

ARE YOU CURRENTLY STAFF/FACULTY AT WSU?

WSU ID: _____

DATE: _____

NAME: _____

DEGREE: _____ PROGRAM: _____

THESIS/NON-THESIS:
MASTERS STUDENTS ONLY

RESEARCH TOPIC/GENERAL AREA: _____



Graduate School

PROGRAM OF STUDY REQUEST FORM

INSTRUCTIONS FOR COMPLETING THE PROGRAM OF STUDY REQUEST FORM

Preparation of the program is the responsibility of the student in consultation with their advisor/committee chair and the committee. Students must complete this document in accordance with Graduate School policies and procedures. Once the program is completed and signed, submit this form to your Academic Coordinator for departmental review and subsequent forwarding to the Graduate School. The Graduate School must receive the Program of Study by the deadlines provided in the "Deadlines and Procedures" documents available on the Graduate School's website.

COURSEWORK INSTRUCTIONS

The student should supply appropriate information regarding courses taken and proposed, utilizing the WSU Catalog, Graduate School Catalog, WSU academic records, and official transcripts from other institutions. Transfer credit, if requested, should be reported exactly as it appears on the original transcript. Transfer credit hours should be reported in semester hours and/or will be converted by the Graduate School. For complete information regarding the Program of Study and coursework requirements, including the Transfer Policy, please consult the Graduate School Policies and Procedures, available at www.gradschool.wsu.edu/policies-procedures.

Many program requirements exceed those described below. Work with your Academic Coordinator to ensure you meet all applicable graduation requirements. In all cases, students must comply with the minimum standards of the Graduate School and of their individual program.

For All Degrees: Graduate students must maintain a 3.0 cumulative GPA at all times and must hold a 3.0 cumulative GPA and 3.0 GPA among courses listed on the Program of Study in order to graduate. The program may not include any courses graded Pass/Fail, courses not approved for graduate credit, or courses that are audited. The student must complete any graded course listed on the Program of Study with a grade of C or higher; the student must repeat any course listed on program in which they earn a grade of C- or below. Courses on the program in which the student earns a B- or below may not be removed from the program.

M.A./M.S. Thesis: The thesis degree program must consist of not less than 30 hours of approved graduate credit including a minimum of 21 hours of graded coursework and 4 hours of 700 Master's Research. Of these 21 hours of coursework, the student may use up to 6 credits of non-graduate level credit (300 or 400 level) with the approval of their department.

M.A./M.S. Non-Thesis: The non-thesis degree program must consist of not less than 30 hours of approved graduate credit including a minimum of 26 hours of graded coursework and a minimum of 4 hours of 702 Master's Research. Of these 26 hours of coursework, the student may use up to 9 credits of non-graduate level credit (300 or 400 level) with the approval of their department.

All Other Master's Degrees: Requirements for all other master's degrees are described in the Graduate School Catalog and in the graduate student handbook issued by each program.

Ph.D. and Ed.D.: The core of the Doctor of Philosophy (Ph.D.) and Doctor of Education (Ed.D.) program requirements vary by program. Of the minimum 15 hours of core graded coursework required on the Program of Study, none may be from non-graduate level courses. For programs with a larger core, no more than 9 credits of non-graduate credit (300 or 400 level) may be used with the approval of their department. Many doctoral programs have minimum requirements that exceed those described above; verify the required number of letter graded credits for your specific program with your academic coordinator. In all cases, students must comply with the minimum standards of their doctoral programs.

Seminar courses numbered 500 or above that are graded on a scale of A-F may be used as part of the student's core program. Courses graded S/F may not be applied towards the graded core. Additionally, only those courses graded on a scale of A-F taken in pursuit of the master's degree and/or transfer courses at a level equivalent to 500-level courses and applicable to the doctoral core program should be listed. *Any course included in the doctoral program in which a student earns a grade of C- or below must be repeated for a new grade of C or above before taking preliminary or final exams.*

In addition to the core requirement, the program shall show research and additional studies. This includes Independent Study (600) and Doctoral Research (800 – minimum of 20 hours), and any additional graded or S/F courses taken at WSU. Credit in this category, plus that in the core program, must total at least 72 hours. Additional credits may be required by some programs.

COMMITTEE INSTRUCTIONS

Proposed committees must meet all Graduate School requirements (sumarized below) as well as any requirements listed in the program's bylaws. For additional information, please see the Graduate School's Policies and Procuedures, available at www.gradschool.wsu.edu.

MASTERS COMMITTEE REQUIREMENTS

- The committee must include at least three WSU faculty members and all members must hold a degree of comparable level to the degree sought by the student.
- If program bylaws ARE NOT on file: The chair and at least one committee member must be tenured or tenure track faculty who are also members of the graduate faculty in your graduate program; the third member must be graduate faculty in your program, but is not required to be tenured or tenure track faculty.
- If program bylaws ARE on file: At minimum, the committee must include one tenured/tenure track faculty member who is graduate faculty in your graduate program; the second member must be graduate faculty in your program, but is not required to be tenured/tenure track faculty; the third member can be from inside or outside your graduate program, does not need to hold graduate faculty status, and does not need to be tenured/tenure track faculty; the chair must be tenured or tenure track in the graduate program unless specified otherwise in the bylaws for your specific graduate program.

DOCTORAL COMMITTEE REQUIREMENTS

- The committee must include at least three WSU faculty members and all members must hold a doctoral degree.
- If program bylaws ARE NOT on file: The committee chair and at least two committee members must be tenured/tenure track faculty who are also members of the graduate faculty in your graduate program.
- If program bylaws ARE on file: At minimum, the committee must have two tenured/tenure track faculty who are also members of the graduate faculty in your program; the third member must be graduate faculty in any WSU graduate program, but is not required to be tenure/tenure track faculty.
- If the statistics minor is chosen, a statistics faculty member must be represented as the fourth committee member.

IN ALL CASES:

- Experts outside of WSU and faculty from other institutions may serve on committees as a fourth member – you are required to attach a completed “External Committee Member” form when including someone outside of WSU as a committee member.
- For any non-WSU committee member, or for any member who is not tenured/tenure track and is outside of your graduate program, please attach a vitae and include a rationale below to be reviewed for approval by the Dean of the Graduate School.
- Any exception to the committee composition requirements outlined here, or to program bylaws, requires an Exception to Policy request to provide official documentation of the rationale for the policy exception.
- Program bylaws are available at www.gradschool.wsu.edu/bylaws; this document contains important committee composition requirements for your program. It is important that you review these guidelines with your committee chair when proposing your committee.

PROGRAM OF STUDY APPROVAL

Signatures of the student, advisor, and committee are required and signify that the aforementioned individuals have reviewed this program and found it acceptable for an advanced degree in the student's field. Additionally, the individuals designated as members of the advisory committee agree to serve in this capacity and perform all required functions of this appointment.

COMMITTEE CHAIR	GRADUATE PROGRAM	SIGNATURE AND DATE
COMMITTEE MEMBER (INDICATE IF SERVING AS CO-CHAIR)	GRADUATE PROGRAM	SIGNATURE AND DATE
COMMITTEE MEMBER	GRADUATE PROGRAM	SIGNATURE AND DATE
COMMITTEE MEMBER	GRADUATE PROGRAM	SIGNATURE AND DATE
COMMITTEE MEMBER	GRADUATE PROGRAM	SIGNATURE AND DATE
COMMITTEE MEMBER	GRADUATE PROGRAM	SIGNATURE AND DATE

DEPARTMENT CHAIR SIGNATURE AND DATE

STUDENT SIGNATURE AND DATE

MINOR DEPARTMENT CHAIR SIGNATURE (If Applicable) AND DATE

RATIONALE FOR NON-WSU OR NON-TENURED/TENURE TRACK FACULTY OUTSIDE THE GRADUATE PROGRAM:

APPROVAL - DEAN, GRADUATE SCHOOL: _____ DATE: _____



Graduate School

PROGRAM OF STUDY REQUEST FORM

RESEARCH TOPIC/GENERAL AREA: _____

Some areas of inquiry require approval before you may use certain subjects or materials for your research.
Please complete the following questions to determine if your research may require institutional review:

- Does your research involve human subjects, including asking individuals to complete a survey?
- Does your research involve any animal subjects?
- Does your research involve biohazardous or radioactive materials?

If you answered "Yes" to any of the above questions, your research may require institutional review. Please contact the Office of Research Assurances (www.ora.wsu.edu) for information. Evidence of institutional review, or an exemption statement, will be required before scheduling a final exam.

COURSEWORK: Graded (A-F)

If transferring coursework from another institution, please submit the course syllabus along with this form

Course Prefix and Number	Course Title	Credits	Grade	Sem/Year Taken (Chronological Order)	WSU Instructor or name of Institution if requesting transfer credits

Subtotal Credits of Graded Coursework: _____
INCLUDES ALL PAGES

COURSEWORK: Non-Graded (S/F)

List any S/F coursework in this space – please provide a specific course prefix, number, and the total number of credits for each course

Subtotal Credits of Non-Graded Coursework: _____

Research Credits (701 Capstone / 702 Non-Thesis / 700 Thesis / 800 Doctoral): _____
COURSE PREFIX AND NUMBER TOTAL RESEARCH CREDITS

Total Credit Hours: _____
INCLUDING ALL PAGES

GRADUATE SCHOOL USE ONLY

COMPLETION DEADLINE APPROVAL DATE DEAN, GRADUATE SCHOOL - SIGNATURE



ADD THIS PAGE TO YOUR PROGRAM OF STUDY IF YOU NEED
MORE SPACE TO LIST YOUR GRADED OR S/F COURSEWORK

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OPTIONAL