

DATE: \_\_\_\_\_

INDICATE THE COHORT'S DEGREE PROGRAM BELOW:

COHORT NAMES AND WSU ID NUMBERS:



# Graduate School

## PROFESSIONALLY-ORIENTED MASTERS PROGRAM OF STUDY REQUEST FORM

STUDENT NAME _____	WSU ID NUMBER _____	STUDENT NAME _____	WSU ID NUMBER _____
STUDENT NAME _____	WSU ID NUMBER _____	STUDENT NAME _____	WSU ID NUMBER _____
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### INSTRUCTIONS FOR COMPLETING THE PROGRAM OF STUDY REQUEST FORM

The Professionally-Oriented Masters Program of Study may be completed by the department for a cohort of students. All students listed in the provided cohort must share a committee and the expected coursework each student will complete to earn the degree. Follow all requirements listed in the Graduate School's "Deadlines and Procedures" document for the appropriate degree, located at [www.gradschool.wsu.edu/forms](http://www.gradschool.wsu.edu/forms).

Please supply appropriate information regarding courses taken and proposed for students in this cohort, utilizing the WSU Catalog, Graduate School Catalog, WSU academic record, and official transcripts from other institutions. Students requesting transfer credit must complete an individual Program of Study Request Form to allow the Graduate School to consider that student's record independently from the rest of the cohort. For complete information regarding the Program of Study, coursework requirements, and the professionally-oriented masters policy, please consult the Graduate School Policies and Procedures, available at [www.gradschool.wsu.edu](http://www.gradschool.wsu.edu).

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

### PROFESSIONALLY-ORIENTED 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.
- The chair of the committee must be graduate faculty in the student's program (there are no exceptions to this requirement).
- One other member of the committee must also be graduate faculty in the student's program.
- The third member may be faculty from another WSU program, but must be a member of his/her own department's graduate faculty. 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 member if they are on an official courtesy appointment at WSU (there are no exceptions to this requirement).
- Committees may have more than three members; however, members must the Graduate School policy and program bylaw guidelines (see Chapter 1, section on Graduate Faculty, for more information). An additional member who is not a member of the WSU faculty, who holds a relevant degree of the appropriate level, and whose knowledge is particularly important to the proposed program, may be requested for approval by the Dean of the Graduate School on a case-by-case basis. For more information, please see Chapter 14 of the Graduate School Policy and Procedures.

### PROGRAM OF STUDY APPROVAL

***Signatures of the 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 \_\_\_\_\_



