outdoor play area. While children throughout the St. Louis community are able to attend this program, preference is given to Washington University faculty, staff, and students. At present, approximately 70% of the children are from families affiliated with the university. Upon completing an application, children are placed on a waiting list and parents are notified of acceptance in February preceding the fall enrollment date. The average time that children remain on the waiting list ranges from 6 to 18 months. Children may be enrolled in classes during an academic year (September through May), though the nursery school does offer a summer program as well. Children can attend either a morning session (9:00 – 11:45) or an afternoon session (12:30 – 3:15), and older children can attend a full day session (9:00 – 3:15) if they choose to do so.

St. Louis Children's Hospital Child Development Centers (2 Locations)

- 321 South Newstead, St. Louis, MO, 63110; 314-454-4700
- 4353 Clayton Avenue, St. Louis, MO, 63110; 314-362-0777

The CDCs provide care for children of all ages, ranging from infant/toddler to preschool/kindergarten. The daycare services of the CDCs are available to affiliates of Washington University (Danforth and Medical); this includes

faculty, staff, and students. Despite their eligibility, Washington University students only make up approximately 5% of the affiliated parents whose children are cared for by the CDCs. The tuition costs are equal across the board: students pay the same rates as faculty and staff. Once parents apply for child-care, they are placed on a waiting list according to chronological order of application. There is no priority attached to the applications of students with children. The average waiting period between the time of application and the time of placement varies considerably with the age of the child (delays are greatest for newborns and infants) and the time of the year (August shows the greatest flux), but the average wait time is 3-4 months, with the range extending from one week to an entire year.

The University City Children's Center

North of the University City Loop

6646 Vernon Avenue, University City, MO, 63130

314-726-0148

<http://www.uccc.org>

This is a daycare center for children ages 6 weeks to 5 years, located in University City, approximately 1 mile from the Danforth campus of Washington University. Open since 1970, the center relocated to a brand new facility in September 2004. The building is owned by Washington University and several Washington University faculty sit on the center's board of directors. Children over 2 years of age are typically able to immediately enroll in the program (no waiting period), though there is a waiting list for infants and the wait time varies considerably throughout the year. However, there are several spots reserved for Washington University students, faculty, and staff, and concessions are made for graduate students who wish to enroll their children in the program in that they may have to wait less time to enroll their child in the program than non-Washington University-affiliated parents.

Child Day Care Subsidy

Washington University Child Day Care Subsidy for Ph.D. Students

This subsidy is designed to help financially stressed Ph.D. students at Washington University in St. Louis meet the costs of child day care at licensed facilities while they pursue Ph.D. degrees.

WHO MAY APPLY:

To be considered for the Child Day Care Subsidy, a student must meet ALL the following criteria:

- Be enrolled full time in a Washington University Ph.D. degree program at the start of the award period.
- Be the parent of a child five years old or younger or a child with special needs under the age of 19.
- Incur child day care expenses from services provided by a licensed provider.

- Apply for scholarships and aid at your chosen, licensed provider before applying for the Washington University child day care subsidy.
- Provide proof of any aid awarded by a licensed provider.
- Demonstrate severe financial need for this subsidy (students with annual cost-of-living resources in excess of \$23,000 per year will ordinarily be eligible only in unusual circumstances).
- Be making *satisfactory academic progress*, as defined by Washington University.
- Utilize child day care services because you are a single student, or if married or have a partner, because your spouse or partner is either a student (enrolled full time in an undergraduate or graduate degree program) or employed outside the home for a minimum of 20 hours per week. You may be asked to document your spouse's or partner's employment or student status.

If you need assistance concerning the Child Day Care Subsidy or would like to request an application, contact Associate Dean Sheri Notaro in the Graduate School of Arts & Sciences 314-935-6821 or snotaro@wustl.edu.

Nursing/Lactation Room

There is an Infant Nursing Room available for students, faculty, staff members, and partners in the Danforth University Center, Room 304 (near the Graduate Center). Visit the Event Service Office, located in Room 322 of the Danforth University Center for details about how to access the Infant Nursing Room.

Spouse, Partner, Children

University Resources

Spouses, partners, and families of graduate students interested in using campus resources available to students are encouraged to call individual offices for more specific information about access to a particular service or activity.

Health Care for Dependents

Optional dependent health insurance can be purchased by graduate students on the Danforth campus. The health insurance provides an extensive network of pediatricians that can be accessed by graduate students on the Danforth campus without a referral. <http://shs.wustl.edu/>

Dual Career Resource

Higher Education Recruitment Consortium <http://www.stlrherc.org>

Washington University is a member of the St. Louis Regional Higher Education Recruitment Consortium, which offers free resources including:

- One stop shopping for faculty and staff positions
- Gateway to some of the largest employers in Saint Louis area
- Dual career searches and email job alerts
- Regional and relocation resources for you and your family

Diversity Information

University Website

Chancellor's Graduate Fellowship Program

Disability Resources

Lesbian, Gay, Bisexual, Transgender

Graduate Student Groups

Fall Inclusiveness Reception

Washington University is committed to supporting and sustaining a strong, vibrant, and diverse community. We recognize that diversity among graduate students enhances the life of the entire scholarly community at Washington University. To that end, we seek to attract people of great ability from all types of backgrounds; to encourage faculty and students to be bold, independent, and creative thinkers; and to provide the infrastructure to support teaching, research, scholarship, and service for the present and for future generations. To support and nurture diversity on our campus, the Graduate School of Arts & Sciences is strongly interested in recruiting, enrolling, retaining, and graduating students who are underrepresented in graduate education and who have unique and diverse backgrounds. We welcome difference on this campus, in the form of gender, race, ethnicity, geography, socioeconomic status, age, politics, philosophy, disability, and sexual orientation.

University Website

The University maintains a website with information concerning diversity throughout the Washington University community.

<http://diversity.wustl.edu>

For more information about diversity and graduate student resources, please contact Associate Dean Sheri Notaro in the Graduate School of Arts & Sciences via email at snotaro@wustl.edu or at 314-935-6821.

Chancellor's Graduate Fellowship Program

The Chancellor's Graduate Fellowship Program offers an exceptional opportunity to students with diverse backgrounds who are embarking upon graduate study at Washington University for the purpose of acquiring training appropriate to careers in college or university teaching. There are 28 Chancellor's Fellows currently in residence who are pursuing a degree in a variety of disciplines, including Anthropology, the Division of Biology and Biomedical Sciences, Computer Science, English, History, Law, Psychology, and Social Work. The students receiving the Chancellor's Fellowship interact throughout the year at both social and academic events. Each year the Chancellor's Fellows sponsor a university-wide conference with a nationally known scholar and panel discussion. Past speakers include Angela Davis, Mae Jemison, Joycelyn Elders, Julian Bond, Michael Eric Dyson, Lani Guinier, Na'im Akbar, Henry Louis Gates, Jr., and Derek Bell. Over fifty alumni of the Chancellor's Fellowship Graduate Program have graduated from Washington University and many of them are pursuing careers in the professoriate. To learn more about the Chancellor's Fellowship, please visit the Chancellor's Graduate Fellowship website at <http://artsci.wustl.edu/~cgfp/>.

Disability Resources

Disability Resources, located in Cornerstone: The Center for Advanced Learning, in Gregg Hall on the South 40, provides resources for students with disabilities and suspected disabilities. The office is Washington University's official resource for students with any type of permanent or temporary disabling condition, including learning disabilities and/or ADD/ADHD. Staff members welcome the opportunity to consult with faculty and staff on student disability issues. Staff determines students' eligibility for accommodations. Students should visit the web site to review the requirements for documenting their disability and requesting accommodations.

Accommodations are determined on a case-by-case basis after a student has been admitted to the University. Students should submit their documentation well before course registration to be sure there is no delay in getting accommodations after classes begin. A list of more common accommodations is available on the web site, e.g. extended time for exams, distraction-reduced exam rooms, alternative format texts, electronic and enlarged text, note taking services, sign-language interpreters, and classroom and housing accessibility.

In addition, the Cornerstone website topic, Technology Laboratory, describes the latest software available to assist students in reading, writing, time management, and other academic needs.

314-935-5970 or e-mail cornerstone@wustl.edu; <http://disability.wustl.edu>

Lesbian, Gay, Bisexual, & Transgender Resources

Washington University in Saint Louis offers a host of involvement opportunities and campus resources targeted to the needs of LGBT students, faculty and staff. As one of a few institutions in North America to receive a perfect 5 out of 5 stars from the Campus Climate Equality Index, Washington University offers comprehensive domestic partnership benefits to employees, gender variant inclusive health services, and a non-discrimination policy that recognizes both sexual orientation and gender identity.

Coordinator, LGBT Student Involvement and Leadership

Through social programming, student group advising, leadership development, and campus trainings, the coordinator supports the vibrant LGBT community on campus. 314-935-8029, Danforth University Center, 1st Floor Campus Box 1068

LGBT.WUSTL.EDU

An online clearinghouse for events, resources, and organizations with an LGBT focus. Visitors can sign up for the electronic [OUT there](#) newsletter. The website also offers contact information for LGBT graduate student organizations.

OUTGRADS (University-wide)

OutGrads is the all university LGBT graduate and professional student organization. Our mission is to foster a welcoming educational and social environment for LGBTQIA students and allies at our university.

OUTLAW (School of Law)

OUTLAW is an educational, political, and social alliance of law students interested in working with Washington University and the surrounding community towards fostering and maintaining an environment that is supportive, positive, and safe for individuals of sexual and gender diversity. In striving for a greater understanding of sexuality and gender issues at the law school and within the affiliated communities, OUTLAW aims at addressing the legal issues associated with sexual and gender diversity and provides resources and support for social activism. law.wustl.edu/students/outlaw

OUTLOOK (George Warren Brown School of Social Work)

Outlook is a group for Lesbian, Gay, Bisexual, Transgender (LGBT) students and straight allies. Outlook's mission is to support LGBT students and to foster awareness and understanding of LGBT issues at the school, and in the larger community. Contact the Office of Student Activities.

LGBT Health Interest Group (School of Medicine)

The LGBT Health Interest Group provides educational and social programming for students on the Medical School campus. <http://lgbthealth.wustl.edu>.

Graduate Student Groups

Related University-wide graduate student groups include:

- Association of Black Biomedical Graduate Students
- Black Graduate Council
- Chinese Students and Scholars Association
- Graduate Association of Latin American Students
- International Student Association for Career Development and Networking
- Korean Graduate Student Association
- OutGrads
- Taiwanese Graduate Student Association
- UMANG (Indian Graduate Student Association)

(For more information concerning university-wide graduate student groups see Graduate Student Governance & Groups.)

Fall Inclusiveness Reception

The Graduate School of Arts & Sciences sponsors a yearly reception to welcome new graduate and professional students with diverse backgrounds and to provide an opportunity to network with graduate and professional students, faculty, and staff.

Graduate Student Governance & Groups

Graduate Student Governance

- Graduate School-wide
Graduate Student Senate (GSS)
- University-wide All School
Graduate and Professional Council (GPC)
- National
National Association of Graduate and
Professional Students (NAGPS)

Graduate Student Representatives

- Graduate School-wide
Graduate Council
- University-wide
ProGradS Committee
University Committees
Washington University Board of Trustees

Graduate Student Groups

- Forming & registering a graduate group
- Graduate Arts & Sciences
departmental & division
peer mentoring
special interest groups
- University-wide Graduate Student Groups

Graduate Student Governance

Washington University has a strong tradition of graduate student leadership in what has come to be called our “shared governance” system. Graduate students are represented at virtually every level of the decision-making process effecting graduate students, from departmental committees to the two graduate student representatives to the University Board of Trustees. There are numerous opportunities for graduate student involvement, many of which are listed in this section.

Graduate School-wide *Graduate Student Senate (GSS)*

Liberman Graduate Center
Danforth University Center 300
314-935-393

<http://artsci.wustl.edu/~gss>



Constituted in Spring 1993, the Graduate Student Senate (GSS) is an active student governing body representing some 1800 graduate students in the Graduate School of Arts & Sciences. The GSS is composed of one representative from each graduate department or program (which includes graduate programs spanning the sciences and engineering, social sciences and humanities) and meets monthly during the academic year.

The primary objectives of the Senate are to provide a channel of communication between graduate students in the Graduate School and the Dean of the Graduate School, and/or other members of the Washington University community, and to enhance the graduate student experience both in the Graduate School and within the larger Washington University community. To this end the GSS works with University faculty, staff, and administrators to encourage and facilitate academic growth, professional development, and social activities; to provide a forum for addressing student concerns; and to cultivate graduate student representation and leadership within the Graduate School of Arts & Sciences and university-wide.

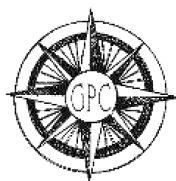
During its first 15 years, the GSS has initiated and partnered with the Graduate School of Arts & Sciences on a wide variety of activities recognized on campus and across the nation. Most notable are the Graduate Student Rights and Responsibilities statement; subsidized student health insurance and services, and annual activities such as Orientation for New Graduate Students, the Graduate Research Symposium, Outstanding Faculty Mentor Awards, and the department-based Peer Mentoring Program. GSS officers have served as officers of the National Association of Graduate-Professional Students (NAGPS) and hosts for NAGPS regional and national meetings; GSS leaders were major contributors to the first-of-its-kind National Conference on

Graduate Student Leadership convened in 2003 and 2005 by Washington University with support from the Woodrow Wilson National Fellowship Foundation and the Responsive Ph.D. Initiative universities.

University-wide

Graduate-Professional Council (GPC)

Lieberman Graduate Center
Danforth University Center 300
314-935-3931; gpc@wustl.edu
<http://gpc.wustl.edu>



Constituted in Spring 1993 and organized during 1993-94, the GPC is the Washington University multidisciplinary student group that represents and advocates for the mutual interests of approximately 6000 graduate and professional students enrolled in the eight graduate schools of Washington University. The GPC is comprised of two graduate student representatives from each school and meets monthly during the academic year. The GPC's primary objectives are to enhance the graduate student experience through professional development programming and social events, and to cultivate interdisciplinary graduate student opportunities at Washington University. In the tradition of shared governance, the GPC works closely with ProGradS, a standing university committee, on the creation of new policies and practices to promote interdisciplinary interaction and to enhance the graduate student experience: the registration process to recognize university-wide graduate student groups; the annual selection of graduate student representatives to the Washington University Board of Trustees; and the creation of an effective on-line calendar and weekly listserv to communicate programs of interest to the graduate student community. GPC also sponsors annual signature events such as Evening at the Saint Louis Symphony; Evening at Edison Theatre and Reception; and opportunities to showcase graduate student work, such as the Graduate Research Symposium and the Graduate Student Art Exhibition. The GPC now offers three event series: GPC Presents, GPC Professional Series, and GPC Night Out.

Bridging GAPS

Every spring GPC recognizes graduate student leadership and groups for their work in encouraging interdisciplinary projects and events across Schools and with the St. Louis community with its "Bridging Gaps" awards and ceremony.

GPC Calendar and GPC Weekly Events Listserve

To stay informed about events of interest to graduate and professional students, periodically check and read the Weekly Events Listserve, emailed to 6,000 graduate students every Monday during the academic year and periodically over the summer. <http://gpc.wustl.edu>

National

National Association of Graduate and Professional Students (NAGPS)

NAGPS is a non-profit organization dedicated to promoting the interests and welfare of graduate and professional-degree-seeking students nationwide. The NAGPS web site offers a multitude of resources for students, including a Job Bank, Congressional Lobby Day in Washington, D.C. and Legislative Issues Alerts. Washington University is an institutional member represented by GSS and GPC. This means all graduate and professional students at Washington University may share in NAGPS benefits. Washington University is part of the South Central Region of NAGPS and has a very strong history of leadership in NAGPS and the South Central Region. <http://nagps.org>.

Graduate Student Representatives

Graduate School-wide

Graduate Council

The Graduate Council of the Faculty of Arts & Sciences acts as a discussion forum on all matters pertaining to the Graduate School and serves, subject to review by the Faculty of Arts & Sciences, as the legislative branch of the Graduate School. Chaired by the Dean of the Graduate School, the Council is part of the shared governance system at Washington University, and consists of one faculty and one graduate student representative named by each of the degree programs offered through the Graduate School. Graduate students representatives serve as coequals on the Council with faculty, indicative of the active role graduate students are expected to play, in partnership with the faculty, in their scholarly development and decision-making in graduate student affairs. Contact Associate Dean Elaine Berland for more information.

University-wide

Professional & Graduate Student Coordinating Committee (ProGradS)

ProGradS is the standing committee of the University that considers issues that affect graduate students in general (i.e. issues that are not specific to a given school, degree, or discipline) and interdisciplinary opportunities for graduate students. In the spring semester, the committee facilitates the selection of the two graduate student representatives to the Washington University Board of Trustees. The ProGradS Committee is composed of two representatives from each of the eight graduate schools: one Faculty/Administrator appointed by Dean of the School and one Graduate/Professional Student named by Graduate-Professional Council in cooperation with the graduate student association of each School. Ex officio members include two graduate student representatives to the Washington University Board of Trustees, GPC

President, and the Associate Dean of Graduate School of Arts & Sciences. Richard J. Smith, Dean of the Graduate School of Arts & Sciences serves as Chair of the Committee.

<http://www.prograds.wustl.edu>

University Committees

Graduate student representative positions are available on most standing University Committees. Contact the Graduate-Professional Council (GPC) for information if you are interested in being considered for an appointment to serve as a graduate student representative on one of these committees at 314-935-3931 or gpc@wustl.edu. University Committee appointments are generally made at the beginning of the Fall semester.

Washington University Board of Trustees

There are two Graduate Student Representative on the Washington University Board of Trustees. Applications are available at the beginning of the Spring semester. <http://prograds.wustl.edu> or call Associate Dean Elaine Berland at 314-935-7355.

Graduate Student Groups

Forming and Registering a Graduate Student Group

There are two ways graduate students may form an organized University group representing a common interest:

1. Through their schools (The Graduate Student Senate and Dean of Graduate School review and approve requests for new interdepartmental groups of Arts & Sciences graduate students, i.e., groups with interests and students within Arts & Sciences only: contact GSS at gss@artsci.wustl.edu), or
2. Through the Graduate-Professional Council and ProGradS (for student groups representing interschool students and interests, i.e., groups with members spanning more than one school, contact gpc@wustl.edu).

Graduate Arts & Sciences Student Groups

Departmental Groups

Graduate students in many departments and programs in the Graduate School have established departmental student groups to encourage discipline-specific academic support and social integration; this includes peer mentoring groups.

Peer Mentoring Groups within Departments

What is a Peer Mentor? A Peer Mentor is another student who can serve as a resource, a helping hand, a sounding board, and a referral service. The job of peer mentors is to provide support, encouragement, and information to

students in their department who are just beginning the graduate program. One of the great things about peer mentors is that they have had experience being in the program; they can give advice on coursework, research, degree milestones and timelines, professional protocol, etc. They are also experts in the graduate student experience outside research and classes; ideally, they serve as both personal and professional support for the students they mentor.

Each Peer Mentoring Program is unique and tailored for the needs of each Department. A good Mentor is familiar with department rules and procedures, or can direct students to someone who can properly address their concerns. Do not hesitate to contact the peer mentors in your department; they have been in your shoes and had the same questions when they began graduate school. If you have any questions, or would like to know more about becoming a mentor, or if your department does not have a peer mentoring program, please contact the Peer Mentoring Committee by e-mailing its advisor, Associate Dean Nancy P. Pope. n.p.pope@wustl.edu.

Division of Biology and Biomedical Sciences (DBBS)

DBBS Student Advisory Committee (SAC)

The Student Advisory Committee of the Division of Biology and Biomedical Sciences (DBBS) is open to all DBBS students. Its ongoing responsibilities include serving as the students' advocate on issues of concern to the student body as a whole, representing the Division in the University community, participating in the organization of orientation activities, and sponsoring informational events that provide a setting for learning and interaction among students. Members of the Division administration consult the Advisory Committee about student issues which provides a formal mechanism for conveying student opinions to those who establish Division Policy.

Association of Black Biomedical Graduate Students (ABBGS)

ABBGS is dedicated to strengthening the social, cultural, and academic well being of black biomedical graduate students at Washington University, while promoting diversity within the campus community, ABBGS welcomes all members of the Washington University community to aid in their mission to retention of a culturally diverse student body. <http://abbgs.org/>

Graduate Association of Latin American Students (GALAS)

GALAS provides an opportunity and space for Hispanic/Latin graduate students in the WU community to become interested in Hispanic/Latin culture. Through an established support system is established to pursue cultural education, networking and mentoring, GALAS organizes events designed to promote integration and diversity.

<http://dbbs.wustl.edu> Path: Graduate Students, Diversity, Diverse Community of Scholars

Young Scientist Program (YSP)

Designed to attract high school students from disadvantaged backgrounds into scientific careers through activities emphasizing hands-on research and individualized contact between young people and active scientists. This program is run entirely by medical and graduate student volunteers and is open to all graduate students in the Natural and Biological Sciences. <http://ysp.wustl.edu/>

University-wide Graduate Student Groups

Bioentrepreneurship Core (BEC)

BEC serves as a resource for graduate-professional students interested in bio-entrepreneurship and the life science industry by providing career development and mentoring opportunities and organizing seminars and events.

<http://bec.grad.wustl.edu>

Black Graduate Council (BGC)

The mission of the BGC is to serve as a vehicle for positive social change both on the immediate Washington University campus, as well as within the broader African-American community. The BGC provides a supportive social and professional networking base for Black graduate students and encourages meaningful discussion, commentary, and analysis regarding local and national race issues.

Chinese Students and Scholars Association (CSSA)

CSSA provides services and help to CSS in the Washington University community, especially to those who are new to the university. The association seeks to promote communication and understanding among its members, as well as academic exchanges between its members and other communities. Membership of the CSSA is open to any student currently enrolled in the University. <http://cssa.grad.wustl.edu>

Christian Graduate Student Network (CGSN)

The purpose of the Christian Graduate Student Network is to serve the spiritual, intellectual, and emotional needs of the university graduate student community through Bible studies, professor-led discussions, social events, and service projects.

International Graduate Student Association for Career Development and Networking (I-CAN)

I-CAN is designed to help international students improve communication skills, build networks, and learn leadership skills by working on group projects with other members in an English-speaking and multicultural environment, thereby enhancing individual member's professional development and job marketability. This group also welcomes English-speaking U.S. students who are interested in enhancing their international experience and sharing American culture with international students. <http://ican.grad.wustl.edu>

Korean Graduate Student Association (KGSA)

KGSA aims at maintaining a friendly social atmosphere and solidarity within the community of Korean students at Washington University. The association also promotes assisting university graduate students and faculty members to have a broader and more insightful understanding of Korea and its cultures.

OutGrads

OutGrads is a LGBTQIA group dedicated to developing community among Washington University graduate and professional students, faculty, and staff of all genders and sexual orientations, promoting awareness of the issues that affect communities, and facilitating community involvement by membership.

Taiwanese Graduate Student Association (TGSA)

The TGSA aims to promote the culture of Taiwan and encourage the interaction, cooperation, and goodwill in and among all organizations of Washington University in St. Louis. <http://tgsa.grad.wustl.edu>

Umang: Indian Graduate Students Association

Umang provides a forum for close interaction among people of Indian origin at W.U., and aims to promote awareness of Indian culture among the University community. <http://umang.grad.wustl.edu>

Policies

Each university community has its own set of policies and procedures of which each student should be familiar. Policies are revised frequently, and the most current versions can be found at websites listed below. The following is a partial list of policies and procedures relevant to graduate students in Arts & Sciences at Washinton University.

Graduate School of Arts & Sciences Policies

- Academic Integrity Policy for Graduate Students
- Student Grievance Procedures
- Time Off for Graduate Students
- New Child Leave Policy for Graduate Students in Arts & Sciences
- Additional Policies can be found in the Graduate School of Arts & Sciences *Bulletin* and in the Arts & Sciences section of the Course Listings and at <http://artsci.wustl.edu/GSAS/Policies/policies.html>

Graduate Student Rights and Responsibilities Statement of the Graduate Student Senate

University Policies

- Non-Discrimination Statement
- University Judicial Code
- Policy Governing Alcohol Service at Events Sponsored by Graduate Student Organizations
- Additional University Policies can be found at <http://wustl.edu/policies>

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

Preamble

Introduction

Offenses which Constitute Violations of Academic Integrity

Plagiarism

Verbatim Appropriation

Other Forms of Plagiarism

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Recommendations for Documentation

Integrity Violations

Works Cited and Consulted

Letter from the Dean

Dear Graduate Student:

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

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

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

Sincerely,

Richard J. Smith, Dean

Graduate School of Arts & Sciences

Preamble

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

Introduction

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

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

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

It is assumed by the Graduate School of Arts & Sciences and the Graduate Council that all students entering the University are well versed in the prin-

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

Offenses Which Constitute Violations of Academic Integrity

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

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

b.) Plagiarism: (see next section);

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

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

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

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

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

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

g.) Cheating: The use of deceit in the classroom or in the construction of materials related to the academic process is unacceptable. Such offenses in-

clude but are not restricted to copying someone else's answers during an examination or the use of unapproved materials during an examination.

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

Plagiarism

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

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

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

Specifics of Plagiarism

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

Verbatim Appropriation

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

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

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

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

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

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

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

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

Other Forms of Plagiarism

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

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

Notes

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

Plagiarism in Natural Science

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

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

exploit it. Scientists also must be extremely careful not to delay publication or deny support to work that they find to be competitive with their own in privileged communication. Scrupulous honesty is essential in such matters. [Taken from On Being a Scientist (1989), page 18]

Recommendations for Documentation

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

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

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

[All emphases ours]

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

Procedures for Dealing with Cases of Academic Integrity Violations

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

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

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

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

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

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

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

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

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

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

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

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

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

Works Cited and Consulted

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

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

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

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

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

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

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

Student Grievance Procedures

General

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

Specific

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

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

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

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

Time Off for Graduate Students

On October 10, 2002, the Graduate Council unanimously approved a Time Off Policy for Graduate Students who are Engaged in Research.

Time Off for Graduate Students Who Are Engaged in Research

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

New Child Leave Policy

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

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

<http://artsci.wustl.edu/GSAS/Policies/NewChildLeavePolicy.html>

Additional Policies can be found in the Graduate School of Arts & Sciences *Bulletin* and

<http://artsci.wustl.edu/GSAS/Policies/policies.html>

Graduate Student Rights & Responsibilities Statement of the Graduate Student Senate

http://artsci.wustl.edu/~gss/rights_responsibilities.html

Document Date: April 14, 1995.

The Graduate Student Senate believes the guiding principles outlined in the following rights and responsibilities are central to the nature and purpose of the Graduate School and its Programs. The intent of this statement is to ensure that a graduate student shall be trained in the highest academic and professional standards in accordance with the goals and purposes of the Graduate School of Arts & Sciences. The document has the following structure:

Section I describes the nature and purpose of The Graduate School and its Programs as outlined in the Graduate School of Arts & Sciences *Bulletin*.

Section II identifies the general rights of graduate students; this is a list of basic rights and is not meant to be comprehensive.

Section III keys faculty responsibilities as outlined in the Faculty Responsibilities Statement to the basic rights listed in Section II and suggest courses of action graduate students might consider to facilitate their own professional and academic development.

Section I

The Graduate School and Its Programs

Nature and Purpose

[W.U. Graduate School of Arts & Sciences *Bulletin* 1994-1996]

The Graduate School of Arts & Sciences is in essence, a collection of individual advanced students and individual faculty members engaged in collaborative exploration of the horizons of human understanding in a wide array of disciplinary and interdisciplinary areas.

From the point of view of a prospective student, the primary purpose of attending graduate school may be to attain high professional competence in some general or particular area of learning, thus to prepare for a lifetime career in that area. This is a reasonable and laudable goal. By the completion of a program of advanced study one should be able to lay claim to being a well-trained philosopher, clinical psychologist, economist, biologist, or the like.

But, to the extent that graduate education has been successful, much more is accomplished than the development of professional skills; one's entire relationship to learning is changed in a permanent and rewarding way. Having tasted the unique flavor of discovery, having developed insights in a particular area of investigation no one else ever had-and perhaps having experienced the thrill of sharing those insights or having them put to a practical test-one is seldom satisfied again with being a passive learner of the knowledge and wisdom of others. In an era when the well-trained cannot all be assured of lifelong employment that directly utilizes their specialized training, and an era when the major challenges before society, undergo rapid, continuous and somewhat unpredictable change, development of the generalized analytical and creative skills required for original scholarship, research, and problem solving becomes at least as important in one's career preparation as mastery of a particular body of knowledge.

The array of facilities and administrative and instructional arrangements that together constitute the Graduate School of Arts & Sciences all have as their purpose creating the physical and intellectual environment in which inquiry, intellectual growth and discovery can and do occur, and in which the results of original inquiry are regularly subjected to the test of reason and evidence. Among the critical components the University can and does provide to those ends are a small and select graduate student body (so that highly individualized interactions with faculty are facilitated), faculty members dedicated to personal scholarship and the expansion of knowledge, richly stocked libraries, well-equipped laboratories, accessible computer facilities, and all the other accoutrements necessary for scholarly effort that is both rooted in an historical context and in step with the modern world. In all these regards Washington University compares favorably to the finest graduate institutions in the world. But the key ingredient of a successful graduate career each student must bring with him or her is a zest for the pursuit and expansion of understanding. Increasingly, motivation to engage in creative, independent scholarship is the prime determinant of success in graduate school and thereafter.

Section II

In light of the nature and purpose of graduate study as stated in The Graduate School *Bulletin*, the Graduate Student Senate believes graduate students have the following academic and professional rights:

1. Graduate students have the right to be educated as to the traditions and procedures of their discipline.
2. Graduate students have the right to be informed in writing of the specific requirements for achieving an advanced degree.
3. Graduate students have the right to an accurate description of financial support and an indication of the likelihood that they will receive it.

4. Graduate students have the right to receive regularly a formal, written evaluation of their progress and to be informed of the criteria upon which such evaluations are based.
5. Graduate students have the right to reasonable confidentiality in their communications with faculty.
6. Graduate students have the right to appropriate recognition when they contribute significantly to research and publications.
7. Graduate students have the right to be included in appropriate decision-making processes in their department, their program, or at the university level.
8. Graduate students have the right not to be involved in situations that entail conflicts of interest.

Section III

Because the rights stated in Section II can only be realized through the cooperation of faculty and students, the Graduate Student Senate believes that graduate student rights and faculty responsibilities may be fruitfully juxtaposed. The Graduate Student Senate offers to the graduate students suggestions for courses of action which may facilitate their academic and professional development.

1. Graduate students have the right to be educated as to the traditions and procedures of their discipline.

Faculty

Faculty members (acting individually, through departments, or through school-wide organizations) have a responsibility to educate graduate students as to the traditions and procedures of their academic disciplines. In particular, they should be prepared to advise graduate students of opportunities for professional development, and to provide access to the intellectual resources of the department or program. ("Faculty Responsibilities" as listed in the College of Arts and Sciences and Graduate School of Arts & Sciences Course Listings).

Graduate Student

Graduate students will find it to their advantage to take an active role in their academic and professional development. There are many educational and professional opportunities offered through the departments, the university and the professional community. Ask your advisor and other professors, as well as other graduate students about 1) departmental, local and national conferences and colloquia in your field; 2) venues of publication; 3) your disciplines' funding sources for research; and 4) in general, professors' and students' experiences in the field. In addition, graduate students should consider familiarizing themselves with the Academic Integrity Policy for Graduate Students and the University Judicial Code.

2. Graduate students have the right to be informed in writing of the specific requirements for achieving an advanced degree.

Faculty

Faculty members (acting individually, or through their departments or schools) have a responsibility to inform students of the specific requirements for achieving degrees. In particular, they should publish degree requirements, inform students of any changes in degree requirements, and establish standards for awarding credit for course work, field work or independent study. Information as to average time to degree and attrition rates for particular graduate departments and programs should be made available where possible. (“Faculty Responsibilities” as listed in the College of Arts and Sciences and Graduate School of Arts & Sciences Course Listings).

Graduate Students

Graduate students will find useful departments’ written explanations of requirements for achieving advanced degrees. As a graduate students, you might consider informing yourself of the requirements for the degree you are pursuing and reviewing these requirements periodically. You could inquire about the average time to degree, and you might consider brainstorming a timeline for your coursework, language requirements, and dissertation writing, etc. You should be aware of your department standards for credit, inform yourself of how this credit is awarded and what is considered adequate performance in terms of a letter grade. You should periodically review your progress toward the degree with your advisor. It might also be helpful to ask about causes of student attrition in your department so you can avoid those difficulties.

3. Graduate students have the right to an accurate description of financial support and an indication of the likelihood that they will receive it.

Faculty

Faculty members (acting individually, or through their departments or schools) have a responsibility to provide graduate students with an accurate description of financial support (including eligibility requirements and assigned duties) and an indication of the likelihood that they will receive it. (“Faculty Responsibilities” as listed in the College of Arts and Sciences and Graduate School of Arts & Sciences Course Listings).

Graduate Students

Graduate students must plan ahead to insure adequate financial support for their years of graduate study. You will want to discuss your funding for the next academic year with your advisor; try to do this during the fall semester. Funding is limited and your receipt of funds is not guaranteed. Consult your Advisor and ask other graduate students about departmental policies relevant to your situation. See the Associate Dean of the Graduate School in South Brookings for information on external funding sources. To receive external funding, you must plan at least one year ahead.

4. Graduate students have the right to receive regularly a formal, written evaluation of their progress and to be informed of the criteria upon which such evaluations are based.

Faculty

Faculty members (acting individually or through advisory committees) have a responsibility to provide graduate students with a formal, written evaluation of their progress and the criteria upon which evaluations are based. (“Faculty Responsibilities” as listed in the College of Arts and Sciences and Graduate School of Arts & Sciences Course Listings).

Graduate Students

To maintain lines of communication, graduate students will want to provide their advisors with the materials necessary to the evaluation process (writing samples, statements of work in progress, information about outside grants, publications and conferences). You will find it helpful to be available to your advisor for both formal and informal evaluations. You should inform yourself of the department criteria for grading and expected rate of progress to degree as well as how you may remediate any deficiencies in your academic performance. If you are planning on postponing or abandoning graduate work, you should inform your advisor as early as possible of that decision.

5. Graduate students have the right to reasonable confidentiality in their communications with faculty.

Faculty

Faculty members (acting individually, and through departments and schools) have a responsibility to ensure reasonable confidentiality in their communications with and about students (as specified by University policy, local and Federal law). (“Faculty Responsibilities” as listed in the College of Arts and Sciences and Graduate School of Arts & Sciences Course Listings).

Graduate Students

Graduate students have many opportunities (some public, some private) to engage in discussions with faculty. You should realize that communications—conversations, letters, e-mail, etc.—are not privileged. That is, they are not legally protected. Consider carefully what personal and professional information you communicate to your advisor and other faculty members. Communication can be open and honest without being compromising.

6. Graduate students have the right to appropriate recognition when they contribute significantly to research and publications.

Faculty

Faculty members have a responsibility to appropriately acknowledge significant student contributions to research and publications. (“Faculty Responsibilities” as listed in the College of Arts and Sciences and Graduate School of Arts & Sciences Course Listings).

Graduate Students

The graduate student will want to ensure that all persons who contributed to the research project receive adequate recognition. You may want to discuss with your advisor the issue of recognition for your work at the outset of your involvement in the research.

7. Graduate students have the right to be included in appropriate decision-making processes in their department, their program, or at the university level.

Faculty

Faculty members (acting through departments, programs, schools and the university) have a responsibility to explain, and include students in, appropriate decision-making processes. (“Faculty Responsibilities” as listed in the College of Arts and Sciences and Graduate School of Arts & Sciences Course Listings).

Graduate Students

Graduate students have many opportunities to work with faculty and administration on committees that make decisions about the academic community at Washington University. As it states in the *Bulletin*: “The presence of graduate students on the [Graduate] Council as coequals with faculty is symbolic of the active role graduate students are expected to play, in partnership with the faculty, in their scholarly development” (Washington University Graduate Student *Bulletin*). Many departments include graduate student representatives at regular faculty meetings, on search committees, and on department graduate program committees. You might consider volunteering for any of these positions, or you might consider serving as the representative to the Graduate Students Senate, the Graduate Council or any of the university-wide committees, e.g., the Library board, the Athletic Advisory Board, the Board of Trustees, etc. Speak with your department chairperson or the Associate Dean of the Graduate School in North Brookings to learn about governance opportunities. You will find these experiences extremely informative and educational. Taking advantage of these opportunities will provide you with the best understanding of the administrative operation of an academic program.

8. Graduate students have the right not to be involved in situations that entail conflicts of interest.

Faculty

Faculty members (acting individually, or through departments or schools) have a responsibility to excuse without prejudice students from participation in situations that entail or appear to entail conflict of interest (as specified by University policy). (“Faculty Responsibilities” as listed in the College of Arts and Sciences and Graduate School of Arts & Sciences Course Listings).

Graduate Students

In order to avoid any sort of conflict of interest, be it commercial, social, religious or ethical, it is vitally important for the graduate students to be candid at the outset of the research project, course, committee work, etc., about his or her reservations. You may want to review the scope and intentions of the project before you commit to it. In the vent of a conflict of interest arising during the project, you may want to review the difficulty with your advisor or with the person concerned. Students with complaints regarding academic matters should initially seek resolution from their departments. Complaints which are unresolved at the departmental level may be addressed to the Dean of the Graduate School. A complaint on the grounds of alleged sexual discrimination may be made to the Title IX Grievance Committee (Graduate School of Arts & Sciences *Bulletin*).

This document was originally approved by the Graduate Student Senate on August 31, 1994 and revised and approved April 14, 1995.

University Policies

Non-Discrimination Statement

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

Amended
January 1993

UNIVERSITY STUDENT JUDICIAL CODE

- I. General Principles
- II. Definitions
- III. Offenses
- IV. Composition of the University Judicial System
- V. University Student Judicial Code Procedures
- VI. Sanctions
- VII. Appeals
- VIII. Record Retention
- IX. Report on Student Conduct
- X. Temporary Suspension
- XI. Amendment of the Code
- XII. Titles and Successors

UNIVERSITY STUDENT JUDICIAL CODE

I. General Principles

- A. Purpose: The primary purpose for the maintenance of discipline in the University setting is the protection of the campus community and the maintenance of an environment conducive to learning and inquiry. Freedom of thought and expression is essential to the University's academic mission. Nothing in this Code should be construed to limit the free and open exchange of ideas and viewpoints, even if that exchange proves to be offensive, distasteful, disturbing, or denigrating to some.
- B. Inherent Authority: The University reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community.
- C. Interpretation of Regulations and Standard of Conduct: To the extent feasible and practicable, disciplinary regulations at the University are in writing in order to give students general notice of prohibited conduct. The regulations are not a criminal code; they should be read broadly and are not designed to define misconduct in exhaustive terms.
- D. Proceedings: Disciplinary proceedings conducted pursuant to the Code shall be informal, fair, and expeditious. Procedures governing criminal or civil courts, including formal rules of evidence, are not applicable. Deviations from the procedures in this Code shall not invalidate a proceeding or decision, except where such deviation has clearly resulted in significant prejudice to an accused student or to the University.
- E. Violations of Local, State, and Federal Law: Students may be accountable to both governmental authorities and to the University for acts which constitute violations of law and this Code. Student conduct allegedly constituting a felony or misdemeanor offense may be referred to appropriate law enforcement agencies for prosecution. Disciplinary proceedings at the University will not be subject to challenge on the ground that criminal charges involving the same incident have been filed, prosecuted, dismissed, reduced, or otherwise resolved or that such proceedings constitute double jeopardy.
- F. Violations of University Policies: Students alleged to have violated certain University policies, such as the Research Integrity Policy, may be subject to investigation and sanctions under both this Code and the other policy. Disciplinary

proceedings at the University will not be subject to challenge on the ground that other charges involving the same incident have been filed or resolved or that such proceedings constitute double jeopardy.

II. Definitions

- A. Student: Any person registered in one or more credit courses in any school, college, or professional school of Washington University, at either the undergraduate or graduate level. Teaching or research assistants if also registered as students are classified as students for the purposes of this Code. Additionally within the scope of this definition shall be any person who is, (1) not now a student, but is accused of violating the Code during his or her period of enrollment, (2) who has been admitted to a School, but has not yet matriculated, for example, a pre-freshman student, or (3) not now a student, but has a continuous relationship with the University, including, but not limited to, continuing to reside on University property or taking a leave of absence.
- B. Campus: All property owned, leased, managed, or rented by Washington University in St. Louis.
- C. Member of the University Community: Any Washington University faculty member, student, employee, or Trustee, as well as any person on campus who is an employee of an entity with a continuous relationship with Washington University.
- D. Student Group: Any organization of two (2) or more Washington University students that is recognized by Student Union, Congress of the South 40, the Interfraternity, Women's Panhellenic, Black Greek Councils, the Graduate-Professional Council, or graduate student governments in any of the eight graduate-professional schools; or utilizes (or seeks to utilize) campus space; or attempts to take action, of any kind, in a collective manner on campus or at any officially arranged University activity.

III. Offenses

- A. The following forms of misconduct by a student or student group are subject to disciplinary action when they occur on campus or when they occur off campus and adversely affect the University community and/or the pursuit of its objectives. Attempts to commit acts prohibited by this Code, agreements among two or more students to commit acts prohibited by this

Code, or inciting others by specific direction to commit acts prohibited by this Code may be punished to the same extent as commission of the prohibited act itself.

1. Academic misconduct, including, but not limited to, cheating, plagiarism, fabrication of data or records, unpermitted collaboration on assignments, misrepresentation of student status, resume falsification, or otherwise violating the Academic Integrity Policy. Knowingly making false allegations of academic misconduct against any student will itself be considered a form of academic misconduct.
2. Interfering with the rights of other members of the University community or visitors to the University to engage in educational, recreational, residential, administrative, professional, business, and ceremonial activities, or other functions.
3. Physical abuse of any person, or other conduct, including stalking, which harasses, threatens, or endangers the safety or health of, any member of the University community or visitor to the University.
4. Sexual contact with any member of the University community or visitor to the University without that person's consent, including, but not limited to, rape and other forms of sexual assault. Conduct will be considered "without consent" if no clear consent, verbal or non-verbal is given; if inflicted through force, threat of force, or coercion; or if inflicted upon a person who is unconscious or who otherwise reasonably appears to be without the mental or physical capacity to consent. For example, sexual contact with a person who reasonably appears to be impaired in the exercise of his or her judgment by alcohol or other drugs may be considered "without consent."
5. Conduct which is disorderly, lewd, indecent, or which disturbs the peace on University premises or at functions sponsored by, or participated in by, Washington University or a Washington University student group.
6. Possession (concealed or otherwise), storage, or use on campus of firearms or a facsimile, explosives,

- explosive fuels, fireworks, dangerous chemicals, or other dangerous weapons, except as specifically authorized in advance by the Washington University Police and appropriate University officials.
7. Use, possession, manufacture, or distribution of narcotics or other controlled substances except as expressly permitted by law, or possession on campus of drug paraphernalia as defined by Washington University.
 8. Use or possession of a hookah on the Danforth Campus or in any Residential Life managed facility.
 9. Use, possession, manufacture, or distribution of alcoholic beverages except as expressly permitted by law or University policy.
 10. Unauthorized or fraudulent use of the University's resources, including, but not limited to, facilities, telephone system, mail system, electronic communication devices, electronic databases, course management programs, computer systems, or use of any of the above for any illegal act.
 11. Knowingly furnishing false information to a University official, or anyone acting on the University's behalf, including, but not limited to, (a) the falsification of information in applications for admission or financial aid, (b) the intentional passing of an insufficient funds check or fraudulent money order in payment of any financial obligation to the University, or (c) filing a false police report.
 12. Intentional dishonesty before any decision-making individual or body of the University, including knowingly making false allegations against any student or student group.
 13. Knowingly making a false claim to represent the University or a student group of the University.
 14. Refusal to identify oneself, failure to display a University identification card or other identification, possessing, or providing false identification to any appropriate University official or designee upon reasonable request.

15. Failure to comply with the reasonable and lawful request of University officials or designees acting in the performance of their duties.
 16. Theft, attempted theft, unauthorized taking, or use of any University, public, or private property.
 17. Knowingly possessing stolen property.
 18. Unauthorized entry, deliberate destruction of, damage to, malicious use of, or abuse of any University, public, or private property.
 19. Knowingly or recklessly violating a published University policy, rule, or regulation; or participating in conduct which one should reasonably know to be a violation of a published University policy, rule, or regulation.
 20. Failure to appear before the University Judicial Board (UJB) or Judicial Administrator as directed, or to properly comply with or complete a sanction imposed under the University Judicial System.
 21. Intentionally or recklessly disabling, or causing the false activation of life safety equipment, including, but not limited to, exit door alarms, emergency telephones, fire safety equipment, and door access systems.
 22. Formally charged with a crime such that the student's continued presence on the University campus poses a substantial threat to the ability of others to continue their normal University functions and activities.
- B. Offenses by Student Groups: Student groups or organizations and their officers may be held responsible for violations of this Code by members or others associated with the group or organization who has received the tacit, or overt consent, or encouragement of the group or organization or its leaders, officers, or spokespersons.

IV. Composition of the University Judicial System

- A. The University Judicial System shall consist of the following:
 1. Judicial Administrator
 - a. Responsibilities: The Judicial Administrator receives and

investigates complaints of violation of this Code; and, if a violation is found, imposes appropriate sanctions. The Judicial Administrator does not hear allegations of academic misconduct, and does not have the authority to suspend, expel, or otherwise directly terminate the status of a student found in violation of this Code.

- b. Selection: The Judicial Administrator is appointed by the Chancellor, or his designee, following consultation with the Assistant Vice Chancellor for Students and Dean of Students. The appointee may be a faculty member or staff member.

2. University Judicial Board

- a. Composition: The UJB is composed of six (6) faculty members, six (6) undergraduate student members, six (6) graduate – professional student members, six (6) administrative or staff members, and one additional member who shall serve as Chairperson.

- b. Responsibilities:

- (1) The UJB hears and decides cases referred to it by the Judicial Administrator, the undergraduate School or College Academic Integrity Officers or Panels, Graduate – Professional schools, and the suspending authority following a temporary suspension; and cases involving allegations of academic misconduct in the absence of a School or College Academic Integrity Panel. The UJB hears and decides appeals from temporary suspensions, appeals referred to it by the Chairperson of the UJB, and appeals from sanctions issued by the Judicial Administrator. The UJB also performs other duties as called for by this Code.

- (2) The Chairperson of the UJB presides over all hearings conducted before the UJB and convenes pre-hearing proceedings as needed; rules on appeals from decisions of the Judicial Administrator and undergraduate School or College Academic Integrity Panels; and performs other duties as called for by this Code.

- c. Selection

- (1) Members of the UJB are appointed for two (2) year terms, beginning on January 1. Faculty members

are appointed by the Faculty Senate Council; student members are appointed by the Student Union and the Graduate-Professional Student Council; and administrative or staff members are appointed by the Chancellor. Each year, three (3) faculty members are appointed; three (3) undergraduate student members are appointed; three (3) graduate – professional student members; and three (3) administrative or staff members are appointed. If a vacancy exists members may be appointed throughout the year. Members may be reappointed, but no member shall serve more than two (2) consecutive terms. Members of the Faculty Senate Council, Student Union Executive Council, officers of the Graduate and Professional Student Council, and officers of the University shall not serve on the UJB.

- (2) The Chairperson of the UJB is appointed annually by the Chancellor. The Chairperson must be a member of the University community. The Chairperson may be appointed, without limitation, for consecutive terms.
 - d. The panel convened for a hearing normally consists of three (3) student members and either three (3) faculty members or three (3) members of the administration or staff, plus the Chairperson. A quorum consists of four (4) members, plus the Chairperson. Student members shall comprise a portion of the hearing panel in every case. Every attempt shall be made to provide peer representation for both graduate and undergraduate students. The Chairperson shall determine whether faculty or administrative (or staff) members shall comprise the remainder of the panel. In making this determination, the Chairperson shall designate faculty members whenever the sole allegation is academic misconduct. If, at the sole discretion of the Chairperson, the allegations do not relate solely to matters of academic misconduct, faculty, administrative, staff members, or any combination thereof may serve.
3. Authority Retained by Individual Schools, the Office of Residential Life and Greek Life Office
 - a. Each School or College of the University may establish a panel to hear and decide cases of alleged academic misconduct involving undergraduate students of that School.

- (1) The composition of such a panel shall be determined by appropriate persons in each School or College.
 - (2) Such a panel may impose sanctions other than suspension or expulsion in any case where academic misconduct is found. No School or College panel may suspend or expel an undergraduate student for academic misconduct; however, upon a finding of academic misconduct serious enough to warrant suspension or expulsion, a panel may recommend the suspension or expulsion of an undergraduate student to the UJB.
- b. Each Graduate or Graduate Professional School of the University may establish a panel to hear and decide cases of alleged academic or professional misconduct by graduate or graduate professional students of that School.
- (1) The composition of such a panel shall be determined by appropriate persons in each School.
 - (2) Such a panel may impose sanctions other than suspension or expulsion in any case where academic or professional misconduct is found. No Graduate or Graduate Professional School panel may suspend or expel a Graduate or Graduate Professional student for academic or professional misconduct; however, upon a finding of academic or professional misconduct serious enough to warrant suspension or expulsion, a panel may recommend to the Dean of the student's Graduate or Graduate Professional School the suspension or expulsion of the student.
 - (3) Any appeal from a decision of a Graduate or Graduate Professional School academic and professional integrity panel shall be made to the Dean of that School. His or her decision shall be final.
 - (4) Any appeal from a decision of a Dean of a Graduate or Graduate Professional School to suspend or expel a student shall be made in accordance with the provisions of Section VII. B. 1 of this Code.
- c. If a School or College does not establish an academic integrity panel or if an established panel fails to function, complaints of academic or professional misconduct shall be heard by the UJB.

- d. Complaints filed with individual Schools or Colleges shall be governed by the procedures created by those bodies. The procedures created by these Schools or Colleges shall be approved by the Chancellor or his designee.
- e. The Office of Residential Life may, in consultation with student representatives of the appropriate residential community, establish rules and regulations, in addition to this Code, to govern the conduct of students living in the University residential colleges and other housing subject to Residential Life regulations. The Office of Residential Life may impose sanctions upon students who violate such rules. Repeated violations of such rules, or serious offenses, may be referred to the Judicial Administrator for further disciplinary proceedings. The foregoing authority supplements, but does not supersede rights retained by the University in Housing contracts and leases. Nothing in this paragraph precludes further proceedings under this Code.
- f. The Director of Greek Life may, in consultation with student representatives of the Greek community, establish rules and regulations, in addition to this Code, to govern the conduct of organizations and persons who are members of the Greek community. The Director of Greek Life may impose sanctions when such rules are violated. Repeated violations of such rules or serious offenses may be referred to the Judicial Administrator for further disciplinary proceedings. The foregoing authority supplements, but does not supersede rights retained by the University in Housing contracts and leases. Nothing in this paragraph precludes further proceedings under this Code.

B. Student Decision-Making Bodies

Certain student groups have established decision-making bodies which receive and investigate all allegations of violations of their legislation, procedures, or policies. The pendency before the decision-making body of any student group of any case arising from an incident alleged to constitute a violation of this Code, shall not bar or postpone proceedings under this Code.

V. University Student Judicial Code Procedures

A. Initiation of Proceedings

1. Proceedings concerning an alleged violation of this Code are initiated with a written complaint. The complaint is a brief

- written statement describing the conduct alleged to be in violation of the Code.
2. Complaints of alleged violations of this Code may be filed against any student or student group by any member of the University community.
 3. Complaints limited to alleged academic misconduct or professional misconduct.
 - a. Complaints limited to alleged academic misconduct or professional misconduct shall be filed with the Academic Integrity Panel of the School or College in which the misconduct allegedly occurred or, where no such panel exists, with the UJB.
 - b. If a complaint involving alleged academic misconduct against an undergraduate student is filed with a School or College Academic Integrity Panel and the case is viewed as serious enough that suspension or expulsion is a possible sanction, the complaint shall be referred to the UJB for hearing. In such a case, a representative of the School or College shall prepare a statement of charges and have it served, by mail or personal service, upon the original charging party and the student charged.
 4. Complaints involving alleged offenses other than academic or professional misconduct.
 - a. Complaints alleging any offense other than academic or professional misconduct shall be filed with the Judicial Administrator.
 - b. When a complaint is filed with the Judicial Administrator, he or she shall promptly consider and investigate the complaint, notify the student or student group against whom the complaint has been filed, and give the charged student(s) an opportunity to be heard. The Judicial Administrator shall conduct meetings with the parties in an informal manner, seek to obtain relevant information, and shall render a decision promptly, in writing, and mail or hand deliver it to the charged student(s). The Judicial Administrator shall, to the extent permitted by law, inform the complainant of the decision and any sanctions.
 - c. If the Judicial Administrator determines that there are not reasonable grounds to believe that a violation of the

- Code occurred, the complaint shall be dismissed and the complainant and student or student group complained against shall be informed, in writing, of this action.
- d. If the Judicial Administrator determines that there are reasonable grounds to believe that a violation of the Code has occurred, the Judicial Administrator shall either:
 - (1) determine whether a violation of the Code has occurred and, if so, impose a sanction; or
 - (2) refer the complaint to the UJB for hearing. The Judicial Administrator shall refer to the UJB any case in which suspension or expulsion is a possible sanction and may, at his or her discretion, refer to the UJB any other case.
 - e. If the complaint is referred to the UJB the Judicial Administrator shall prepare a statement of charges, which shall include the provision(s) of the Code allegedly violated, and have it served by mail or hand delivered to the student or student group charged and the Dean of the School or College in which the student(s) is/are enrolled. The Judicial Administrator shall also furnish a copy to the charging party. A hold shall be placed on the student's academic records until disposition of the case.
- B. The pendency of any case arising from an incident alleged to constitute a violation of the Code in any municipal, state, federal court, or agency shall not bar or postpone proceedings under this Code unless (1) the Judicial Administrator elects to defer proceedings until a final resolution of the case in the court or agency system; or (2) the student has been charged with a felony offense and requests a deferral of proceedings. The request for deferral shall result in the student's immediate withdrawal from student status and removal from all University premises until the matter is heard and resolved under this Code. The student's request must precede the initiation of a hearing by the UJB. Postponement of a hearing shall not postpone a charged student's obligation to fulfill sanctions imposed by the Judicial Administrator.
- C. Organizational Procedures of the University Judicial Board
1. The UJB shall set times and places for hearings, and establish procedures not inconsistent with this Code to govern the conduct of its hearings. Hearings may be scheduled at any time, including during the summer and during University breaks.

2. No student shall be subject to more than one UJB hearing on a charge or charges resulting from any act or series of related acts alleged in violation of the Code. The UJB may consolidate all charges pending against a student at the time of hearing. Nothing in this provision shall prohibit a hearing on charges arising from acts which take place or are discovered after earlier charges are filed.
3. The UJB shall not conduct a hearing until the charged student has received the statement of charges against him or her. If the charged student fails to appear for the hearing, the UJB may postpone the hearing or, in the alternative, may conduct a hearing to determine whether a violation of the Code occurred and impose sanctions if appropriate. If the UJB decides to postpone the hearing, the UJB may decide to suspend the student from the University until the student does appear before the UJB for the hearing on the charges.
4. Prior to a UJB hearing, the Chairperson of the UJB may convene a pre-hearing conference with the parties. The student charged and the charging party each may choose (at his or her own expense) to be assisted by and accompanied to the hearing by one individual, for example, a friend, faculty member, advisor, or parent. Where the victim of alleged misconduct is not a party, but a testifying witness, he or she may be accompanied by an individual, subject to the limitations below. If the accompanying individual is an attorney, the student shall provide the attorney's name and telephone number to the Judicial Administrator at least one week before the scheduled hearing.
5. The function and role of the accompanying individual is to provide support, advice, or assistance to the person requesting his or her presence. The accompanying individual (including attorneys) shall not be permitted to testify, serve as a witness, or provide statements to the UJB. Therefore, if the individual witnessed the events at issue or has other information relevant to the proceedings, he or she shall not accompany the student. The student charged and the charging party are each responsible for stating his or her own case to the UJB.
6. A list of expected witnesses, the name and title of the accompanying individuals, and copies of any documents expected to be presented in support of the charges, or in defense of the charged party, shall be provided to the Judicial Administrator at least five (5) business days before the hearing.

Where a student includes the opinion or recommendations of medical professionals, such opinions or recommendations shall be submitted ten (10) business days prior to the hearing. A student submitting documentation from a medical professional also should submit a copy of the medical professional's curriculum vitae. If additional witnesses or documents are obtained after the submissions period described above, the hearing may be postponed at the sole discretion of the Chairperson of the UJB. A party is not obligated to call all witnesses on the list. Each party is permitted to call witnesses to rebut testimony offered by the other party. The Chairperson may recess a hearing if he or she concludes that the Board requires additional evidence or information.

7. The following persons may be present during a UJB hearing: the Chairperson of the UJB and Board members, the charged student and an accompanying individual; the charging party and an accompanying individual; witnesses and their accompanying individuals, where authorized by the Chairperson, the Judicial Administrator, and a member of the Office of the Executive Vice Chancellor and General Counsel. Witnesses and their accompanying individuals, if any, may be present only when testifying unless the Chairperson specifically requests a witness be present for any other portion of the hearing.
8. The Chairperson of the UJB may, at his or her discretion, direct any student to appear as a witness at a hearing of the UJB. The Chairperson also may call witnesses, including, but not limited to, medical experts, on his or her own initiative. The failure of a student to appear at a UJB hearing following receipt of such a directive shall subject that student to disciplinary action under this Code.
9. The procedure at a hearing before the UJB shall be as follows:
 - a. The charging party and the charged student shall have the opportunity to present statements summarizing their respective cases and the evidence to be presented.
 - b. The charging party shall present his or her evidence. The charging party may decide whether or not to testify during the hearing. The charged student and members of the UJB may question the charging party's witnesses.
 - c. The charged student shall have the opportunity to present evidence. The charged student may decide whether or

- not to testify during the hearing. The charging party and members of the UJB may question the charged student's witnesses.
- d. The charging party and the charged student shall have the opportunity to present concluding remarks.
 - e. In cases referred to the UJB by the Judicial Administrator, the Judicial Administrator may be called as a witness by the charging party or the charged student, or by the UJB itself.
 - f. In any hearing before the UJB, members of the UJB may ask questions of any participant in the hearing (including the charging party, the charged student, and any witness) at any time during the hearing, and may also recall witnesses and/or request that additional witnesses be called.
10. In cases where a student accuses another student of a violation under Section III Offense number 3 or 4, and a hearing is to be held, the charging student may elect to proceed under the following alternative procedures, which shall apply to the entire proceedings. These procedures will supersede contrary provisions in provision 9 above.
- a. The Judicial Administrator shall appoint for each party a Case Coordinator to provide support, assistance, and advice. The Case Coordinator shall be a faculty or staff member and may be a former or current member of the UJB who is not otherwise involved in the particular case. The Case Coordinator shall not be permitted to testify as a witness.
 - b. The Case Coordinator shall be responsible for calling witnesses, presenting evidence, and questioning the other party, and the witnesses on behalf of the party to whom the Case Coordinator is assigned. No party may directly question the other party or any other witness, but shall advise his or her Case Coordinator of the questions she or he wants to be put to the other party or witness.
 - c. The Chairperson shall schedule a pre-hearing conference in advance of the hearing. At that conference, parties and their Case Coordinators shall be prepared to discuss the witnesses and evidence they intend to introduce, the issues they anticipate, and any matters that may require resolution by the Chairperson. The Chairperson may, at his or her sole discretion, confer separately with the charging party

- (and his or her Case Coordinator), and the charged student (and his or her Case Coordinator).
- d. If, after all other questions have been put to a party or other witness, a party believes that there are further questions that need to be put to the other party or witness, the party may advise the Chairperson that she or he has additional questions. The Chairperson will recess the hearing and meet with the party, his or her accompanying individual, both Case Coordinators, the Judicial Administrator, and the member of the Office of the Executive Vice Chancellor and General Counsel for the limited purpose of discussing the additional questions that the party wishes to pose. The Chairperson will then resume the hearing and ask such questions at his or her sole discretion. All such discussions will be tape-recorded.
 - e. The student charged and the charging party are responsible for presenting opening statements and closing remarks to the UJB.
11. Evidence shall be considered which tends to prove or disprove the charges. Prior conduct and offenses unrelated to the charges shall not be considered in determining whether the student charged has committed the offense except in unusual circumstances. The Chairperson of the UJB shall rule on whether evidence or testimony will be considered.
 12. If the UJB concludes that the evidence presented does not warrant a finding that the student charged committed the charged offense(s), the proceedings are terminated.
 13. If the UJB concludes that the student committed the charged offense(s), or if the student charged decides to admit to the charge(s), the charging party, the charged student, and the University shall be given an opportunity to present additional evidence for consideration by the UJB in deciding what sanction(s) to impose. The additional evidence may consist of evidence of prior conduct (including prior offenses) by the charged student, evidence as to the charged student's character, the charged student's applicable University records, or any other evidence which could assist the UJB in determining an appropriate sanction. Any such additional evidence shall be presented at a hearing before the UJB conducted in accordance with the procedures set forth above.

14. A verbatim record (which may be in the form of a tape recording) shall be kept of all pre-hearings and disciplinary hearings conducted by the UJB at the expense of the University. A verbatim record may be kept of any proceedings before other panels or persons at the expense of the party charged. Deliberations of UJB hearing panels shall not be recorded. Both parties, but not the witnesses, shall have the right to review such records in the Office of the Judicial Administrator, but may not make copies. All tape recordings shall remain the property of the University and shall be destroyed upon closure of the case by the Judicial Administrator unless required by law to be maintained.

D. Decisions

1. A decisionmaker (whether the Judicial Administrator or the UJB) must find in favor of the charged student unless the decisionmaker is persuaded that it is more likely than not that the student committed the offense(s) charged. The charged student shall be afforded the benefit of the presumption of innocence.
2. If a charged student elects not to provide his or her version of events to the decisionmaker (whether the Judicial Administrator or the UJB), the decisionmaker may, but is not required to, draw adverse inferences from the student's silence.
3. In cases decided by the UJB, the following shall apply:
 - a. A majority vote of the members of the UJB participating in the case shall be required for a decision.
 - b. The Chairperson of the UJB may participate and vote.
 - c. Any decision of the UJB shall be made in writing. Copies shall be mailed or delivered to the charging party, the student charged, and other University officials with a need to know as determined by the Judicial Administrator or the Chairperson of the UJB.

VI. Sanctions

- A. Subject to the limitations described in paragraph B of this section, sanctions or combinations of sanctions, may be imposed following a determination that a violation of the Code has occurred:
 1. Warning: notice of a finding that it is more likely than not that an offense has been committed and that continuation or repetition of such violation within a specified time period will

result in more severe sanctions.

2. **Deferred Penalty and Probation:** any of the listed sanctions may be deferred by the adjudicatory body or person for a specified time period, not to exceed two (2) calendar years. Should the student, during the period of probation, be determined to have committed another violation of this Code,

the deferred penalty shall take effect, in addition to the sanction imposed for any new offense.
3. **Restitution:** reimbursement for actual damage or loss caused by the violation of the University Judicial Code, either through appropriate repairs or monetary compensation.
4. **Fine:** monetary penalty of not more than Seven Hundred and Fifty Dollars (\$750.00).
5. **Educational Remedies:** meetings with University officials or others, unpaid University or community service, or other educational assignments. These may include, but are not limited to, referrals to Student Health Services, attendance at workshops or panel discussions, letters of apology, and reflective essays. Service assignments may occur on or off campus. Conditions may be specified for the completion of the sanction. Where a violation involves drug use, the Judicial Administrator or UJB also may require the student to participate in drug screening on a scheduled or random basis. Any and all costs associated with the screening are the responsibility of the student.
6. **Disciplinary Activity Limitation:** ineligibility for participation in any or all elected and appointed positions within the University; also ineligibility for participation in all forensic, athletic, dramatic, musical, social, or other University recognized activities for a specified period of time.
7. **Denial of Access to Certain University Facilities:** exclusion from University owned or leased facilities, including housing, athletic fields, grounds, or parts of these facilities indefinitely or for a specified period of time.
8. **Temporary Removal from University Housing:** ineligibility to reside in University Housing, including off campus University owned, leased, managed, or rented apartments, for a specified period of time.
9. **Permanent Removal from University Housing:** permanent ineligibility to reside in University Housing including off

campus University owned, leased, managed, or rented apartments.

10. Suspension: removal from student status in the University for a specified period of time. This sanction will be permanently noted on a student's official transcript.
 11. Expulsion: permanent removal from student status in the University. This sanction will be permanently noted on a student's official transcript.
- B. Only the UJB or the Dean of the Graduate or Graduate Professional School may impose the sanctions of expulsion or suspension. The Judicial Administrator and the other University judicial panels may impose any of the other sanctions, except as such authority is limited by Section IV. A. 3 of this document.
- C. Academic Misconduct: if academic misconduct is determined to have occurred, the body making the determination may recommend to the faculty member responsible for the course in which academic misconduct occurred that the grade of the student involved be lowered, or no credit given. However, the final decision in any grading determination shall rest with the faculty member. The UJB may recommend this sanction in addition to any other sanctions imposed.
- D. Notification of Dean and Parents or Legal Guardians:
1. The parents or legal guardians of any student who is legally dependent upon his or her parents or legal guardians and who is suspended or expelled shall be informed of the decision of the UJB.
 2. The parents or legal guardians of any student under the age of 21 who has admitted committing or been found under this Code to have committed an offense under Section III.A.7 or III.A.8 may be notified of such violation or violations by the Office of the Dean of Students. The Office of the Dean of Students shall have discretion to determine when a violation or violations of Sections III.A.7 or III.A.8 are of sufficient severity or number to warrant notifying parents or legal guardians. Nothing contained in this section shall be construed to prohibit the University from disclosing to parents or legal guardian information relating to a health or safety emergency involving the student or as otherwise permitted by law.
 3. The Dean of the School or College in which the student is enrolled shall be informed of any UJB decision involving the

student. If the student is visiting Washington University but regularly enrolled elsewhere, notice of the outcome of any judicial matter may be provided to the student's home college or university.

4. Decisions of decision-making bodies (or persons) other than the UJB, which do not involve academic misconduct, shall be reported to the Dean of Students.
5. Student Union, the Graduate-Professional Council, and/or the sponsoring student governing body will be made aware of specific details regarding violations of the Code by a student group under its auspices at the time that the matter is resolved.

E. Failure to Comply with Sanctions

1. If a student fails to comply in a timely fashion with any of the sanctions assigned a hold may be placed on his or her University records. The hold will be removed upon full completion of the sanctions assigned.

VII. Appeals

- A. Time Limit for Appeals: any appeal authorized by the Code must be filed within fourteen (14) calendar days of the date of the written decision by the decision-making body or person. An appeal is filed when personally delivered to the appellate authority or bearing a United States Postal Service postmark or other documentary evidence of timely presentment to an independent delivery service.
- B. Appeals of UJB Decisions and Decisions of Deans of Graduate or Graduate Professional Schools to Suspend or Expel a Graduate or Graduate Professional Student:
 1. A student determined by the UJB to have violated this Code, or a graduate student, or a graduate professional student suspended or expelled by the Dean of the graduate school or graduate professional school shall, within the period of time specified by this Code, have the right to appeal to the person designated by the Chancellor to serve as the appeal officer, or his or her designee. Such appeal shall be made in writing to the appeal officer and shall be limited to grounds that a fair hearing was not provided or that the sanction imposed was excessive. The student shall also deliver a copy of the appeal to the Judicial Administrator. When such appeal is taken, the appeal officer shall not substitute his or her judgment of the facts for that of the UJB or of the Dean. The scope of the appeal officer's

review shall be limited to determining whether a fair hearing was provided and whether the sanction imposed, given all the relevant facts and circumstances, was excessive.

2. The appeal officer, if he or she grants the appeal, may order a new hearing, or may reduce or modify, but not increase, the sanctions assessed by the UJB or the Dean. The decision of the appeal officer is final.
 3. In the event of the absence or disqualification of the appeal officer, the appeal will be determined by the Chairperson of the Faculty Senate Council, or his or her designee.
 4. The University may not appeal any adverse decision of the UJB.
 5. Sanctions will be stayed pending the disposition of any appeal, except that a temporary suspension will remain in effect. If a hold has been placed on a student's records, it will remain until final disposition of the case.
- C. Appeals of Decisions of the Judicial Administrator and Academic Integrity Panels of Undergraduate Schools and Colleges:
1. Any final decision of the Judicial Administrator or an Academic Integrity Panel of an Undergraduate School or College may be appealed, in writing, to the UJB within the period of time specified by this Code. An appeal may be filed either by the charging party or the charged student(s) or student group.
 2. The Chairperson of the UJB, upon receiving an appeal, shall provide a copy of the appellant's request and supporting materials to the appellee. The Chairperson of the UJB, or his or her designee, shall not substitute his or her judgment of the facts and the scope of his or her review shall be limited to determining whether the written material submitted by the appellant in support of the appeal indicates that either no fair hearing had been provided to the appellant or that the sanction imposed, given all relevant facts and circumstances, was excessive.
 3. If the Chairperson, or his or her designee, determines that an unfair hearing has occurred, he or she shall take one of the following actions:
 - a. Remand the case to the Judicial Administrator

or Academic Integrity Panel with specific instructions to assure a fair hearing. Upon remand, the Judicial Administrator or the Academic Integrity Panel may reduce or modify, but not increase, the sanctions previously imposed.

- b. Convene a hearing of the UJB to hear the matter de novo. Should the UJB hold a hearing de novo, the hearing shall be conducted in accordance with the procedures set out in Section V.C. of this Code. The UJB may impose a sanction in excess of that imposed by the prior adjudicator.
 4. If the Chairperson, or his or her designee, determines that the sanctions were excessive, he or she may reduce or modify the sanctions previously imposed.
 5. Sanctions will be stayed pending the disposition of any appeal. If a hold has been placed on a student's records, it will remain until final disposition of the case.
 6. The decision of the UJB, or its Chairperson, shall be final in any appeal from the Judicial Administrator or Academic Integrity Panel, and no appeal to the appeal officer shall occur.
- D. Appeals of Decisions of the Office of Residential Life and the Greek Life Office:
1. Any final decision of the Office of Residential Life and the Greek Life Office may be appealed in writing to the Judicial Administrator within the period of time specified by this Code. The Judicial Administrator, or his or her designee, shall not substitute his or her judgment of the facts. The scope of his or her review shall be limited to determining whether the written material submitted by the appellant in support of the appeal indicates that either no fair hearing had been provided to the appellant or that the sanction imposed, given all the relevant facts and circumstances, was excessive.
 2. If the Judicial Administrator decides to sustain the contentions of the appellant, in whole or part, he or she shall fashion a remedy or form of relief appropriate to the facts and circumstances of the case.
 3. Sanctions will be stayed pending the disposition of any appeal; provided however, that nothing contained in this Code shall in any way impair the enforcement of the terms of the housing

contracts and leases entered into between the University and students residing in residential housing, including, but not limited to, reassignment and cancellation.

VIII. Record Retention

Subject to Section V (14), records of the University Judicial Administrator and the UJB directly related to non-academic cases heard under the University Judicial System shall be destroyed after a period of ten years from the date of final adjudication. If a student withdraws from the University prior to final adjudication, the records shall not be destroyed. Records of the University Judicial Administrator and the UJB directly related to allegations of academic misconduct or cases resulting in suspension or expulsion shall be maintained indefinitely.

IX. Report on Student Conduct

Each semester the Judicial Administrator shall prepare a Report on Student Conduct summarizing the complaints filed in the previous semester, the types of conduct involved, and the outcomes, including a description of the sanctions, if any. The Report shall be circulated to the University administrators at the discretion of the Judicial Administrator and the Vice Chancellor for Students.

X. Temporary Suspension

- A. The Chancellor, or his designees, may suspend a student for a temporary period if there is evidence that the student has committed an offense under this Code; the student has been indicted or otherwise formally charged with a crime; or there is evidence that the continued presence of the student on the University campus poses a substantial threat to himself or herself or to the ability of others to continue their normal University functions and activities.
- B. The suspending authority (the person imposing the suspension) shall limit the scope of the temporary suspension to that necessary to protect those possibly affected by the actions of the suspended student. Access to parts of University owned, leased, managed, or rented property, the campus, or to certain activities, may be limited. In cases of seriously disruptive or dangerous behavior, the suspending authority may deny the student access to the University owned or leased property, campus, and/or prohibit class attendance.
- C. If a student is suspended for a temporary period, the suspending authority shall prepare a written notice of the suspension and shall have the notice served, by mail or hand delivered, on the suspended student. The written notice shall include a brief statement of the scope

of the suspension and the reasons therefore, and a brief statement of the procedures provided in cases of temporary suspension under this Code.

- D. A student suspended for a temporary period shall be given an opportunity to appear personally before the suspending authority within five (5) business days from the date of service of the notice of temporary suspension. If the student asks to appear personally before the suspending authority, only the following issues shall be considered:
 - 1. Whether the suspending authority's information concerning the student's conduct is reliable;
 - 2. Whether under all the circumstances, there is a reasonable basis for believing that the continued presence of the student on campus poses a substantial threat to the student or to the rights of others to engage in their normal University functions and activities; and
 - 3. Whether the scope of the temporary suspension is reasonable.
- E. Within ten calendar days of the date of a temporary suspension, the suspending authority shall file a statement of charges against the suspended student with the UJB, and shall have the statement of charges served, by mail or hand delivered, upon the suspended student and the Dean of the School or College in which the student is enrolled.
- F. A temporary suspension shall end when rescinded by the suspending authority, or upon the failure of the suspending authority to file a statement of charges within a reasonable time or, if not rescinded and if a statement of charges is promptly filed, when the case is heard and decided by the UJB.

XI. Amendment of the Code

The amendment process may be initiated by any member of the campus community, the Student Union, the Graduate-Professional Council, the Faculty Senate Council, or any faculty, staff or student group by the submission of proposed changes to the Office of the Dean of Students. The Assistant Vice Chancellor for Students and Dean of Students, or his or her designee, shall promptly distribute copies of the proposed changes to the Office of the General Counsel, Student Union, the Graduate-Professional Council, and the Faculty Senate Council for adoption or rejection. Review of the Code shall be initiated by the Office of the Dean of Students no less than every three years.

XII. Titles and Successors

Because the titles, positions, or groups stated in this Code may change, the functions or responsibilities assigned by this Code shall be performed by persons or groups that assume the functions of the positions or groups stated in this Code.

Effective July 1, 2008

Policy Governing Alcohol Service at Events Sponsored by Graduate Student Organizations

Philosophy on Alcohol Service at Washington University in St. Louis

The Washington University in St. Louis Drug and Alcohol Policy affords recognized student groups the privilege of serving alcohol at certain events. As adults, students are expected to know and abide by all applicable state and federal laws and University policies and procedures. Ultimately, students are responsible for their own behavior; however, if a student group provides alcohol as part of their event they share in the responsibility to provide a safe environment for all attendees. If your group has questions, contact the Dean of your School or the Office of the Graduate School of Arts & Sciences.

Any on or off campus event sponsored by a recognized graduate-professional student group (registered by ProGradS or recognized by one of the eight Schools) must comply with the Drug and Alcohol Policy of Washington University in St. Louis if it involves alcohol. This Policy is available online at: <http://www.wustl.edu/policies/drugandalcohol.html>. Any on-campus event involving alcohol must have a recognized Sponsoring Group.

Distribution Of Alcohol

In compliance with Missouri's Liquor Control Law,¹ alcohol must be served in a controlled manner and not freely accessible. No one who is under the age of 21 or visibly intoxicated may be served. Alcohol must not leave the confines of the event.

Options Regarding Serving Alcohol

- a. Third Party Vendor – Student Groups may contract with a third-party vendor, such as Bon Appetit, to acquire and serve alcohol. The third party vendor uses its own liquor license and provides bartenders.
- b. Group Purchases the Alcohol- Student Group members may order, set up, and control distribution of the alcohol at the event independently in compliance with this Policy. See Responsible Contact section. Some University common spaces require a third party vendor; check Guidelines in advance with the appropriate reserving office, Hilltop [Danforth] Events Services, or School Dean's Office.

Location

Student Groups should check in advance with Hilltop [Danforth] Events Services, School Dean's office, or the appropriate reserving office for specific location guidelines. When alcohol is permitted, the space must be secured (or roped off as is necessary for outdoor locations) to ensure that proper admittance and alcohol distribution can be regulated easily and effectively.

Advertising

Alcohol may be mentioned or implied in campus advertising of the event to graduate students, using conventional phrases such as "happy hour," "beer & pizza," "wine and cheese," etc. But alcohol may not be the primary focus of an event. Events open to the general public and/or advertised off campus are not permitted to include alcohol.

Security

School Deans or the ProGradS Chair or their designees must be notified at least one week in advance of the event. At the discretion of Dean or Dean's designee, University Police may be notified, and private security guards may be required, to assist with safety of participants and security of facility, when total attendance involves more than 100 students. The cost of private security guards is the responsibility of the sponsoring Student Group. The guards or designated Group members are required to verify the age of each participant with identification that lists date of birth. If the event is held outside, or in an unsecured area, distinct identification (such as wristband or stamp) is required to identify attendees 21 years and over; this is to ensure that those passing through an event do not receive alcohol.

Responsible Contacts

At least one person (preferably two) from the Sponsoring Group must be designated as the Responsible Contact(s) for the event. Responsible contacts should not consume alcohol immediately prior to or during the event. The Contacts are responsible for overseeing and ensuring the safety of the event, the distribution of alcohol, and the implementation of this Policy. Contacts are to introduce themselves to the University Police as well as any security guards and serve as the point persons with these agencies. Responsible Contacts, with the assistance of University Police and security guards as needed, must be able to shut down an event if this policy is not being implemented effectively or if other problems arise.

Food and Beverages

Food must be provided at all events where alcohol is served. Among the food there should be non-salty options readily available, free and displayed in an attractive manner. Non-alcoholic beverages also should be readily available and free. Water should be one of the non-alcoholic beverages provided. The food and non-alcoholic beverages should be replenished several times throughout the program so that they are constantly available.

Sanctions

The Sponsoring Group will be held accountable for any and all violations of this Policy. Sanctions for a violation may include, but are not limited to, loss of space reservation privileges, loss of University student group registration, or other sanctions pursuant to the University Judicial Code (www.wustl.edu/policies/judicial.html#V).

Addendum

There may be more specific guidelines and restrictions for the use of specific spaces on both Hilltop [Danforth] and Medical Campuses. Be sure to check in advance with the appropriate space reserving office. Contact Events Services (third floor of Mallinckrodt; 314-935-5234) for an updated list of contacts on the Hilltop [Danforth] Campus (partial list attached).

1 “Missouri’s Liquor Control Law makes it illegal for a person under the age of twenty-one years to purchase, attempt to purchase, or possess any intoxicating liquor. Section 311.325 RSMo. Violation of this provision can subject one to a fine between \$50 and \$1000 and/or imprisonment for a maximum term of one year. County and municipality ordinances contain similar prohibitions and sanctions.” To review specific provisions of applicable ordinances and statutes, contact the Office of the General Counsel (314-935-5152). Washington University Policies and Procedures, Drug and Alcohol Policy: www.wustl.edu/policies/drugandalcohol.html -- Section III B.

Policy approved by the University Council 1/26/04: effective immediately.

(This policy was also reviewed and approved by Professional and Graduate Student Coordinating Committee; the Deans and graduate student associations of the eight Graduate Schools; an ad hoc committee of the Professional and Graduate Student Coordinating Committee drafted the original proposal 2002-2003.)

<http://www.prograds.wustl.edu/alcoholservice.html>

Additional University Policies and Procedures

The following is a partial list of University Policies. Check the website for the most current version of University Policies and Procedures. <http://wustl.edu/policies>

- Policy on Sexual Harrassment
 - Policy on Discriminatory Harrassment
 - Policy on Consensual Faculty-Student Relationships
 - Computing Policies
 - Intellectual Property & Research; Research Integrity
 - Faculty
 - Students
 - Staff
 - Use of University Space & Facilities
 - Health & Safety
 - Equal Opportunity, Non-Discrimination
-

Commencement & Ph.D. Hooding Ceremony

Washington University confers degrees three times a year: August, December, and May. Commencement occurs in May in the Brookings Quadrangle on the Danforth Campus, and involves all the Schools of the University. Degree recipients process in their academic robes in the presence of 10,000+ guests.

Later that day, each graduate and professional school has a recognition ceremony for its own degree recipients. Those earning the Ph.D. are hooded by their faculty mentors at the Graduate School's Hooding Ceremony. Ph.D. graduates in Business, Engineering, and Social Work are hooded at their Schools' recognition ceremonies. This hooding is symbolic of leaving student status to join the community of scholars. It is a day to celebrate your achievement of the highest degree awarded: the Ph.D.

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Graduate Student Handbook

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Your comments and suggestions on this and future handbooks would be appreciated. berland@wustl.edu

Front Cover:

Photo courtesy of Mary Butkus/WUSTL

University Motto:

Per Veritatem Vis

“Strength Through Truth”

Important Phone Numbers

On-Campus

EMERGENCY & University Police

Danforth Campus	314-935-5555
Medical Campus	314-362-HELP (4357)
Emergency & Disaster	http://emergency.wustl.edu

University Information & Directory Assistance	314-935-5000
Lost & Found (University Police)	314-935-5234
Escort/Personal Safety	
Danforth Campus	314-935-5555
Medical Campus	314-362-2698
Graduate School of Arts & Sciences	314-935-6880
Health & Counseling Services	
Danforth Campus	314-935-6666
Medical Campus	314-362-3523
Disability Resource Center	314-935-5970
Office of International Students	314-935-5910
Libraries, Circulation	314-935-5420
Sexual Assault and Rape Action Hotline (SARAH)	314-935-8080
Transportation & Parking	
Danforth Campus	314-935-4140
Medical Campus	314-362-6824

Off-Campus

EMERGENCY	911
St. Louis County Police	314-889-2341
St. Louis City Police	313-444-5555

Voter Registration

City	314-622-4336
County	314-615-1800
Department of Motor Vehicles	
City, City Hall Office	314-622-4231
County, Clayton Office	314-863-5331