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# 2017-2018 ACADEMIC CALENDAR

http://registrar.wsu.edu/academic-calendar/

## Fall Semester 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>August 21</td>
</tr>
<tr>
<td>Last day to add a course online</td>
<td>August 25</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>September 4</td>
</tr>
<tr>
<td>Veteran’s Day Holiday</td>
<td>November 10</td>
</tr>
<tr>
<td>Thanksgiving Vacation</td>
<td>November 20-24</td>
</tr>
<tr>
<td>Commencement</td>
<td>December 9</td>
</tr>
<tr>
<td>Final examinations</td>
<td>December 11-15</td>
</tr>
</tbody>
</table>

## Spring Semester 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>January 8</td>
</tr>
<tr>
<td>Martin Luther king, Jr. Day holiday</td>
<td>January 15</td>
</tr>
<tr>
<td>President’s Day holiday</td>
<td>February 19</td>
</tr>
<tr>
<td>Spring Vacation</td>
<td>March 12-16</td>
</tr>
<tr>
<td>Final examinations</td>
<td>April 30-May 4</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 5</td>
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</table>

## Summer Session 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Session begins</td>
<td>May 7</td>
</tr>
<tr>
<td>Memorial Day holiday</td>
<td>May 28</td>
</tr>
<tr>
<td>Eight-week Session begins</td>
<td>June 4</td>
</tr>
<tr>
<td>Independence Day holiday</td>
<td>July 4</td>
</tr>
<tr>
<td>Summer Session ends</td>
<td>July 27</td>
</tr>
</tbody>
</table>

See [http://registrar.wsu.edu/academic-calendar/](http://registrar.wsu.edu/academic-calendar/) for the full academic calendar.
# PROGRAM DIRECTORY
Washington State University
Molecular Plant Sciences Graduate Program
P.O. Box 641030
Pullman, WA 99164-1030
Campus Mail Code: 1030

## Molecular Plant Sciences Graduate Program

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theresa Pfaff, MPS Academic Coordinator</td>
<td>Orientation, academic matters (scheduling, changes, errors, deadlines, advising), seminar series, all things MPS</td>
<td><a href="mailto:tpfaff@wsu.edu">tpfaff@wsu.edu</a>, <a href="mailto:molecular.plants@wsu.edu">molecular.plants@wsu.edu</a></td>
</tr>
<tr>
<td>Michael Neff, MPS Director</td>
<td>Orientation, first-semester class scheduling, rotations, academic matters, all things MPS</td>
<td><a href="mailto:mmneff@wsu.edu">mmneff@wsu.edu</a></td>
</tr>
<tr>
<td>Andy McCubbin, MPS Assistant Director</td>
<td>Orientation, first-semester class scheduling, rotations, academic matters, all things MPS</td>
<td><a href="mailto:amccubbin@wsu.edu">amccubbin@wsu.edu</a></td>
</tr>
<tr>
<td>Joe Merrill or Rita Whitcomb</td>
<td>Financial assistance</td>
<td><a href="mailto:joem@wsu.edu">joem@wsu.edu</a> or <a href="mailto:rwhitcomb@wsu.edu">rwhitcomb@wsu.edu</a></td>
</tr>
<tr>
<td>Lori Carris, Graduate School Associate Dean</td>
<td>Graduate School liaison</td>
<td><a href="mailto:carris@wsu.edu">carris@wsu.edu</a></td>
</tr>
</tbody>
</table>

## Department of Crop and Soil Sciences

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deb Marsh, Academic Coordinator</td>
<td></td>
<td><a href="mailto:marshdj@wsu.edu">marshdj@wsu.edu</a></td>
</tr>
<tr>
<td>Mary Lou Bricker, Finance/Budget Coordinator</td>
<td></td>
<td><a href="mailto:m.bricker@wsu.edu">m.bricker@wsu.edu</a></td>
</tr>
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</table>

## Department of Horticulture

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deb Marsh, Academic Coordinator</td>
<td></td>
<td><a href="mailto:marshdj@wsu.edu">marshdj@wsu.edu</a></td>
</tr>
<tr>
<td>Lorie Mochel, Administrative Manager</td>
<td></td>
<td><a href="mailto:lorie@wsu.edu">lorie@wsu.edu</a></td>
</tr>
</tbody>
</table>
**Institute of Biological Chemistry**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helen Miller</td>
<td>Administrative Manager</td>
<td>Clark Hall 285</td>
<td>509-335-8383</td>
<td><a href="mailto:millerhm@wsu.edu">millerhm@wsu.edu</a></td>
</tr>
<tr>
<td>Beth Toerne</td>
<td>Fiscal Specialist I</td>
<td>Clark Hall 287</td>
<td>509-335-8632</td>
<td><a href="mailto:bethm@wsu.edu">bethm@wsu.edu</a></td>
</tr>
</tbody>
</table>

**Department of Plant Pathology**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Lujan</td>
<td>Academic Coordinator</td>
<td>Johnson Hall 129</td>
<td>509-335-9542</td>
<td><a href="mailto:llujan@wsu.edu">llujan@wsu.edu</a></td>
</tr>
<tr>
<td>Cheryl Hagelganz</td>
<td>Finance Manager</td>
<td>Johnson Hall 345</td>
<td>509-335-4852</td>
<td><a href="mailto:chagelganz@wsu.edu">chagelganz@wsu.edu</a></td>
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</table>

**School of Biological Sciences**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jenny Davis</td>
<td>Academic Coordinator/Advisor</td>
<td>Abelson Hall 324A</td>
<td>509-335-2300</td>
<td><a href="mailto:jenny.davis@wsu.edu">jenny.davis@wsu.edu</a></td>
</tr>
<tr>
<td>Cheryl Druffel</td>
<td>Finance Senior Manager</td>
<td>Abelson Hall 305</td>
<td>509-335-3554</td>
<td><a href="mailto:druffelc@wsu.edu">druffelc@wsu.edu</a></td>
</tr>
</tbody>
</table>

**School of Electrical Engineering and Computer Sciences**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Student Services</td>
<td></td>
<td>EME</td>
<td>509-335-6602</td>
<td></td>
</tr>
<tr>
<td>Gwen Kyllo</td>
<td>Administrative Manager</td>
<td></td>
<td>509-335-6604</td>
<td><a href="mailto:gwen.kyllo@wsu.edu">gwen.kyllo@wsu.edu</a></td>
</tr>
</tbody>
</table>

**School of Molecular Biosciences**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tami Breske</td>
<td>Academic Coordinator</td>
<td>BLS 102</td>
<td>509-335-4318</td>
<td><a href="mailto:tGRESKE@VETMED.WSU.EDU">tGRESKE@VETMED.WSU.EDU</a></td>
</tr>
<tr>
<td>Laurilee Kramer</td>
<td>Administrative Manager</td>
<td>BLS 202D</td>
<td>509-335-1553</td>
<td><a href="mailto:lkramer@vetmed.wsu.edu">lkramer@vetmed.wsu.edu</a></td>
</tr>
</tbody>
</table>
Because Molecular Plant Sciences in an interdisciplinary program, all faculty members are part of one or more of the following departments – Crop and Soil Sciences (CSS), Electrical Engineering and Computer Sciences (EECS), Horticulture and Landscape Architecture (Hort), the Institute of Biological Chemistry (IBC), Plath Pathology (Pl Path), the School of Molecular Biosciences (SMB), and the School of Biological Sciences (SBS).

<table>
<thead>
<tr>
<th>Name and contact information</th>
<th>Area of research</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Browse</td>
<td>Lipid and membrane biochemistry; pathways and regulation of lipid synthesis and membrane formation in higher plants; chilling and freezing tolerance in plant</td>
</tr>
<tr>
<td>IBC, Clark 299 509-335-2293 <a href="mailto:jab@wsu.edu">jab@wsu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Ian Burke</td>
<td>Herbicide biochemistry, physiology, and fate; physiological and genetic bases for herbicide resistance in weedy plants</td>
</tr>
<tr>
<td>CSS, Johnson 163 509-335-2858 <a href="mailto:icburke@wsu.edu">icburke@wsu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Jeremiah Busch</td>
<td>The evolution of self-incompatibility mechanisms and plant population genetics</td>
</tr>
<tr>
<td>SBS, Eastlick 387 509-335-1246 <a href="mailto:jwbusch@wsu.edu">jwbusch@wsu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Kimberly Campbell</td>
<td>Wheat breeding and genetics, improving resistance to biotic and abiotic stress, quantitative genetics to describe genotype by environment interactions</td>
</tr>
<tr>
<td>CSS/USDA, Johnson 379 509-335-0582 <a href="mailto:kgcamp@wsu.edu">kgcamp@wsu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Arron Carter</td>
<td>Winter wheat breeding and genetics, breeding improved wheat varieties, high-yield, disease resistant.</td>
</tr>
<tr>
<td>CSS, Johnson 383 509-335-6198 <a href="mailto:ahcarter@wsu.edu">ahcarter@wsu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Weidong Chen</td>
<td>Interactions between legume hosts and fungal pathogens, molecular mechanisms of fungal pathogenesis, fungal effectors that mediate host response to infection</td>
</tr>
<tr>
<td>USDA-ARCS, PI-Path, Johnson 301A 509-335-9178 <a href="mailto:w-chen@wsu.edu">w-chen@wsu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Asaph Cousins</td>
<td>Plant metabolism and physiology; plant energy metabolism; carbon and oxygen isotope exchange in plants</td>
</tr>
<tr>
<td>SBS, Abelson 406BA 509-335-7218 <a href="mailto:acousins@wsu.edu">acousins@wsu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Amit Dhingra</td>
<td>Horticultural genomics; plastid transformation, organelle genomics; photobiology and photosynthesis</td>
</tr>
<tr>
<td>Hort, Johnson 155 509-335-3625 <a href="mailto:adhingra@wsu.edu">adhingra@wsu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Gerald Edwards</td>
<td>Photosynthesis, including effects of environmental stress and potential global climate change; mechanism and evolution of carbon assimilation</td>
</tr>
<tr>
<td>SBS, Heald 301 509-335-2539 <a href="mailto:edwardsg@wsu.edu">edwardsg@wsu.edu</a></td>
<td></td>
</tr>
<tr>
<td>John Fellman</td>
<td>Phytochemistry, chemistry and biochemistry of fruits and their products; postharvest plant physiology</td>
</tr>
<tr>
<td>Hort, Johnson 51 509-335-3454 <a href="mailto:fellman@wsu.edu">fellman@wsu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Stephen Ficklin</td>
<td>System Genetics</td>
</tr>
<tr>
<td>Hort, Johnson 153 509-335-4295 <a href="mailto:stephen.ficklin@wsu.edu">stephen.ficklin@wsu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Department</td>
</tr>
<tr>
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</tr>
<tr>
<td>David Gang</td>
<td>IBC, Clark</td>
</tr>
<tr>
<td>Kulvinder Gill</td>
<td>CSS, Johnson</td>
</tr>
<tr>
<td>Cynthia Gleason</td>
<td>PI Path, Johnson</td>
</tr>
<tr>
<td>Lee Hadwiger</td>
<td>PI Path, Johnson</td>
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<tr>
<td>Hanjo Hellmann</td>
<td>SBS, Abelson</td>
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<tr>
<td>Scot Hulbert</td>
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<tr>
<td>Michael Kahn</td>
<td>IBC, Clark</td>
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<tr>
<td>Anath Kalyanaraman</td>
<td>EECS, Elec Mech</td>
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<tr>
<td>Chulhee Kang</td>
<td>SMB, Fulmer</td>
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<tr>
<td>Helmut Kirchhoff</td>
<td>IBC, Clark</td>
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<tr>
<td>Michael Knoblauch</td>
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<td>N. Richard Knowles</td>
<td>Hort, Johnson</td>
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<tr>
<td>Hans-Henning Kunz</td>
<td>SBS, Eastlick</td>
</tr>
<tr>
<td>Name</td>
<td>Institution</td>
</tr>
<tr>
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<tr>
<td>B. Mark Lange</td>
<td>IBC, Clark 341</td>
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<tr>
<td></td>
<td></td>
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<tr>
<td>Norman Lewis</td>
<td>IBC, Clark 467C</td>
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<tr>
<td></td>
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<tr>
<td>Andrew McCubbin</td>
<td>SBS, Abelson 440B</td>
</tr>
<tr>
<td></td>
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<tr>
<td>Michael Neff</td>
<td>CSS, Johnson 387</td>
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<tr>
<td></td>
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<tr>
<td>Thomas Okita</td>
<td>IBC, Clark 351</td>
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<tr>
<td>Patricia Okubara</td>
<td>PI Path/USDA, Johnson 333</td>
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<tr>
<td></td>
<td></td>
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<tr>
<td>Hanu Pappu</td>
<td>PI Path, Johnson 353</td>
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<td></td>
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<tr>
<td>Tobin Peever</td>
<td>PI Path, Johnson 357</td>
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<tr>
<td></td>
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<tr>
<td>John Peters</td>
<td>IBC, Clark 287</td>
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<tr>
<td>B. W. Poovaiah</td>
<td>Hort, Johnson 155W</td>
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<tr>
<td>Michael Pumphrey</td>
<td>CSS, Johnson 381</td>
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<tr>
<td>Eric Roalson</td>
<td>SBS, Abelson 339</td>
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<td></td>
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<tr>
<td>Sanja Roje</td>
<td>IBC, Clark 261</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Department</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Karen Sanguinet</td>
<td>CSC, Johnson Hall 255</td>
</tr>
<tr>
<td>Andrei Smertenko</td>
<td>IBC, Clark 207</td>
</tr>
<tr>
<td>Camille Steber</td>
<td>CSS/USDA, Johnson 283</td>
</tr>
<tr>
<td>Kiwamu Tanaka</td>
<td>PI Path, Johnson 355</td>
</tr>
<tr>
<td>Mechthild Tegeder</td>
<td>SBS, Abelson 401/403</td>
</tr>
<tr>
<td>Linda Thomashow</td>
<td>PI Path, Johnson 365</td>
</tr>
<tr>
<td>John Wyrick</td>
<td>SMB, Biotech Lsf 241</td>
</tr>
<tr>
<td>Zhiwu Zhang</td>
<td>CCS, Johnson 105</td>
</tr>
</tbody>
</table>
We highly recommend arriving in Pullman at least a week before classes begin in August so that you can attend several orientations and have enough time to settle in before the semester begins. The following is a list of important items to do once you arrive on campus.

☐ Attend orientations, including
  • Graduate School Orientation (including International students): August 16 (payroll and benefits services, health insurance, university resources, RA/TA workshops, etc.) Register at [http://gradschool.wsu.edu/CurrentStudents/](http://gradschool.wsu.edu/CurrentStudents/)
  • Office of International Students and Scholars Orientation (OISS): All students must complete the iCoug Tutorial (online pre-arrival information and assessments) prior to arriving in Pullman. See instructions on how to log in and navigate the iCoug Tutorial. [https://ip.wsu.edu/future-students/documents/2016/05/icoug-tutorial-instructions-2.pdf](https://ip.wsu.edu/future-students/documents/2016/05/icoug-tutorial-instructions-2.pdf)
  • Molecular Plant Sciences Graduate Program Orientation: Aug. 18 from 1-2pm (first year coursework, lab rotations, and other important program information)
  • The orientation for the department where you TA, if applicable

☐ Fill out personnel paperwork
  • U.S. students: bring your driver’s license and original social security card to the Graduate School offices (336 French Administration Building) and fill out the I-9 forms and Personnel Action Form, which are necessary for processing tuition waivers, stipend, insurance, etc.
  • International students: bring your passport, I-94, I-20, and social security card to the Graduate School Offices (336 French Administration Building) to fill out the necessary forms. If you do not have a social security card, you will be able to apply for one during the OISS Orientation.

☐ Obtain a WSU ID card
  • Take your WSU ID number and at least one photo ID to the Cougar Card Center, which is located in the Compton Union Building (CUB), room 60, to obtain your WSU ID.

☐ Obtain a parking permit, if needed
  • Bring your WSU ID number to the Parking and Transportation Building on the corner of Colorado St. and D. St.

☐ Obtain keys
  • Please see your advisor to obtain keys for the labs you work in.

☐ Update contact information
  • Once you have established a local mailing address and phone number please update your contact information in My.WSU. This will update your address with the Graduate School, payroll, benefits services, etc.
SPECIAL INSTRUCTIONS FOR INTERNATIONAL STUDENTS

https://ip.wsu.edu/future-students/graduate-students/

The Office of International Students and Scholars – Global Services offers a multi-day orientation for new international students the week before the beginning of fall and spring semesters. Attendance at this orientation is mandatory for all international students, even those transferring from other U.S. schools. All international students will be charged a non-refundable, international orientation fee, after course registration. The fee will be charged to your WSU account and can be paid along with your tuition through My.WSU. The orientation includes:

- Pick-up from the Pullman-Moscow Airport
- Campus tours
- Information about medical insurance
- Workshops about being a research assistant (RA) or teaching assistant (TA)
- Immigration check-in
- Opportunity to apply for a Social Security Number
- Tips for thriving at WSU
- Opportunity to meet other international graduate students

There are many forms and helpful information available on the Office of International Programs - Global Services website, http://ip.wsu.edu/global-services, including a pre-arrival information request form, information on obtaining a visa, a welcome packet, and the orientation registration form. The office can also put you in contact with other students from your home country that may be able to help you find housing.

RESPONSIBLE CONDUCT OF RESEARCH TRAINING

Mandatory training on the Responsible Conduct of Research is required of all WSU graduate students. The training is web-based and is located at https://myresearch.wsu.edu (the training module is addressed to Principal Investigators but is the same for everyone). Every new MPS student should complete the training by August 30th.

Graduate students will not be eligible for employment until the training is completed, but a grace period of one semester is allowed.

Incoming students can take the training as a network ID and password are created. We recommend that this is done before arriving on campus. Questions about the subject matter should be directed to your faculty advisor.
Mandatory employee training on Discrimination and Sexual Harassment Prevention will be required of all graduate students on assistantships. This is a Web based training located at [hrs.wsu.edu/dshp](http://hrs.wsu.edu/dshp). Students are encouraged to take this training as soon as possible.

- Graduate students appointed Fall Semester will need to complete their training by September 30th
- Graduate students appointed Spring Semester will need to complete their training by January 31st
- Graduate Student appointed Summer Semester will need to complete their training by June 30th

Failure to fully complete this training may result in future ineligibility of any financial support or benefit of your appointment. All employees will be required to repeat this training every five years from the date of initial training.

Questions regarding this training may be directed at Human Resources Services at 509-335-4521 or hrs@wsu.edu. Questions about sexual harassment or discrimination can be directed to the Office of Equal Opportunity at 509-335-8288 or oeo@wsu.edu. Certain computer configurations are required by the training system. Learn specific issues and resolve them through the Browser Capabilities Check at [http://browser.skillport.com](http://browser.skillport.com).

A student may review their completion of training by logging into WSU Online Training account, select the "My Progress" button from the left side menu, then select the "Completed" tab for a list of your training history (note the date range criteria above the "Completed" tab). Click on the red ribbon icon if you would like to print a Certificate of Completion.

Employing areas each have designated personnel that can provide a list of employees to each area.

**ESTABLISHING WASHINGTON RESIDENCY**

This section applies only to U.S. citizens and permanent residents; international students will receive out-of-state tuition waivers for each semester of study provided they continue to be funded on an assistantship.

For the first year that you are enrolled in the MPS Program at WSU, you will receive a special waiver that allows you to pay in-state tuition if your place of residence is not Washington State. However, in order for this to continue, you MUST be a legal Washington resident at the beginning of your second year of study or you will be charged out-of-state tuition. The program will not cover the difference between in-state and out-of-state tuition.

In order to gain residency, it is important that you do the following.

1. Live in Washington State for your entire first year of graduate school.
2. Keep a copy of your lease(s) to show that you have maintained a physical residence in the state.
3. Obtain a Washington State driver’s license (or a Washington ID card if you don’t drive). This should be done as soon as you move to Pullman so that it will be at least 12 months old when you apply for residency. Keep a copy of your license and receipt in case you lose it and have to get a replacement at a later date.
4. If you have a car, register it immediately in Washington State and transfer your car insurance to a local agent if your insurance company doesn’t have a local branch. You must register any car you own or use within 30 days of your arrival. If the car belongs to someone else (parent, spouse, sibling, friend), it still must be registered in the state of Washington if you are using it as a regular means of transportation while residing in this state.
5. Obtain a voter registration card as soon as you move to Pullman (can be done at the same time you get your driver’s license).
6. Establish an account at a local bank.
7. If you are ≤24 years of age, you must prove that you have been financially independent for the 12 months you have resided in Washington. This means that you cannot be listed as a dependent on your parents’ tax returns in the year preceding the year that you file your paperwork.

It is a very good idea to also keep copies of bills, bank statements, etc. that show your local address to support your residency application. More information about the process can be found at the following web sites. http://residency.wsu.edu/residency-requirements/. If you have any questions or concerns regarding your residency status, please contact Theresa or Dr. Lisa Gloss in the Graduate School.

INSURANCE AND PAYROLL

Graduate Student Insurance
Washington State University automatically pays health and dental insurance for students who have assistantships and provides the health and Wellness Services (HWS) clinic on campus. HWS provides medical, minor surgical, urgent care and wellness programs for students who have paid the university health and wellness fee (but not their dependents). Basic visits to the clinic are free, although you may be charged for x-ray, laboratory, and physical therapy services, and for filled prescriptions. For a complete description of HWS services, go to www.hws.wsu.edu.

The Graduate Student Assistant Medical and Dental Insurance Plan (http://studentinsurance.wsu.edu/graduate-assistants/) is designed to help you pay for expenses you may incur outside of the HWS clinic. Coverage is available worldwide. WSU’s medical policy is underwritten by AIG and for complete information about their policies and an online claim form, go to http://www.studentinsurance.com/Apps/Schools/Default.aspx?Id=287 It is also possible to obtain the claim form from Health and Wellness Services and Benefits Services in French Administration Building 232 (335-9575). WSU’s dental policy is underwritten by Washington Dental Service, www.deltadentalwa.com. Most local dentists are members of Washington Dental Service, which means that they will be able to do the necessary paperwork themselves as long as you inform them of your coverage. It is wise to check ahead.

It is possible to arrange for one’s spouse or same-sex domestic partner and children to be included in the Graduate Student Assistant Medical Insurance Plan at the following rates for students on an assistantship.

<table>
<thead>
<tr>
<th></th>
<th>Fall 2017</th>
<th>Spring/Summer 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse/Partner</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Child(ren)</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

See http://studentinsurance.wsu.edu/graduate-assistants/ for more details.

Deductions and Graduate Fees
Pay checks are issued on the 10th and 25th of each month (or the next working day if either day falls on a weekend). It is possible to arrange direct deposit with the university and you bank so that your check is automatically deposited that day; otherwise, it will be sent through regular mail. Direct deposit can be set up online through the My.WSU system. From your home page click “Content” in the upper right hand corner. Under the Finance section, make sure the “Direct Deposit Self-Serve” box is checked and save. You should then be able to sign up for student account direct deposit from your home page.

Payroll deduction allows for graduate fees to be withdrawn from your paychecks over eight pay periods instead of all at once. You must be on an assistantship and submit a payroll deduction authorization form via My.WSU, before the late fee
for tuition occurs (September 8, 2017). This is an optional service provided at a fee of $8 per semester. Fees for the 2017-18 academic year are as follows (per semester).

<table>
<thead>
<tr>
<th>Fees</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residual tuition, service and activity fees</td>
<td>$446.67</td>
</tr>
<tr>
<td>Student Recreation Center</td>
<td>$153.00</td>
</tr>
<tr>
<td>Health &amp; Wellness Fee</td>
<td>$184.00</td>
</tr>
<tr>
<td>Pullman Transit Fee</td>
<td>$27.74</td>
</tr>
<tr>
<td>Compton Union Building (CUB) Renovation Fee</td>
<td>$120.00</td>
</tr>
<tr>
<td>TOTAL TO BE PAID BY STUDENT</td>
<td>$931.41</td>
</tr>
</tbody>
</table>

See [http://studacct.wsu.edu/tuitionfees.html](http://studacct.wsu.edu/tuitionfees.html) for more details.

**LEAVE & VACATION**

During the term of their appointments, all graduate student service appointees are expected to be at work each normal workday, **including periods when the University is not in session with the exception of the legal holidays designated by the Board of Regents.**

All University holidays are designated by the Board of Regents and are published in the *WSU Week* and posted on the Web at [http://www.hrs.wsu.edu/](http://www.hrs.wsu.edu/).

Graduate students on appointment **do not** earn annual leave or sick leave.
WSU and the MPS program are committed to maintaining a social and academic environment conducive to the education mission of the institution. While it is hoped that each student’s experiences at WSU will be positive, difficulties can and do occasionally arise. If concerns arise, it is imperative for graduate students to know of options available for resolution.

The chart below contains a summary of how student concerns are normally handled at WSU. The course of action is to seek resolution at the lowest possible level with one’s advisor, any of one’s doctoral committee members, the academic coordinator, the program director or program assistant director. If a student is unable to remedy the situation through these means, or if there is a reason why these individuals cannot be approached, problems can be taken directly to another appropriate office.

Because of the wide variety of issues that may beset students, there are several options available in addition to the Graduate School. Students may, for instance, consult the Office of the Ombudsman or the Office of Equal Opportunity at any point in working toward the resolution of a problem. It should be noted that the Ombudsman, by definition, cannot serve as student advocate but may facilitate contact with individuals or units at the University. See Additional University Resources (p. 14) for more details on the types of problems that different offices might be best equipped to handle.
Concerns which are brought to the Graduate School may likewise draw on these or other resources within the University, as necessary.

Strict academic issues brought before the Graduate School are typically handled by the Associate Deans of the Graduate School. Appeals of college or unit level decisions are handled by the Dean of the Graduate School in consultation with the Associate Deans. Graduate students’ appeals process involves several steps: adjudication at the unit level, adjudication at the college level with, if necessary and appropriate, a final appeals to the Dean of the Graduate School. Unusual academic matters and some combinations of conduct and academic matters may be referred to the Committee on Graduate Student Rights and Responsibilities (CGSRR). In the case of strictly academic matters, the CGSRR consists of graduate faculty only. In matters consisting of both academic and conduct issues, the CGSRR is composed of graduate faculty and graduate students recommended by the Graduate Studies Committee. The CGSRR will operate with due respect to the rights of graduate students and graduate faculty, including the conduct of confidential interviews, the rights of all parties to review and address allegations, and rights to a fair hearing. Once allegations are brought to the Graduate School in writing, the CGSRR will be formed within 30 days and will deliberate and render a recommendation to the Dean of the Graduate School within 60 days. This recommendation will be acted upon by the Dean in consultation with the Provost and the Attorney General. The final outcome of this process may be appealed to the Dean of the Graduate School, who will then follow the procedures outlined above.

Appeals can be brought before the Provost. The Provost will consider appeals based on procedural irregularity and will not reopen cases only for the purpose of re-investigating the grievance.

In all instances, the University seeks fair and expeditious action on academic and conduct issues. Resolutions must uphold the highest standards of academic freedom and integrity, while honoring the rights and dignity of all individuals in the University community.

For more information about the Graduate Student Code, see http://gradschool.wsu.edu/documents/2015/01/gsrightsresponsibilities.pdf

ADDITIONAL UNIVERSITY RESOURCES

_Counseling and Psychological Services (335-4511) After hours crisis services (335-2159)_
Offers specialized individual and group counseling and testing services without charge to any regularly enrolled student. A staff of professionally trained counselors is available to provide confidential assistance to students with personal, social, academic, or couple concerns. Group counseling and workshops are provided to help students with personal development and adjustment and to cope with such issues as eating disorders and sexual assault and abuse. Crisis services and consultation are available on a 24-hour basis.

_Office of the Dean of Students (335-5757)_
Oversees the Academic Integrity Program at WSU. The main goal is graduating students with a strong foundation of knowledge and experiences achieved by fostering personal accountability for their academic work.

_Office for Equal Opportunity (355-8288)_
Assists all University students, faculty and staff in areas of discrimination (i.e., sexual harassment and racial harassment).
Office of the University Ombudsman (335-1195)
The ombudsman is designated by the university to function as an impartial and neutral resource to assist all members of the university community. The ombudsman provides information relating to university policies and procedures and facilitates the resolution of problems and grievances through informal investigation and mediation.

Office of Veterans Affairs (335-1234)
For all veterans related questions. Email: veterans@wsu.edu

Women’s Resource Center (335-6849)
Coordinates programs which support the success and empowerment of women; provides information and consultations for individuals and groups planning activities related to women; resource and referral center on issues such as sexual assault, health care, child care, counseling, law, etc. Email: wrc.email@wsu.edu

Gender Identity/Expression and Sexual Orientation Resource Center (335-0692)
Services provided to gay, lesbian, bisexual students and heterosexual allies; referrals for counseling, education and advocacy.

Access Center (335-3417)
Plans and coordinates servicers for students with physical impairments, permanent health problems, and learning disabilities. Email: access.center@wsu.edu

Global Services (Office of International Students and Scholars) (335-4508)
Assists international students and visiting faculty with legal (immigration & naturalization), non-academic, and social adjustments. Email: ip.globalservices@wsu.edu

Intensive American Language Center (335-6675)
Teaches English language courses to international students and scholars. Email: ilc@wsu.edu

The Office of Multicultural Student Services (335-7852)
Primarily for undergraduates, but there are some resources available for graduate students; refer to specific student centers for more information on graduate student resources.
- African American Student Center: 335-2626
- Asian/Pacific American Student Center: 335-1986
- Chicana/o Latina/o Student Center: 335-2616
- Native American Student Center: 335-8618
SAFETY

Washington State University is committed to maintaining a safe environment for its faculty, staff, and students. Safety is a priority in which the university invests significant time and resources. We have emergency plans and procedures that are reviewed regularly and that can be implemented quickly in a crisis or emergency. Our focus over the past few years on expanding communication resources and practices has enhanced our ability to effectively maintain our campus safety.

Safety is not the exclusive responsibility of any one individual, department or office. Every member of the campus community should recognize that it is a shared responsibility and that each of us has a personal role in campus safety. Leaders at all levels including deans, directors, chairpersons, and department heads must take an active role in working with faculty, staff and students to foster an environment of safety awareness by providing necessary training and by setting an example for others to follow. Individual faculty, staff, and students should know the appropriate actions to take when an emergency arises. Their understanding of University safety and security procedures will help emergency personnel fulfill their responsibilities when emergencies do arise.

We ask that all faculty, staff, and student visit the University emergency management web site at http://oem.wsu.edu/ to become familiar with the student and classroom emergency information provided. Everyone should also become familiar with the WSU ALERT site, http://alert.wsu.edu/, where information about emergencies and other issues affecting WSU can be found. This site also provides information on the communication resources WSU will use to provide warning and notification during emergencies. For example, you can opt to have alerts sent via email and/or text message to your cell phone.

WSU is fully committed to keeping the community informed of public safety issues and emergency procedures as well as providing protection, education, and other services that enhance your safety and well-being. Please stay informed of the services and information available and remain vigilant and aware of your circumstances at all times so that we can work together to ensure a safe working and learning environment.

For additional information about campus safety, visit the Office of Emergency Management web site at http://oem.wsu.edu/.

LIVING IN PULLMAN

Sources of Information
The Pullman Chamber of Commerce will send you a free visitor packet of information that includes a map and local coupons. You can request the packet and find lots of other useful information (housing, things to do, important phone numbers, etc.) at their web site: http://pullmanchamber.com/

List of Helpful Businesses and Services (all in Pullman, unless noted)

<table>
<thead>
<tr>
<th>Pullman Chamber of Commerce</th>
<th>Pullman Regional Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>415 N. Grand Ave.</td>
<td>835 S.E. Bishop Blvd.</td>
</tr>
<tr>
<td>(509) 334-3565</td>
<td>(509) 332-2541</td>
</tr>
</tbody>
</table>
Housing
It is important to start looking for housing early because houses and apartments rent very quickly in Pullman. Many units become available for lease in March for the upcoming school year. Since you need to establish residency in Washington within a year of arrival, you cannot live in Moscow, Idaho. Also, while it is sometimes cheaper to live in Colfax, WA, note that there is no public transportation between Colfax and Pullman.

University accommodations are available, including single and married student apartments. A graduate student resident hall containing single rooms is located near the center of campus. Information on University housing can be found at http://housing.wsu.edu/.

Many students live in off-campus housing within walking distance of the University. A good source of information about off-campus housing is http://offcampusliving.wsu.edu/.

Transportation & Parking
Many students at WSU own cars, but it is not absolutely necessary. There are many apartments within walking distance of campus. Also, your student fees allow you to ride Pullman Transit for free after showing your WSU Cougar Card (go to http://www.pullmantransit.com/ for route and schedule information).

Travel to & from Pullman
The Pullman-Moscow Airport (PUW) is nearby but somewhat expensive. PUW offers Alaska Airlines flights operated by Horizon Air. If you have a car, it may be cheaper to fly in and out of Spokane International Airport (GEG), which is about 80 miles north or Lewiston Regional Airport (LWS) about 30 miles south which offers Alaska Airlines flights operated by Horizon Air and Delta Connection flights operated by SkyWest Airlines. Wheatland Express offers limited shuttle service from Pullman to the Spokane Airport http://www.wheatlandexpress.com/.

Child Care
If you have children, the WSU Child Care Resource and Referral Hotline, 1-509-242-3405 or http://community-minded.org/child-care can provide you with a list of state-certified day care providers and information about schools. The
GRADUATE PROGRAM IN MOLECULAR PLANT SCIENCES

PH.D. GRADUATE PROGRAM COURSE REQUIREMENTS

Graduate School course requirements for a Doctoral Degree:

• 72 hours minimum total credits
• 15 hours minimum graded course work
• 20 hours minimum 800-level research credits
• Audited courses cannot be applied

Molecular Plant Sciences graded course work requirements for a Doctoral Degree:

Required (Pass/Fail):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPS 570</td>
<td>MPS Journal Club</td>
<td>2</td>
</tr>
<tr>
<td>MPS 515</td>
<td>MPS Seminar</td>
<td>2</td>
</tr>
</tbody>
</table>

Graded Course Work (15 credit minimum of 500-level coursework)

1. MPS 525 Plant Molecular Genetics 3
   (Offered Spring semesters)

2. Two Courses (minimum) from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biol 513</td>
<td>Plant Metabolism</td>
<td>3</td>
</tr>
<tr>
<td>Biol 519</td>
<td>Introduction to Population Genetics</td>
<td>3</td>
</tr>
<tr>
<td>Biol 533</td>
<td>Modern Methods in Phylogenetics</td>
<td>3</td>
</tr>
<tr>
<td>Biol 537</td>
<td>Plant Cell Biology</td>
<td>3</td>
</tr>
<tr>
<td>Crop_Sci 505</td>
<td>Advanced Classical and Molecular Breeding</td>
<td>3</td>
</tr>
<tr>
<td>MPS 587</td>
<td>Advanced Topics in Plant Biochemistry</td>
<td>3</td>
</tr>
</tbody>
</table>
   (Typically offered Fall semester odd years)

3. Six credits (minimum) from:

   Biochemistry/Biophysics/Chemistry
   - Chem 531 Advanced Physical Chemistry I 3
   - MBioS 465 Principles of Biophysical Chemistry 3
   - MBioS 578 Bioinformatics 3
   - Phys 566 Biological Physics 3

   Plant Physiology/Development/Structure-function
   - Biol 504 Experimental Methods in Plant Physiology 3
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hort 516</td>
<td>Advanced Horticultural Crop Physiology</td>
<td>3</td>
</tr>
</tbody>
</table>

### Plant biology/Environment

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biol 509</td>
<td>Plant Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>Biol 512</td>
<td>Molecular Mechanisms of Plant Development</td>
<td>3</td>
</tr>
<tr>
<td>Biol 517</td>
<td>Stress Physiology of Plants</td>
<td>3</td>
</tr>
<tr>
<td>Biol 540</td>
<td>Stable Isotope Theory and Methods</td>
<td>3</td>
</tr>
<tr>
<td>Biol 560</td>
<td>Plant Ecophysiology</td>
<td>3</td>
</tr>
<tr>
<td>Biol 569</td>
<td>Ecosystem Biology and Global Change</td>
<td>3</td>
</tr>
<tr>
<td>Crop_Sci 411</td>
<td>Crop Environment Interactions</td>
<td>3</td>
</tr>
<tr>
<td>Crop_Sci 555</td>
<td>Epigenetics in Plants</td>
<td>2</td>
</tr>
<tr>
<td>PI P 513</td>
<td>Plant Nematology</td>
<td>4, 3-3</td>
</tr>
<tr>
<td>Hort 503</td>
<td>Advance Topics in Horticulture</td>
<td>1-4</td>
</tr>
<tr>
<td>Hort 518</td>
<td>Post-Harvest Biology and Technology</td>
<td>3, 2-3</td>
</tr>
<tr>
<td>PI P 511</td>
<td>Viruses and Virus Diseases of Plants</td>
<td>4, 2-3</td>
</tr>
<tr>
<td>PI P 514</td>
<td>Phytobacteriology</td>
<td>4, 3-3</td>
</tr>
</tbody>
</table>

### Genetics/Cell Biology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biol 521</td>
<td>Quantitative Genetics</td>
<td>3</td>
</tr>
<tr>
<td>Crop_Sci 503</td>
<td>Advanced Cropping Systems</td>
<td>3</td>
</tr>
<tr>
<td>Crop_Sci 504</td>
<td>Plant Transmission Genetics</td>
<td>3</td>
</tr>
<tr>
<td>Crop_Sci 545</td>
<td>Statistical Genomics</td>
<td>3</td>
</tr>
<tr>
<td>E Mic 586</td>
<td>Special Projects in Electron Microscopy</td>
<td>2-3</td>
</tr>
<tr>
<td>MBioS 426</td>
<td>Microbial Genetics</td>
<td>3</td>
</tr>
<tr>
<td>PI P 535</td>
<td>Molecular Genetics of Plant and Pathogen Interactions</td>
<td>3</td>
</tr>
</tbody>
</table>

Coursework options need to be discussed with the graduate student’s committee and will depend on the student’s interest/research areas. It is expected to include additional classes depending on the individual student’s needs.
SUMMER BEFORE STARTING

- If you are not directly entering a laboratory, you will begin your research with at least three lab rotations lasting 5 to 8 weeks each. These rotations are an opportunity for you to experience the research styles of different laboratories. The best way to choose the labs in which you would like to rotate is to contact the faculty member whose research is of interest to you. Contact faculty directly to set up rotation schedules, if applicable.

FIRST YEAR (FIRST SEMESTER)

- **Recommended Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPS 570</td>
<td>Advanced Topics in Molecular Plant Sciences</td>
<td>1</td>
</tr>
<tr>
<td>MPS 515</td>
<td>Seminar in Molecular Plant Sciences</td>
<td>1</td>
</tr>
<tr>
<td>MPS 800*</td>
<td>Doctoral Research/Dissertation</td>
<td>Variable</td>
</tr>
<tr>
<td>Other courses</td>
<td>As discussed with advisor</td>
<td>Variable</td>
</tr>
<tr>
<td>Total credits</td>
<td></td>
<td>10-12</td>
</tr>
</tbody>
</table>

*Students intending to pursue a doctoral degree should sign up for MPS 800 whether or not they have taken the preliminary exam.

- **Seminars**
  Attend weekly MPS 515 seminar. Attendance is expected throughout the course of your program of study, and you should enroll each semester unless there is a conflict with another required course. Under no circumstances should your advisor schedule lab meetings during the time of the MPS 515 seminar. Doctoral candidates are required to present two seminars while enrolled in the program.

- **Research/Rotation**
  Begin research in your chosen lab. If doing rotations, you must find a laboratory by the end of the second semester to make adequate progress towards your degree.

- **Begin to establish Washington residency**
  Obtain a Washington driver’s license, voter registration card, vehicle registration, etc.

FIRST YEAR (SECOND SEMESTER)

- **Recommended Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPS 570</td>
<td>Advanced Topics in Molecular Plant Sciences</td>
<td>1</td>
</tr>
<tr>
<td>MPS 515</td>
<td>Seminar in Molecular Plant Sciences</td>
<td>1</td>
</tr>
<tr>
<td>MPS 525</td>
<td>Plant Molecular Genetics</td>
<td>3</td>
</tr>
<tr>
<td>MPS 800</td>
<td>Doctoral Research/Dissertation</td>
<td>Variable</td>
</tr>
<tr>
<td>Other courses</td>
<td>As discussed with advisor</td>
<td>Variable</td>
</tr>
</tbody>
</table>

22
• **Seminars**
  Attend weekly MPS 515 seminar.

• **Research/Rotation**
  Continue research in chosen lab; begin considering ideas for dissertation research.

• **Choose an advisor**
  This should be done after completion of rotations. The faculty member must agree to be your major advisor and, in some cases, a student may have two advisors (co-chairs). Please notify the academic coordinator of your decision as soon as possible.

• **Create your doctoral committee**
  The minimum size of the Ph.D. Committee is four members from the Graduate Faculty and at least three (including your major advisor) need to be faculty from the Molecular Plant Sciences Graduate Program. Please notify the academic coordinator of your committee members as soon as possible.

• **Annual Review**
  Annual review packets will be distributed annually early March to be completed by student and faculty advisors. Each review must include an updated CV and be submitted to the Academic Coordinator by April 15. (See Appendix I for sample of form).

**FIRST YEAR (SUMMER)**

• **Recommended Courses**
  It is not necessary to take summer courses unless you are in the NIH Protein Biotechnology Training Program, in which case you must register for 3 research credits every summer that you are in the program.

• **Research**
  Begin/continue research of thesis topic and prepare for first research proposal.

  Suggested timeline:
  
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1</td>
<td>Discuss preliminary ideas for proposal with your advisor</td>
</tr>
<tr>
<td>July 15</td>
<td>Give a rough draft to your committee and discuss</td>
</tr>
<tr>
<td>Sept 15</td>
<td>Give a close-to-final draft to your advisor and discuss</td>
</tr>
</tbody>
</table>

• **Prepare a Program of Study**
  [http://gradschool.wsu.edu/facultystaff-resources/18-2/](http://gradschool.wsu.edu/facultystaff-resources/18-2/). Must be signed by your doctoral committee members after your first research proposal defense.

**SECOND YEAR (THIRD SEMESTER)**

• **Apply for Washington residency**
  [http://residency.wsu.edu/residency-requirements/](http://residency.wsu.edu/residency-requirements/)
Do this as soon as you have proof that you have lived in Washington for 12 months or you will be charged out-of-state tuition.

- **Recommended Courses**
  
<table>
<thead>
<tr>
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<th>Title</th>
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<tr>
<td>MPS 800</td>
<td>Doctoral Research/Dissertation</td>
<td>Variable</td>
</tr>
<tr>
<td>Other courses</td>
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</tr>
<tr>
<td>Total credits</td>
<td></td>
<td>10-12</td>
</tr>
</tbody>
</table>

- **First research proposal (file with MPS)**
The proposal must be written and turned in by October 1st. See “Guidelines for Proposals” in Appendix I. A final copy must be submitted to the academic coordinator for your file.

- **Submit Program of Study to the Graduate School**
  
  Please note that the Graduate School must approve the form before you will be allowed to schedule your preliminary exam and that they may request changes. Also, if any of the information on you Program of Study changes, you must submit the proper form to the Graduate School (http://gradschool.wsu.edu/documents/2014/12/program-change.pdf).

- **Seminars**
  
  Attend weekly MPS 515 seminar.

- **Research**
  
  Continue research on proposal topic.

**SECOND YEAR (FOURTH SEMESTER)**

- **Recommended Courses**
  
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPS 570</td>
<td>Advanced Topics in Molecular Plant Sciences</td>
<td>1</td>
</tr>
<tr>
<td>MPS 515</td>
<td>Seminar in Molecular Plant Sciences</td>
<td>1</td>
</tr>
<tr>
<td>MPS 800</td>
<td>Doctoral Research/Dissertation</td>
<td>Variable</td>
</tr>
<tr>
<td>Other courses</td>
<td>As discussed with your advisor</td>
<td>Variable</td>
</tr>
<tr>
<td>Total credits</td>
<td></td>
<td>10-12</td>
</tr>
</tbody>
</table>

- **Seminars**
  
  Attend weekly MPS 515 seminar.

- **Research**
  
  Continue research on proposal topic and review with doctoral committee before end of semester.

**SECOND YEAR (SUMMER)**

- **Research**
  
  Continue research on proposal topic and prepare for second research proposal.

The second research proposal should be unrelated to your first research project/proposal. Your advisor should approve your choice of topic but should not help you in any way with researching or writing the proposal. You are
allowed (and encouraged) to discuss your proposal with other faculty both inside and outside of WSU, post docs and students.

THIRD YEAR (FIFTH SEMESTER)

- Recommended Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPS 515</td>
<td>Seminar in Molecular Plant Sciences</td>
<td>1</td>
</tr>
<tr>
<td>MPS 800</td>
<td>Doctoral Research/Dissertation</td>
<td>Variable</td>
</tr>
<tr>
<td>Other courses</td>
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<td>Variable</td>
</tr>
<tr>
<td>Total credits</td>
<td></td>
<td>10-12</td>
</tr>
</tbody>
</table>

- Second research proposal /Preliminary Examination (file with Graduate School and MPS)
  http://gradschool.wsu.edu/documents/2014/12/preliminary-exam-scheduling-form.pdf. This is the formal Ph.D. qualifying exam and must be scheduled through the Graduate School at least 10 working days prior to the exam date. Note that preliminary exams cannot be scheduled during the week of final exams. Copies of the proposal should be delivered to your committee members at least seven days before your defense.

- Seminars
  Attend weekly MPS 515 seminar.

- Research
  Continue research on proposal topic.

THIRD YEAR (SIXTH SEMESTER)

- Recommended Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPS 515</td>
<td>Seminar in Molecular Plant Sciences</td>
<td>1</td>
</tr>
<tr>
<td>MPS 800</td>
<td>Doctoral Research/Dissertation</td>
<td>Variable</td>
</tr>
<tr>
<td>Other courses</td>
<td>As discussed with your advisor</td>
<td>Variable</td>
</tr>
<tr>
<td>Total credits</td>
<td></td>
<td>10-12</td>
</tr>
</tbody>
</table>

- Seminars
  Attend weekly MPS 515 seminar. All MPS students are required to present a seminar after completion of the preliminary exam. Contact the academic coordinator to schedule your first seminar.

- Research
  Continue research and meet with doctoral committee before end of semester.

FOURTH AND SUBSEQUENT YEARS

- Recommended Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPS 515</td>
<td>Seminar in Molecular Plant Sciences</td>
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</tr>
<tr>
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<td>Doctoral Research/Dissertation</td>
<td>Variable</td>
</tr>
<tr>
<td>Total credits</td>
<td></td>
<td>10-12</td>
</tr>
</tbody>
</table>

- Seminars
  Attend weekly MPS 515 seminar.

- Research
Continue research and meet with doctoral committee before end of academic year.

- **File an application for Doctoral Degree with the Graduate School**
  
  You should submit an application for degree to the Graduate School at least one semester before your final oral examination/dissertation defense is scheduled. The Graduate School will then notify you of any final graduate requirements before you enroll in your last semester.

### FINAL YEAR/FINAL SEMESTER

**Recommended Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPS 515</td>
<td>Seminar in Molecular Plant Sciences</td>
<td>1</td>
</tr>
<tr>
<td>MPS 800</td>
<td>Doctoral Research/Dissertation Variable</td>
<td></td>
</tr>
<tr>
<td><strong>Total credits</strong></td>
<td></td>
<td><strong>10-12</strong></td>
</tr>
</tbody>
</table>

- **Seminars**

  Attend weekly MPS 515 seminar. All MPS students are required to present a second seminar on your research before your final defense. Contact the academic coordinator to schedule your second seminar.

- **Apply for Graduation in My.WSU:** [http://gradschool.wsu.edu/CurrentStudents/index1.html](http://gradschool.wsu.edu/CurrentStudents/index1.html)

- **Schedule your final oral examination/dissertation defense with the Graduate School**

  [http://gradschool.wsu.edu/documents/2015/03/final-exam-scheduling-for-masters-and-doctoral.pdf](http://gradschool.wsu.edu/documents/2015/03/final-exam-scheduling-for-masters-and-doctoral.pdf). Submit the final examination scheduling form and draft paper copy of you dissertation to the Graduate School at least 10 working days prior to the exam date. When scheduling the exam, make sure all committee members are available for signing your dissertation. Some will not sign until all required corrections are made. Be careful not to schedule your exam at a time when committee members may be traveling immediately following the defense.

- **Complete your final oral examination/dissertation defense**

- **Submit two signed copies of your dissertation to the Graduate School**

  [https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-submission-guidelines.pdf](https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-submission-guidelines.pdf). An electronic copy of the corrected dissertation must be submitted following the Graduate School’s guidelines within five working days after a successful final oral exam. Students should use the Final Dissertation/Thesis Acceptance Checklist when preparing the electronic copy for submission. In addition, the following must be submitted to the Graduate School within five working days of the final oral examination:

  - All students must submit a 100% cotton fiber paper copy of the title page, abstract page, and signature page signed in black ink by all committee members.
  - All students must submit a completed Hold Harmless/Copyright Acknowledgement form.
  - All doctoral candidates must submit an extra copy of the title page and abstract on standard white paper (not 100% cotton).
  - Doctoral candidates have the option of submitting a copyright request for their dissertation when submitting it for publication. All doctoral candidates should submit a completed and signed Survey of Earned Doctorates (strongly recommended).

- **Submit a copy of your dissertation to your advisor and to the academic coordinator**
• **Commencement**
The Bookie begins accepting orders about two months before commencement for your cap and gown. [http://commencement.wsu.edu/academic-regalia/](http://commencement.wsu.edu/academic-regalia/)

• **Update mailing address with Graduate School**
Diplomas will be mailed approximately eight weeks after commencement.

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**GOOD STANDARDS AND MAKING PROGRESS TOWARD YOUR DEGREE**

To be considered “in good standing” (i.e. making progress toward your degree), an MPS graduate student should fulfill the following conditions.

1. Maintain a GPA of 3.0 or above. Please note that the GPA of your formal coursework (not including supplementary English courses, PE courses, etc.) must also be 3.0 or above.
2. Be accepted into the laboratory of an MPS faculty member by the end of the second semester of your first year.
3. Form a graduate doctoral committee by the end of your first year.
4. Submit all required paperwork (Program of Study, exam scheduling forms, etc.) to the Graduate School in a timely manner.
5. Meet with your doctoral committee at least once a year. It is your responsibility to arrange extra meetings with your doctoral committee should problems arise.
6. Complete an annual review with your advisor every year at the end of spring semester.
7. Uphold the Student Conduct Policy and Academic Integrity Policy of Washington State University.

Failure to remain in good standing may result in loss of financial support and termination from the program.

Requests for an exception to policy should be submitted, in writing, to the MPS director by the thesis advisor. Documented approval from thesis committee members may be required. After the appropriate approvals have been acquired, the MPS director may write an exception to policy letter to the Dean of the Graduate School.

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**SHORT ANSWERS TO FREQUENTLY ASKED QUESTION**

What happens if...

...I haven’t been trained to handle hazardous materials?

When you begin your first lab rotation, the lab coordinator or another member of the Safety Committee will provide Safety and Hazardous Materials Handling training. Additional specialized training will be required for students who use radioactive substances. We also recommend looking at WSU’s Safety Policies and Procedures manual (SPPM) at [http://public.wsu.edu/~forms/manuals.html](http://public.wsu.edu/~forms/manuals.html) and consulting the Environmental health & Safety website at [http://ehs.wsu.edu/](http://ehs.wsu.edu/).
...I’m a TA in the School of Biological Sciences?

SBS does not assign courses until the week before school begins in August. You will be contacted by the academic coordinator with details about the TA training session, at which time you will be asked for your schedule and teaching preferences. The Graduate School Orientation also offers tips and sessions about TAing. Any international student pursuing a TA must take the International Teaching Assistant Evaluation Exam through the Intensive American Language Center and receive a score of 1. For more information visit http://ip.wsu.edu/IALC/international-TAs.html

...I have graduate-level courses that I would like to transfer?

You can transfer graduate-level credits that are appropriate to your Program of Study if a grade of B or higher was earned. Your advisor and committee must approve the courses that you want to transfer. The number of courses you can transfer is limited to no more than half of the total graded course credits (7 for the MPS Program). Extension courses, special problems, research and thesis credits, workshops, and correspondence courses cannot be transferred. Transfer credit is formally requested by listing the courses on your Program of Study, but you can request preliminary determination from the Graduate School. It is not possible to transfer undergraduate (300 or 400 level) courses.

...I need approval/advise before I have an advisor?

The MPS Program Director will make decisions that are normally made by your advisor or doctoral committee if you have not yet settled in a lab (i.e. rotating during your first year).

...I can’t find a laboratory?

To be considered “making adequate progress towards your degree,” you must find a lab by the end of your second semester. Under exceptional circumstances the MPS Program Director may allow the summer or a third semester for rotations, provided that funds are available and that there is a reasonable chance of success.

...My GPA falls below a 3.0?

The Graduate School requires that you maintain a 3.0 cumulative GPA, and the MPS Program requires in addition that you maintain a 3.0 cumulative GPA in your core courses. If you cumulative GPA falls below 2.75 after one semester, you will be issued a letter from the Graduate School stating that your status is under review. In order to be reinstated, the MPS Program Director must write a letter to the dean. If, after two semesters, your GPA is still between 2.75 and 2.99, the MPS Program Director can write another letter recommending reinstatement. However, a student who cannot maintain a 3.0 cumulative GPA by the end of his or her third semester will be dropped from the Graduate School. Students whose cumulative GPA is below 2.75 after two semesters are not eligible for reinstatement.
...I get a C in a class?

If you receive a C, you do not need to repeat the course (but neither can you repeat it for a higher grade). Any course listed in your Program of Study in which you earn a grade of C-, D or F must be repeated and not on a satisfactory/fail basis. No course with a grade of B- or below may be dropped from your degree program.

...I fail my first or second proposal?

At the discretion of the committee, the exam may be retaken once to address specific deficiencies. Upon a second failure, the committee may recommend transfer to the Master’s degree program or dismissal.

...One of my committee members leaves?

You may add or change a committee member with permission of your thesis advisor. The correct form must be submitted to the Graduate School.

...I lose research funds?

Alternate funding will be pursued, including teaching assistantships. It is the program’s intention to continue funding students as long as they are making adequate progress towards their degree. Contact the academic coordinator immediately if funding is lost.

If you have a question/problem that is not addressed here, please see the Graduate School web site, http://www.gradschool.wsu.edu/, or contact your advisor or the MPS academic coordinator.
MPS Guidelines for Proposals

1. Length:
   Your proposal should be approximately 15 pages long (single-spaced), including figures and tables. References, in full citation format, are to be added to the end of the proposal and are in addition to the recommended length.

2. Format:
   Your proposal should be based on the National Science Foundation (NSF) format available online at http://www.nsf.gov/pubs/policydocs/pappguide/nsf10_1/gpg_2.jsp#IIB. Follow guidelines for the research description section of the proposal. All other documents (i.e. Facilities and Equipment, Budget, Biosketch, etc.) are not required.

3. Content:
   Following guidelines for proposal content give at http://www/nsfgrfp.org/
MPS Sample Annual Review Form

Name of Student:

Advisor:

Graduate advisory committee:

Number of Years as WSU Student:

Has there been a committee meeting in the last 12 months?

Please circle: Yes No

Date of most recent meeting:

Has program of study been approved by your committee and filed with the Graduate School?

Please circle: Yes No

If no, anticipated date to file:

Date of first proposal: Please circle: Actual Anticipated

Dissertation title:

Date of preliminary exam: Please circle: Actual Anticipated

Please circle a number for overall progress and give a written evaluation:

0 – Not applicable 2 – Fair 4 - Good
1 – Poor 3 – Average 5 – Excellent

1. Indicate a general progress on research and/or thesis problem. Include comments on the ability to work and think independently and make creative approaches to research problems. List any publications.
2. Comment on academic performance during the evaluation period. Include prelims, proposals, research reviews, as well as seminar presentations.
3. Overall performance as a graduate student. List strengths, weaknesses, and areas for improvement.
4. Comment on probable success to complete degree requirements in a timely manner.
5. Do you recommend continued enrollment for this student? YES NO
6. Student/faculty interested in TA position for Fall/Spring? YES NO
   (Indicate fall, spring or both)

Advisor Signature: ______________________ Date: __________

I have seen this evaluation and have had an opportunity to discuss it with my advisor.

Student Signature: ______________________________ Date: ___________

Please submit an updated copy of your CV with this form.
### MPS Preliminary Examination Rubric

<table>
<thead>
<tr>
<th></th>
<th>Poor</th>
<th>Fair</th>
<th>Competent</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates mastery of general knowledge in the field of molecular plant sciences</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>States a research problem in such a way that it clearly fits within the context of the literature in an area of study</td>
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<tr>
<td>Demonstrates the potential value of the solution to the research problem in advancing knowledge within the area of study</td>
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<tr>
<td>Provides a sound plan for applying research methods/tools to solving research problem and shows a good understanding of how to use methods/tools effectively</td>
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<tr>
<td>Provides a sound plan for analyzing/interpreting research data</td>
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<tr>
<td>Communicates research proposal clearly and professionally in both written and oral forms appropriate to the field</td>
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<tr>
<td>Demonstrates capability for independent research in the area of study, the ability to develop and apply substantial expertise in that area and to make an original contribution to it</td>
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</table>

Comments:

### MPS Final Examination Rubric

<table>
<thead>
<tr>
<th></th>
<th>Poor</th>
<th>Fair</th>
<th>Competent</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates high level of expertise in a specific, defined area of molecular plant sciences and a mastery of knowledge in the general field of molecular plant sciences</td>
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<td></td>
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<tr>
<td>Reviews the literature in a way that demonstrates comprehensive knowledge of previous and current research in the field of study</td>
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</tr>
<tr>
<td>States a research problem in such a way that it clearly fits within the context of the literature in an area of study</td>
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<tr>
<td>Demonstrates the potential value of the solution to the research problem in advancing knowledge within the area of study</td>
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<tr>
<td>Applies sound research methods/tools to problems in an area of study and describes the methods/tools effectively</td>
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<tr>
<td>Performs statistical analyses of research data and presents the results in a way that makes clear sense of the data</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Communicates research clearly and professionally in both written and oral forms appropriate to the field</td>
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<tr>
<td>Has demonstrated capability for independent research in the area of study, applying substantial expertise in that area and making an original contribution to it</td>
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</tr>
</tbody>
</table>

Comments:

**MPS Bylaws**
Doctoral Program in Molecular Plant Sciences
Outcomes Assessment

Objectives and Outcomes

The objectives of the program are:

1. To enable students to develop as successful professionals in a collaborative, interdisciplinary environment as preparation for highly competitive positions in industry, government, and academia
2. To prepare students to be effective and innovative researchers in the field of molecular plant sciences
3. To enhance visibility of the doctoral program in molecular plant sciences nationally and internationally

The outcomes for each of the stated program objectives are:

1. To enable students to develop as successful professionals in a collaborative, interdisciplinary environment as preparation for highly competitive positions in industry, government, and academia, the program aims to provide a variety of experiences that help students to:
   a. Achieve mastery of knowledge in the general field of molecular plant sciences and the highest level of expertise in a specific, defined area of this field
   b. Develop the expertise to use molecular technology to solve novel and emerging problems related to plant and agricultural sciences
   c. Present research to local, regional, national, and international audiences through publications in professional journals and conference papers given in a range of venues and to a diverse type of audience
   d. Participate in professional organizations, becoming members, attending meetings, and taking leadership roles where appropriate
   e. Broaden their professional foundations through activities such as teaching, internships, fellowships, and grant applications

2. To prepare students to be effective and innovative researchers in the field of molecular plant sciences, the program aims to provide a variety of experiences that help students to:
   a. Become independent, self-motivated researchers with the ability to recognize problems in their field of expertise and formulate solutions to the problems
   b. Develop a comprehensive knowledge of previous and current research in their field of expertise and be able to demonstrate that knowledge capably in a review of the literature
   c. Generate viable questions within their field of expertise and pose problems or hypotheses related to those questions
   d. Apply sound research methods to problems in molecular plant sciences and describe the methods effectively
   e. Perform statistical analyses of research data and present the results in a way that makes clear sense of the data
   f. Discuss the solution to the research problem or the support or lack of support for the hypothesis in a way that effectively documents the contribution of the research to the area of study
3. To enhance visibility of the doctoral program in molecular plant sciences nationally and internationally, the program aims to:
   a. Attract and retain high-quality students
   b. Provide effective mentoring that encourages students to graduate in a timely manner
   c. Place graduates in positions in academia, industry, and government
   d. To attract, retain, and support nationally-recognized research-active faculty actively involved in the molecular plant sciences graduate program
All students are expected to follow the Standards of Conduct for Students under WAC 504-26-401.

**Academic Integrity**
Violations of include but is not limited to cheating by use of unauthorized materials or sources, acquisition of tests when acquired without permission, fabrication, counterfeiting data, research results, etc., and engaging in any behavior for the purpose of gaining an unfair advantage. If you are accused of a violation your instructor will assemble the evidence and notify you of their finding either in person or by email/phone. Your instructor will make a determination if you did or did not violate the academic integrity policy based on the evidence and circumstances surrounding the issue. You have 21 days from the date of the decision to file an appeal. For more information on the academic integrity violation process, go to http://academicintegrity.wsu.edu

**Faculty-Student and Supervisor-Subordinate Relationship Policy**
Faculty or anyone in a supervisory role is prohibited from having supervisory responsibility over a student or subordinate with whom he or she is currently having a romantic and/or sexual relationship. Supervisory responsibility includes any supervisory role perceived as a position of power or authority, and is not limited to instruction, research, academic advising, coaching, service on research and thesis committees, and assignment of grades, evaluation and recommendation in an institutional capacity for employment, scholarships, fellowships, or awards. For more info see http://public.wsu.edu/~forms/HTML/EPM/EP28_Faculty-Student_and_Supervisor-Subordinate_Relationships.htm

**Grievance policy**
The Graduate Student Rights and Responsibilities document describes procedures for channeling graduate student complaints, grievances, and concerns to faculty, staff and administrators for appropriate action. https://gradschool.wsu.edu/rights-and-responsibilities/
All forms can be found at http://www.gradschool.wsu.edu/Forms/

You may find all forms pertaining to Doctoral degree requirements at the link above. It is recommended to access all forms via the Graduate School website, as forms are updated frequently.

Deadlines and Procedures for Doctoral Degree

Program of Study Request Form
https://gradschool.wsu.edu/documents/2016/08/program-study-request.pdf

Program change form
http://gradschool.wsu.edu/documents/2014/12/program-change.pdf

Committee change form

Preliminary Exam Scheduling form

Final Exam Scheduling form
# Summer 2016 – Fall 2017 Deadlines and Procedures for Doctoral Degree

For a list of all Graduate School Forms, click [HERE](#).

**Effective Fall 2016:** ALL documents are submitted to the Graduate School **through your Academic Coordinator**

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Obtain an advisor/committee chairperson</td>
<td>As soon as possible after admission to the Graduate School</td>
</tr>
<tr>
<td>2. Submit your Committee Request form to your Academic Coordinator in your 2nd semester OR no later than 1 year before scheduling your preliminary exam (part-time students).</td>
<td>Second (2nd) semester of study</td>
</tr>
</tbody>
</table>
| 3. Submit Program of Study Request form to the Graduate School *via your Academic Coordinator* | If your third semester is:  
   - Summer 2016: 3/1/2016  
   - Fall 2016: 10/1/2016  
   - Spring 2017: 3/1/2017  
   - Summer 2017: 3/1/2017  
   - Fall 2017: 10/1/2017   |
|   Doctoral students must submit the Program of Study Request form **before the end of their third semester of study**, (October 1 deadline for fall; March 1 deadline for spring). Students who have recently completed their Master’s degree at WSU and plan to continue for a Ph.D. **may** want to file their Program of Study early: one full semester before taking the Preliminary Exam. |
| Preparation of the Program of Study form is the responsibility of the student, advisor, and doctoral committee. Department approves the form before submitting to the Graduate School. |
| 4. Schedule Preliminary Exam (doctoral students only). Submit at least 10 working days before exam. **NOTE:** Preliminary exams can be held throughout the semester except no prelims can be held during final exam week. | Schedule after approval and completion of most of your program and no later than 10 working days (2 weeks) prior to the date you wish to take the preliminary examination. Preliminary Exam details are at: [https://gradschool.wsu.edu/chapter-eight-c/](https://gradschool.wsu.edu/chapter-eight-c/) (#2) |
| Taking your prelim for the second time? You must submit the Preliminary Scheduling form at least 3 weeks (15 working days) in advance if you are re-taking your Preliminary exam. |   |
| Student should have 6 graded credits (or less) left to complete on their program of study coursework. This includes credits for which the student is currently enrolled (or further documentation is required). |   |
| 5. Preliminary Examination (doctoral students only). **NOTE:** Preliminary exams can be held throughout the semester except during final exam week. | At least 4 months (1 semester) prior to taking a Final Oral Examination/defense. |
6. Apply for Degree in MyWSU (to Graduate). This deadline is also
the last day to apply for a Graduate Certificate. If a student does
not apply by the initial deadline, their name will not appear in the
Commencement Program.

All students pay a $50 graduate processing fee, valid for one year
only. Payment is made at the time of completing/submitting the
online Application for Degree (MyWSU).

*You must apply by the initial Deadline for your name to appear in the
Commencement Program for that semester. If you miss the deadline, your
name will not appear in the Commencement Program.

OR...... (see next section!)

6. NEED to UPDATE your Application for Degree?

Already paid your fee but discovered you cannot complete your
requirements for the semester in which you applied?

The Graduate School will email you a form to complete, which must
be returned to the Graduate School (scanned and emailed). We will
update your semester of graduation without any additional fees.
Your $50 graduation fee is good for one calendar year.

You must UPDATE your Application for Degree using the following steps:

a. Email Gradschool@wsu.edu
b. Subject Line: Your name – UPDATE
   App for Degree
c. In body of email, provide:
   1. Name
   2. WSU Student ID# (very
      important)
   3. Type of degree (master or
doctoral)
   4. NEW semester for graduation
      (spring, summer, fall), and year
d. WATCH for an email from the
   Graduate School. Complete and return
   the form so you can be updated.

7. Submit completed Final Exam Scheduling Form no later than 10
working days prior to the exam date. At the same time, doctoral
students need to submit an electronic copy of the final draft
dissertation. Completed means ALL signatures, thesis title,
date/time/location(s) identifying where each committee member
will attend the exam.

For submission guidelines and formatting requirements, see
https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-
submission-guidelines.pdf

2nd Attempt Exams: SEE NEXT PAGE
### 2nd Attempt Exams:
Taking your exam for the second time? You must submit your completed form *no later than 15 working days* (three weeks) before exam date.

<table>
<thead>
<tr>
<th>Graduation</th>
<th>Exam Deadline</th>
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<tbody>
<tr>
<td>Fall 2016</td>
<td>11/23/2016</td>
</tr>
<tr>
<td>Spring 2017</td>
<td>4/21/2017</td>
</tr>
<tr>
<td>Summer 2017</td>
<td>7/28/2017</td>
</tr>
<tr>
<td>Fall 2017</td>
<td>11/22/2017</td>
</tr>
<tr>
<td>Spring 2018</td>
<td>4/20/2018</td>
</tr>
</tbody>
</table>

### 8. Conduct Final Examination (Last possible date)
We have extended the time to defend to the last possible date, but we do not encourage you to wait until the last date to defend. We are unable to make exceptions beyond these deadlines. Please meet with your committee to identify your final exam date well in advance to ensure you graduate on time and avoid having to postpone your final exam/defense or graduation to the next semester.

<table>
<thead>
<tr>
<th>Graduation</th>
<th>Final Docs Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2016</td>
<td>12/2/2016</td>
</tr>
<tr>
<td>Spring 2017</td>
<td>4/28/2017</td>
</tr>
<tr>
<td>Summer 2017</td>
<td>8/4/2017</td>
</tr>
<tr>
<td>Fall 2017</td>
<td>12/1/2017</td>
</tr>
<tr>
<td>Spring 2018</td>
<td>4/27/2018</td>
</tr>
</tbody>
</table>

### 9. Submit all required final documents to the Graduate School
(French Administration Building, Room 324)

Final dissertations must be submitted within 5 working days of a successful defense. Submission includes uploading a copy to the library at dissertations.wsu.edu and bringing the properly formatted (on 100% cotton paper) title page, signature page (signed in black ink), and abstract to the Graduate School, along with the signed/witnessed Release/Hold Harmless Agreement and the SED information by 5:00 p.m. on the 5th workday following your successful defense.

Visit the [Graduate School forms web page](http://gradschool.wsu.edu) for:
- Graduation (preparation) Checklist
- Thesis/Dissertation Submission Guidelines & Required Formatting
- Final Checklist and any other Graduate School forms you may need.

### 10. Doctoral students who want to participate in Commencement
Must have all requirements completed by noon on this date. There are NO exceptions. This includes your dissertation cleared by the Graduate School (ALL formatting requirements completed).

Final dissertations are due within 5 working days of the successful defense. If you wish to attend Commencement, register at [http://commencement.wsu.edu](http://commencement.wsu.edu). For policies regarding graduation participation as a graduate student, visit [http://gradschool.wsu.edu/chapter-ten/](http://gradschool.wsu.edu/chapter-ten/).
ARE YOU CURRENTLY STAFF/FACULTY AT WSU?

WSU ID: __________________________ DATE: __________________________

NAME: _________________________________________________________________

DEGREE: Select One PROGRAM: __________________________ THESIS/NON-THESIS:

Masters Students Only

RESEARCH TOPIC/GENERAL AREA: ____________________________________________

INSTRUCTIONS FOR COMPLETING THE PROGRAM OF STUDY REQUEST FORM

Preparation of the program is the responsibility of the student in consultation with their advisor/committee chair and the committee. Students must complete this document in accordance with Graduate School policies and procedures. Once the program is completed and signed, submit this form to your Academic Coordinator for departmental review and subsequent forwarding to the Graduate School. The Graduate School must receive the Program of Study by the deadlines provided in the "Deadlines and Procedures" documents available on the Graduate School’s website.

COURSEWORK INSTRUCTIONS

The student should supply appropriate information regarding courses taken and proposed, utilizing the WSU Catalog, Graduate School 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 complete information regarding the Program of Study and coursework requirements, including the Transfer Policy, please consult the Graduate School Policies and Procedures, available at www.gradschool.wsu.edu/policies-procedures.

Many program requirements exceed those described below. Work with your Academic Coordinator to ensure you meet all applicable graduation requirements. In all cases, students must comply with the minimum standards of the Graduate School and of their individual program.

For All Degrees: Graduate students must maintain a 3.0 cumulative GPA at all times and must hold a 3.0 cumulative GPA and 3.0 GPA among courses listed on the Program of Study in order to graduate. The program may not include any courses graded Pass/Fail, courses not approved for graduate credit, or courses that are audited. The student must complete any graded course listed on the Program of Study with a grade of C or higher; the student must repeat any course listed in the program in which they earn a grade of C- or below. Courses on the program in which the student earns a B- or below may not be removed from the program.

M.A./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, the student may use up to 6 credits of non-graduate level credit (300 or 400 level) with the approval of their department.

M.A./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 Research. Of these 26 hours of coursework, the student may use up to 9 credits of non-graduate level credit (300 or 400 level) with the approval of their department.

All Other Master’s Degrees: Requirements for all other master’s degrees are described in the Graduate School Catalog and in the graduate student handbook issued by each program.

Ph.D. and Ed.D.: The core of the Doctor of Philosophy (Ph.D.) and Doctor of Education (Ed.D.) program requirements vary by program. Of the minimum 15 hours of core graded coursework required on the Program of Study, none may be from non-graduate level courses. For programs with a larger core, no more than 9 credits of non-graduate credit (300 or 400 level) may be used with the approval of their department. Many doctoral programs have minimum requirements that exceed those described above; verify the required number of letter graded credits for your specific program with your academic coordinator. In all cases, students must comply with the minimum standards of their doctoral programs.

Seminar courses numbered 500 or above that are graded on a scale of A-F may be used as part of the student’s core program. Courses graded S/F may not be applied towards the graded core. Additionally, only those courses graded on a scale of A-F taken in pursuit of the master’s degree and/or transfer courses at a level equivalent to 500-level courses and applicable to the doctoral core program should be listed. Any course included in the doctoral program in which a student earns a grade of C- or below must be repeated for a new grade of C or above before taking preliminary 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 taken at WSU. Credit in this category, plus that in the core program, must total at least 72 hours. Additional credits may be required by some programs.
Committee Instructions

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.

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.
- If program bylaws are NOT on file: The chair and at least one committee member must be tenured or tenure track faculty who are also members of the graduate faculty in your graduate program; the third member must be graduate faculty in your program, but is not required to be tenured or tenure track faculty.
- If program bylaws ARE on file: At minimum, the committee must include one tenured/tenure track faculty member who is graduate faculty in your graduate program; the second member must be graduate faculty in your program, but is not required to be tenured/tenure track faculty; the third member can be from inside or outside your graduate program, does not need to hold graduate faculty status, and does not need to be tenured/tenure track faculty; the chair must be tenured or tenure track in the graduate program unless specified otherwise in the bylaws for your specific graduate program.

Doctoral Committee Requirements

- The committee must include at least three WSU faculty members and all 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 also 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 also members of the graduate faculty in your program; the third member must be graduate faculty in any WSU graduate program, but is not required to be tenure/tenure track faculty.
- If the statistics minor is chosen, a statistics faculty member must be represented as the fourth committee member.

In all cases:

- Experts outside of WSU and faculty from other institutions may serve on committees as a fourth member — you are required to attach a completed “External Committee Member” form when including someone outside of WSU as a committee member.
- For any non-WSU committee member, or for any member who is not tenured/tenure track and is outside of your graduate program, please attach a vita and include a rationale below to be reviewed for approval by the Dean of the Graduate School.
- Any exception to the committee composition requirements outlined here, or to program bylaws, requires an Exception to Policy request to provide official documentation of the rationale for the policy exception.
- Program bylaws are available at www.gradschool.wsu.edu/bylaws; this document contains important committee composition requirements for your program. It is important that you review these guidelines with your committee chair when proposing your committee.

Program of Study Approval

Signatures of the student, 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

Committee Member (Indicate if serving as co-chair)

Committee Member

Committee Member

Committee Member

Minor Department Chair Signature (if applicable) and Date

Department Chair Signature and Date

Student Signature and Date

Rationale for Non-WSU or Non-Tenured/Tenure Track Faculty Outside the Graduate Program:

Approval - Dean, Graduate School: ________________________ Date: ________________________

Updated 2/9/2017
### RESEARCH TOPIC/GENERAL AREA:

Some areas of inquiry require approval before you may use certain subjects or materials for your research. Please complete the following questions to determine if your research may require institutional review:

- Does your research involve human subjects, including asking individuals to complete a survey?
- Does your research involve any animal subjects?
- Does your research involve biohazardous or radioactive materials?

If you answered “Yes” to any of the above questions, your research may require institutional review. Please contact the Office of Research Assurances (www.ora.wsu.edu) for information. Evidence of institutional review, or an exemption statement, will be required before scheduling a final exam.

### COURSEWORK: Graded (A-F)

<table>
<thead>
<tr>
<th>Course Prefix and Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Sem/Year Taken (Chronological Order)</th>
<th>WSU Instructor or name of institution if requesting transfer credits</th>
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Subtotal Credits of Graded Coursework: 0

INCLUDES ALL PAGES

### COURSEWORK: Non-Graded (S/F)

List any S/F coursework in this space – please provide a specific course prefix, number, and the total number of credits for each course.

Subtotal Credits of Non-Graded Coursework: ____________

### Research Credits (702 Non-Thesis / 700 Thesis / 800 Doctoral):

<table>
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<tr>
<th>COURSE PREFIX AND NUMBER</th>
<th>TOTAL RESEARCH CREDITS</th>
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</table>

Total Credit Hours: 0

INCLUDING ALL PAGES

GRADUATE SCHOOL USE ONLY

COMPLETION DEADLINE
APPROVAL DATE
DEAN, GRADUATE SCHOOL - SIGNATURE

Updated 2/9/2017
### COURSEWORK: Graded (A-F)

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</table>

Subtotal Credits of Graded Coursework: 0

### COURSEWORK: Recognized by the committee but cannot count toward degree’s requirements:

List any such courses in this space – examples include prerequisites, old coursework, or any credits completed that the committee wishes to recognize on the student’s record, but that will not be counted towards completing degree requirements
WASHINGTON STATE UNIVERSITY
The Graduate School

CHANGE OF PROGRAM

<table>
<thead>
<tr>
<th>Course Prefix &amp; Number</th>
<th>Course Title</th>
<th>Credit</th>
<th>Semester</th>
<th>Year</th>
</tr>
</thead>
</table>

Name | I.D.# | Dept. |

On behalf of the Committee: ___________________________ Date __________________
Chair, Thesis or Advisory Committee

Recommended by: ___________________________ Date __________________
Department Chair

Approved by: ___________________________ Date __________________
Graduate School

Change form will not be returned to department or student. If there is a problem with the above change, you will be contacted by the Graduate School.
WSU ID: ____________________ DATE: ______________

NAME: ______________________

INDICATE YOUR DEGREE: Select One

INDICATE YOUR PROGRAM: _____________________

For all master’s students, please indicate if you are pursuing a thesis or non-thesis option:

CURRENT COMMITTEE:

COMMITTEE CHAIR

COMMITTEE MEMBER (PLEASE INDICATE IF SERVING AS CO-CHAIR)

COMMITTEE MEMBER

COMMITTEE MEMBER

COMMITTEE MEMBER

COMMITTEE MEMBER

COMMITTEE MEMBER

It is the responsibility of the student and department to inform any faculty removed from a committee of their change in status.

Please provide the reason for requesting this committee change:

PROPOSED COMMITTEE:

COMMITTEE CHAIR

GRADUATE PROGRAM

SIGNATURE

COMMITTEE MEMBER (PLEASE INDICATE IF SERVING AS CO-CHAIR)

GRADUATE PROGRAM

SIGNATURE

COMMITTEE MEMBER

GRADUATE PROGRAM

SIGNATURE

COMMITTEE MEMBER

GRADUATE PROGRAM

SIGNATURE

COMMITTEE MEMBER

GRADUATE PROGRAM

SIGNATURE

COMMITTEE MEMBER

GRADUATE PROGRAM

SIGNATURE

If adding a non-WSU member, or if adding any member who is not tenured/tenure track and is outside of your graduate program, please attach a vitae and include a rationale below to be reviewed by the Dean of the Graduate School.

RATIONALE FOR NON-WSU OR NON-TENURED/NON-TENURE TRACK FACULTY OUTSIDE OF YOUR GRADUATE PROGRAM:

APPROVAL - DEAN, GRADUATE SCHOOL: ____________________ DATE: ______________

DEPARTMENT CHAIR SIGNATURE

STUDENT SIGNATURE

MINOR DEPARTMENT CHAIR SIGNATURE (If Applicable)

DEAN, GRADUATE SCHOOL - SIGNATURE AND DATE

*Please submit this completed form to your Academic Coordinator. After departmental review, the Academic Coordinator will submit this document to the Graduate School.

Updated 01/23/2017
PRELIMINARY EXAMINATION SCHEDULING FORM

Candidate: ___________________________ Program Name: ___________________________

Candidate's physical location for this exam: ________________________________________

This form must be returned to the Graduate School at least 10 working days prior to the examination date. Before scheduling, candidate must: 1) be enrolled for 2 credits of research the semester the examination is to be taken, and 2) have an approved Program of Study on file at the Graduate School. **No Preliminary Exams may be taken in Final Exam Week during the academic year.**

If this is a **second examination**, the examination date must: 1) be at least three months after the failed preliminary examination, and 2) with the Preliminary Exam scheduling form must be completed and submitted a minimum of 15 working days prior to the examination date.

The candidate's doctoral committee requests the preliminary examination be scheduled. The undersigned approve the date, time, and place for the examination.

**Doctoral Committee:**

________________________________ Chair
________________________________
________________________________
________________________________
________________________________
________________________________
________________________________

**Signatures**

________________________________
________________________________
________________________________
________________________________
________________________________
________________________________

Major: ___________________________ Minor: ___________________________

**This exam will be held via:** Single Campus AMS Other Technology

Please provide a name, location and email address for the committee member NOT attending from a WSU location but using technology to participate. Other arrangements (i.e., committee substitution) require approval in advance by the Graduate School (Attach an additional sheet if necessary).

The major and/or minor examination shall consist of: (check one or both)

______________________________ Written Examination (Major) (Time) (Date) (Place)

______________________________ Written Examination (Minor) (Time) (Date) (Place)

______________________________ Oral Examination (Time) (Date) (Place)

(Signature, Chair, Major Department)

(Signature, Chair, Minor Department)

If written examination only, is given, discussion and ballot meeting will be held at:

______________________________ (Time) (Date) (Place)

Office Use Only

Transcript Grades Coursework Enrolled Committee

_________________________________ ___________________________ ____________ 10/2014
INSTRUCTIONS FOR SCHEDULING FINAL EXAMINATIONS (Master’s thesis or Ph.D./Ed.D.)

and

THESIS (master’s)/DISSEMINATION (doctoral) DRAFT SUBMITTAL

Procedures for scheduling final examinations:

1. Review the Graduate School Policies and Procedures Manual (Chapter 7: Master’s; Chapter 8: Doctoral)
   - Approved program of study (for this degree) must be on file at the Graduate School.
   - Student must be enrolled and registered for the required number (2) of 700/800 credits during the semester in which the final oral examination is taken.
   - Apply for Degree. The “Application for Degree” must be on file in MyWSU and the graduation fee(s) paid before the final oral examination may be scheduled. *Contact the Graduate School to UPDATE your Application from a previous semester.

2. The Final Examination Scheduling Form information is to be completed by the student with assistance from the department’s Academic Coordinator; this includes the reservation of all rooms at all locations. The student’s committee members sign the scheduling form and by doing so, indicate they agree to attend at the date/time/location; that the student is ready for this exam; and that a dissertation/thesis, suitable in format for submission, has been given preliminary approval. The student must obtain the department-level signature on the scheduling form.

3. The Graduate School schedules the student’s examination upon receipt of the completed “Final Examination Scheduling Form.” The signed scheduling form must be submitted to the Graduate School at least 10 working days prior to the examination date (15 working days if a Graduate Mentor is requested). An electronic copy of the dissertation/thesis must be submitted at the same time (see specific instructions below). This submission does not constitute final acceptance of the document.
   - Master’s candidates must send the draft (in PDF format) to gradschool@wsu.edu.
   - Doctoral candidates must upload the draft to UMI/ProQuest at http://www.dissertations.wsu.edu, and choose the appropriate publishing method (Traditional or Open Access). Publishing fees (all doctoral candidates), and copyright fee (optional for doctoral candidates only) must be paid to UMI/ProQuest before scheduling the final exam.
   - Second exams: When scheduling a re-examination (second/final attempt), the student must turn in a completed Scheduling Form a minimum of 15 working days before the date of the exam.

Instructions for the Student: Processing dissertations/theses

Before the final examination:

1. At least five working days prior to the oral defense, doctoral and thesis master’s candidates must deliver a complete copy of the dissertation/thesis to the Department or Program Chair. This copy can serve as the public copy and be displayed at a public place designated by the Department.
2. Check with your department to ascertain the requirements for the number of copies of the dissertation/thesis to be distributed prior to the examination and after the examination.

*After passing the final exam, submit the following to the Graduate School within 5 days:*


2. A completed Hold Harmless Agreement/Copyright Acknowledgement Form.


4. For doctoral students: A completed “Survey of Earned Doctorates” form, or printed acknowledgement certificate if submitted online. You may also forward the email containing your SED Certificate completion notice to the WSU Graduate School at: gradschool@wsu.edu

*ALL STUDENTS: Please use the attached "Final Dissertation/Thesis Acceptance Checklist to ensure you have turned in all necessary documents. Your degree cannot be awarded unless all final documents have been submitted and your thesis/dissertation has been approved.

Updated: 11/23/2015
You must choose one:
1st Attempt – DUE at G.S.: minimum of 10 working days before exam; 15 days if a Graduate Mentor is requested
2nd Attempt – DUE at G.S.: minimum of 15 working days before exam
ID# _____________________________

Dissertation/Thesis Acceptance/Final Examination Scheduling Form

Candidate: ______________________________ Degree: ______________________________

Dissertation/Thesis Title: ______________________________

The Dissertation/Thesis Committee is responsible for ensuring that the student has completed and has registered for all requirements for the degree to which he/she has been admitted. Completion of this form by the Dissertation/Thesis Committee indicates that a final typed draft, suitable in content and format for submission to Proquest/the Graduate School, has been given preliminary approval. Changes in the dissertation/thesis after the final defense are always the responsibility of the student and must be made within 5 working days immediately following the examination.

Verification that the graduate student has received approval for use of biohazards or human or animal subjects in research is required before scheduling the final oral examination. Please include a photocopy of approval or forward via email to gradschool@wsu.edu.

Check one: Verification attached/Emailed OR: I did not use humans (including surveys), animals or biohazardous materials (Must check one or the other) in my research.

Please return this form to the Graduate School at the earliest possible date, but no later than 10 working days prior to the desired examination date. A final draft of your master’s thesis/doctoral dissertation must be electronically submitted (PDF) at this same time (see instructions provided). This draft will be reviewed by the Graduate School for formatting compliance and will be returned to the student before the exam.

Preliminary Approval of Dissertation/Thesis By Dissertation/Thesis Committee

Dissertation/Thesis Committee: ______________________________ Signatures: ______________________________ Date Signed: ______________________________

Chair: ______________________________

______________________________ ______________________________ ______________________________

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______________________________ ______________________________ ______________________________

Chair/Director Signature, Major Dept: ______________________________ Minor Dept: ______________________________

This exam will be held via or include: Single Campus______ AMS______ Global Campus______ Other ______

Other: ________________

“Other” requires approval by the Graduate School. ALL dissertations/theses require a public defense.

Please provide the name & location for each committee member attending away from a WSU campus – attach add’t page if needed. The above signed individuals approve the following place, date and time of examination:

__________________________________________ ______________________________

Building(s) and Room Number(s) (for all locations) Date and Time (begin and end between 8am-5pm Pacific)

Updated: 11/23/2015
Final Dissertation/Thesis Acceptance Checklist

Conformance and completeness checklist for All dissertations/theses:

☐ Title of document must agree with abstract title
☐ Degree title and degree granting agency must conform to official approved documents (as found in Faculty Senate)
☐ First, middle, last name on title page must be identical to abstract page and must agree with WSU transcript
☐ Degree month and year on title page and abstract must agree with Grad School announcement
☐ Signature page is page number "ii"
☐ Signatures on signature page must agree with members listed on Grad School record
☐ Main body of thesis/dissertation is double spaced (beginning at introduction/chapter 1)
☐ Page numbers must be in the same location throughout entire document
☐ Degree abbreviation appears after name on abstract and is printed on one side only
☐ Abstract body contains 350 words (or less) and is printed on one side

All students must also submit:

☐ One set of the title page, abstract and original signature page; all on 100% cotton paper to the Graduate School.
☐ Hold Harmless Agreement/Copyright Acknowledgement Form.
☐ Letters from publishers granting permission if you used copyright material
☐ Approval for use of human subjects (IRB), animals (IACUC) OR biohazardous materials used in research (forward the approving email, along with your name & WSU ID# to gradschool@wsu.edu).

Doctoral students must also submit:

☐ Completed and signed "Survey of Earned Doctorates" or printed acknowledgement certificate (if submitted online, please forward Certificate to gradschool@wsu.edu via email. Be sure to include your WSU ID# in the email so we can match it to your record.

Updated: 11/23/2015
Hometown News Release for Graduate Students

Name
First ____________________________ Last ____________________________
Male ___ Female ___ Email Address ____________________________

List reason for news release
Graduation ___ Scholarship ___ Award ___

Amount and name of scholarship or award
________________________________________

If graduating, title of dissertation or thesis
________________________________________

Program of study and degree earned
________________________________________

Post-graduation plans
________________________________________

Degrees from other colleges
________________________________________

Other information you would like to share (awards and honors received during studies)
________________________________________

Parent Information
Mother’s name and address
________________________________________

Father’s name and address
________________________________________

Hometown
City ____________________________ State ____________________________

List of hometown daily or weekly newspapers
________________________________________

Submit form to hometownnews@wsu.edu

Updated: 11/23/2015