

Committee/Programs of Study, and Prelims

Please consult your graduate program student handbook (see website) with regard to your program's specific requirements (e.g. required courses, seminars, research proposal, proposal defense, written and/or oral prelims etc.). **Be sure you are meeting regularly with your advisor, and at least annually with your entire committee.** Annual review of graduate students is required, and will be announced in January.

ALL documents are submitted to the Graduate School through your CAHNRS Academic Coordinator.

Master's Programs of Study ([save form first](#)) should be submitted in your second term (or, for part-time students, one year before taking your final exam).

The Graduate School's deadlines are:

- Due February 1 (in advance of Summer or Fall final exam)
- Due September 1 (in advance of Spring final exam)
- If you have an external committee member, you will need to submit this [form](#) too.

PhD Programs of Study ([save form first](#)) should be submitted in your second semester but no later than your third semester.

An approved Program of Study is required before a PhD student can schedule their preliminary exam.

The Graduate School's recommended deadlines are:

- Due October 1, if your third semester is a Fall term
- Due March 1, if your third semester is a Spring or Summer term
- If you have an external committee member, you will need to submit this [form](#) too.

Transfer Credit Policy and Procedure:

[Chapter Six G2 | The Graduate School | Washington State University \(wsu.edu\)](#)

Section e. Courses Taken as a Graduate at Other Accredited Institutions of Higher Learning (Transfer Credit)

Transfer credits cannot be more than six years old for a master's or certificate program and ten years old for a doctorate program at the time of WSU graduation.

Present the courses you wish to transfer on your program of study. With regard to international transcripts, please include a copy of the transcript page noting the course you wish to transfer, a catalog description of the course from the University Catalog, as well as a course syllabus.

Preliminary Examinations for doctoral students may be scheduled after completion of most of your coursework. Students should have no more than 6 graded credits left to complete (including that currently enrolled) on their program of study coursework. *At least 4 months must lapse between the preliminary exam and the final exam/defense.* Review your student handbook for preliminary exam details pertaining to your degree program, and confer with your advisor. All aspects of the examination (i.e., the evaluation of any written component, oral exam, balloting) must be completed within 30 calendar days. You must be enrolled for a minimum of 2 credits of research (800) in the semester (or summer) you take your preliminary exam.

The Preliminary exam scheduling form ([save form first](#)) is due no less than 10 working days in advance of the proposed exam date. Please work ahead of schedule to collect signatures, and reserve the room. ZOOM arrangements may NOT be made by the student; your Academic Coordinator will make these arrangements. Last dates to conduct a preliminary exam in the term are:

- **Spring 2023: April 28, 2023**
- **Summer 2023: July 28, 2023**
- **Fall 2023: December 8, 2023**
- **Spring 2024: April 26, 2024**
- **Summer 2024: July 26, 2024**

Note: An [interim preliminary exam](#) may be requested in extenuating circumstances. Contact Deb Marsh in advance.

PROGRAM HANDBOOKS: [Crop & Soil Sciences](#), [Horticulture](#), [Plant Pathology](#), [Entomology](#), [Food Science](#), [MS in Agriculture](#)