

**INSTRUCTIONS FOR COMPLETING
PROGRAM FORM FOR THE MASTER'S DEGREE**

Form available on our web site: <http://gradschool.wsu.edu/facultystaff-resources/18-2/>

Follow Deadlines and Procedures: <http://gradschool.wsu.edu/students/>

Preparation of the program is the responsibility of the student in consultation with the advisor and master's committee. Please submit the completed, signed Program of Study to the Graduate School.

Approval for use of human subjects, animals, or biohazardous materials in research is required. If the student plans to utilize human or animal subjects for research, or plans to use biohazardous materials, please contact either the Office of Grant and Research Development, the Laboratory Animal Resources Center, or the Office of Research Assurances. Please note that departments should ensure that all procedures have been followed and forms filed with the appropriate offices; they can also determine the appropriateness of such narrative within the thesis or dissertation. The Graduate School only seeks verification that University approval has been granted.

FRONT OF FORM:

If a definite thesis title has not been decided, please list the general subject area. Please obtain appropriate departmental and committee members' signatures before submitting form to the Graduate School. Items concerning the program approval and the date of completion are reserved for the Graduate School.

COURSEWORK SECTION OF FORM:

The student should supply appropriate information regarding courses taken and proposed, utilizing the WSU Catalog, Graduate 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 M.A. or 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, up to 6 credits of non-graduate level credit (300- or 400-level) may be used.

For M.A. or 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 Special Problems. Of these 26 hours of coursework, up to 9 credits of non-graduate level (300- or 400-level) courses may be used.

For M.Acc., M.Arch., M.B.A., Ed.M., M.E.T.M., M.F.A., M.H.P.A., M.I.T., M.Nurs., M.P.A., and P.S.M., -- Requirements for these degrees are described in the *Graduate Catalog* (<http://www.catalog.wsu.edu/Pullman/Courses>)

The program may not include courses graded P/F, courses not approved for graduate credit, or courses that are audited. **Any course included in the advanced degree program in which a grade of "C-" or below is earned must be repeated for graded credit.**

The major department, advisor, and student will receive official E-mail notification when the Program of Study is approved.

G.S. Use Only:
PENDING



Graduate School

WASHINGTON STATE UNIVERSITY

ID#: _____

WSU STAFF
WSU FACULTY

PROGRAM FOR MASTER'S DEGREE

NAME: _____

E-Mail: _____

Degree Sought: Thesis Option

M.A. _____

M.S. _____

M.P.A. _____ M.H.P.A. _____ M.F.A. _____

M.Nurs: _____

--- or ---

Non-Thesis Option

M.A. _____

M.S. _____

M.Acc. _____ M.E.T.M. _____ M.B.A. _____

M.Arch. _____ M.I.T. _____ M.H.P.A. _____

M.Nurs: _____

Ed.M. _____

P.S.M.: _____

(Focus)

Thesis Topic or General Area: _____

Research Requirements: Does your research involve any of the following?

***Human Subjects** (Including Surveys): Yes No ***Animal Subjects**: Yes No ***Biohazardous Materials**: Yes No

*If marking "Yes" to any of the above, please see www.ora.wsu.edu for details

Masters Committee Requirements:

- The committee must have at least three WSU faculty members.
- All committee members must hold a degree of comparable level to the degree sought by the candidate.
- **If program bylaws ARE NOT on file:** The chair and at least one committee member must be tenured/tenure track faculty who are 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 tenure-track faculty.
- **If program bylaws ARE on file:** At minimum, the committee must have 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 permanent tenure-track faculty. The third member can be from inside or outside of your graduate program, does not need to hold graduate faculty status, and does not need to be permanent tenure-track faculty. The chair must be tenured/tenure track in your graduate program unless specified otherwise in the bylaws.
- Experts outside of WSU and faculty from other institutions may serve on committees as a fourth member
- **In all of the above cases, for any non-WSU committee member or for any non-tenured/non-tenure track WSU faculty outside your graduate program, please submit a vitae and include a rationale below to be reviewed for approval by the Dean of the Graduate School.**
- If the committee includes a co-chair, indicate this designation after the faculty member's name.
- **Any exception to the composition noted above, or to program bylaws, requires a memo requesting an exception to policy.**

Members of the Master's Committee:

Graduate Program:

Signatures:

(Committee Chair)

(Committee Chair)

Rationale for Non-WSU or Non-Tenure/Non-Tenured Track WSU Faculty (Not in Program) Committee Member:

Graduate School Dean Review and Approval: _____

Unless notified otherwise by the Graduate School, the above faculty members will be appointed to the committee

The department chair's signature is required and signifies this committee and program have been reviewed for compliance by the degree-granting program and its bylaws (if applicable).

Department Chair Signature: _____

Student Signature: _____

Name: _____ (#ID)

Course Prefix & Number	Complete Catalog Title	# of Credits	Grade	Sem/Qtr/Year in Chronological Order	WSU Instructor or name of Non WSU Institution
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List graded coursework only; no S/F coursework

SUBTOTAL GRADED COURSEWORK: _____

List courses your committee recognizes toward your program but cannot count toward the credits on your program of study:

600 independent study credits: _____

List any additional S/F graded coursework: _____

_____ **Subtotal Additional Work:** _____

Required Research Credits (varies by program- please check with your department)

Master's Research, Thesis, and/or Examination (700) or
Master's Special Problems, Directed Study, and/or Examination (702)

Subtotal Research credits: _____

TOTAL CREDIT HOURS: _____

<p>FOR GRADUATE SCHOOL USE ONLY</p> <p>Program Approved, Graduate School: _____ Date: _____</p> <p>Program subject to completion by end of (Date): _____</p>
