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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, 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
About The Graduate School

Washington University in St. Louis

Washington University in St. Louis is a private research university dedicated to challenging faculty and students from more than 120 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; 560 Music Center in University City, and Tyson Research Center, southwest of St. Louis.

The current student population numbers approximately 14,000 students. Nearly half are graduate and professional students enrolled in Washington University’s seven graduate and professional schools:

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

The largest of the seven 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 wustl.edu/about/facts
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 over 50 programs leading to the Ph.D. and in 19 programs leading to various master’s degrees. For a complete listing, visit graduateschool.wustl.edu/degrees_offered.

The Graduate School works closely with the Olin Business School, 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:

- Joint Master of Social Work / Master of Arts in Jewish Studies
- Joint Master of Business Administration / Master of Arts in East Asian Studies
- Joint Juris Doctor / Master of Arts in East Asian Studies
- Master’s Program for Medical Students (M.D./A.M. in Biology & Biomedical Sciences)
- Medical Scientist Training Program (M.D./Ph.D. in various disciplines)
- Doctor of Physical Therapy / Doctor of Philosophy in Movement Science

The Graduate School 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 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.

The Graduate School was awarded a grant by the Council of Graduate Schools for the national Ph.D. Completion Project.

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
graduateschool.wustl.edu

There are two office locations:

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<tr>
<th>The Main Office</th>
<th>Liberman Graduate Center</th>
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<tr>
<td>Cupples II, Suite 204</td>
<td>Danforth University Center, 300</td>
</tr>
<tr>
<td>314-935-6880</td>
<td>314-935-3923</td>
</tr>
<tr>
<td>FAX: 314-935-4887</td>
<td>FAX: 314-935-3929</td>
</tr>
<tr>
<td>Campus Box 1187</td>
<td>Campus Box 1186</td>
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Calendars

Graduate School Deadlines and Events:
http://graduateschool.wustl.edu/events

Academic University Calendar:
http://studentrecords.wustl.edu/AcadCalendar

Graduate Student Group Events and other Programs of Interest:
http://gpc.wustl.edu/events

Liberman Graduate Center Events:
gradcenter.wustl.edu
New Student Information

New Student Checklist
Your Department as First Stop
Mentoring
Student ID Card
WUSTL KEY
Registration
WebSTAC
Change of Student Status
Payroll Direct Deposit
Tax Information
The Liberman 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

Before You Arrive
- International Graduate Students: visit the Office for International Students and Scholars website.
- Places to live: Most Graduate students live off campus in privately or university owned apartments. A good place to start your research is with Quadrangle Housing, for Washington University owned properties, or the university Apartment Referral Services, an online listing for privately-owned apartments. Check with the landlord to find out whether you are responsible for setting up and paying for your own utilities in rentals.
- Create your WUSTL KEY and Activate your GO WUSTL email account.

Upon Arrival on Campus
- International Students: check in with the Office for International Students and Scholars.
- Check in with your Department: introduce yourself to the departmental assistant, get keys, card access to your buildings and office.
- Meet with your academic advisor
- Attend your departmental orientation.
- Attend the Graduate School-wide Orientation.
- Complete your online registration and update your local address on WebSTAC.
- Complete Payroll Information forms and return to your department.
- Obtain Student ID Card.
- Become acquainted with your program’s health care services and health fee subsidies and coverage requirements for graduate students.
- Register for your UPass, the Washington University Metro Universal rail and bus pass program. (There is no charge to students for this service; requires Student ID and Registration.)
- Get a campus parking permit if you have a car and plan to park on campus. Parking on campus with no permit will result in a ticket and fine (even on the first day!)
Settling In

- Stop by The Liberman Graduate Center, Room 300, Danforth University Center -- designed for graduate and professional students to meet, study, socialize and work collaboratively across the seven graduate and professional schools of the university. Stop in to check out the New Student Information Zone, enjoy coffee, meet other graduate students, and check your email.

- Contact the peer mentor(s) and senior graduate students in your department to get helpful tips on your department’s Peer Mentoring Program.

- Settle into your apartment. You are strongly encouraged to take photos of the condition of your apartment before moving in and to consider purchasing renter’s insurance.

- Contact utilities providers (if you are responsible for your own utilities):
  - Gas: Laclede Gas 314-621-6960
  - Electric: Ameren Missouri 800-552-7583.

Other utilities such as telephone, internet, cable/satellite have multiple providers. Please talk to your landlord about your options.

- Open a local bank account. For your convenience, Bank of America operates a full-service banking facility on campus.

- Remember to change your address with the post office, financial institutions, credit cards, and magazines. Make sure to use your local apartment address, and not a University Box number for all of your personal mail.

- Remember to change your voter registration if you plan to vote in Missouri.

Transfer car registration/license to Missouri within a month of your arrival or you will face penalty fines. Be sure your car insurance reflects the change. Missouri requires state inspection, proof of insurance and may also require a vehicle emissions test.

Thanks to the Washington University Graduate Student Senate and colleagues at 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 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 & 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 at gss.wustl.edu/mentor.

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 and advance your academic and professional goals.

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 at n.p.pope@wustl.edu.
Student ID Card

Registered students are issued a 6-digit ID number (SIS Number) and a student ID card. All Washington University students should carry their WU Student ID card whenever they are on campus.

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 buses and MetroLink with UPass
- Purchase items on Campus Card Account (Bear Bucks)

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

The Campus Card Services office, located on the first floor of Preston M. Green Hall, Suite 1158, provides all university ID’s for students. Campus Card Services will also provide customer service for the Bear Bucks program. Office hours for Campus Card Services are Monday-Friday, 8:30 a.m. to 5:00 p.m. and the main telephone number is 314-935-8800.

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 cards be physically displayed).
WUSTL KEY

WUSTL CONNECT is your personal authentication credential for accessing many University online applications. This is a two-factor authentication credential, a login ID and a password. Referred to as your WUSTL KEY, this credential consists of a self-selected login ID and password.

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 prompted to create your WUSTL KEY.

Once you have created your WUSTL KEY, your Student ID and temporary password combination will no longer be accepted.

Registration

All currently enrolled students may register during controlled registration periods. You will receive a listserv e-mail with specific dates of online 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 each 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 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 the University Registrar at studentrecords@wustl.edu, 314-935-5959.
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 (Cupples II, Suite 204); 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 Liberman 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. 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 or visit gradcenter.wustl.edu.)
Health Services

Danforth Campus
• Habif Health and Wellness Center
• Student Health Insurance
• Medical Services
• Mental Health Services
• Health Promotion Services
• Sexual Assault and Community Health Services

Medical Campus
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.

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 shs.wustl.edu.

There may be optional insurance coverage programs available for 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 website for exact dates.

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

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 students address their personal concerns and assist with finding optimal outcomes. 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).

Full-time students are eligible for 16 visits per year with no cost for the first eight. Call 314-935-6695 to arrange your first appointment.

**Health Promotion Services**
Health Promotion Services provides students with educational programs, services, and resources designed to help them balance the opportunities and pressures of graduate and professional school, and to achieve their academic potential. Popular topics include stress, sleep, anxiety, depression, alcohol/tobacco/other drugs, sexual health, and nutrition. Appointments are available with a Registered Dietitian. Visit [shs.wustl.edu](http://shs.wustl.edu) or call 314-935-6666.
Sexual Assault and Community Health Services

Kim Webb, Assistant Director
Office Location: Student Health Services
Dardick House/South 40
314-935-8761
kim_webb@wustl.edu
shs.wustl.edu

Washington University has an office devoted to the support of victims of sexual assault, as well as friends, and families who are affected by such tragic events. Kim Webb is the Assistant Director for Sexual Assault and Community Health Services. She is available to consult with WU students who have experienced sexual assault, past or present; offer support; and facilitate appropriate referrals, such as to mental health services, the Office of Judicial Programs, and safe housing. In addition, this office will also focus efforts on violence education and prevention.

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
wusmhealth.wustl.edu

Students who are enrolled in Ph.D. programs on the medical campus participate in the medical campus student health services. 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, Allergists, Ophthalmology, Physical Therapy, OB/Gyn care, and Specialist Referral
- 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, Dependants
- Emergency Care Benefits
- After-hour Phone Coverage
- Hospitalization
- Maternity
• Prescription Drug Coverage
• Claim Submission
• Long-Term Disability Coverage
• The Program of Audiology and Communication Sciences (PACS)
• Movement Science
• Rehabilitation and Participation Science
• 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.

The goal of the Student Health Service is to deliver efficient, accessible, high-quality medical care, without undue financial burden, in order to prevent and treat health problems that may interfere with a student’s educational and professional goals while attending WUSM.
Financial Information

University Monetary Support
Washington University fully supports its Ph.D. students for 4-6 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 at graduateschool.wustl.edu/forms.

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 the withholding amounts are “in the ballpark.” If you are receiving a fellowship from the university, no taxes should be withheld (except for certain international students) and you will have to file quarterly Estimated Tax Returns with the IRS and the State of Missouri.

For more information on fellowship stipend estimated tax payments visit the University Tax Office website at tax.wustl.edu Path: Students, Tax Issues for Fellowship Stipend Recipients.

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, or Missouri Income Tax Information call 314-877-0177. Visit their websites for forms and to see if you are eligible to file online. 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.
Financial Information

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. Depending on your country of residence, visa status and time in the United States, federal taxes may be withheld from your stipend payment. You are responsible for state estimated tax payments. Go to the Office of International Students and Scholars with your questions.

Loans
Loans are processed in The Graduate School Office in Cupples II, Suite 204. 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 mappingyourfuture.org.

Federal Student Loans
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 no later than April 1. 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 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. You may request a complete loan packet by contacting Amy Gassel via email at agassel@wustl.edu.

**Loan Repayment**

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 School Office, Cupples II, Suite 204, Monday through Friday, 9:00 a.m.-5:00 p.m.
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, postdocs, and students in your department; also, search external grants and fellowships databases. Information on searching is available on the Graduate School’s website at graduateschool.wustl.edu/current_students/grant-opportunities.

Students winning external funding should provide their department and the Graduate School office with a copy of their award notification.

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, and DAAD, and has limited knowledge of other fellowship opportunities. For all grants that have a WU process (Fulbright US Student Program, DAAD, and, with adequate notice, Fulbright-Hays), you may receive feedback on draft proposals, guidance on how to strengthen your submission, support with the general application, and the opportunity to read proposals that were successful in previous competitions. The IAS website has contacts and other information: http://ias.wustl.edu/funding-opportunities

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.

Please note that the eBill, like a paper bill, does not change once it is generated. You must view your accounts to see transactions after the eBill date.
Bank of America operates a full-service banking facility that provides a check-cashing facility for all University students, faculty and staff. The Bank and ATM are located adjacent to the West Entrance of Mallinckrodt Center. The ATM takes cards with the following logos: Visa, Plus, MasterCard, Cirrus, American Express, Discover, Maestro, Honor and Star.
Campus Safety & Security

Danforth Campus
Medical Campus
Emergency-Disaster Preparedness

EMERGENCY CONTACTS

Danforth Campus Police
314-935-5555
police.wustl.edu

Medical Campus Protective Services
314-362-HELP(4357)
wusmproserv.wustl.edu/facilities/facility.nsf

Emergency-Disaster: emergency.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). Our website also includes two University-produced videos with helpful tips about on campus and off campus safety and security.

**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 200 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 Mark Glenn at 314-935-5084

**Bicycle Registration**
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.

The Washington University Police Department recommends you use a “U”-lock, such as those manufactured by Kryptonite®. Through a unique arrangement, WUPD offers Kryptonite® bike locks for $20. To purchase a bicycle lock, please respond in person to the campus police department on the South 40. Lock purchases are available 24 hours-a-day.

**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 an item is stolen.
The Club Program
For added motor vehicle security, the WUPD offers “The Club” at a significantly discounted rate of $10. To purchase The Club, please visit the campus police department on the South 40. Club purchases are available 24 hours-a-day.

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. For a free whistle, please visit the campus police department on the South 40. Whistles are available 24 hours-a-day.

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 8:00 p.m. to 2:00 a.m. all over the Danforth Campus during the school year for members of the university community.

Campus2 Home
The Campus2Home shuttle will provide a safe ride home for those living in four designated areas off campus — Skinker-DeBaliviere, Loop South, South of campus and North of The Loop — from 6:00 p.m.-4:00 a.m. seven days a week. The shuttle leaves from both the Mallinckrodt Center and the Brooking Drive steps and takes passengers directly to the front doors of their buildings. For more information, call Parking & Transportation Services at 314-935-4140.

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 314-935-5555 (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 Alerts**

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.

**Crime Reports**

The WUPD makes available on its website a Media Log that lists the date, time, location, and description of criminal incidents that occur on campus.

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**Medical Campus**

**Medical Campus Protective Services**

4526 Children’s Place  
314-362-HELP (314-362-4357)  
wusmproserv.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 WUSM Transportation Services/Protective Services Customer Service Center in the Becker Medical Library Lobby at 660 S. Euclid Avenue, Monday through Friday, 9:00 a.m.-3:00 p.m.

**Guaranteed Ride Home Program**
Protective Services assists in administering the RideFinders Guaranteed Ride Home (GRH) Service from the Dispatch Center by calling 314 362-4357 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 Services. 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 contact Protective Services at 314-362-4357 or you may also telephone the Campus Crime Line to make an anonymous oral report by dialing 314-362-0381, press 1.
Emergency-Disaster Preparedness

*Know “WHERE TO GO” in an emergency!*

*[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.

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**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: *[acadinfo.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, MetroLink (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 8:30 a.m., and the last request for service is taken at 5:20 p.m.

**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. 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 7:00 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.

TripPlanner
If you need help planning your trip within the St. Louis Metropolitan area by MetroLink, check out TripPlanner, 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 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 entertainment 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. parking.wustl.edu/metro.htm

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

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. wecar.com

Campus2Home Shuttle
The Campus2Home shuttle will provide a safe ride home for those living in four designated areas off campus—Skinker-DeBaliviere, Loop South, North of The Loop and Just South of the Campus. The Shuttle will leave Mallinkckrodt every 30 minutes, at the top and bottom of every hour during operating hours and stop next at the Brookings Drive steps. During the school year the shuttle will run from 7:00 p.m.- 4:00 a.m.; time will adjust for holidays, breaks and summer. For more information please read flyers posted in each shuttle or call 314-935-5601.

Medical Campus

Transportation Customer Service Center
660 S. Euclid Avenue Lobby
314-362-6824
medfacilities.wustl.edu

The School of Medicine has a variety of options available for graduate students to get to and from campus, including carpooling and vanpooling. The UPass 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. Metered 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. parking.wustl.edu/reciprocity.htm
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 $475-1100; for two-bedrooms, $654-1300, and three-bedrooms, $842-1700. 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
offcampushousing.wustl.edu

As of 2012, there are over 150 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; select floor plans are available to view online. Basic cable and internet services are included in the rent for some of the apartments as the result of an arrangement between Quadrangle Housing and Charter Communications.
Living in the Community

University Off-Campus Housing Office
University Apartment Referral Service (ARS)
700 Rosedale Ave. (North Campus)
314-935-5092
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.

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. 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.

Religious Resources

Interfaith Campus Ministries Association
The Washington University Interfaith Campus Ministries Association (IFCMA) provides a means for recognized professional religious leaders to serve as a resource for the university community and to facilitate and encourage interfaith dialogue and interaction. IFCMA is a central location for referral to pastoral counseling. For interested students who would like to participate in a faith community, the IFCMA can provide a list of religious organizations and their locations, several of which are within walking distance from campus.

To learn more about the Washington University Interfaith Campus Ministries Association please email Rev. Leslie Limbaugh, secretary of the association, at limbaugh@third-baptist.org.
Living in the Community

City Transportation

Airport
Lambert Airport is owned and operated by the City of St. Louis and is located 11 miles northwest of downtown St. Louis along I-70 between I-170 and I-270 in St. Louis County. Lambert Airport is easily accessible both to and from Washington University via the Metrolink. www.flystl.com

Vehicle 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.

7638 Forsyth Blvd; Clayton, MO 63105; 314-863-5331.
See the MO Department of Revenue website for more information. www.dor.mo.gov

Public Transportation

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, Civic 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 website. 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 website. parking.wustl.edu/metro.htm

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**St. Louis Maps**

gatewayguide.com
metrostlouis.org

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 the name and contact information of private attorneys who specialize in the area that you are seeking assistance. An initial 30 minute consultation with an attorney is guaranteed at a substantially reduced or 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.

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.
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 their school that may advance their research or professional goals. A University tuition agreement signed by all the deans of the university’s graduate and professional schools fosters interdisciplinary study across the schools and allows enrollment in classes outside the student’s home school. 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 have the approval of their faculty advisor or administrative officer to take a course outside their home school.

- Courses will be open to students outside the discipline only if the students have met the required prerequisites, have the approval from their department, and the course instructor agrees to admit such students.

- Finally, courses in the evening divisions, including University College, and its Summer School, are not part of this agreement, and courses requiring individualized instruction and/or additional fees (such as independent studies or individual music lessons) are also excluded.
Graduate Certificates

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

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

Graduate certificates are open to students in Ph.D. programs at Washington University. They require 15 semester hours, six of which should also be counted toward the requirement of 72 semester hours for the Ph.D. Interested students must fill out an application for admission to a certificate program and receive the approval of their degree program’s chair, the certificate program’s director, and the dean of the Graduate School. The application form is posted on the Graduate School’s website. Tuition remission is usually available for the additional semester hours required to complete a certificate program; however, earning a certificate does not increase a student’s expected time to degree or amount of stipend support. Tuition remission will be awarded for only one graduate certificate.

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.

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<th>Requirement</th>
<th>Enhancement (Optional)</th>
<th>Advanced For-credit (Optional)</th>
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<td><strong>Department Teaching Requirement</strong></td>
<td><strong>Teaching Citation</strong></td>
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<tr>
<td>• Discipline-specific</td>
<td>• Graduate School-wide opportunity for graduate students to enhance their teaching knowledge and skills (see detailed description, below)</td>
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<tr>
<td>• Varies by department</td>
<td>• Requirements:</td>
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<td>• Includes TA assignment</td>
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<td><strong>Graduate School-Wide Teaching Requirement for Ph.D. Students</strong></td>
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<td>• Effective beginning with doctoral students entering Fall 2004</td>
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<td>• Requirement of training, teaching and evaluation</td>
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<td><strong>For more information see your department’s Implementation Plan</strong></td>
<td><strong>Graduate Certificates</strong></td>
<td>• Examples of existing certificates:</td>
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<td>• Advanced discipline-specific training</td>
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<td></td>
<td>• For-credit program with course requirements (generally 15 credit units)</td>
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<td>• Examples of existing certificates:</td>
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<td>- Language Instruction</td>
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<td>- Learning Sciences</td>
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<td></td>
<td>• New certificates require approval by Graduate Council</td>
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For more information, see teachingcenter.wustl.edu, under “Graduate Students”
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 and record each completed activity with the appropriate approval signature and date on the Teaching Citation registration checklist form (available on The Teaching Center website 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. Consultation generally takes place during the first semester of the student’s second year in a Ph.D. program.

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
The Speaking Studio
Computing

Washington University Libraries

The Washington University Libraries, library.wustl.edu, house more than 4.4 million books, journals, and government documents, 3.5 million microforms, and 126,000+ audiovisual titles. The John M. Olin Library serves as the main library on campus with collections in social sciences, humanities, and engineering. Twelve total libraries support the university, 10 of which are located on the Danforth Campus. Find out more at library.wustl.edu/m/map/html and library.wustl.edu/libraries.html.

Selection of Services for Graduate Students
library.wustl.edu/services/gradstudent.html

- Graduate quiet study rooms
- Lockable bookshelves
- Off-campus access to library resources
- Subject librarian(s) dedicated to your field(s) of study
- One-on-one research assistance
- Research Guides pointing you to resources in your discipline

Other Areas of Interest

Access to Information Resources

The Libraries’ website offers an organized approach to a wide variety of print and online resources. Of note are the catalogs of the Washington University Libraries, the MOBIUS consortium of libraries including over 60 Missouri academic and public institutions and WorldCat, a catalog of materials available worldwide.

Circulation: Check-out and Return Services

Graduate students may check out library items from any Washington University library. Some loan policies vary among departmental libraries. In Olin Library, graduate students may borrow Washington University books for 60 days, videos for 7 days, bound periodicals for 3 days, and unbound periodicals for 24 hours. MOBIUS books are due in 21 days, with
a limit of 2 renewals. Renewals on Washington University and MOBIUS items are possible, as long as the items have not been requested by another patron. Through the “My Catalog” tab on the library catalog website at catalog.wustl.edu/search, you can log in with your WUSTL KEY to see when your items are due, renew items, check the status of your requests, and cancel holds. You may return items at any Washington University library and in the book return bins on Throop Drive and the South 40. For assistance, please contact the Olin Library Circulation Unit at circ@wumail.wustl.edu or 314-935-5420.

**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’ website or by using the ILL link in the WorldCat catalog. There is no charge to students for interlibrary loan and document delivery services. For assistance, please contact the Olin Library Interlibrary Loan Office at ill@wumail.wustl.edu or 314-935-5442.

**Arc: Library Technology Center**

The Arc, located on Level A of Olin Library, provides spaces to explore library resources alongside technologies for teaching, learning, and research. Software for productivity, creativity, and data analysis are available. Library classes and events are hosted in reservable spaces designed for hands-on technology instruction and presentations. For more information on services and hours call 314-935-4137 or visit 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 both in and 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: Creating Targeted CVs and Resumes; Positions Beyond the Academy for PhDs; Networking or Not Working; Interviewing & Negotiation.
Graduate Career Strategist

Advising for graduate students and postdoctoral appointees is led by Arlene Taich, Ph.D. For a schedule of services and online resources, visit careercenter.wustl.edu. To set up 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.

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.

The Teaching Center

The Teaching Center at Washington University fosters teaching excellence by integrating pedagogy, scholarship on teaching and learning, and classroom design. Located in 105 Eads Hall, The Teaching Center provides a wide range of programs and services to help graduate students improve their effectiveness as teaching assistants (TAs) and to build their teaching expertise in preparation for future teaching as Ph.Ds. These programs and services include:

- Workshops and seminars on teaching (more information below).
- Professional-development programs, such as The Teaching Citation and WU-CIRTL.
- Individual consultations on topics related to specific teaching strategies and methods—such as increasing student participation or delivering a lecture—and on professional-development topics—such as writing a teaching philosophy statement and applying for faculty positions.
- Feedback on teaching (offered via a review of video-recorded classroom teaching).
- Online resources at teachingcenter.wustl.edu. These resources include handouts on effective teaching strategies, teaching videos featuring award-winning WU faculty, and information about research that can help you build your teaching knowledge and expertise.
• Classroom support, including training on the multimedia available in university-managed classrooms.

Information about all Teaching Center programs, services, and resources may be found at teachingcenter.wustl.edu, or by contacting The Teaching Center at 314-935-6810.

Teaching Workshops and Seminars

The Teaching Center provides workshops and seminars for graduate students. These workshops are often co-sponsored by departments and student groups. Regular offerings include the following:

• **TA-Training Workshops** introduce graduate-student Teaching Assistants (TAs) to effective teaching practices. These introductory-level workshops are designed to be most useful when taken prior to or during the first semesters of teaching as a TA. Topics include *Teaching a Discussion or Laboratory Subsection* and *Who’s In Charge Here? Managing a Classroom and Responding to Common Problems*. Graduate students enrolled in departments that require their participation in these workshops have priority to register.

• **Teaching and Professional Development Workshops**, co-sponsored by the Graduate Student Senate (GSS), provide instruction in advanced-level pedagogical topics that are relevant to graduate students who are teaching, or preparing to teach, their own courses—whether at Washington University or in future faculty positions. Topics include *Designing a Course, Incorporating Active Learning*, and *Writing a Teaching Philosophy Statement*.

• **Introduction to STEM Pedagogies Workshops** are open to Washington University graduate students and postdoctoral fellows in Science, Technology, Engineering, and Mathematics (STEM). These advanced-level workshops on teaching in STEM are supported, in part, by a grant from Howard Hughes Medical Institute (HHMI). Topics include specific pedagogical methods such as *Peer-Led Team Learning and Process-Oriented Guided-Inquiry Learning*, as well as *Increasing Diversity and Improving Learning in STEM*.

• **Introduction to Blackboard and Teaching with Technology Workshops** focus on a “pedagogy first” approach to integrating technology into teaching and learning. These workshops are led by graduate students appointed as Liberman Fellows, with training and supervision by The Teaching Center (See Liberman Fellowships).
• The Summer Seminar Series on Writing a Teaching Philosophy Statement is a six-week program for advanced graduate students. This program combines instruction on writing a Teaching Philosophy Statement with participation in small, multi-disciplinary peer-review writing groups.

Professional-Development Programs on Teaching

The Teaching Citation: Open to All Ph.D. Students

The Teaching Citation is a program designed to help Washington University Ph.D. students develop teaching experience and expertise in preparation for future faculty positions. This program is co-administered by The Teaching Center and The Graduate School of Arts & Sciences.

To earn the Teaching Citation, graduate students must complete requirements including participating in workshops on pedagogy, teaching for 3 semesters (observed and evaluated by faculty or The Teaching Center), and writing a teaching philosophy statement. Each requirement includes additional criteria that make a consultation with The Teaching Center essential. This consultation should ideally occur within the first or second year of graduate study. For more information about the Teaching Citation program, including how to schedule an initial Citation consultation, please go to teachingcenter.wustl.edu/teaching-citation.

The Washington University CIRTL (WU-CIRTL) Program: Open to Graduate Students and Postdoctoral Appointees in STEM

The WU-CIRTL program for preparing future faculty (graduate students and postdoctoral appointees) in Science, Technology, Engineering, and Mathematics (STEM) includes workshops as well as Teaching-as-Research courses and internships. This program has been developed as the central component of the university’s membership in a network of 25 universities dedicated to improving teaching and learning in STEM. The network is a product of the NSF-supported Center for Integrating Research, Teaching, and Learning (CIRTL). The WU-CIRTL program is offered through collaboration by The Teaching Center and STEM departments, as well as the Office of Postdoctoral Affairs and the Center for Integrative Research on Cognition, Learning, and Education (CIRCLE).

Participation in the WU-CIRTL program may begin with attendance at one or two events, or extend to multi-year participation at one of four levels: Member, Fellow, Practitioner, or Scholar. All levels include participation in The Teaching Center’s Introduction to STEM Pedagogies Workshops, as well as other professional-development opportunities, offered at Washington University and through online opportunities at www.cirtl.net/.
Participation at the Practitioner and Scholar levels includes taking a Teaching-as-Research (TAR) course and designing a TAR project. Participation as a Scholar includes completing a Washington University STEM Teaching-as-Research (WU-STAR) internship. WU-STAR interns implement a TAR project in a course, with mentoring and supervision by The Teaching Center and a faculty member. For more information, please see teachingcenter.wustl.edu/wucirtl.

**The Liberman Fellowship on Teaching with Technology: Open to Arts & Sciences Ph.D. Students**

The Liberman Fellowship is a unique opportunity for Arts & Sciences graduate students to learn about, implement, and refine effective teaching methods and to develop expertise in pedagogically effective uses of technology, including Blackboard. With supervision from The Teaching Center, the Liberman Fellows annually develop and deliver workshops on teaching with technology. These workshops include *Using the Blackboard Learning Management System* and *Teaching with Technology*. Fellowship applications are solicited each spring semester for annual fellowship appointments that begin in May and continue through the following April. Fellowship responsibilities are concentrated in the summer. For more information, please see teachingcenter.wustl.edu/liberman-fellowship.

**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. We help with student papers, theses, dissertations, cover letters and more. Students who come to The Writing Center can receive support at any stage of the writing process.

Tutors listen to student concerns, read written drafts, and then provide constructive criticism and encouragement, helping students to strengthen and clarify their ideas through the process of revision. While tutors do not proofread, they will identify patterns of errors in grammar, usage, and punctuation. By looking at a few example sentences, tutors will help students learn how to identify and revise these errors. Graduate students will be paired with one of our senior tutors, who are adjuncts or graduate students with advanced degrees and years of experience teaching writing.

Students are seen mainly by appointment, but walk-ins will be accepted as the schedule allows. In the Spring and Fall semesters, The Writing Center is open Sunday through Thursday, 11:00 a.m. to 9:00 p.m., and Friday, 11:00 a.m. to 5:00 p.m., 314-935-4981; writingcenter.wustl.edu.
The Speaking Studio

The Speaking Studio offers free public speaking help to all graduate students currently enrolled at Washington University. A service of The Writing Center, The Speaking Studio can help students with in-class projects, conference presentations, job talks and more. Students can receive assistance at any stage of the speaking process, from developing ideas to organizing a speaking outline.

In addition, students can practice their presentations, and receive help on connecting with the audience and clarifying ideas. If they wish, students can even have a presentation video recorded and review it with one of our tutors. We will help students with strengthening their message and improving their speaking style: including making eye contact; varying vocal tone, pace, and volume; and moving and gesturing effectively.

The Speaking Studio operates by appointment, which can be made by stopping by The Writing Center in Eads Hall, Room 111, or by calling 314-935-4981; writingcenter.wustl.edu/speaking.

Arts & Sciences Computing Center

Located in the lower level of Eads Hall, A&S Computing has lab Consultants to help with general computing and printing questions. ArtSci Tech Support is housed in Eads 008 and is available Monday through Thursday, 10:00 a.m.to 7:00 p.m., and Fridays 10:00 a.m.to 5:00 p.m. computing.artsci.wustl.edu, or call 314-935-8077.

Open Lab

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

Humanities Digital Workshop (HDW)

The HDW hosts an Open Lab in the lower level of Eads Hall, Room 007. This lab contains 4 Macs and 4 Pcs. The lab specializes in media editing and production.

Grad Lab

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; computing.artsci.wustl.edu.
Social Sciences Lab
Located in Seigle Hall 012 this lab provides general computing needs for students, and includes a moderate amount of specialized analysis software. SSC also offers an advanced statistical computing lab for Graduate Students within the Social Sciences. Please see website for a list of available software and hours. 314-935-5866; computing.artsci.wustl.edu/ssc.

Student Email (including Graduate Students)
Degree seeking students at Washington University in St. Louis are eligible for a free email account on the go.wustl.edu system. Email accounts are automatically granted based on enrollment information, and can be accessed by going to the website. Login using your WUSTL KEY credentials.

Student Printing
All computing labs and classrooms offer methods of printing via the PaperCut print charging system. Specific information on rates, availability, and use can be found at computing.artsci.wustl.edu/printing.
Campus Miscellany

Arts on Campus
Assembly Lecture Series
Athletic Complex
Campus Stores
Center for the Humanities
Community Service Office
Copy Center
Danforth University Center
Dining
Liberman Graduate Center
Mailing & Shipping
Skandalaris Center for Entrepreneurial Studies
Telephone Directory
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 website for more information or call the Box Office at 314-935-6543. 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 (PAD) 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 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. 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 website music.wustl.edu.
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

[www.samfoxschool.wustl.edu](http://www.samfoxschool.wustl.edu)

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. [kemperartmuseum.wustl.edu](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 annual exhibit has included a variety of media, including painting, sculpture, photography, printmaking, digital media, collage, video installations, and architectural models by 60+ students from the seven graduate schools of the university. 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
Since 1953, the Washington University Assembly Series has brought some of the most important voices in contemporary society to campus. The programs, which cover a broad range of topics designed to complement the university’s curriculum, are free and open to the public.

Faculty and students may submit recommendations for speakers to the Assembly Series Committee at [assemblyseries.wustl.edu](http://assemblyseries.wustl.edu) or by calling 314-935-4620.
Athletic Complex

Washington University students, faculty and staff, with a validated picture ID are eligible to use the Athletic Complex. All full-time students, full-time faculty and staff, as well as professors emeriti and retired staff, are not charged for this privilege. Other eligible users such as families of full-time faculty and staff, part-time students, spouses of day school students, summer session participants and alumni, 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 and fee structure visit the Athletic Complex website at bearsports.wustl.edu/Facilities/Pages/AthleticComplex.aspx.

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 or visit intramuralsports.wustl.edu.

Fitness Programs and Services on the Danforth Campus

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

Stores on Danforth Campus

Campus Bookstore

Located on the ground level of Mallinckrodt Center, 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. Located on the South 40, 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

Find fresh pastries, breads, Einstein bagels and Starbucks 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 and preservation of humanistic thinking and the pursuit of letters as essential activities in the intellectual, political and artistic life of this university, the community it serves, and the world. 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 three publications are Belles Lettres: a semi-annual literary review, The Figure in the Carpet featuring a monthly St. Louis Literary Calendar and “Markings.” Since April 2006, the Center for the Humanities has added a Blog supplement to its array of publications. The supplement serves as an informal outlet for the Center to publish various interesting pieces of writing. Feel free to submit responses to these pieces at 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 150 the Community Service Office offers a variety of resources to help you get involved. 314-935-5599, communityservice.wustl.edu

Community Service E-Newsletter - Graduate and Professional Student Edition

This bi-monthly email newsletter announces community service opportunities on campus and in the community that are of specific relevance to graduate and professional students. Sign up online at communityservice.wustl.edu/csconnection.

Graduate & Professional Student Advisory Council (GPAC)

This board consists of faculty, staff and student representatives from each of the graduate/professional schools to help facilitate community service efforts for graduate and professional students from all schools and programs. Email the Community Service Office to get involved or to connect with your school’s representatives.

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 CSO to schedule a meeting.
Resources for Graduate Students

This handout is a great place to start if you are interested in getting involved in service at WU. It highlights university-wide community service events, key contacts, and resources available to fund community service initiatives. View this online at communityservice.wustl.edu/volunteers.

St. Louis Non-Profit Agency Database

The Community Service Office website features a searchable database of over 300 non-profit agencies seeking volunteers. Find the database online at communityservice.wustl.edu/stlagencies.

Copy Center

The Mallinckrodt Center has a FedEx Office located inside the Campus Bookstore. 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 314-862-2173 or email usa5030@Fedex.com.

- Semester Hours: 9:00 a.m. - 5:00 p.m.  Monday - Friday
- Summer Hours: 9:00 a.m. - 4:00 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
- Ibby’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)
- 2 public showers for those who commute to school by bike or who exercise between classes or on breaks
- 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

danforthuniversitycenter.wustl.edu
Dining on the Danforth Campus

Information about hours, menus, meal plans: diningservices.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 Bear Bucks (Campus Card Account).

*Café Bergson*

Café Bergson 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 online 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 Liberman 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**

*Subway*

Located on the first floor of Mallinckrodt Center, Subway offers fresh sub sandwiches, salads and more. Sandwiches include a variety of breads baked fresh daily

**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 Bear Bucks.

**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.

Lopata Hall Gallery (lower level)

Stanley’s
Housed in Lopata Hall, Stanley’s serves up fresh made to order wraps, sandwiches, salads, combo meals and more. Stanley’s also features coffee drinks, freshly baked pastries, desserts and cookies. Spread the word and meet your friends in the new café and enjoy a bright open space, perfect for studying or hanging out with a friend!

Steinberg Hall

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

Simon Hall (Olin Business School)

Einstein Bros. Bagels
Specials include signature coffee, pizza bagels, salads and sandwiches. Located on the ground floor of Simon Hall.

Anheuser Busch Hall (Law School)

The Law School Café
A variety of food options are available. Bear Bucks 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 and Millbrook Market
The Coffee Connection features a variety of baked goods & Kaldi’s Coffee. The Millbrook Market is a campus convenience store with a unique selection of items, as well as pre-made sandwiches, snacks, milk, etc.
The South 40

**Bear’s Den**

Dining Services’ newest facility is among the finest in the nation. Locally inspired food meets globally inspired menus with extended hours sure to meet all of your dining needs. Breakfast, lunch and dinner options feature authentic recipes and fresh fare. Includes Grizzly Grill, WUrld Fusion, Ciao Down, L’Chaim, OSOGood!, and Sizzle & Stir

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**“Bear Bucks“**

(Campus Card Account and Graduate Student Meal Plan)

The Bear Bucks Account is a cashless system offering economical and convenient access to both the Graduate Student Meal Plan and campus spending account through the use of your WU ID card.

The Graduate Student Meal Plan may be used for tax-exempt, on-campus dining at WU Dining Services locations. Bear Bucks may be used at the Campus Bookstore, Medical School Bookstore, more than 70 vending machines, print stations, and more on-campus locations. Bear Bucks can also be used at select off-campus businesses. To view a current list of merchants accepting Bear Bucks, visit our website at [card.wustl.edu](http://card.wustl.edu).

Enroll in the Bear Bucks program through your WebSTAC account. For questions and concerns, please contact Campus Card Services at 314-935-8800 or [campuscard@wustl.edu](mailto:campuscard@wustl.edu).
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 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. 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 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 Café
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.

4480 Deli
Located in the Clayton Building.

Hours of operation vary based on venue and location.
The Liberman Graduate Center

**Danforth University Center 300**
314-935-3923
gradcenter@wustl.edu

The Liberman Graduate Center is a unique space where graduate and professional students across the seven 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+ 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. The Graduate Center houses university-wide graduate student groups. The Center staff provides mentoring and support to these groups for the development of interdisciplinary programming and graduate student community.

For more information, contact Associate Dean Elaine Berland, Founding Director, or Rachel Pepe, Center Manager. To reserve for meetings, receptions or for other events for graduate students, contact Miranda Portwine, Logistics Coordinator at 314-935-3923.
Mailing and Shipping

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.

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Inside the Danforth Campus Bookstore, there is a fully functioning FedEx Office. For more information call 314-862-2173 or email usa5030@Fedex.com.

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Skandalaris Center for Entrepreneurial Studies

The Skandalaris Center for Entrepreneurial Studies, located in Simon Hall Room 100, gives graduate students the opportunity to have several types of entrepreneurial experiences. The Center coordinates curricular and co-curricular opportunities on campus and with the St. Louis community. Each semester the Center publishes a directory of the more than 70 entrepreneurship courses across campus, which is available online at their website, 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 ideabounce.com, and at IdeaBounce® co-curricular public events, you can meet others who help move your idea forward. Over $200K in startup funding is available through the Olin Cup or the YouthBridge Social Entrepreneurship and Innovation Competitions.

Students may also join one or more student organizations, which are described at sc.wustl.edu/StudentOrganizations/Pages/default.aspx.

For an overview of programs and activities go to sc.wustl.edu or call 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. 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 for International Students & Scholars (OISS) 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
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. graduateschool.wustl.edu/policies-and-guides.
Referrals & Resources

Child and Elder Care
The Child Day Care Association (CDCA) provides Resource and Referral Services to guide faculty and staff members through the process of securing reliable child care, as well as to assist families with the evaluation of elder care options. Resource and Referral Services strives to help employees understand state regulations, accurately compare costs and services, reduce research time, and ensure that all options are considered.

Care options for children of all ages and abilities are offered, including child care centers and family child care homes, nursery schools, before- and after-school programs, programs for children with special needs, and summer and back-up care.

CDCA specialists are available to provide telephone consultations regarding elder care issues, including caring for older relatives in your home, the aging process, Medicare/Medicaid questions, and legal and financial considerations for senior citizens, among other topics. Additionally, specialists are able to advise University employees regarding care options outside the home, including housing options for elders, long-term care options, and community resources for meals, transportation, adult day care, etc.

To contact CDCA, please call 314-531-1412 or 1-800-467-CDCA (2322) or visit childcarestl.org.

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.

WU Family Learning Center
North Campus
840 Rosedale Avenue, University City, MO 63112
314-935-KIDS (5437)
wustl.edu/childcare

Managed by Bright Horizons Family Solutions, the WU Family Learning Center serves the children of parents and legal guardians of current University faculty, academic and non-academic staff for whom WUSTL is the primary employer, and the children of full-time graduate and professional students. Bright Horizons Family Solutions manages more than 700 child care and early education centers, including approximately 30 higher education clients.
Informed by the research of early childhood experts, the approach of this center is child- and play-centered. Family involvement is invited, and tailored to the needs of individual children at their own developmental level, and includes attention to social connection, physical movement, music, art, and language.

For additional information, please contact Ann Bingham, Washington University Family Learning Center Director, at 314-935-5437, or annbingham@wustl.edu

**The Washington University Nursery School**
Danforth Campus (Northwest corner)
6926 Forest Park Parkway, Building 2, St. Louis, MO, 63130; 314-935-6689 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 a.m. - 11:45 a.m.) or an afternoon session (12:30 p.m. - 3:15 p.m.), and older children can attend a full day session (9:00 a.m. – 3:15 p.m.) 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 childcare, 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
www.uccc.org

This is a daycare center for children ages 6 weeks to 6 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 tuition 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.

**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. [shs.wustl.edu](http://shs.wustl.edu).

**Dual Career Resource**
*Higher Education Recruitment Consortium*
[stlrherc.org](http://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 Initiatives
Chancellor’s Graduate Fellowship Program
Olin Fellowship Program
Disability Resources
Lesbian, Gay, Bisexual, Transgender
Graduate Student Groups

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 race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information.

University Initiatives

Washington University in St. Louis has made a commitment to diversifying our community. To foster that goal the Office of the Provost, under the leadership of Vice Provost Adrienne D. Davis, the William M. Van Cleve Professor of Law, maintains a webpage that connects to a variety of University and external resources relating to diversity: provost.wustl.edu/diversity.

In the Graduate School of Arts & Sciences, Associate Dean Rafia Zafar directs specific graduate-level diversity initiatives, including the Chancellor’s Graduate Fellowship Program. In addition, Dean Zafar coordinates the university’s selection of future Bouchet Graduate Honor Society members as well as supporting the recruitment and retention of a diverse graduate student cohort. She can be reached at zafar@wustl.edu.
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. Chancellor’s Fellows pursue degrees in a variety of disciplines and 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. 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 cgfp.wustl.edu.

Olin Fellowship Program
The Mr. & Mrs. Spencer T. Olin Fellowship Program for Women supports female students who are applying to the highest degree in their fields. Olin Fellows include professional-school students as well as Ph.D. students across the disciplines. Preference is given to applicants in fields in which women are currently under-represented. There are ten events for the Fellows every year, including a conference open to the entire university community. Over three hundred women have won Olin Fellowships, and many of the graduates continue to interact with current students in the Program. To learn more about the Olin Fellowship, please visit the website olinfellowship.wustl.edu.

Disability Resources
Disability Resources (DR), which is part of Washington University’s Cornerstone: Center for Advanced Learning, is the university’s official resource for students with disabilities and suspected disabilities. DR assists students with disabilities and those with suspected disabilities by providing guidance and accommodations to ensure equal access to our campus, physically and academically. Washington University makes every effort to ensure that all students can take full advantage of the courses, programs, activities and opportunities that our University offers. Students who are registered with us and receive accommodations are protected under the Americans with Disabilities Act (ADA). Staff members welcome the opportunity to consult with students, faculty and staff on student disability issues. Our office is located in Cornerstone in Gregg Residence Hall on the South 40. For those seeking more detailed information, please consult our website, cornerstone.wustl.edu, and click on Disability Resources or call us at 314-935-5970.
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 for LGBT Student Involvement and Leadership**

Campus Box 1059  
Washington University in St. Louis  
St. Louis, MO 63130-4899  
lgbt.wustl.edu and getinvolved.wustl.edu/LGBT/Pages/default.aspx  
314-935-8029

The coordinator for LGBT Student Involvement and Leadership works with students, faculty, and staff to create a welcoming and supportive environment for all members of the campus community. Through social programming, student group advising, individual mentoring, leadership development, and campus trainings, the coordinator supports the vibrant LGBT community on campus.

**LGBT.WUSTL.EDU**

An online clearinghouse for events, resources, and organizations with an LGBT focus. Visitors can sign up for the electronic OUTThere newsletter. The website also offers contact information for LGBT graduate student organizations.

**OUTGRADS (University-wide)**

OUTgrads is an 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 our communities, and facilitating community involvement by our membership. Our organization is open to any member of the Washington University community. outgrads.wustl.edu
Diversity Information

OUTGRADS Coming Out Group
Figuring out who you are is a life-long process. Likewise, coming out and becoming comfortable with your sexuality and gender identity is a life-long, recurrent process. OUTgrads (a Washington University LGBTQ graduate organization) hosts a group discussions for graduate students, to create a safe and inclusive environment among peers to discuss any difficulties these processes might be presenting in your life. Please see our website for contact information at outgrads.wustl.edu.

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. law.wustl.edu/organizations/outlaw

OUTLOOK (George Warren Brown School of Social Work)
Outlook is the Brown School of Social Work’s lesbian, gay, bisexual, transgender, and ally student group. We host social and educational events focusing on inclusion of the LGBT community and their allies.

LGBT Health Interest Group (School of Medicine)
LGBT Health Interest Group is of Washington University medical students dedicated to addressing the health care needs of lesbian, gay, bisexual, and transgender patients and physicians. lgbthealth.wustl.edu

Graduate Student Groups
Related University-wide graduate student groups include:

- Black Graduate Council
- BioEntrepreneurship Core
- Chinese Students and Scholars Association
- Graduate Association of Latin American Students
- International Student Association for Career Development and Networking
- Korean Graduate Student Association
- OutGrads
- ProSPER: WU Graduate Students Promoting Science, Policy, and Research
- Taiwanese Graduate Student Association
- UMANG (Indian Graduate Student Association)

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

For most recent list of graduate student groups, please visit gradcenter.wustl.edu
Graduate Student Governance & Groups

Graduate Student Governance
• Graduate School-wide
  Graduate Student Senate (GSS)
• University-wide
  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 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

gss.wustl.edu

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 by Washington University with support from the Woodrow Wilson National Fellowship Foundation and the Responsive Ph.D. Initiative universities.
Constituted in Spring 1993 and organized during 1993-94, the GPC is the Washington University multidisciplinary student group that represents 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 online calendar and weekly listserv to communicate programs of interest to the graduate student community.

GPC sponsors annual signature events such the GPC All-School New Student Welcome; Holiday and Spring Socials; a variety of cultural, social, community service and sporting events; and opportunities to showcase graduate student work, such as the Graduate Research Symposium and the Graduate Student Art Exhibition.

**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 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.
Graduate Student Groups

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 website offers a multitude of resources for students. 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. [nagps.org](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. [prograds.wustl.edu](http://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 Representatives on the Washington University Board of Trustees. Applications are available at the beginning of the Spring semester. trusteegradrep.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
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.
Graduate Student Groups

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.

Special Interest Groups

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. dbbs.wustl.edu

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 created to pursue cultural education, networking and mentoring, GALAS organizes events designed to promote integration and diversity.

dbbs.wustl.edu Path: Graduate Students, Diversity, Diverse Community of Scholars
Young Scientist Program (YSP)
The Young Scientist Program is 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.

ysp.wustl.edu

University-wide Graduate Student Groups
For a current list of graduate student groups, please visit gradcenter.wustl.edu.

BioEntrepreneurship Core (BEC)
BEC serves as a resource for graduate-professional students interested in bioentrepreneurship and the life science industry by providing career development and mentoring opportunities and organizing seminars and events.

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 Chinese students and Scholars 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.

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.
Korean Graduate Student Association (KGSA)
KGSA aims to maintain 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.

ProSPER: WU Graduate Students Promoting Science, Policy, Education, and Research
ProSPER aims to facilitate student exploration of the relationships between science and policy by creating opportunities that span a range of member interests, including science advocacy, inter-professional communication, and increasing scientist participation in public policy.

Taiwanese Graduate Student Association (TGSA)
The TGSA organizes cultural and social events to support its membership and encourage the interaction, cooperation, and goodwill in and among all organizations of Washington University in St. Louis.

Umang: Indian Graduate Students Association
Umang provides a forum for close interaction among people of Indian origin at WU, and aims to promote awareness of Indian culture among the university community.
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 on the websites listed below. The following is a partial list of policies and procedures relevant to graduate students in Arts & Sciences at Washington University.

**Graduate School of Arts & Sciences Policies**

- Graduate School of Arts & Sciences Academic and Professional 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 at graduateschool.wustl.edu/policies-and-guides

**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 wustl.edu/policies
Graduate School Policies

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

PREAMBLE

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

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

I. INTRODUCTION

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

The integrity code governing all teachers, scholars, and researchers is severe. Even a single allegation of impropriety, unless refuted to the satisfaction of peers, can tarnish a reputation and block career development. An egregious violation could abruptly end a career in disgrace. Ignorance of the rules of academic conduct is normally not regarded as a mitigating factor.
Washington University promotes the highest standards in academic scholarship. The Graduate School of Arts and Sciences, in providing a springboard for its students into careers in scholarship and research, does not tolerate any form of laxity in academic integrity. Term papers, seminar presentations, laboratory experiments, homework problems, and examinations, to say nothing of published work, conference papers, and theses or dissertations, must be regarded as training grounds not only in the acquisition of knowledge but in scholarly ethics. No instance of proven academic dishonesty can be ignored, even if the offender claims to be unaware that his or her actions constitute an offense. The sole difference between the academic integrity code for graduate students and that for professionals is that student offenses are generally not publicly aired and that students may be permitted to continue their training if their transgressions are considered relatively minor or are considered to be adequately mitigated by circumstances. Findings of flagrant exhibitions of willful academic dishonesty, however, must result in expulsion from the Graduate School.

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

II. OFFENSES WHICH CONSTITUTE VIOLATIONS OF ACADEMIC AND PROFESSIONAL INTEGRITY

A. ACADEMIC INTEGRITY VIOLATIONS

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

I. Plagiarism and other misappropriation of the work of another

Plagiarism is the willful or unintentional act of using, without proper acknowledgement, another person’s or persons’ words, ideas, results, methods, opinions, or concepts. It does not matter whether the appropriated information is published or unpublished; academic or nonacademic in content; or in the public or private domain. The act of claiming as one’s own work any intellectual material created by another or others is wrong and will be treated by the Graduate School of Arts and Sciences as a serious violation of academic integrity.
To avoid plagiarism, students are expected to be attentive to proper methods of documentation and acknowledgement. To avoid even the suspicion of plagiarism, a student must always:

a. Enclose every quotation in quotation marks, and acknowledge its source.

b. Cite the source of every summary, paraphrase, abstraction or adaptation of material originally prepared by another person, and any factual data that is not considered common knowledge. Include the name of author, title of work, publication information, and page reference.

c. Acknowledge material obtained from lectures, interviews, or other oral communication by citing the source (name of the speaker, the occasion, the place, and the date).

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

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

2. Cheating

The use of deceit in the classroom or in the construction of materials related to the academic process is unacceptable. Such offenses include but are not restricted to copying someone else’s answers during an examination or using or providing unapproved materials for an examination.

3. Copying Or Collaborating On Assignments Without Permission

When a student submits work with his/her name on it, this is a written statement that credit for the work belongs to that student alone. If the work was a product of collaboration, each student is expected to clearly acknowledge in writing all persons who contributed to the work. If the instructor allows group work in some circumstances but not others, it is the student’s responsibility to understand the degree of acceptable collaboration for each assignment, and to ask for clarification if necessary.
To avoid cheating or unauthorized collaboration, a student should never:

a. Use, copy or paraphrase the results of another person’s work and represent that work as his/her own, regardless of the circumstances.

b. Refer to, study from, or copy archival files (e.g. old tests, homework, or back files) that were not approved by the instructor.

c. Copy another’s work or permit another student to copy his/her work.

d. Submit work as a collaborative effort if he/she did not contribute a fair share of the effort.

4. Fabrication or Falsification of Documents, Data or Records

It is dishonest to fabricate, falsify or otherwise provide misleading data or other material presented in research papers, projects, publications, assignments and in any other academic and professional circumstances; to fabricate source material in a bibliography or “works cited” list; or to provide false information on a résumé or other document in connection with academic and professional efforts.

Examples of falsification include:

a. Altering information on any exam or class assignment being submitted for a re-grade.

b. Altering, omitting, or inventing data to submit as one’s own findings. This includes copying data from another student to present as one’s own; modifying data in a write-up; and providing data to another student to submit as his/her own.

c. Improper adjustment or revision of data, gross negligence in collecting or analyzing data, deceptive selective reporting of data, or the deceptive omission of conflicting data.

d. Publication of information that will knowingly mislead or deceive readers

e. Failure to give proper credit to collaborators, including joint authorship, if appropriate or identification of persons as authors who have not contributed to the work

5. Research Misconduct

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

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

7. Abuse of Confidentiality

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

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

Under no circumstances is it acceptable for a student to:

- a. Submit the same work, or essentially the same work, for more than one course without explicitly obtaining permission from all instructors. A student must disclose when a paper or project builds on work completed earlier in his/her academic career.

- b. Request an academic benefit based on false information or deception. This includes requesting an extension of time, a better grade, or a recommendation from an instructor.

- c. Misrepresentation of experience or ability. This includes providing false information concerning academic achievement or background in an area of study. For example, falsely reporting the substance of an internship, omitting transcripts or other academic information on an application for admission or other University records.

- d. Steal, deface, or damage academic facilities or materials.

- e. Collaborate with other students planning or engaging in any form of academic or professional misconduct.

- f. Submit any academic work under someone else’s name other than his/her own. This includes but is not limited to sitting for another person’s exam; both parties will be held responsible.

- g. Publish or attempt to publish collaborative works without the permission of the other participants.

- h. In addition, any offense defined as academic misconduct within the Washington University Student Judicial Code may also constitute a violation of this policy.
B. PROFESSIONAL INTEGRITY VIOLATIONS

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

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

1. State and Federal Laws: Graduate students, like all members of the University community, are expected to abide by all State and Federal laws.

2. Relevant University-Wide Policy Statements: Graduate students are responsible for being familiar with and are held accountable to the standards that are identified in University-wide policy statements and that apply to them, including but not limited to the University’s Policy Against Sexual Harassment, Policy Against Discriminatory Harassment, the Non-Discrimination Statement, and the University Student Judicial Code, which can be found at www.wustl.edu/policies.

3. Discipline-Specific Professional Standards of Conduct or Code of Ethics: Graduate students are expected to meet professional standards of conduct associated with their own disciplines and/or professions as articulated in formal codes of ethics. Such formal codes can include but are not limited to codes of professional conduct or statements on professional behavior that have been adopted by the student’s department, program, school or college, as well as codes of ethics published by professional associations.

4. Additional Forms of Professional Misconduct: In addition, graduate students can be held accountable for the following professionally relevant behaviors, which may or may not be identified as violations in other formal codes of
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conduct relevant to the student. With respect to the following behaviors, the appropriate academic leadership (e.g., dean or department chair), in consultation with department faculty, serves as the authority for whether a specific student behavior warrants review under this policy.

a. Misrepresentation of one’s credentials or status, or failure to correct others’ inaccuracies or misrepresentation of one’s credentials. This includes professional experience, paid or unpaid, including positions held; and relevant timeframes and dates (e.g., the timeframe in which a professional position was held, or the date on which a degree was earned).

b. Unethical consulting activity, including misrepresentation of one’s status, credentials, or level of expertise to secure a consulting assignment; and knowingly taking on a consulting assignment without the necessary knowledge or expertise. (Consultation should only be provided by individuals who have demonstrated knowledge, expertise, and competence related to the consultation. To avoid problems in this regard, graduate students are strongly encouraged to seek the advice of their faculty advisors or other appropriate members of the faculty before taking on a consulting assignment.)

c. Unethical professional practice based on conflict of interest. This includes engaging in unethical professional behaviors to promote, benefit or protect one’s self, family, friends, or business colleagues; and exploiting personal knowledge about an individual (e.g., personal life as well as political and religious views).

d. Failure to protect confidential records, in accordance with relevant professional standards.

e. Abuse of the peer review process. This includes the following:
   • simultaneous submission of a manuscript to more than one journal without approval from the respective editors
   • submission of previously published material without clarifying the extent of the previously published material to the editor
   • submitting a manuscript without the permission/agreement of all authors
   • judging a peer’s work on other than professional grounds,
   • serving as a peer reviewer despite conflict of interest (e.g., having a personal relationship with the author) or otherwise being knowingly unable to judge the merits of scholarly work without prejudice
   • trying to unduly influence a colleague’s review of one’s own work
f. Other fraudulent behavior. This includes actions, taken individually or with other people that the appropriate dean believes to call into question the student’s ability to ethically and competently join the profession. Specific examples include knowingly providing false information in one’s professional role, embezzling funds, and misusing department or school resources.

g. Aiding or abetting professional misconduct. Aiding or abetting any individual in the violation of any of the categories of professional misconduct outlined above shall itself be considered misconduct.

h. Attempted professional misconduct. An attempt to commit professional misconduct may be treated as seriously as the completed act.

i. Misrepresentation, abuse, or other seriously improper conduct in relation to instructors, students, colleagues, research subjects, clients, or other members of the University community.

j. Participation in illegal activities, substance abuse, or other misconduct or misrepresentations in violation of University policies and procedures or State or Federal laws.

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

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

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

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

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

1. Filing a Complaint: Formal complaints of academic or professional integrity violations must be filed in writing with the Associate Dean of the Graduate School of Arts and Sciences (“Associate Dean”) by a faculty member, member of the administration or another student. All available substantiating evidence shall be submitted with the formal complaint. If the charging party seeks to subsequently withdraw the formal complaint, the Associate Dean may decide to proceed with the complaint in order to preserve the interests of the Graduate School.

2. Confidentiality: Individuals submitting information regarding such allegations or participating in any manner in the investigation or disciplinary process are reminded of the need for confidentiality regarding all matters of the alleged misconduct.

3. Further Investigation by Associate Dean: The Associate Dean will consider the merits of the complaint and whether it appears to warrant further investigation. The Associate Dean may take further action, as necessary, to investigate the allegations, including consultation with the accused student’s program director, advisor or other relevant faculty members, the charging party, witnesses, or other University administrators if appropriate.

4. Unless it is determined by the Associate Dean that extraordinary circumstances exist, the student will be permitted during the review process to attend class so long as the student does not pose a threat to himself/herself or others.

5. Consultation with Judicial Administrator: The Associate Dean shall determine, and may consult with the University’s Judicial Administrator in making such a determination, whether the alleged conduct, if true, could constitute misconduct under the Judicial Code. If the Associate Dean determines that the alleged misconduct constitutes misconduct under the Judicial Code, the Associate Dean may refer the matter to the University’s Judicial Administrator.

6. Enrollment in Dual-Degree Programs or a GSAS Program Home-Based in another School: If a graduate student in the Graduate School of Arts and Sciences is enrolled in a GSAS program home-based in another School or is enrolled in a Dual Degree Program, the Associate Dean may advise appropriate officials from all Schools involved. The Washington University Provost / Executive Vice Chancellor for Academic Affairs will also be informed, and asked to determine whether additional proceedings are required, or whether any should take precedence over the Graduate School’s proceedings.
7. Research Integrity Policy: When the alleged violation of academic integrity occurs during the conduct of research, the Washington University Research Integrity Policy may take precedence. The Dean of the Graduate School of Arts & Sciences, the Research Integrity Officer, and the Vice Chancellor for Research, or their designees, will confer to make this determination and advise the Graduate School Associate Dean. Copies of this policy may be obtained from the Research Office and online at: http://www.wustl.edu/policies/research.html.

8. Notice to Accused Student: If the complaint warrants further investigation, the Associate Dean will notify the accused student of the alleged infraction, discuss the allegations, and review the hearing process, including the student’s options to reply to the complaint.

9. Admission of Violation: Should the accused student agree with the facts presented in the complaint and furthermore agree that he or she has committed a violation of academic integrity, the student may admit to the violation, thus waiving his or her right to a hearing, and agree to abide by disciplinary penalties imposed by the Dean of the Graduate School. In every other instance however, the complaint will be forwarded to the Academic Integrity Hearing Committee for further investigation and hearing.

10. Refusal to participate or respond: If the accused student refuses to respond to the charges or refuses to participate in the proceeding, the Associate Dean and/or the Academic Integrity Hearing Committee may interpret the accused student’s lack of response or participation as an admission of the charges, and the Associate Dean and/or the Academic Integrity Hearing Committee may immediately proceed to impose sanctions against the accused student in accordance with this Policy.

11. The record of the review, including Hearing Proceedings if any, will be held confidentially in accordance with the law and University policy, with access restricted to the Associate Dean, Hearing Committee members, the student accused, and members of the WU Administration involved in the proceedings or on appeal.

12. The Associate Dean, Hearing Committee if any, and Dean of the Graduate School may consider additional evidence of prior conduct, evidence as to the charged student’s character, the student’s academic record, or any other evidence which could assist in determining an appropriate sanction.

13. Composition of Academic and Professional Integrity Hearing Committee
   a. Chair of the Academic and Professional Integrity Hearing Committee: The Chair of the Graduate Council Executive Committee will serve as Chair of the Academic and Professional Integrity Hearing Committee (“Chair”).
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b. Appointed Members: The Academic and Professional Integrity Hearing Committee is composed of 4 members of the Graduate Council Executive Committee (two student and two faculty members) selected by the Chair. The Executive Committee is elected each year by the Graduate Council.

c. Ex-officio Members: At the discretion of the Chair, membership may include, in ex officio capacity, the Associate Dean of GSAS, a representative of the Student Health Services, or an official from the graduate student’s program if the student is home-based in another School. In addition, the Office of General Counsel may be present during a hearing to advise the Committee.

d. Recusal from participation and voting: A voting member of the Committee should declare any potential conflicts of interest to the Committee, and the remaining Committee members will determine whether the member should be recused from discussion and voting.

14. Hearing Process

a. The Chair of the Academic and Professional Integrity Hearing Committee will convene a hearing where the accused student and the charging party will present evidence.

b. Each party must present his or her case.

c. Each party may be assisted by no more than two aides. These aides may be experts in the pertinent academic areas.

d. In addition, the Committee may call witnesses at the suggestion of the accused student or the charging party.

e. Upon notification of the hearing date, the accused student and the charging party will be issued advance notice of procedural rules governing the proceeding.

15. A list of expected aides, suggested witnesses, the name and title of accompanying individual, and copies of any documents expected to be presented, either in support of the complaint or in defense of the student charged, shall be provided to the Associate Dean no less than five (5) business days prior to the Committee meeting. Upon request and unless otherwise agreed upon, the student will have access to the documents to be presented no less than two (2) business days in advance of the meeting.

16. The student may present evidence on his or her behalf, subject to reasonable limitations as to amount, scope, and format, as determined by the Chair of the Committee.

17. The Chair of the Committee will rule on whether or not specific evidence or testimony will be considered. The Committee has neither the advantages nor limitations inherent in a court of law.
18. The decision as to whether the student committed the alleged misconduct will be made solely on the basis of evidence and testimony presented at the meeting. Innocence of the student will be presumed. A Committee member must find in favor of the student unless the member is persuaded that it is more likely than not that the student engaged in the misconduct alleged.

19. The person who has submitted the complaint of misconduct may not serve as a member of Committee. He or she will be asked to present the complaint and information regarding the allegations and will then be excused.

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

21. Recommendation for sanctions: Should the Committee find the accused student to have committed an integrity violation, it will proceed to recommend appropriate disciplinary action to the Dean of the Graduate School. Such action will be drawn from a range of established penalties which could include, but are not restricted to, the assignment of a failing grade, the revocation of a fellowship or assistantship, or a recommendation for suspension or expulsion from the Graduate School of Arts and Sciences.

22. Review by Dean of Graduate School: The Dean of the Graduate School will review the Committee’s findings and recommendations. In the instance of a finding that the accused student committed an integrity violation, the Dean will decide the appropriate penalty. The decision of the Dean is final with respect to all penalties except suspension or expulsion. The decision and other pertinent information will be communicated in writing to the accused student and charging party, as well as to the chair of the Academic Integrity Hearing Committee. Other individuals who serve in an administrative or advisory capacity will also be informed, on a “need to know” basis in compliance with FERPA regulations.

23. Appeal: Students found guilty of an integrity breach which results in suspension or expulsion by the Dean have 14 days from issuance of the Dean’s letter to file a written appeal with the Provost / Executive Vice Chancellor for Academic Affairs. The appeal must be limited to the grounds that a fair hearing was not provided, or that the sanction imposed was excessive. Such written appeal must clearly state the grounds for the appeal and must include all supporting information which the student desires to be considered as part of the appeal. Upon appeal, the decision of Provost / Executive Vice Chancellor for Academic Affairs is final.

April 19, 2012
Revision Approved by the Graduate Council
Student Grievance Procedures

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

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

All complaints regarding academic integrity should be addressed to an Associate Dean of the Graduate School of Arts & Sciences; see the Academic and Professional Integrity Policy on the Graduate School’s website at graduateschool.wustl.edu/files/graduate/AcademicIntegrity.pdf.

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 University Policies section and posted on the Washington University 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 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.

graduateschool.wustl.edu/policies-and-guides
Graduate Student Rights & Responsibilities
Statement of the Graduate Student Senate

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 that 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 student, 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 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 event 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, gender identity or expression, national origin, veteran status, disability or genetic information. 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
July 2007
September 2009 (compliance with Genetic Information Nondiscrimination Act, H.R. 493)
September 2011 (compliance with the Don’t Ask Don’t Tell Repeal Act of 2010)
University Student Judicial Code

wustl.edu/policies

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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
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 Council, Women's Panhellenic Association, 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 member of the University community or visitor to the University.

4. Threatening physical abuse, stalking, hazing, or any other conduct which harasses, threatens, or endangers the safety or health of, any member of the University community or visitor to the University.

5. 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 would appear to a reasonable observer to be without the mental or physical capacity to consent. For example, sexual contact with a person who would appear to a reasonable observer to be impaired in the exercise of his or her judgment by alcohol or other drugs may be considered “without consent.”

6. 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.
7. 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.

8. 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.

9. Use or possession of a hookah on the Danforth Campus or in any Residential Life managed facility.

10. Use, possession, manufacture, or distribution of alcoholic beverages except as expressly permitted by law or University policy.

11. 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.

12. 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.

13. Intentional dishonesty before any decision-making individual or body of the University, including knowingly making false allegations against any student or student group.

14. Knowingly making a false claim to represent the University or a student group of the University.

15. 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.
16. Failure to comply with the reasonable and lawful request of University officials or designees acting in the performance of their duties.

17. Theft, attempted theft, unauthorized taking, or use of any University, public, or private property.

18. Knowingly possessing stolen property.

19. Unauthorized entry, deliberate destruction of, damage to, malicious use of, or abuse of any University, public, or private property.

20. 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.

21. 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.

22. 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, closed circuit television systems, and door access systems.

23. Formally charged with, convicted of, or found guilty of 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. Student groups or organizations are subject to the same sanctioning provisions set forth in this Code as individual students, including but not limited to revocation of student group status.
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 Associate 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

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) Appropriate persons in each school shall determine the composition of the panel and the scope of the panel’s authority, which shall not exceed the parameters set out immediately below.

(2) Such a panel may impose or recommend to the Dean of the student’s Graduate or Graduate Professional School appropriate sanctions, including suspension or expulsion, in any case where academic or professional misconduct is found.

(3) Any appeal from a decision of a Graduate or Graduate Professional School academic and professional integrity panel, including, where the panel is vested with such authority, the panel’s decision to impose the sanctions of suspension or expulsion, shall be made to the Dean of that School. His or her decision shall be final. Each Graduate or Graduate Professional School is permitted, but not required, to establish an intermediate level of appeal that the student must complete prior to initiating a final appeal to the Dean.
(4) Except for cases falling within Section IV.A.3.b(3) above, 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 Executive Director of Campus Life / 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 Executive Director of Campus Life / 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, examine parties or witnesses, 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 numbers 3, 4 or 5, the Judicial Administrator may propose alternative procedures or mechanisms for resolution, subject to agreement by the parties. If a hearing before the UJB is to be held and the parties have not entered into an agreement regarding alternative hearing procedures, the charging student may elect to proceed under the following 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 request and expense of the party charged. The party charged must make such a request no more than two days in advance of the hearing. Deliberations of the UJB or other 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 of the decision, redacted as necessary, shall be mailed or delivered to the charging party, the student charged, the charged student’s parents if the parents will receive notification pursuant to this Code, 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 C 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. A student’s entire academic integrity and disciplinary record may be considered in determining appropriate sanction(s).

C. The sanctions of expulsion and suspension may only be imposed by: (i) the UJB; (ii) the Dean of a Graduate or Graduate Professional School; or (iii) in Graduate and Graduate Professional Schools that
grant such authority, the Academic and Professional Integrity Panel. The Judicial Administrator and the other University judicial panels without authority to expel or suspend may impose any of the other sanctions, except as such authority is limited by Section IV. A. 3 of this document.

D. 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.

E. 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.8 or III.A.10 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.8 or III.A.10 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 guardians 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.

F. 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 graduate professional student suspended or expelled by the Dean of a 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. A student appealing a UJB decision 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 or Greek Life:

1. Any final decision of the Office of Residential Life or Greek Life 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 (1) there is evidence that the student has committed an offense under this Code or the student has been indicted or otherwise formally charged with a crime; and (2) 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 Associate 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, 2011
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 and 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://hr.wustl.edu/policies/Pages/DrugandAlcoholPolicy.aspx. Any on-campus event involving alcohol must have a recognized Sponsoring Group.

Distribution of Alcohol
In compliance with Missouri’s Liquor Control Law*, 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, Events Services, or School Dean’s Office.

Location
Student Groups should check in advance with 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 effective 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 (http://www.wustl.edu/policies/judicial.html).

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

*”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 statues, contact the Office of the General Counsel (314-935-5152). Washington University Policies and Procedures, Drug and Alcohol Policy: http://hr.wustl.edu/policies/Pages/DrugandAlcoholPolicy.aspx.

Policy approved by the University Council 1/26/04; effective immediately. (This policy was also reviewed and approved by Professional and Graduate 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.)
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. [wustl.edu/policies](http://wustl.edu/policies)

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

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**Commencement & Recognition Ceremonies**

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 includes 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. At the Graduate School’s Hooding & Recognition Ceremony, master’s students are recognized and doctoral students are hooded by their faculty mentors. Ph.D. recipients 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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Associate Dean Elaine Berland, Editor
Mary Clemens, Associate Editor for Layout & Design
Miranda Portwine, Production Assistant

Front Cover
Photo courtesy of Katherine Fama

University Motto:
Per Veritatem Vis
“Strength Through Truth”
### Important Phone Numbers

#### On-Campus

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMERGENCY &amp; University Police</td>
<td>314-935-5555</td>
</tr>
<tr>
<td>Danforth Campus</td>
<td>314-935-5555</td>
</tr>
<tr>
<td>Medical Campus</td>
<td>314-362-HELP (4357)</td>
</tr>
<tr>
<td>University Information &amp; Directory Assistance</td>
<td>314-935-5000</td>
</tr>
<tr>
<td>Campus to Home</td>
<td>314-935-4140</td>
</tr>
<tr>
<td>Disability Resource Center</td>
<td>314-935-5970</td>
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<tr>
<td>Escort/Personal Safety</td>
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<tr>
<td>Danforth Campus</td>
<td>314-935-5555</td>
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<tr>
<td>Medical Campus</td>
<td>314-362-2698</td>
</tr>
<tr>
<td>Graduate School of Arts &amp; Sciences</td>
<td>314-935-6880</td>
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<tr>
<td>Health &amp; Counseling Services</td>
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<tr>
<td>Danforth Campus</td>
<td>314-935-6666</td>
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<tr>
<td>Medical Campus</td>
<td>314-362-3523</td>
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<tr>
<td>Liberman Graduate Center</td>
<td>314-935-3923</td>
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<tr>
<td>Libraries, Circulation</td>
<td>314-935-5420</td>
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<tr>
<td>Lost &amp; Found (University Police)</td>
<td>314-935-5555</td>
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<td>Office of International Students &amp; Scholars</td>
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<tr>
<td>Medical Campus</td>
<td>314-362-6939</td>
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<td>Parking &amp; Transportation</td>
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<td>Danforth Campus</td>
<td>314-935-5601</td>
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<td>Medical Campus</td>
<td>314-362-6824</td>
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<tr>
<td>Sexual Assault and Rape Action Hotline (SARAH)</td>
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#### Off-Campus

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<td>St. Louis County Police</td>
<td>314-889-2341</td>
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<tr>
<td>St. Louis City Police</td>
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<td>Voter Registration</td>
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<tr>
<td>City</td>
<td>314-622-4336</td>
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<tr>
<td>County</td>
<td>314-615-1800</td>
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<td>Department of Motor Vehicles</td>
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<tr>
<td>City, City Hall Office</td>
<td>314-622-4231</td>
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<tr>
<td>County, Clayton Office</td>
<td>314-863-5331</td>
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