

## INSTRUCTIONS FOR COMPLETING PROGRAM OF STUDY FORM FOR THE DOCTORAL DEGREE

Follow [Deadlines and Procedures](#). Preparation of the program is the responsibility of the student in consultation with the advisor and doctoral committee. Students should have their departmental academic coordinator review the program to ensure it is correct before submitting it to the committee members for signature. Please submit the completed, signed program of study to the Graduate School. For information <http://gradschool.wsu.edu/chapter-eight/>

**Approval for use of human subjects or animals, or for use of biohazardous materials, in research is required.** If the student plans to utilize human or animal subjects, or biohazardous materials, in their research, contact the Office of Research Assurances (<http://www.ora.wsu.edu/>). Note that departments/programs should ensure that all procedures have been followed and forms filed with the appropriate offices. The Graduate School only seeks verification that University approval has been granted.

### DISSERTATION / COMMITTEE SECTION

If a definite dissertation title has not been decided, please list the general subject area. Obtain committee members' signatures and department approval **before submitting to the Graduate School**. Please note the committee requirements:

- The committee must have at least three WSU faculty members.
- All committee 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 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 members of the graduate faculty in your graduate program; the third member must be graduate faculty in a WSU graduate program, but is not required to be permanent tenure-track faculty.
- Experts outside of WSU and faculty from other institutions may serve on committees as a fourth member.
- If the statistics minor is chosen, a statistics faculty member must be represented as the 4th committee member.
- **In all of the above cases, for any non-WSU member or for any non-tenured/non-tenure track faculty outside the graduate program, please attach a vitae and include a rationale to be reviewed for approval by the Dean of the Graduate School.**
- Where applicable, indicate co-chair after those faculty serving as committee co-chairs.
- The Department Chair must approve the committee composition.
- **Any exception to the committee composition noted above requires a signed memo from the committee chair via the department chair to the Dean of the Graduate School requesting an exception to policy.**

### COURSEWORK SECTION- Check Graduate Policies and Procedures for more complete information.

The student should supply appropriate information regarding courses taken and proposed by using 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 credits not reported in semester hours will be converted by the Graduate School. When listing transfer credit, the course description must be submitted for each course. For international course transfers please submit a course syllabus and a course description for each course.

The core of the Doctor of Philosophy (Ph.D.) and Doctor of Education (Ed.D) program requirements for letter graded coursework vary by program. Verify with your academic coordinator the required number of letter graded credits for your specific program. It should include the most advanced courses appropriate to the field of study listed in the Graduate Catalog, or approved for graduate credit since publication of the last Catalog. Of the minimum number of hours of core graded coursework required on the Program of Study (15), none may be from non-graduate credit graded coursework. **No more than 9 credits of non-graduate credit coursework (300 or 400 level) may be used for the total credits for the Program of Study.** Many doctoral programs have minimum requirements that exceed those described above; in all cases, students must comply with the minimum standards of their doctoral programs as outlined in the Program of Study for that student. Seminars numbered 500 or above that are graded other than P/F or S/F may be part of the core program. **Courses graded S/F may not be used in the core program.** Only those master's degree and transfer courses at a level equivalent to 500-level courses and applicable to the doctoral core program should be listed in this category. **Any course included in the advanced degree program in which a grade of C- or below is earned must be repeated (cannot be removed) and not on a P/F basis. This must be done before taking prelim 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 and seminars taken at Washington State University. The program may not include courses graded P/F or courses that are audited. Credit in this category, plus that in the core program, **must total at least 72 hours.** Additional credits may be required by some programs. The major department and student will receive email notification when the program of study is approved.

G.S. use only  
**PENDING**



# Graduate School

WASHINGTON STATE UNIVERSITY

ID#: \_\_\_\_\_

WSU STAFF:   
WSU FACULTY:

## The Graduate School Program of Study for Doctoral Degree

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Degree:  Ph.D.  Ed.D.  
 Program: \_\_\_\_\_ By-passing master's degree? Yes: \_\_\_ No: \_\_\_

**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](http://www.ora.wsu.edu) for details

Dissertation: \_\_\_\_\_

### Doctoral Committee Requirements: (Check with your committee chair and department chair)

- The committee must have at least three WSU faculty members.
- All committee 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 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 members of the graduate faculty in your graduate program; the third member must be graduate faculty in a WSU graduate program, but is not required to be permanent WSU tenure-track faculty.
- Experts outside of WSU and faculty from other institutions may serve on committees as a fourth member.
- If the statistics minor is chosen, a statistics faculty member must be represented as the 4th committee member.
- **In all of the above cases, for any non-WSU member or for any non-tenured/non-tenure track faculty outside the graduate program, please attach a vitae and include a rationale to be reviewed for approval by the Dean of the Graduate School.**
- Where applicable, indicate co-chair after those faculty serving as committee co-chairs.
- **Any exception to the composition noted above, or to program bylaws, requires a memo requesting an exception to policy.**

Name	Graduate Program	Signature
_____	_____	_____
Committee Chair	_____	_____
_____	_____	_____
_____	_____	_____

**Rationale for Non-WSU or Non-Tenured/Non-Tenured Track WSU Faculty (Not in Graduate 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 doctoral 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).**

Program Chair, Major Dept.: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Printed Name) Date: \_\_\_\_\_  
 Program Chair, Statistics Minor: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Printed Name) Date: \_\_\_\_\_  
 Student Signature: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Printed Name) Date: \_\_\_\_\_

