

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

Form available on our web site: <http://www.gradsch.wsu.edu/forms.htm#programofstudy>

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 master's committee. Please submit the 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 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.Eng.Mgt., M.F.A., M.H.P.A., M.I.T., M.Nurs., M.P.A., and M.T.M., -- Requirements for these degrees are described in the *Graduate Catalog* (<http://www.gradsch.wsu.edu/catalog.html>).

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 and student will receive official E-mail notification when the Program of Study is approved.



The Graduate School
PROGRAM FOR MASTER'S DEGREE

ID# _____
DATE _____

STAFF [] or FACULTY [] at WSU

NAME _____ E-Mail _____

LOCAL ADDRESS _____ TELEPHONE _____

DEGREE SOUGHT: Thesis Option

---- or ----

Non-Thesis Option

[] M.A. _____

Major

[] M.A. _____

Major

[] M.S. _____

Major

[] M.S. _____

Major

[] M.Arch.

[] M.Acc.

[] M.H.P.A.

[] M.R.P.

[] M.F.A

[] M.B.A.

[] M.I.T.

[] M.T.M.

[] M.H.P.A

[] Ed.M. _____

[] M.Nurs.

[] M.Nurs.

[] M.Eng Tech Mgt

(focus)

[] M.P.A.

[] M.R.P.

Thesis Topic or General Area _____

Members of the Master's Committee: (print/type name) (If any member is non-wsu, please submit a vitae)

Signatures

(Chair)

(Chair)

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

Program Recommended: Chair, Major Department _____ Date _____

Program Approved: Graduate School _____ Date _____

(OFFICE USE ONLY) Program subject to completion by end of _____ (date)

Student Name: _____
(First, Middle, Last)

Course Prefix & Number	Complete Catalog Title	# of Credits	Grade	Sem or Qtr & Year in Chronological Order	WSU Instructor or name of other Institution
------------------------	------------------------	--------------	-------	--	---

List graded coursework only; no S/F coursework

List graded coursework only

SUBTOTAL GRADED COURSEWORK _____

List Additional Work – Special Projects or Independent Study (600), Informal Seminars, S/F Graded Courses:

SUBTOTAL ADDITIONAL WORK _____

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

SUBTOTAL RESEARCH OR SPECIAL PROBLEMS _____

TOTAL CREDIT HOURS _____