

INSTRUCTIONS FOR COMPLETING FORM FOR THE DOCTORAL DEGREE

Follow Deadlines and Procedures (<http://www.gradsch.wsu.edu/forms.htm#deadline>). Preparation of the program is the responsibility of the student in consultation with the advisor and doctoral committee. Please submit completed, signed program of study to the Graduate School.

Approval for use of human subjects or animals in research is required. If the student plans to utilize human or animal subjects for research, please contact either the Office of Grant and Research Development or the Laboratory Animal Resources Center. Please note that Departments/Programs 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 dissertation title has not been decided upon, please list the general subject area. Please obtain committee members' signatures and department approval before submitting to the Graduate School. Items concerning the preliminary examination, program approval, and the date of completion are reserved for the Office of the Graduate School.

The doctoral committee must include an advisor and a minimum of two other Faculty members¹ with the advisor serving as chair of the committee. At least one member of the committee must be from the minor department if a minor is declared on the doctoral program.

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 should be reported in semester hours and/or will be converted by the Graduate School.

- I. The core of the Doctor of Philosophy (Ph.D.) program must include a minimum of 15 semester hours of graded course work (at the 500-level) beyond the bachelor's degree. 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 course work required on the Program of Study (15), none may be from non-graduate credit graded course work. No more than 9 credits of non-graduate credit course work 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 which 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 but not on a pass/fail basis.**

- II. In addition to the core requirement, the program shall show RESEARCH AND ADDITIONAL STUDIES. This includes Special Projects **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.

The major department and student will receive email notification when the program of study is approved.

¹ *Tenured/Tenure-track or approved adjunct faculty members.*



The Graduate School
PROGRAM FOR DOCTORAL DEGREE

ID # _____
DATE _____

STAFF [] or FACULTY [] at WSU

NAME _____ E-Mail _____

LOCAL ADDRESS _____ TELEPHONE _____

By-Passing Master's Degree? []Yes []No

DEGREE SOUGHT:

[]Ph.D. []Aud.D.. Major _____
[]Ed.D. []D. Des.

[] Human Research

Please see: www.ora.wsu.edu

[] Animal Research

Dissertation Subject _____

Doctoral Committee: If a member is non-wsu, please submit a vitae. (If a minor is chosen, the minor field must be represented on the Committee)

Table with 3 columns: Print/type name, Department, Signatures. Includes sub-labels (Chair) and (Department).

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

Program Recommended: Chair, Major Department _____ Date _____

Program Recommended: Chair, Minor Department(s) _____ Date _____

Program Approved: Graduate School _____ Date _____

Summary of Previous Education

Table with 3 columns: College/University Attended, Period, Degrees and Dates Awarded.

(OFFICE USE ONLY)

Preliminary Examination Passed _____ (date)

Program subject to completion by end of _____ (date)

Doctoral Program for _____
(Name)

Course Prefix & Number	Complete Catalog Title	# Credits	Grade	Sem or Qtr & Year in Chronological Order	WSU Instructor or name of other Institution
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I. CORE PROGRAM:
(list graded coursework only; no S/F coursework)

SUBTOTAL CORE PROGRAM (34 hours minimum for Ph.D.)
(42 hours minimum for Ed.D.) _____

II. RESEARCH AND ADDITIONAL STUDIES:

600 Special Projects or Independent Study _____

800 Doctoral Research, Thesis and/or Examination _____

Other: (List any additional graded or S/F courses taken at WSU) _____

SUBTOTAL RESEARCH AND ADDITIONAL WORK _____

TOTAL CREDIT HOURS: (72 hours minimum) _____