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WSU REGISTRAR

# Washington State University
## MAJOR CURRICULAR CHANGE FORM - - NEW/RESTORE COURSE

- ☐ **Please attach rationale for your request, a complete syllabus**, and explain how this impacts other units in Pullman and other campuses (if applicable).
- ☐ **Obtain all required signatures with dates.**
- ☐ **Provide original stapled packet of signed form/rationale statement/syllabus** PLUS **10 stapled copies of complete packet to the Registrar's Office**, campus mail code 1035.
- ☐ **Submit one electronic copy of complete packet** to wsu.curriculum@wsu.edu.

Requested **Future** Effective Date: Fall 2015 (term/year) Course Typically Offered: Every Semester

**DEADLINES:** For fall term effective date: **October 1st**; for spring or summer term effective date: **March 1st**. See instructions.

**NOTE: Items received after deadlines may be put to the back of the line or forwarded to the following year. Please submit on time.**

☒ **New Course** ☐ Temporary Course ☐ **Restore Course**

| XXX | 701 | Master's Independent Capstone Project and/or Examination |
|---|---|---|
| course subject/crosslist | course no. | title |

| 1-6 | ( - ) | N | Graduate status |
|---|---|---|---|
| Credit hrs | lecture hrs per week / lab or studio hrs per week | | prerequisite |

Description for catalog: See attached

**Additional Attributes: Check all that apply.**

☐ Crosslisting (between WSU departments)* ☐ Conjoint listing (400/500): _____

☑ Variable credit: 1-6 ☑ Repeat credit (cum. max. hrs): 6

Special Grading: ☐ S, F; ☐ A, S, F (PEACT only); ☐ S, M, F (VET MED only); ☐ H, S, F (PHARMACY, PHARDSCI only)

☐ Cooperative with UI ☑ Other (please list request ): S, U grading

**The following items require prior submission to other committees/depts. (SEE INSTRUCTIONS.)**

☐ Request to meet Writing in the Major [M] requirement **(Must have All-University Writing Committee Approval.)**

☐ Request to meet UCORE in _____ **(Must have UCORE Committee Approval › › See instructions.)**

☐ Special Course Fee_____ **(Must submit request to University Receivables.)**

**Contact:** Pat Sturko Phone number: 335-7718 Campus mail code: 1030

Email: psturko@pullman.com Instructor, if different: _____

| | | |
|---|---|---|
| **Chair/date** | William Anderson 2/27/15 **Dean/date** | **All-University Writing Com Date** |
| **Chair (if crosslisted/interdisciplinary)*** | **Dean (if crosslisted/interdisciplinary)*** | **UCORE Committee Approval Date** |
| **Catalog Subcommittee Approval Date** | **GSC or AAC Approval Date** | **Faculty Senate Approval Date** |

***If the proposed change impacts or involves collaboration with other units, use the additional signature lines provided for each impacted unit and college.**

**NOTE: Programs will identify as Professional Master's Programs under the Graduate School's new Professional Master's Program policy by requesting a 701 course for their specific program.**

**NEW FOR CATALOG:**

**701 Master's Independent Capstone Project and/or Examination** Variable 1-6 credits. May be repeated for credit . Capstone project or final examination for professional master's degree. The credits will include a balloted evaluation of the student's completion of the program's capstone/examination requirements by the program's graduate faculty. Students must have graduate degree-seeking status and obtain approval from their major advisor/committee before enrolling for 701credit. S, U grading.

**For Chapter 3, Section E, Definition of Graduate Level Courses:**

**701 Credit**

The 701 credit is a Graduate Professional Master's Independent Capstone Project and/or Examination credit. Credits are variable, and grading is satisfactory/unsatisfactory (S, U). Credit is awarded for a grade of S; no credit is awarded for a grade of U. The S/U grade does not carry any quality points and is not calculated in the grade point average (GPA). Faculty should set course requirements for each semester that a student is enrolled in 701 credits, and provide an S/U grade at the end of the semester based on the student's performance in meeting those requirements. Generally, students enroll in a minimum of 2 credits of 701 in the semester in which they take their final examination or present their capstone project. In the event of a failure of the final examination, a U grade should be assigned for that semester's 701 credits. Two U grades for 701 credits will result in dismissal from the program. In extenuating circumstances, faculty may use the X grade to indicate continuing progress toward completion of those requirements. The X grade should be changed when the faculty member determines whether the student has successfully or unsuccessfully met the requirements for that semester; the X grades should be changed by the faculty no later than the last semester of study.

**700,701,702 or 800 Credit Policy**

Because 700,701,702 or 800 credits are associated with students' work on capstone projects, special problems, final examinations, or research, a formal course syllabus is not required; however, students are still to be held accountable for meeting the expectations set by the faculty who are guiding their 700,701,702 or 800 work, and for the standards of conduct and the academic integrity requirements to which all WSU students are held accountable. Students found responsible for academic integrity violations in their research or for 700,701,702 or 800 credits may receive a U grade for unsatisfactory progress for that semester. Repeated and/or serious offenses may result in referral to the conduct board and expulsion from WSU. For graduate students, academic integrity violations may also result in the loss of teaching and/or research

assistantships. WSU's Standards of Conduct can be found at here:
https://conduct.wsu.edu/policies/standards-of-conduct/

# Graduate School's Policies and Procedures Manual
# CHAPTER FOURTEEN
# Professional Master's Degree Programs

## A. Professional Master's Degree Program Overview

A professional master's degree program is an academic degree that prepares the student for a particular profession by emphasizing competency in a set of skills needed to practice in the profession. These professions are typically licensed or government-regulated and often require academic programs that prepare their professionals to be externally accredited. Professions such as nursing, architecture, medicine, engineering, accounting, audiology, speech-language pathology, and pharmacy, often require a degree for licensing but not necessarily. The professional master's degree program relies heavily on curriculum and may include required internships, practicum, fieldwork or clinical hours, and/or a final capstone experience that applies the professional knowledge, skills and training to a problem within the profession. Unlike the professional degree, the Master of Science and Master of Arts degrees generally provide experience in research and scholarship and often require a written thesis or research project and often take longer than two years to complete.

## B. Program of Study

The Program of Study is an official form documenting the student's plan for courses to take as well as for other degree requirements. General university requirements and descriptions for the student's Program of Study are described in Chapter 6 (General Academic Requirements). The Program of Study for a professional master's degree candidate should be submitted on the form provided by the Graduate School as soon as possible, but no later than the beginning of the semester preceding the anticipated semester of graduation (e.g., anticipated graduation in spring, the Program of Study is due no later than beginning of preceding fall semester).

Every professional master's degree student must have an advisor. The student's advisor should aid the student in the development of the proposed Program of Study, which is then submitted to the chair/director of the appropriate graduate program. Programs can include pre-determined coursework for their student cohorts as required by their professional curriculum if approved in advance by the Faculty Senate and Graduate School. It is the program chair/director's responsibility to assure that the program of study meets the minimum requirements of the respective professional program and the Graduate School.

The following professional master's program requirements represent the minimum Graduate School requirements for the professional master's Program of Study; individual graduate programs may have additional requirements. All work taken by a graduate student need not appear on the Program of Study. A complete description of the program requirements for each degree is given in the Graduate School Catalog.

## 1. Program of Study Requirements

A program of study for a professional degree program is required to have the following:

**-30 hours minimum of total credits are required for the professional master's degree (many professional graduate programs require more than this minimum).**

**-27 hours minimum of graded course work**

- 18 hours minimum of graded course work at the 500-level
- 9 hours maximum of non-graduate (300-400 level) graded course work

**-3 or more credits may be taken as Satisfactory /Fail or Satisfactory/Unsatisfactory (in addition to the required 27 graded credits)**

- A minimum of 3 hours of a 500-level capstone course (must be identified as a Capstone course with Satisfactory/Fail grading) as approved in the official curriculum by Faculty Senate; or
- A minimum of 3 hours of 701 professional master's capstone project/examination credits (Satisfactory/Unsatisfactory) in the major must be taken in the semester of project completion.

**Note: If the curriculum is officially approved with a capstone (500-level) course in place of 701 capstone project/examination credits, a ballot meeting is still required in the final semester in which the capstone course is taken to determine if the student has successfully met all of the program requirements.***

-- Courses for audit may not be used on the Program of Study.

-- Seminars approved for graduate credit (numbered 500 or above) that are graded (A-F), not Pass/Fail or Satisfactory/Fail, may be a part of the master's core graded coursework.

-- Any course listed on the student's Program of Study in which a grade of "C-" or below is earned must be repeated for graded credit.

For more information on general requirements and transfer credit, see Chapter 6, Section G2, Program of Study.

## 2. Filing the Program of Study

After the proposed Program of Study form is completed by the graduate student, it must be signed by the advisor and submitted to the chair/director of the graduate program, who ensures that it meets the requirements of the program and Graduate School. The chair/director will submit the Program of Study to the Dean of the Graduate School for approval to assure that it meets the minimum requirements of the Graduate School.

## 3. Changing the Program of Study

Changes made to the Program of Study must be documented with the appropriate signatures signifying the endorsement of the advisor and the approval of the chair of the program and submitted to the Graduate School. If program changes are made, the Change of Program form must be completed, signed and submitted to the Graduate School before a student may submit an Application for Degree.

## 4. Fulfilling the Program of Study

Once approved, the professional master's Program of Study becomes the basis of the requirements for the degree.

## C. Faculty Advisory Committee for Professional Master's Program of Study

The professional master's degree requires that each student have an advisor. During the first semester or summer session of enrollment, the chair/director of the major program should, in conjunction with the student, appoint an advisor.

The professional master's degree also requires a faculty advisory committee. The faculty advisory committee may be a pre-determined committee that is used for an entire cohort, with a pre-determined chair; however, in all cases the faculty advisory committee must include at least three faculty members. The three committee members must meet the Graduate School's minimum requirements below, and any additional requirements as stated in the program's approved bylaws.

- The chair of the advisory committee must be a WSU faculty member ***participating as a graduate faculty in the student's program (as defined by the program's bylaws)***. There are no exceptions to this policy.
- One other member of the professional master's committee must be a WSU faculty member and member of the graduate faculty of the student's professional program.
- The third member may be a faculty member from another WSU program, but must be a faculty member of his/her own department's graduate program.
- All three committee members noted above are ***not*** required to be in a tenure-track position, but ***they must be WSU faculty*** (on appointment at WSU as clinical faculty, adjunct, instructor, etc.) and as a minimum they must hold a degree of comparable level to the degree sought by the candidate. Individuals from private industry or non-profit organizations that actively participate in the professional program in some capacity (i.e., advisory board) may serve as a third committee member if they are on an official courtesy adjunct appointment at WSU. There are no exceptions to this policy.
- An additional committee member who holds the highest appropriate degree and whose special knowledge is particularly important to the proposed program, but is not a member of the WSU faculty, may be requested for approval by the Dean of the Graduate School. This might be a faculty from another university, or an individual from an appropriate government, business or industry organization, who is not designated as an official graduate faculty of a program; such an individual may be nominated and approved to serve on a graduate student committee on a case-by-case basis by the program upon written request by the program chair to the Dean of the Graduate School. A current curriculum vita must be included with the written request. Committees may have more than three members; however, members must meet Graduate School policy and program bylaw guidelines. (See Chapter 1, section on Graduate Faculty, for more information.)
- It is imperative to avoid situations which may constitute, or may be construed as, a conflict of interest when forming a graduate student's committee.
- The Graduate School has the final approval for all graduate student committees.

WSU faculty have the right to decline to serve on any specific student's committee. All committee members and the major department chair/director must sign the Program of Study. Once the Program of Study form has been filed with the Graduate School, changes may be made to the committee composition by completing the Committee Change form.

The approved professional master's Program of Study becomes the basis of the requirements for the degree. Subsequent alteration is made by submission of a Change of Program form with the endorsement

of the master's committee and the approval of the chair of the major department/program and the Dean of the Graduate School.

The Dean of the Graduate School has the authority to remove a faculty member from a student committee after consultation with the program/department chair, the dean of the college and the provost when it is in the best interest of the student and the program.

## D. Academic Evaluation of Students

Some professional master's degree programs have a standard curriculum that all students must take and that can be completed within a set timeframe, sometimes in less than two academic years. An annual evaluation for students in good academic standing is ***not required*** in a professional master's degree program that takes one academic year (fall, spring) or three academic semesters (i.e., fall, spring, and fall) to complete. However, an annual evaluation should be performed if the student is not making adequate academic progress (i.e., not making progress to complete the program within the expected timeframe, repeating coursework, withdrawing from one or more courses, and/or having more than one incomplete on record). If the program takes two academic years or longer to complete, the program must do an annual review of all graduate students in the program (see Chapter 6, Section B of this policy manual for more information on conducting an academic evaluation of students).

## E. Capstone Project and/or Examination Requirements

Professional master's students may be required to take a comprehensive examination, and/or complete a capstone project (i.e., written paper and/or oral presentation) as part of their professional master's requirements.

A balloting meeting of the faculty advisory committee, scheduled through the Graduate School, is required of all professional master's candidates to determine if the student has satisfactorily met all of the program requirements. During the balloting meeting, the faculty advisory committee must determine whether the student has passed the final examination and/or capstone project, and/or has met the requirements of the degree program. Professional master's degree programs may wish to schedule multiple students at one balloting meeting of the faculty advisory committee. In such cases, a list of students and their IDs should be attached to the scheduling form.

The student must have completed or be enrolled in all the required course work, have a minimum cumulative GPA of 3.0, have met all admission contingencies, and be registered for 701 (capstone credits) or the professional master's capstone course (as specified in the Faculty Senate-approved curriculum) for the semester or summer session in which the balloting meeting is to be scheduled. The scheduling form must be submitted to the Graduate School 10 (ten) or more working days prior to the anticipated meeting. The Application for Degree form must be submitted to the Graduate School and the graduation fee must be paid before the final exam is scheduled.

**Examination Environment for Final Examinations and Projects (written/oral presentations):**

- All written final examinations (excluding take-home examinations) must be proctored by a faculty member approved by the program chair/director.
- Any oral examination and/or presentation should not exceed two-and-one-half hours.

- For students participating in on-campus programs, final examinations and oral presentations shall be held during regular working hours of an academic session in an academic environment either on the Pullman or urban campus, or by videoconference over Academic Media Services (AMS) or similar technologies. **If held over AMS, at least one committee member must be physically present in the room with the student.**
- Students in approved Global Campus programs have the option of taking their final examinations or giving their oral presentations during the regular working hours of an academic session either on campus or via technology available through the Global Campus. Arrangements are to be approved by the faculty committee and program chair and made in accordance with the Graduate School's examination environment policy and process.
- The examining committee shall include the members of the master's advisory committee, whose chair presides, and any other members of the faculty in attendance.
- All members of the master's advisory committee must attend the oral examination/presentation and vote during the balloting session. The entire committee is not required to attend the written final examination, but must participate in the assessment of the examination/project.
- Individual programs may determine which faculty are eligible to vote, but in all cases, any faculty wishing to vote must be in attendance during all of the oral examination/presentation and must have participated in the assessment of the student's examination/project.
- If a faculty member wishing to vote must leave the room or online session during the oral examination/presentation or balloting discussion, the examination/presentation or ballot discussion is to be recessed until said member returns.
- Although any member of the public at large may attend a final oral examination (oral presentation), including an examination for a Global Campus program via approved Global Campus technology, only faculty members may ask questions and vote, assuming they have participated in the assessment of the student's examination work.
- A member of the student's advisory committee (usually the chair) will return all ballots and paperwork to the Graduate School. In situations in which faculty participate over AMS videoconference or other approved Global Campus technology, actual signed ballots may be sent to the Graduate School liaison immediately following the exam via confidential fax or emailed as a PDF file. No other format is acceptable. The Graduate School liaison should include these ballots in the packet for the Graduate School.

Exceptions to this policy regarding the examination environment, including when and where the examination is held, the use of technology, and the presence and participation of faculty, must be requested well in advance of the exam and will be made by the Dean of the Graduate School only under unusual circumstances. Under extraordinary circumstances, on the recommendation of the student's committee and upon the advice of the Graduate Studies Committee, the Dean of the Graduate School may approve alternate arrangements.

**Examination Outcome:**

The candidate shall 'pass' if the number of affirmative votes is equal to or greater than the minimum listed in the table below. If the number of votes exceed the numbers listed in the table, then a minimum of 75% of the examiners must cast an affirmative vote for the student to pass.

In the event of a failed examination/project, a second and final attempt may be scheduled after a lapse of at least three months. When scheduling for a second exam, the scheduling form must be submitted at

least 15 working days in advance of the exam day. A member of the Graduate Mentor Academy will be appointed by the Graduate School and must be present for a re-examination. The entire faculty advisory committee must be present and vote.

A student who has failed two examinations/project attempts will be terminated from the Graduate School. The only exception to this re-examination policy is if a member of the Graduate Mentor Academy (appointed by the Graduate School) presided over the student's first exam and agrees that a re-examination is not an appropriate disposition of the case. Should there be procedural irregularities or extenuating circumstances during the first or second examination, the student has the right to appeal to the Graduate School in the event of examination failure. See table below for more information.

| Number of Examiners Qualified to Vote | Minimum Number of Examiners Voting to Pass |
|---|---|
| 3 | 2 |
| 4 | 3 |
| 5 | 4 |
| 6 | 4 |
| 7 | 5 |
| 8 | 6 |

Graduate School, PO Box 641030, Washington State University, Pullman WA 99164-1030, 509-335-6424, FAX: 509-335-1949 Contact