

ENTOMOLOGY GRADUATE STUDENT HANDBOOK

**Department of Entomology
Washington State University
Pullman, Washington 99164-6382**

Updated September 20, 2017

**Johnson Hall Graduate Center
Johnson Hall Rm 131
PO Box 646420
Pullman, WA 99164-6420**

Debra Marsh, Academic Coordinator
marshdj@wsu.edu
509-335-2615

Lisa Lujan, Academic Coordinator
llujan@wsu.edu
509-335-9542

Doris Lohrey-Birch
Program Coordinator
Department of Entomology
PO Box 646382
FSHN 166
Pullman, WA 99164-6382
509-335-5422
dory.lohrey-birch@wsu.edu

TABLE OF CONTENTS

DEPARTMENTAL REQUIREMENTS FOR ADVANCED DEGREES	3
STUDENT LEARNING OUTCOMES FOR THE MASTERS OF SCIENCE AND DOCTOR OF ENTOMOLOGY DEGREES	3
ENTOMOLOGY DEPARTMENT PHILOSOPHY.....	4
ADMISSION REQUIREMENTS	4
Undergraduate Preparation	4
Foreign Student Language Requirement	4
Graduate Student Assistantships.....	4
COMMITTEE SELECTION	5
PUBLIC PRESENTATION OF RESEARCH AND STUDY	5
ANNUAL REVIEW OF PROGRESS.....	5
EXPECTATION OF PUBLICATION EFFORT	6
MASTER OF SCIENCE DEGREE OVERVIEW	6
Thesis Option.....	6
Teaching Requirement.....	7
Non-thesis Masters.....	7
Summary of Procedures for M.S. Students.....	8
DOCTOR OF PHILOSOPHY DEGREE OVERVIEW	12
Oral Research Proposal.....	12
Written Research Proposal.....	12
Oral Preliminary Doctoral Examination	13
Teaching Requirement	13
Summary of Procedures for Ph.D. Students	14
APPLICATION OF RULES.....	19
Table 1. Courses Required at the Undergraduate Level	19
Table 2. Additional courses required for M.S./Ph.D. Degree.....	19
ADDENDUM	20
Graduate School Policies and Procedures.....	20
WSU and Graduate School Catalogs.....	20
Forms and Deadlines.....	20

DEPARTMENTAL REQUIREMENTS FOR ADVANCED DEGREES

The requirements and procedures given here are in addition to and not in lieu of, those contained in the Graduate School Policies and Procedures Manual. Consult the Manual for the basic Graduate School requirements, which are not repeated here except in summary form at the end of this handbook.

Websites for the most up-to-date information:

Policies and procedures: <https://gradschool.wsu.edu/policies-procedures/>

Graduate School forms and deadlines: <http://gradschool.wsu.edu/Forms>

In addition, the Entomology Graduate Program is governed by the Department of Entomology Graduate Program Bylaws, available on our website here:

<http://entomology.wsu.edu/prospective-students/graduate-program/>

STUDENT LEARNING OUTCOMES FOR THE MASTERS OF SCIENCE AND DOCTOR OF ENTOMOLOGY DEGREES

The Department of Entomology offers graduate programs leading to Doctoral and Master of Science degrees. Upon completion of a degree program in Entomology, it is expected that graduates will be have:

- Knowledge of Entomology and its Application
- Strong Critical and Creative Thinking Skills
- Understanding of Statistical Analyses and Research Methods

They will be able to design and complete a research project by using the knowledge they have accrued through completion of the curriculum and research experience. The curriculum provides the opportunity to study the basic and applied aspects of the science. Facilities and training are available for graduate study in major areas of entomology, including (but not limited to) apiculture; behavior; integrated biological control and sustainable pest management; ecology; forest entomology; insect/plant interactions; medical/veterinary entomology; population genetics; physiology; systematics; biological diversity and environmental toxicology. Departmental faculty, adjunct faculty, and affiliate faculty may all serve as student advisors (see rules regarding the composition of an advising committee). Faculty are housed both on campus and at Research and Extension Centers throughout the state. The ability to significantly interact with both on- and off-campus advisors and mentors offers students opportunities and perspectives not available in most programs. We maintain strong cooperative interactions with the USDA ARS lab in Yakima, Washington. Students whose major advisor resides at a Research and Extension Center (Wenatchee, Prosser, Puyallup, Mt. Vernon or USDA Wapato) typically come to Pullman for at least two semesters and then relocate to the center where they conduct their research and take the remainder of their coursework via AM.S./WECN. Each student's program of study is individualized based on their research interests, prior academic experience, and collaboration with their major advisor.

ENTOMOLOGY DEPARTMENT PHILOSOPHY

The Department of Entomology at Washington State University, in addition to serving the goals of the College of Agriculture, Human, and Natural Resource Sciences and the general university, specifies a Departmental philosophy. The Department seeks excellence from every faculty member and strives to promote excellence in student endeavors. The primary function of the Department is service to the citizens of the State of Washington through teaching, research and extension. Specifically, the Department strives to apply existing knowledge toward the solution of entomological problems and, when such knowledge is not available, to develop research programs that generate the needed information. The Department provides a course curriculum that prepares students in concepts of Entomology appropriate to the goals of the individual student. The Department further strives to maintain a balance between basic and applied science in its programs to meet immediate and future needs of society.

ADMISSION REQUIREMENTS

The departmental Graduate Admissions Committee, and the Department Chair, review all applications and recommend to the faculty whether a candidate should be considered for acceptance into a particular laboratory group.

Undergraduate Preparation

No specific undergraduate major is required. Table 1 lists specific departmental requirements at the undergraduate level. The Admissions Committee will review transcripts of admitted students and indicate to the student and to the student's Advisor any course deficiencies.

Foreign Student Language Requirement

All international applicants must demonstrate a basic proficiency in English by submitting official Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or Michigan English Language Assessment Battery (MELAB) test scores. Scores must be less than two years old and sent directly to the Graduate School from the Educational Testing Service. The Education Testing Service reporting code for Washington State University is 4705 (for the TOEFL only).

Graduate Student Assistantships

Available assistantships will be offered prior to the beginning of each semester. In conformity with the Council of Graduate Schools Resolution (<https://gradschool.wsu.edu/chapter-four-f-2/>), a student may submit a written resignation of an appointment accepted prior to April 15. However, after that date the student may not accept another offer without first obtaining a written release from the institution to which a commitment had been made. An offer made after the semester begins is conditional on presentation by the student of a written release from any previously accepted offer.

COMMITTEE SELECTION

All graduate students must reach agreement with a major advisor to supervise their degree program, as a condition of acceptance into the graduate program. A student having an advisor from the research faculty outside of Pullman will have a member of her/his committee designated as an on-campus advisor while the student is on campus. During the first semester the student, in consultation with his/her advisor, selects a committee of not less than 3 faculty for M.S. and Ph.D. For M.S. and Ph.D. students at least two members of the committee must be permanent WSU tenure/tenure-track faculty in the Department of Entomology. For the Ph.D., the third member must be graduate faculty in a WSU program, but does not need to be tenure-track. External committee members must provide a CV to be submitted with the Committee Request. All members of the student's committee must hold a degree of comparable level to the degree sought by the student. Adjunct or affiliate faculty may not chair a committee; they may only co-chair or serve as a committee member.

Selection of committee members should be done in consideration of the student's interests and experience and in consultation with the major professor. The student will work with this committee to select appropriate courses, submit an approved Program of Study, develop a research program, and to review and approve the M.S. thesis or Ph.D. dissertation (<https://gradschool.wsu.edu/policies-procedures/>).

Student advisory committees are to meet at least once each year. Changes in the Committee, necessitated by absence of a committee member or other reasons, may be made at any time by filing appropriate forms with the Graduate School (<http://gradschool.wsu.edu/documents/2014/12/committee-change-form.pdf>).

PUBLIC PRESENTATION OF RESEARCH AND STUDY

For all graduate degrees, each student will be required to give a seminar describing his/her research and study activities as a partial fulfillment of the requirements for the degree. It is expected, whenever possible, that the student will give this seminar during the Department's normally-scheduled Department Colloquium series (non-credit). The student is responsible for scheduling the seminar and arranging for its announcement with the Chair of the Colloquium Committee.

ANNUAL REVIEW OF PROGRESS

In April of each year, each graduate student will prepare a summary of accomplishments that the student's advisor will review, amend, and endorse to the Chair. Following the review, each student will receive from the Chair a statement analyzing his/her progress with recommendations for any necessary improvement. According to Graduate School policy, students who are not making adequate progress in their research will be given a "U" in their 700- or 800-research credits. If the student receives two "U" grades, he/she becomes academically deficient and can be terminated from the program. The student can be reinstated if the program chair petitions the Dean of the Graduate School for approval to reinstate the student. The program chair must identify conditions for continuation of study in the petition request. If approved, the student will

have one semester or summer session to improve his/her research progress. This policy, and the policy on maintaining a 3.0 GPA can be found in the Graduate School Policies and Procedures (<http://gradschool.wsu.edu/chapter-six>.) As required by the Graduate School, the names of students not making satisfactory progress will be reported to the Graduate School during May and appropriate action of termination or denying financial support will be taken if necessary.

EXPECTATION OF PUBLICATION EFFORT

Publication of research is a vital component of science. Entomology graduate students are expected to pursue publication of their research as a key component of graduate training. Before a graduate student applies for their degree and defends the thesis/dissertation, they must submit manuscript(s) for publication to a **peer-reviewed journal(s)**. For students in the Ph.D. track, the Department expects that at least two manuscripts be submitted for publication before the dissertation defense. For students in the M.S. track, the Department expects at least one manuscript be submitted for publication before their thesis defense. It is not required that the manuscripts be published before the defense, but they must be submitted. Publication effort is not required for the non-thesis M.S. option. *For all graduate students, the advisory committee has the discretion to amend the expected publication effort.* Students are strongly encouraged to develop manuscripts as early as possible in the program. This will ensure that the student have sufficient time to obtain guidance and support in manuscripts preparation.

MASTER OF SCIENCE DEGREE OVERVIEW

The Master's degree may be a terminal degree or may be a preparatory phase of the Ph.D. program. Specific course requirements are listed in Tables 1-2. Other courses may be selected by the student and committee to meet the student's interests up to or exceeding the 21 hours (26 hours for non-thesis) of graded course work required by the Graduate School. Please refer to the Graduate School Policies and Procedures Manual for the most up-to-date information on this policy (<http://gradschool.wsu.edu/chapter-seven>.)

Thesis Option

The student conducts original laboratory or field research and writes an acceptable thesis based on that research. The form, style, and content of the thesis must be approved by the Committee and follow the Graduate School guidelines (<http://gradschool.wsu.edu/?p=3743>). The thesis should also conform to the CBE Style Manual (6th Ed), usually in the style of a recognized peer-reviewed scientific journal so that it may be submitted for publication with a minimum of revision. Publication of the thesis is strongly encouraged.

The final examination is a public oral examination. The focus of the examination will be determined by the thesis committee and will cover some/all of the following areas: (1) general knowledge of biology and entomology; (2) insect taxonomy; (3) applied entomology; (4) ecology; (5) evolution; (6) insect physiology; and (7) the research thesis. Other areas of specialization may also be covered at the discretion of the committee. As per Graduate School policy, if the exam is held over AMS, at least one committee member must be physically present

in the room with the student (<https://gradschool.wsu.edu/policies-procedures/>). **A M.S. student may not take the final examination without prior submission of at least 1 manuscript to a peer-reviewed journal (see *Expectation of Publication Effort* above), unless that expectation is waived by the student's committee.**

The examining committee consists, at a minimum, of all members of the thesis committee. According to Graduate School policy, the examination shall not exceed two-and-one half-hours including the student's seminar presentation. To assure adequate coverage of the field and fairness of questioning, the examining committee will convene 15 minutes prior to the examination to discuss the appropriateness of the questions and the level of competence expected of the student. Each member of the examining committee will have at least 15 minutes to question the student. Further questions may be asked by any participating graduate faculty member, with the remainder of the exam time divided among those Graduate Faculty present, desiring to question the student, and follow-up questions from the committee. However, to vote, faculty must attend the entirety of the exam and participate in the entirety of the post-exam faculty discussion. The major professor and examining committee are encouraged to keep notes on questions and answers in the event of controversy.

In the event of failure, the student will be given an opportunity to re-take the exam a second time with a member of the Graduate Mentor Academy, appointed by the Graduate school, present. The only exception to this is if a Graduate Mentor was present at the first exam and agrees in consultation with the committee that a second exam is not warranted. A student who has failed two exams will be terminated from the Graduate School. Graduate students have the right to an appeal if there are procedural irregularities or extenuating circumstances (please refer to the Graduate School Policy and Procedures Manual for details on the appeals process; summarized here: <https://gradschool.wsu.edu/documents/2017/07/gs-grievance-procedures.pdf>).

Teaching Requirement

Collegiate teaching experience is recommended of all M.S. candidates at the discretion of the major advisor. Methods of meeting the teaching recommendation include, with the consent of the instructor and the major advisor, one or more of the following: (1) the preparation, introductory remarks and conduct of at least 3 laboratory sessions for a course; (2) presentation of 3 lectures; or (3) other method approved by the student's advisor in consultation with the Entomology Chair such as extension presentations to stakeholders. No monetary compensation will be paid except for students on a TA appointment. The instructor in charge will prepare an evaluation of the student's teaching performance either by letter or by completing a teaching evaluation to be placed in the student's file.

Non-thesis Masters

This option is for students not planning on a research career but who are seeking broad training in entomology. While candidates may continue toward a doctoral degree following this degree, it normally is considered to be a terminal degree. Students must submit a program of study by the end of their 2nd semester and adhere to the minimum requirements of the Graduate School. In addition, the Department requires a scholarly review article written in the style of an "Annual

Review of Entomology” or other review-type article in our discipline that will be reviewed by the student’s advisory committee for successful completion of the non-thesis Masters degree. The review article will be available for viewing by all Entomology faculty at the time it is provided to the advisory committee. A copy of the approved article will be deposited in the Entomology Department library.

The non-thesis examination will follow the same format as for the thesis option, except that the non-thesis student will be expected to defend their scholarly review paper (instead of their thesis research project).

Summary of Procedures for M.S. Students

1. Apply for Admission. Applications need to be submitted directly to the WSU Graduate School (<https://gradschool.wsu.edu/apply/>). Applicants are required to submit an application letter, transcripts, GRE scores, and two letters of recommendation to be considered by the Entomology Department Graduate Admissions Committee. Applications are considered on a rolling basis, but students applying for Fall Semester will receive priority if they apply by February 1; students applying for Spring Semester admission will receive priority if they apply by September 1. Students are encouraged to contact potential major advisors prior to submitting application materials. Questions regarding the application process can be directed to the Johnson Hall Graduate Center Academic Coordinators (see cover for contact info).

2. Obtain an Advisor. Students will not receive an offer of admission to the Graduate Program in Entomology unless they have obtained a major advisor who has agreed to supervise their graduate program. As stated above, students are encouraged to contact potential advisors **prior** to applying for admission. Students who have not contacted potential advisors prior to admission will still be reviewed, but will typically receive lower priority in the admission process.

3. Registration for First Semester. Prior to starting, students should consult with their major advisor to determine their schedule of classes for their first semester. Registration for classes is done online via the *my.WSU.edu* system or its replacement. The most-current information about courses, dates, and availability can be found online in the WSU University Catalog (<http://catalog.wsu.edu>) or the WSU Schedule of Classes (<http://schedules.wsu.edu>). Students will receive information about how to log in to this system in their official offer of admission from the WSU Graduate School.

To learn more about UI COOP course availability and enrollment, go here: <http://schedules.wsu.edu/COOP>. To ensure a UI course is cooperative with WSU, the UI catalog must state that the course is cooperative and open to WSU students.

4. Enrollment and Credit Load. 10-12 hours per semester is the normal load for full time student (including research credits). Full-time students are required to enroll in a minimum of 1 (700 or 702) research credit each term. The Graduate School requires students to be continuously enrolled unless on approved Graduate leave (excluding summer session). A student who does not enroll, nor is on approved graduate leave, will have to apply for re-enrollment prior to registering again. A student who is not enrolled for three consecutive terms

will have to apply for readmission. Students must be registered for a minimum of 2 research credits (700 or 702) in the term they take their final exam.

5. Establishing Residency. Domestic students are **strongly encouraged** to begin the process of establishing residency immediately after beginning their graduate program. For example, students need to register their vehicle (if applicable) and obtain a Washington driver's license within the first month they live in Washington. Other information about establishing residency can be found here: <https://gradschool.wsu.edu/establishing-residency/>. Students will receive a non-resident tuition waiver **only in their first year (two semesters)**, and students who fail to establish residency in their first year will be responsible for the non-resident portion of their tuition in subsequent years. Please consult the website above and/or contact the graduate student residency office by email (gradschool@wsu.edu) or in person (Room 324, French Administration Building, Pullman Campus) to obtain additional information on establishing residency.

6. Select a Committee. All students are required to have an advisory committee as part of their graduate program. Students should select their committee members (as described earlier) in their **first year** (preferably in their first semester) in consultation with their major advisor. The advisory committee should meet at least once a year. The committee is defined on the Program of Study Request form (see below).

7. Submit Program of Study. All students are required to develop and submit a Program of Study in consultation with their major advisor and their advisory committee **in their second semester**. The Program of Study Request template including the establishment of committee form can be found at: <http://gradschool.wsu.edu/Forms/>. Any changes to the student's committee after it is approved by the Graduate School must also be made officially through the Graduate School.

Program of Study requirements for Thesis M.S.:

- 30 hours minimum total credits
- 21 hours minimum graded courses (at least 15 must be 500-level)*
- 6 hours maximum of non-graduate (300-400) course may be used towards the 21 credits
- 4 hours minimum 700 research credits
- 2 hours of 700 research credits must be taken in the semester student will be graduating

****Refer to the 'Application of Rules' section of this handbook for Entomology M.S. degree course requirements.***

Program of Study requirements for Non-Thesis M.S.:

- 30 hours minimum total credits
- 26 hours minimum graded courses (at least 17 must be 500-level)*
- 9 hours maximum of non-graduate (300-400) course may be used
- 4 hours minimum 702 research credits
- 2 hours of 702 research credits must be taken in the semester student will be graduating

****Refer to the ‘Application of Rules’ section of this handbook for Entomology M.S. degree course requirements.***

The Program of Study must be approved by all members of the advisory committee and the department chair. Students will be informed by the WSU Graduate School once their program of study has been approved or if it requires modification.

No graded courses of ‘B-’ or below may be dropped from a program of study for an advanced degree nor can a course be repeated for a higher grade if the final grade is ‘C’ or higher. Any course listed on the program of study for which a grade of ‘C-’ or below is earned must be repeated for a letter grade, not on a Pass/Fail basis.

Transfer credit may be used on a program of study, according to the WSU Graduate School’s transfer credit policy (<https://gradschool.wsu.edu/chapter-six-g>.) 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. In brief, transfer credit is limited to graduate level coursework taken as a graduate student in which the student earned a B or better. Read the full transfer credit policy for other limitations; final approval of transfer credit rests with the WSU Graduate School. Transfer credit is normally limited to half of the graded credit on the program of study. However, since Entomology has a long-standing cooperative teaching history with the University of Idaho, and UI COOP coursework falls in the transfer credit category, the WSU Graduate School has granted Entomology a blanket exception to allow up to 12 transfer credits toward the Entomology thesis master’s degree, and up to 15 transfer credits toward the Entomology non-thesis master’s degree—which includes UI COOP graduate-level coursework in which the student has earned a B or better. It is important to note that transfer credit will show up on the student’s transcript as transfer credits and does not count towards the student’s WSU GPA. *Undergraduate 300/400 level credit taken at another institution (including UI) cannot be used as transfer credit on your graduate program of study.*

8. *Research.* Students are advised to discuss the research component for their M.S. Thesis in consultation with their major advisor, their advisory committee, other faculty, and other students. Students are typically more successful if they identify their research areas quickly after arriving in the graduate program. Students in the thesis option will produce a thesis, which is a scholarly, original study that is a significant contribution to the knowledge of the chosen discipline.

9. *Apply for degree.* Students need to apply for their degree mid-way through the semester before they plan to conduct their final examination. It is the student’s responsibility to be aware of deadlines in their last two semesters. The Application for Degree form (<http://gradschool.wsu.edu/graduation-application/>) is done online and the fee must be paid before the final exam is scheduled. The student must have submitted at least 1 manuscript to a peer-reviewed journal prior to conducting the final examination, unless the publication effort is waived by the student’s advisory committee.

10. *Thesis Timeline.* The thesis must conform to WSU Graduate School guidelines (<http://gradschool.wsu.edu/?p=3743>). The student is expected to work closely with their major

advisor to revise and edit the thesis before sending it to the advisory committee for approval. The advisory committee should get a minimum of 2 weeks to review the thesis, although more time may be requested at the discretion of the advisory committee. **After the advisory committee has approved of the thesis**, the student may schedule the final exam.

11. Scheduling the Final Examination. The student must have completed or be enrolled in all of the required course work, have a minimum cumulative GPA of 3.0, have met all admission contingencies, and be registered for the remainder of their research credits: a minimum of two credits of 700 (thesis option) or 702 (non-thesis option) for the semester or summer session in which the final examination is to be taken.

The final exam scheduling form (<http://gradschool.wsu.edu/Forms>) must be submitted complete with committee signatures to the Johnson Hall Graduate Center Academic Coordinator (Deb Marsh, marshdj@wsu.edu, Johnson Hall 131) at least **10 (ten) or more working days prior to the anticipated examination for submission to the Department Chair and Graduate School. In addition, the student must provide the Department Chair a printed copy of the thesis for display in the Entomology Department office (this is a Graduate School requirement), and a pdf copy to both the Johnson Hall Graduate Center Academic Coordinator (Deb Marsh, marshdj@wsu.edu) and to the WSU Graduate School (gradschool@wsu.edu) no later than 10 working days in advance of the proposed exam date. Earlier submission is recommended.**

12. Final Oral Examination. A final examination and ballot meeting is required of all master's candidates. This examination is intended to test the candidate's ability to carry out a critical dialogue that includes analyzing, synthesizing and evaluating material in the major and supporting fields (with emphasis on the work presented in the thesis or special problem).

As stated above, a non-thesis examination will follow the same format as for the thesis option, except that the non-thesis student will be expected to defend their scholarly review paper (instead of their thesis research project).

13. Submitting Final Thesis to Graduate School (Thesis Option Only). After passing the final examination, an electronic copy of the corrected thesis must be submitted following the Graduate School's guidelines for digital submission **within five working days of the final oral examination.** Students should use the [Final Dissertation/Thesis Acceptance Checklist](#) when preparing the PDF electronic copy for submission. In addition, the following must be submitted to the Dissertation/Thesis Acceptance clerk in 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. The Graduate School will continue to perform the format check and provide guidance to students in these final steps..

DOCTOR OF PHILOSOPHY DEGREE OVERVIEW

In pursuit of a Ph.D. degree in Entomology, the student should: (1) attain knowledge of basic biological and scientific principles at a greater depth than for a M.S.; (2) be familiar with the history of entomology and biology and current problems in entomology; and (3) have a knowledge of entomological literature and methods. The dissertation should demonstrate an ability to plan, execute and synthesize original research focused on entomological problems.

The objective of Ph.D. dissertation research is to train students in all aspects of scientific endeavor including: (1) selecting a potential problem and designing experiments to test hypotheses; (2) performing field and/or laboratory experiments designed to observe biological and/or behavioral events; (3) preparing research proposals which would be acceptable to major funding sources (NSF, NIH, USDA, etc.); (4) analyzing biological data using current techniques; and (5) interpreting results with reasonable extrapolation and speculation on the significance of the research and future directions. The Ph.D. dissertation research should form a cohesive and significant piece of work, carried out in a professional and competent manner, which leads to the advancement of scientific knowledge.

Specific course requirements are listed in Tables 1-2. Other courses may be selected by the student and committee to meet the student's interests up to or exceeding the 15 500-level hours of graded course work required for the Ph.D. in Entomology. The Graduate School requires 72 credits overall for the Ph.D. degree, including research credits. Please refer to the Graduate School Policies and Procedures Manual for the most up-to-date information on this policy (<http://gradschool.wsu.edu/chapter-eight>).

Oral Research Proposal

Before the Oral Preliminary Examination, the student must present a formal Oral Research Proposal to the faculty and students. Faculty and students will be notified at least one week before the oral presentation. The oral presentation will usually be made during the regular Department Colloquium period, but under extenuating circumstances, and with the approval of the student's committee and the Department Chair, can be made at a specially scheduled time. Following a presentation of not more than 40 minutes, the candidate will respond to questions and suggestions, which is open to the WSU community. The proposal, oral presentation, and subsequent questioning, are required to evaluate the student's ability to analyze and interpret scientific literature, design experiments, communicate with other scientists, and to assess the student's awareness of current developments in entomology. Students are strongly encouraged to make the Oral Research Presentation as early in their program as possible.

Written Research Proposal

Each student will prepare a written research proposal that is due by the end of the third semester. The proposal should be suitable for submission to a federal fund-granting agency. During the semester that the written research proposal is due, the student will enroll for a minimum of 2 hours of ENTOM 800 research credit for preparation of the proposal. Electronic copies of the proposal will be sent to each committee member. Also, an electronic copy of each proposal will

be placed on the departmental SharePoint site to be made available to all faculty. All faculty will be notified by email when a proposal is uploaded to SharePoint. Faculty then will have 30 days to vote whether the proposal is acceptable; a simple majority voting “unacceptable” will send the proposal back to the student, advisor and committee for revision and eventual resubmission to the faculty. All votes of “unacceptable” must be accompanied by a brief, written justification for this recommendation. The research proposal should follow the format of an NSF, USDA, or EPA grant application, or an example template prescribed by the Department of Entomology. It is expected that, whenever possible, this proposal will be submitted to a granting agency to be considered for funding.

Oral Preliminary Doctoral Examination

After a student has completed all or most course work, has given a research proposal presentation, and completed a written research proposal requirement, that student may schedule the Oral Preliminary Examination. The Preliminary Oral Examination is conducted under Graduate School Policy and Procedures (<https://gradschool.wsu.edu/chapter-eight-c>). The examination must be scheduled during regular or summer sessions [the student must be enrolled], and should be scheduled to allow the greatest participation by the Entomology Faculty.

With the consent of the examined student, Entomology Ph.D. graduate students are allowed to attend the Oral Preliminary Exam in an observational role only. Retakes following a failed examination are restricted to faculty participation only.

A meeting of all faculty intending to question the candidate is held immediately before the examination to determine the nature of the questions and answers in the event of disputes. There is no time limit on the examination. Procedures in the event of failure are outlined below, and at: <https://gradschool.wsu.edu/chapter-eight-c/>.

Teaching Requirement

Collegiate teaching experience is required of all Ph.D. candidates and should be undertaken with the advice of the Ph.D. committee. The student’s graduate advisory committee must view and approve each Ph.D. student’s plan to meet the teaching requirement, working in consultation with the Department Chair. Each Ph.D. student must submit a plan to meet the departmental teaching requirement, in writing, to this committee by the end of the student’s third year in the Ph.D. program. The approved plan will then be added to the student’s file. A minimum of one semester of teaching involvement is suggested. In addition to serving in a Teaching Assistantship, other methods of meeting the teaching requirement for a semester include, with the consent of the instructor and the Ph.D. advisory committee: (1) the preparation, introductory remarks, and conduct of at least 3 laboratory sessions for an entomology course; (2) presentation of 3 lectures; or (3) some other method approved by the student's advisor in consultation with the Entomology Chair such as extension presentations or workshops to stakeholders. No monetary compensation will be paid except for students on a TA appointment. The instructor or Professor in charge will prepare an evaluation of the student's teaching performance either by letter or by completing a teaching or extension presentation evaluation to be placed in the student's file.

Dissertation & Final Doctoral Examination

The form, style, and content of the thesis must be approved by the committee and follow the Graduate School guidelines (<http://gradschool.wsu.edu/?p=3743>). Students need to apply for their degree mid-way through the semester before they plan to conduct their final examination. It is the student's responsibility to be aware of deadlines in their last two semesters. The Application for Degree is form is found in your myWSU Student Center and the \$50 fee must be paid before the final exam is scheduled. **A Ph.D. student may not take the final examamination without prior submission of at least 2 manuscripts to a peer-reviewed journal(s) (see *Expectation of Publication Effort* above), unless that expectation is waived by the student's committee.** Publication of the dissertation is strongly encouraged. The oral Final Doctoral Examination is conducted under Graduate School policy (<http://gradschool.wsu.edu/chapter-eight-c/>).

Summary of Procedures for Ph.D. Students

Complete WSU policies and procedures for doctoral students are found at: <https://gradschool.wsu.edu/chapter-eight/>. Steps towards completing the Ph. D. degree, including those specific to the Entomology Department, are:

- 1. Apply for Admission.** Applications need to be submitted directly to the WSU Graduate School at WSU (<https://gradschool.wsu.edu/apply/>). Applicants are required to submit an application letter, transcripts, GRE scores, and two letters of recommendation to be considered by the Entomology Department Graduate Admissions Committee. Applications are considered on a rolling basis, but students applying for Fall Semester will receive priority if they apply by February 1; students applying for Spring Semester admission will receive priority if they apply by September 1. Students are encouraged to contact potential major advisors prior to submitting application materials. Questions regarding the application process can be directed to the Johnson Hall Graduate Center Academic Coordinators (see cover for contact info).
- 2. Obtain an Advisor.** Students will not receive an offer of admission to the Graduate Program in Entomology unless they have arranged a major advisor who has agreed to supervise their graduate program. As stated above, students are encouraged to contact potential advisors **prior** to applying for admission.
- 3. Registration for First Semester.** Prior to starting, students should consult with their major advisor to determine their schedule of classes for their first semester. Registration for classes is done online via the *my.WSU.edu*. The most current information about courses, dates, and availability can be found online in the WSU University Catalog (<http://catalog.wsu.edu>) or the WSU Schedule of Classes (<http://schedules.wsu.edu>). Students will receive information about how to log into this system in their official offer of admission from the WSU Graduate School. A full-time student is expected to take a minimum of 10 credits per semester (including a minimum of 1 research credit).

To learn more about UI COOP course availability and enrollment, go here (<http://schedules.wsu.edu/COOP>.) To ensure a UI course is cooperative with WSU, the UI catalog must state that the course is cooperative and open to WSU students.

4. Enrollment and Credit Load. 10-12 hours per semester is the normal load for a full time student, however Ph.D. students especially need to be certain they will research their required total research credits (usually 45-55) by their final term. Full-time students are required to enroll in a minimum of 1 (800) research credit each term. The Graduate School requires students to be continuously enrolled unless on approved Graduate leave (excluding summer session). A student who does not enroll nor is on approved graduate leave, will have to apply for re-enrollment prior to registering again. A student who is not enrolled for three consecutive terms will have to apply for readmission. Ph.D. students who have completed their prelims and are not able to enroll will automatically be placed in Continuous Doctoral Status (CDS) and charged \$50/semester to allow students limited access to academic resources (i.e., faculty and staff counsel) and the University libraries.; as such they will not need to apply for graduate leave. Students must be enrolled in a minimum of 2 research credits in the term of both their preliminary and final exams.

5. Establishing Residency. Domestic students are **strongly encouraged** to begin the process of establishing residency immediately after beginning their graduate program. For example, students need to register their vehicle (if applicable) and obtain a Washington driver's license within the first month they live in Washington. Other information about establishing residency can be found here: <http://residency.wsu.edu/>. Students will receive a non-resident tuition waiver **only in their first year**; students who fail to establish residency in their first year will be responsible for the non-resident portion of their tuition in subsequent years. Please consult the website above and/or contact the graduate student residency office by email (gradschool@wsu.edu) or in person (Room 324, French Administration Building, Pullman Campus), to obtain additional information on establishing residency.

6. Select a Committee. All students are required to have an advisory committee as part of their graduate program. Students **should select their committee members in their second semester** of study (as described earlier). The advisory committee should meet at least once a year. The committee is defined on the Program of Study Request form (below).

7. Submit Program of Study. All students are required to develop and submit a Program of Study in consultation with their major advisor and their advisory committee **by the beginning of the third semester of study**. The Program of Study Request template (includes establishment of committee) can be found at: <http://gradschool.wsu.edu/Forms/>. The Program of Study must be approved by all members of the advisory committee and the Department Chair. Students will be informed by the Graduate School once their program of study has been approved, or notified that it requires modification. Any changes to the student's committee after it is approved by the Graduate School must also be made officially through the Graduate School.

Program of Study requirements for the Ph.D. in Entomology:

- 72 hours minimum total credits
- **15 hours minimum** (effective Fall 2015) graded graduate-level (500-level) courses*
- 9 hours maximum of non-graduate course (300- or 400-level courses) may be used towards the 72 total credits

- 20 hours minimum 800-level research credits
- Courses for audit or S/F may not be used for the program of study but can be noted on the Research and Additional studies section.
- 2 hours of research credits must be taken in the semester student will be finishing.

****Refer to the ‘Application of Rules’ section of this handbook for departmental course requirements.***

No graded courses of ‘B-’ or below may be dropped from a program of study for an advanced degree nor can a course be repeated for a higher grade if the final grade is ‘C’ or higher. Any course listed on the program of study for which a grade of ‘C-’ or below is earned must be repeated for a letter grade, not on a Pass/Fail basis.

Transfer credit may be used on a program of study, according to the WSU Graduate School’s transfer credit policy (<https://gradschool.wsu.edu/chapter-six-g>.) 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. In brief, transfer credit is limited to graduate level coursework taken as a graduate student in which the student earned a B or better. Read the full transfer credit policy for other limitations; final approval of transfer credit rests with the WSU Graduate School. Transfer credit is normally limited to half of the graded credit on the program of study. However, since Entomology has a long-standing cooperative teaching history with the University of Idaho, and UI COOP coursework falls in the transfer credit category, the WSU Graduate School has granted Entomology a blanket exception to allow up to 9 transfer credits toward the Entomology doctoral degree—which includes UI COOP graduate-level coursework in which the student has earned a B or better. It is important to note that transfer credit will show up on the student’s transcript as transfer credits and does not count towards the student’s WSU GPA. *Undergraduate 300/400 level credit taken at another institution (including UI) cannot be used as transfer credit on your graduate program of study.*

8. Research. Students are advised to develop the research component of their dissertation in consultation with their major advisor, their advisory committee, other faculty, and other students. Students are typically more successful if they identify their research areas quickly (within the first two semesters) after starting their graduate program.

9. Oral Research Proposal Presentation. Before the Oral Preliminary Exam can be completed, the student must present a research plan to the faculty and students, for feedback and criticism. This will normally be scheduled as part of the department’s weekly Colloquium speaker series.

10. Oral Preliminary Examination. Requirements for the Oral examination follow those dictated by the WSU Graduate School (<https://gradschool.wsu.edu/chapter-eight/>). The oral examination is held after the majority of coursework, and the Oral Research Proposal, has been completed, and with approval by the student’s major advisor.

The fully signed preliminary exam scheduling form (found here: <http://gradschool.wsu.edu/Forms>) must be submitted to the Graduate School via the Academic Coordinator (Deb Marsh, marshdj@wsu.edu, Johnson Hall 131) at least **10 (ten)**

or more working days prior to the anticipated examination. The student must be registered for two hours of Entom 800 at the beginning of the semester in which the exam is scheduled, and have a GPA \geq 3.0.

Any faculty member may attend the exam and ask questions; if they attend for the entire exam and question the candidate, they may vote (per Graduate School policy). All doctoral committee members must be present and must vote. Exam sessions must be suspended if any voting faculty member leaves the session (even briefly). There is no time limit to these exams, except that exams must be completed within 30 days of their initiation, as per WSU Graduate School policy. To pass, three-fourths of those voting must be favorable. If a student fails, a second and final examination must be scheduled at least three months later, with the scheduling form submitted at least fifteen days before the exam date (allowing time for a member of the Graduate Mentor Academy to be assigned to attend the exam, as arranged by the Graduate School). A second failed exam leads to termination. With the consent of the examined student, Entomology graduate students are allowed to attend the Oral Preliminary Exam in an observational role only. Retakes following a failed examination are restricted to faculty participation only. **At least four months must pass between completion of the preliminary exam, and scheduling of the final oral examination.**

11. Written Research proposal. Doctoral students will (1) prepare a written research proposal prior to their research proposal presentation and (2) make this proposal available to committee members and other faculty for their approval as described previously.

12. Apply for degree. Students need to apply for their degree mid-way through the semester before they plan to conduct their final examination, It is the student's responsibility to be aware of deadlines in their last two semesters. The Application for Degree is form is found in your myWSU Student Center and the \$50 fee must be paid before the final exam is scheduled.

13. Dissertation Timeline. The dissertation must conform to WSU Graduate School guidelines (<http://gradschool.wsu.edu/?p=3743>). The student is expected to work closely with their major advisor to revise and edit the dissertation before sending it to the advisory committee for approval. The advisory committee should get a minimum of 2 weeks to review the dissertation, although more time may be requested at the discretion of the advisory committee. After the dissertation has been approved by the advisory committee, the student may schedule the final exam.

14. Final Oral Research Presentation. An oral presentation describing the dissertation research precedes the Final Oral Examination, and should be scheduled as part of the regular Colloquium schedule if possible.

15. Scheduling the Final Examination. The student must have completed or be enrolled in all of the required course work, have a minimum cumulative GPA of 3.0, have met all admission contingencies, and be registered for the remainder of their research credits: a minimum of two credits of ENTOM 800 for the semester or summer session in which the final examination is to be taken. **A Ph.D. student may not take the final examination without prior submission of at least 2 manuscripts to a peer-reviewed journal(s) (see *Expectation of Publication Effort* above), unless that expectation is waived by the student's committee.**

The final exam scheduling form (<http://gradschool.wsu.edu/Forms>) must be submitted complete with committee signatures to the Johnson Hall Graduate Center (Deb Marsh, marshdj@wsu.edu, Johnson Hall 131) at least 10 (ten) or more working days prior to the anticipated examination for submission to the Department Chair and Graduate School. In addition, the student must provide the Department Chair a printed copy of the dissertation for display in the Entomology Department office (this is a Graduate School requirement), and a pdf copy to both the Johnson Hall Graduate Center (Deb Marsh, marshdj@wsu.edu) and to the WSU Graduate School via electronic upload to ProQuest (<http://www.dissertations.wsu.edu>) no later than 10 working days in advance of the proposed exam date. Earlier submission is recommended.

16. Final Oral Examination. A final examination is required of all Ph.D. candidates. This examination is intended to test the candidate's ability to critique, justify, assess, and evaluate material in the major and supporting fields with emphasis on the work presented in the dissertation.

17. Submitting Final Dissertation to Graduate School. After passing the final examination, an electronic copy of the corrected dissertation must be submitted, following the Graduate School's guidelines for digital submission, *within five working days of the final oral examination*. Students should use the [Final Dissertation/Thesis Acceptance Checklist](#) when preparing the electronic copy for submission. To summarize, the following must be submitted to the Dissertation/Thesis Acceptance clerk in the Graduate School within five working days of the final oral examination: (1) a 100% cotton fiber paper copy of the title page, abstract page, and signature page signed in black ink by all committee members; (2) a completed [Hold Harmless/Copyright Acknowledgement](#) form; and (3) a fully-digital PDF version of the doctoral dissertation per the [Digital Dissertation and Thesis Guidelines](#) on the Graduate School's website. The Graduate School will continue to perform the format check and provide guidance to students in these final steps.

APPLICATION OF RULES

All graduate students are bound by the provisions of the written Departmental requirements that are in effect at the time the student receives approval for the Graduate Program of Study, unless the student states in writing their acceptance of new rules adopted after that time. Graduate School Policies and Procedures are updated annually, and all graduate students are required to abide by and meet the regulations and policies set forth in the most current and revised Graduate School Policies and Procedures Manual (<https://gradschool.wsu.edu/policies-procedures/>).

Table 1. Courses Required at the Undergraduate Level

Students lacking these courses or their equivalents must take them in addition to their graduate program. Exceptions to these requirements may be made by a majority vote of the student's graduate committee.

Subject:	Suitable WSU Courses:
General Entomology	ENTOM 343
General Genetics	MBioS301
Introductory Ecology	BIOL 372
Chemistry	CHEM 332
Plant Science	BIOL (BOT) 318, 320 or HORT 201 or 304

Table 2. Additional courses required for M.S./Ph.D. Degree

Students are expected to complete two core courses (Insect Physiology and Insect Taxonomy) and take at least two suitable courses to fulfill two additional knowledge areas: (1) Biometry/Bioinformatics and (2) Ecology/Evolution. Courses that may be used to fulfill these two knowledge areas are listed below. Courses in addition to those below may be deemed acceptable to fulfill the knowledge areas with a majority vote of the student's graduate committee.

Subject:	Suitable WSU Courses:
Insect Physiology	ENTOM 550
Insect Taxonomy	ENTOM 539
Ecology/Evolution (knowledge area)	ENT 541 (@UI), ENTOM 555, BIO 562, VM 501, BIOL 519, BIOL 548, BIOL 564, ENV SCI 540, IPM 552
Biometry/Bioinformatics (knowledge area)	AFS/STAT 511, STAT 512, STAT 530, STAT 520, BIOL 572, MBIOS 578
Additional courses may be required by student's Graduate Advisory Committee.	

ADDENDUM

Consult these websites for the most up-to-date information:

Graduate School Policies and Procedures

<https://gradschool.wsu.edu/policies-procedures/>

WSU and Graduate School Catalogs

<http://catalog.wsu.edu>

<https://gradschool.wsu.edu/graduate-school-catalog-2/>

<http://uidaho.smartcatalogiq.com/en/2017-2018/University-of-Idaho-General-Catalog/Courses/ENT-Entomology>

Entomology and IPM course descriptions are provided in this addendum.

Forms and Deadlines

<http://gradschool.wsu.edu/Forms>

Examples of these forms provided in this addendum

(use the electronic versions at the link above-----forms must be typed):

Deadlines and Procedures for Master's Degrees

Deadlines and Procedures for Doctoral Degrees

Program of Study Request

External Committee Member Request

Program Change

Committee Change

Preliminary Exam Scheduling Form

Final Exam Scheduling Form

Final Exam Scheduling Form (non-thesis)

- 340 Agricultural Entomology** 3 (2–3) Course Prerequisite: BIOLOGY 106 or 107. Control, identification, and biology of insects and related arthropods. Course equivalent to OSU's Ent 311 and UI's Ent 322.
- 343 [M] General Entomology** 3 Biology, natural history, and importance of insects and related arthropods.
- 344 [M] General Entomology Laboratory** 2 (0–6) Identification and taxonomy of insects and related arthropods; insect collection and field work required.
- 351 Ecological and Integrated Pest Management** 3 Course Prerequisite: BIOLOGY 106, 107, or 120. Philosophy, ecological foundation, tactics, and strategies of ecologically-based and integrated pest management.
- 361 Honey Bee Biology** 3 Biology of the honey bee, including behavior, genetics, evolution, pollination, sociality, and beekeeping practices.
- 401 Biology and Society, Past and Present** 3 Course Prerequisite: BIOLOGY 106. Development of biological ideas and knowledge from antiquity to present with emphasis on major advances achieved through invertebrate models. Recommended preparation: BIOLOGY 150. Cooperative: Open to UI degree-seeking students.
- 448 Medical and Veterinary Entomology** 3 Biology and ecology of parasitic arthropods and their direct impacts on human and animal health; transmission of pathogens. Credit not granted for both ENTOM 448 and ENTOM 548. Offered at 400 and 500 level.
- 460 Biotechnology and the Environment** 3 Course Prerequisite: BIOLOGY 106, 107, or 120; 3 credit hours CHEM. Benefits, regulations, and human and environmental impacts of biotechnology used for crop protection, agricultural and energy production, and environmental remediation and management. (Crosslisted course offered as ENTOM 460, ENVR SCI 460).
- 490 Special Topics in Entomology** V 1–4 May be repeated for credit; cumulative maximum 10 hours. Credit not granted for both ENTOM 490 and ENTOM 590. Offered at 400 and 500 level. Cooperative: Open to UI degree-seeking students.
- 511 Science Writing Workshop** 2 Instruction, tools, and peer review support to write graduate research proposal or journal article. (Crosslisted course offered as CROP SCI 511, ENTOM 511, SOIL SCI 511).
- 539 Taxonomic Entomology** 4 (2–6) Survey of approximately 200 major families; collecting and preservation techniques. Cooperative: Open to UI degree-seeking students.
- 540 Taxonomy of Immature Insects** V 2–4 Identification of eggs, larvae, nymphs, and pupal stages of insects. Insect collection required.
- 548 Medical and Veterinary Entomology** 3 Biology and ecology of parasitic arthropods and their direct impacts on human and animal health; transmission of pathogens. Credit not granted for both ENTOM 448 and ENTOM 548. Offered at 400 and 500 level.
- 550 Insect Physiology** 3 General principles of insect physiology; the mechanisms of vital processes in insects; organ, cellular, subcellular, chemical and physical levels. Required preparation must include BIOLOGY 332, 352, CHEM 345, ENTOM 340, or 343. Cooperative: Open to UI degree-seeking students.
- 555 Agricultural Chemical Technology for Crop Protection & Production** 3 Mechanistic examination of agricultural chemical technology; synthetic and biological pesticides and fertilizers; mechanism of biological activity; deployment; management.
- 556 Insecticides: Toxicology and Mode of Action** 1 Insecticides in terms of historical perspective, classification, synthesis, toxicity, mode of action, and metabolism. Required preparation must include MBIOS 303; CHEM 345; BIOLOGY 352, 420, or 350.
- 557 Herbicides: Toxicology and Mode of Action** 1 Herbicides in terms of historical perspective, classification, synthesis, toxicity, mode of action, and metabolism. Required preparation must include MBIOS 303; CHEM 345; BIOLOGY 352, 420, or 350.
- 558 Pesticide Topics** 1 Current issues concerning pesticides in terms of toxicity, mode of action, and metabolism. Required preparation must include MBIOS 303; CHEM 345; BIOLOGY 352, 420, or 350.
- 590 Special Topics in Entomology** V 1–4 May be repeated for credit; cumulative maximum 10 hours. Credit not granted for both ENTOM 490 and ENTOM 590. Offered at 400 and 500 level. Cooperative: Open to UI degree-

seeking students.

593 Seminar 1 May be repeated for credit. Reporting and discussing problems and
700 Master's Research, Thesis, and/or Examination V 1-18 May be repeated for credit and advanced study for students working on their master's research, thesis and/or dissertation. Students must have graduate degree-seeking status and should check with their major advisor before enrolling for 700 credit. S, U grading.

702 Master's Special Problems, Directed Study, and/or Examination V 1-18 May be repeated. Independent research in special problems, directed study, and/or examination credit in thesis master's degree program. Students must have graduate degree-seeking status and check with their major advisor/committee chair before enrolling for 702 credit. S, F grading.

800 Doctoral Research, Dissertation, and/or Examination V 1-18 May be repeated. Prerequisite: Admitted to the Entomology PhD program. Independent research and/or working on their doctoral research, dissertation and/or final examination. Students must have graduate degree-seeking status and should check with their major advisor/committee chair before enrolling for 800 credit. S, F grading.

[Student Affairs](#)

[Schedules of Classes](#)

[Commencement](#)

[Veteran's Affairs](#)

U of I Cooperative Courses (as of 9/15/2017)

ENT 440 Insect Identification

Ent J440/J540 Insect Identification (4 cr)

Survey of approximately 200 major families; collecting and preservation techniques. For graduate credit, an additional 50 families and selected subfamilies and genera will be covered and a term paper is required. Two lectures and two 2-hr labs a week; two 1-day field trips. Cooperative: open to WSU degree-seeking students. (Alt/yrs)

Prereq: Ent 322 or Permission

ENT 441 Insect Ecology

Ent J441/J541 Advanced Insect Ecology (3 cr)

Population and community dynamics set in a systems framework; theory and applications in natural and altered systems. Requirements for graduate credit include a longer (10 vs. 5 pages), more synthetic term paper, and each 500-level student will lead a web-based or in-class discussion on a research paper of their choice. Two 1-day field trips. Recommended Preparation: General ecology. Cooperative: open to WSU degree-seeking students.

Prereq: Ent 322 or Permission

ENT 490 Special Topics in Entomology

Ent J490/J590 Special Topics in Entomology (1-4 cr, max 4)

Cooperative: open to WSU degree-seeking students.

ENT 546 Host Plant Resistance to Insects and Pathogens

Ent 546 Host Plant Resistance to Insects and Pathogens (3 cr)

Principles and methodologies for developing pest-resistant crop varieties. Requirements for graduate credit include preparation of grant proposal, classroom presentation. Field trips. Cooperative: open to WSU degree-seeking students. (Alt/yrs)

Prereq: Ent 322 or Permission

U of I Cooperative Courses (as of 9/15/2017)

ENT 549 Insect-Plant Interactions

Ent 549 Insect-Plant Interactions (3 cr)

Ecology, evolution, and mechanisms of the interactions between insects and plants. Requirements for graduate credit include formal report of field study, term paper. Cooperative: open to WSU degree-seeking students. (Alt/yrs)

Prereq: Ent 322

ENT 551 Applied Biological Control: Weeds

Ent 551 Applied Biological Control: Weeds (1 cr)

Principles and methodologies in biological control of weeds. Requirements for graduate credit include leading a classroom presentation and discussion session. Recommended Preparation: one ecology course, Principles of Biological Control. Cooperative: open to WSU degree-seeking students. (Alt/yrs)

ENT 584 Insect Anatomy and Physiology

Ent 584 Insect Anatomy and Physiology (3 cr)

Organ systems of insects and their functions. A comprehensive term paper and research project reqd for grad cr. Three lec a wk. Cooperative: open to WSU degree-seeking students. (Alt/yrs)

Prereq: Permission



Fall 2017 – Spring 2019 Deadlines and Procedures for Master’s Degree

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

Please submit ALL documents to the Graduate School *through your Academic Coordinator*

Procedure	Deadlines																																		
1. Obtain an advisor/committee chairperson	As soon as possible after admission to the Graduate School																																		
<p>2. Submit Program of Study Request form to the Graduate School via your Academic Coordinator no later than the semester <i>before</i> the semester in which you take your Final Exam (dates listed at right).</p> <p><small>*Programs/Departments with previous authorization to submit Master’s Degree Programs of Study at a date other than what is listed: See the program’s handbook for specific deadline.</small></p>	<table> <thead> <tr> <th><u>Semester:</u></th> <th><u>Submission Deadline</u></th> </tr> </thead> <tbody> <tr><td>Fall 2017</td><td>2/1/2017</td></tr> <tr><td>Spring 2018</td><td>9/1/2017</td></tr> <tr><td>Summer 2018</td><td>2/1/2018</td></tr> <tr><td>Fall 2018</td><td>2/1/2018</td></tr> <tr><td>Spring 2019</td><td>9/1/2018</td></tr> <tr><td>Summer 2019</td><td>2/1/2019</td></tr> <tr><td>Fall 2019</td><td>2/1/2019</td></tr> </tbody> </table>	<u>Semester:</u>	<u>Submission Deadline</u>	Fall 2017	2/1/2017	Spring 2018	9/1/2017	Summer 2018	2/1/2018	Fall 2018	2/1/2018	Spring 2019	9/1/2018	Summer 2019	2/1/2019	Fall 2019	2/1/2019																		
<u>Semester:</u>	<u>Submission Deadline</u>																																		
Fall 2017	2/1/2017																																		
Spring 2018	9/1/2017																																		
Summer 2018	2/1/2018																																		
Fall 2018	2/1/2018																																		
Spring 2019	9/1/2018																																		
Summer 2019	2/1/2019																																		
Fall 2019	2/1/2019																																		
<p>3. Submit Application for Degree form (Graduation) to the Graduate School. You do this online in your MyWSU portal. This deadline is also the last day to apply for a Graduate Certificate.</p> <p>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 using myWSU.</p> <p><small>*You <u>must</u> 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 <u>not</u> appear in the Commencement Program.</small></p> <p>(cont’d next page!)</p>	<table> <thead> <tr> <th><u>Graduation Semester</u></th> <th><u>*App Deadline</u></th> </tr> </thead> <tbody> <tr> <td>Fall 2017</td> <td>10/6/2017</td> </tr> <tr> <td colspan="2">(applications open 6/12/17)</td> </tr> <tr> <td colspan="2">w/ \$50 late fee: 10/9/17 – 10/31/17</td> </tr> <tr> <td colspan="2">w/ \$75 late fee: 11/1/17 – 11/22/17</td> </tr> <tr> <td>Spring 2018</td> <td>3/2/2018</td> </tr> <tr> <td colspan="2">(applications open 10/09/2017)</td> </tr> <tr> <td colspan="2">w/ \$50 late fee: 3/3/18 – 3/31/18</td> </tr> <tr> <td colspan="2">w/ \$75 late fee: 4/1/18 – 4/20/18</td> </tr> <tr> <td>Summer 2018</td> <td>5/25/2018</td> </tr> <tr> <td colspan="2">(applications open 1/1/2018)</td> </tr> <tr> <td colspan="2">w/ \$50 late fee: 5/26/18 – 6/30/18</td> </tr> <tr> <td colspan="2">w/ \$75 late fee: 7/1/18 – 7/27/18</td> </tr> <tr> <td>Fall 2018</td> <td>10/5/2018</td> </tr> <tr> <td colspan="2">(applications open 6/11/18)</td> </tr> <tr> <td colspan="2">w/ \$50 late fee: 10/6/18 – 10/31/18</td> </tr> <tr> <td colspan="2">w/ \$75 late fee: 11/1/18 – 11/21/18</td> </tr> </tbody> </table>	<u>Graduation Semester</u>	<u>*App Deadline</u>	Fall 2017	10/6/2017	(applications open 6/12/17)		w/ \$50 late fee: 10/9/17 – 10/31/17		w/ \$75 late fee: 11/1/17 – 11/22/17		Spring 2018	3/2/2018	(applications open 10/09/2017)		w/ \$50 late fee: 3/3/18 – 3/31/18		w/ \$75 late fee: 4/1/18 – 4/20/18		Summer 2018	5/25/2018	(applications open 1/1/2018)		w/ \$50 late fee: 5/26/18 – 6/30/18		w/ \$75 late fee: 7/1/18 – 7/27/18		Fall 2018	10/5/2018	(applications open 6/11/18)		w/ \$50 late fee: 10/6/18 – 10/31/18		w/ \$75 late fee: 11/1/18 – 11/21/18	
<u>Graduation Semester</u>	<u>*App Deadline</u>																																		
Fall 2017	10/6/2017																																		
(applications open 6/12/17)																																			
w/ \$50 late fee: 10/9/17 – 10/31/17																																			
w/ \$75 late fee: 11/1/17 – 11/22/17																																			
Spring 2018	3/2/2018																																		
(applications open 10/09/2017)																																			
w/ \$50 late fee: 3/3/18 – 3/31/18																																			
w/ \$75 late fee: 4/1/18 – 4/20/18																																			
Summer 2018	5/25/2018																																		
(applications open 1/1/2018)																																			
w/ \$50 late fee: 5/26/18 – 6/30/18																																			
w/ \$75 late fee: 7/1/18 – 7/27/18																																			
Fall 2018	10/5/2018																																		
(applications open 6/11/18)																																			
w/ \$50 late fee: 10/6/18 – 10/31/18																																			
w/ \$75 late fee: 11/1/18 – 11/21/18																																			

<p>3. Submit Application for Degree form (Graduation) continued...</p> <p>OR.....(see next section)</p>	<table border="1"> <thead> <tr> <th>Graduation Semester</th> <th>*App Deadline</th> </tr> </thead> <tbody> <tr> <td>Spring 2019</td> <td>3/1/2019</td> </tr> <tr> <td colspan="2">(applications open 10/08/2018)</td> </tr> <tr> <td>w/\$50 late fee:</td> <td>3/2/19 – 3/31/19</td> </tr> <tr> <td>w/\$75 late fee:</td> <td>4/1/19 – 4/19/19</td> </tr> </tbody> </table>	Graduation Semester	*App Deadline	Spring 2019	3/1/2019	(applications open 10/08/2018)		w/\$50 late fee:	3/2/19 – 3/31/19	w/\$75 late fee:	4/1/19 – 4/19/19						
Graduation Semester	*App Deadline																
Spring 2019	3/1/2019																
(applications open 10/08/2018)																	
w/\$50 late fee:	3/2/19 – 3/31/19																
w/\$75 late fee:	4/1/19 – 4/19/19																
<p>4. NEED to UPDATE your Application for Degree?</p> <p>Already paid your fee but discovered you cannot complete your requirements for the semester in which you applied? Please</p> <p>See directions in the right-hand column </p> <p>The Graduate School will email you a form to complete, which must be returned to the Graduate School (emailed as an attachment). We will update your semester of graduation without any additional fees. Your \$50 graduation fee is good for one calendar year.</p>	<p>You must UPDATE your Application for Degree using the following steps:</p> <ol style="list-style-type: none"> Email Gradschool@wsu.edu Subject Line: Your name – UPDATE App for Degree In body of email, provide: <ol style="list-style-type: none"> Name WSU Student ID# (very important) Type of degree (master or doctoral) & Program (e.g. Ph.D. in Biology) NEW semester for graduation (spring, summer, fall), and year WATCH for an email from the Graduate School. Complete and return the form so you can be updated. 																
<p>5. ALL Master’s degree students must submit a Final Exam Scheduling form! Submit:</p> <ul style="list-style-type: none"> *Completed Final Exam Scheduling Form no later than 2 full weeks (10 working days) prior to the exam date. 2nd Attempt Exams: Retaking the final exam? You must submit the completed scheduling form 3 weeks (15 working days) in advance. Draft Thesis: Thesis track master’s students must submit an electronic draft of their final thesis (formatted in as complete a form as it will be before formal defense). Send your thesis draft to gradschool@wsu.edu in pdf format. In the email, provide your name, WSU student ID, and exam date. For submission guidelines and formatting requirements, see https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-submission-guidelines.pdf <p>*Completed means all signatures, thesis title, date/time/location(s) identifying where each committee member will attend the exam. <i>Including research protocol permissions.</i></p> <p>**assumes you are taking the exam on last possible date</p>	<table border="1"> <thead> <tr> <th>Graduation Semester</th> <th>**Scheduling Deadline</th> </tr> </thead> <tbody> <tr> <td>Fall 2017</td> <td>11/7/2017</td> </tr> <tr> <td>Spring 2018</td> <td>4/6/2018</td> </tr> <tr> <td>Summer 2018</td> <td>7/13/2018</td> </tr> <tr> <td>Fall 2018</td> <td>11/7/2018</td> </tr> <tr> <td>Spring 2019</td> <td>4/5/2019</td> </tr> <tr> <td>Summer 2019</td> <td>7/12/2019</td> </tr> <tr> <td>Fall 2019</td> <td>11/13/2019</td> </tr> </tbody> </table>	Graduation Semester	**Scheduling Deadline	Fall 2017	11/7/2017	Spring 2018	4/6/2018	Summer 2018	7/13/2018	Fall 2018	11/7/2018	Spring 2019	4/5/2019	Summer 2019	7/12/2019	Fall 2019	11/13/2019
Graduation Semester	**Scheduling Deadline																
Fall 2017	11/7/2017																
Spring 2018	4/6/2018																
Summer 2018	7/13/2018																
Fall 2018	11/7/2018																
Spring 2019	4/5/2019																
Summer 2019	7/12/2019																
Fall 2019	11/13/2019																

<p>6. Conduct Final Examination (Last possible date)</p> <p>We have extended the time to defend to the last possible date. We are unable to make exceptions beyond these deadlines. <i>We do not encourage you to wait until the last date to defend.</i> 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.</p>	<table border="1"> <thead> <tr> <th><u>Graduation</u></th> <th><u>Exam Deadline</u></th> </tr> </thead> <tbody> <tr><td>Fall 2017</td><td>11/22/2017</td></tr> <tr><td>Spring 2018</td><td>4/20/2018</td></tr> <tr><td>Summer 2018</td><td>7/27/2018</td></tr> <tr><td>Fall 2018</td><td>11/21/2018</td></tr> <tr><td>Spring 2019</td><td>4/19/2019</td></tr> <tr><td>Summer 2019</td><td>7/26/2019</td></tr> <tr><td>Fall 2019</td><td>11/22/2019</td></tr> </tbody> </table>	<u>Graduation</u>	<u>Exam Deadline</u>	Fall 2017	11/22/2017	Spring 2018	4/20/2018	Summer 2018	7/27/2018	Fall 2018	11/21/2018	Spring 2019	4/19/2019	Summer 2019	7/26/2019	Fall 2019	11/22/2019		
<u>Graduation</u>	<u>Exam Deadline</u>																		
Fall 2017	11/22/2017																		
Spring 2018	4/20/2018																		
Summer 2018	7/27/2018																		
Fall 2018	11/21/2018																		
Spring 2019	4/19/2019																		
Summer 2019	7/26/2019																		
Fall 2019	11/22/2019																		
<p>7. Submit all required final documents to the Graduate School French Administration Building, Room 324-J</p> <p>Final theses must be submitted within 5 working days of a successful defense. Submission includes uploading a copy to the library at dissertations.wsu.edu and delivering the properly formatted (on 100% cotton paper) title page, signature page (signed in black or blue ink), and abstract to the Graduate School, along with the signed/witnessed Release/Hold Harmless Agreement by 5:00 p.m. on the 5th workday following your successful defense.</p> <p>All forms are found on the Graduate School forms web page.</p>	<p>If exam is held on final day listed above:</p> <table border="1"> <thead> <tr> <th><u>Graduation Semester</u></th> <th><u>Final Docs Deadline</u></th> </tr> </thead> <tbody> <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> <tr><td>Summer 2018</td><td>8/3/2018</td></tr> <tr><td>Fall 2018</td><td>11/30/2018</td></tr> <tr><td>Spring 2019</td><td>4/26/2019</td></tr> <tr><td>Summer 2019</td><td>8/2/2019</td></tr> <tr><td>Fall 2019</td><td>12/3/2019</td></tr> </tbody> </table>	<u>Graduation Semester</u>	<u>Final Docs Deadline</u>	Summer 2017	8/4/2017	Fall 2017	12/1/2017	Spring 2018	4/27/2018	Summer 2018	8/3/2018	Fall 2018	11/30/2018	Spring 2019	4/26/2019	Summer 2019	8/2/2019	Fall 2019	12/3/2019
<u>Graduation Semester</u>	<u>Final Docs Deadline</u>																		
Summer 2017	8/4/2017																		
Fall 2017	12/1/2017																		
Spring 2018	4/27/2018																		
Summer 2018	8/3/2018																		
Fall 2018	11/30/2018																		
Spring 2019	4/26/2019																		
Summer 2019	8/2/2019																		
Fall 2019	12/3/2019																		
<p>Master's students who plan to participate in Commencement in the May (Spring) ceremony can complete their degree requirements in either Spring OR Summer. http://gradschool.wsu.edu/chapter-ten/</p> <p>If you wish to attend Commencement, please register at the Grad Fair or visit: http://commencement.wsu.edu. Commencement is an event separate from your Graduate School requirements.</p>	<p>Commencement Date:</p> <table border="1"> <tbody> <tr><td>Fall 2017</td><td>12/9/17</td></tr> <tr><td>Spring 2018</td><td>5/5/18</td></tr> <tr><td>Fall 2018</td><td>12/8/2018</td></tr> <tr><td>Spring 2019</td><td>5/4/2019</td></tr> <tr><td>Fall 2019</td><td>12/7/2019</td></tr> <tr><td>Spring 2020</td><td>5/9/2020</td></tr> </tbody> </table>	Fall 2017	12/9/17	Spring 2018	5/5/18	Fall 2018	12/8/2018	Spring 2019	5/4/2019	Fall 2019	12/7/2019	Spring 2020	5/9/2020						
Fall 2017	12/9/17																		
Spring 2018	5/5/18																		
Fall 2018	12/8/2018																		
Spring 2019	5/4/2019																		
Fall 2019	12/7/2019																		
Spring 2020	5/9/2020																		



Fall 2017 – Spring 2019 Deadlines and Procedures for Doctoral Degree

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

Please submit ALL documents to the Graduate School *through your Academic Coordinator*

Procedure	Deadlines																		
<p>1. Obtain an advisor/committee chairperson</p>	As soon as possible after admission to the Graduate School																		
<p>2. Submit Program of Study Request form to the Graduate School via your Academic Coordinator! Doctoral students must submit the Program of Study Request form <u>before the end of their third semester of study</u> (October 1 deadline for fall; March 1 deadline for spring). NOTE: Students who have recently completed their Master’s degree at WSU and plan to continue for a Ph.D. <u>may</u> want to file their Program of Study early: one full semester before taking the Preliminary Exam.</p> <p>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.</p>	<table> <thead> <tr> <th><u>If your third Semester is:</u></th> <th><u>Submittal Deadline is:</u></th> </tr> </thead> <tbody> <tr> <td>Summer 2017</td> <td>3/1/2017</td> </tr> <tr> <td>Fall 2017</td> <td>10/1/2017</td> </tr> <tr> <td>Spring 2018</td> <td>3/1/2018</td> </tr> <tr> <td>Summer 2018</td> <td>3/1/2018</td> </tr> <tr> <td>Fall 2018</td> <td>10/1/2018</td> </tr> <tr> <td>Spring 2019</td> <td>3/1/2019</td> </tr> <tr> <td>Summer 2019</td> <td>3/1/2019</td> </tr> <tr> <td>Fall 2019</td> <td>10/1/2019</td> </tr> </tbody> </table>	<u>If your third Semester is:</u>	<u>Submittal Deadline is:</u>	Summer 2017	3/1/2017	Fall 2017	10/1/2017	Spring 2018	3/1/2018	Summer 2018	3/1/2018	Fall 2018	10/1/2018	Spring 2019	3/1/2019	Summer 2019	3/1/2019	Fall 2019	10/1/2019
<u>If your third Semester is:</u>	<u>Submittal Deadline is:</u>																		
Summer 2017	3/1/2017																		
Fall 2017	10/1/2017																		
Spring 2018	3/1/2018																		
Summer 2018	3/1/2018																		
Fall 2018	10/1/2018																		
Spring 2019	3/1/2019																		
Summer 2019	3/1/2019																		
Fall 2019	10/1/2019																		
<p>3. 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.</p> <p>Taking your prelim for the second time? You must submit the Preliminary Exam Scheduling form at least 3 weeks (15 working days) in advance if you are re-taking your Preliminary exam.</p> <p>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).</p>	<p>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.</p> <p>Preliminary Exam details are at: https://gradschool.wsu.edu/chapter-eight-c/ (#2)</p>																		
<p>4. Preliminary Examination (doctoral students only). NOTE: Preliminary exams may be taken throughout the semester except during final exam week. You <u>must</u> have an approved Doctoral Program of Study on file with the Graduate School to schedule a Preliminary exam.</p>	Complete this exam <i>at least</i> 4 months (1 semester) prior to taking a Final Oral Examination/ defense.																		

5. Applying to Graduate

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!)

5. 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? Please

See directions in the right-hand column



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

<u>Graduation</u>	<u>*App Deadline</u>
Fall 2017	10/6/2017
(applications open 6/12/17)	
w/\$50 late fee: 10/7/17 – 10/31/17	
w/\$75 late fee: 11/1/17 – 11/22/17	
Spring 2018	3/2/2018
(applications open 10/09/2017)	
w/\$50 late fee: 3/3/18 – 3/31/18	
w/\$75 late fee: 4/1/18 – 4/20/18	
Summer 2018	5/25/2018
(applications open 1/1/2018)	
w/\$50 late fee: 5/26/18 – 6/30/18	
w/\$75 late fee: 7/1/18 – 7/27/18	
Fall 2018	10/5/2018
(applications open 6/11/18)	
w/\$50 late fee: 10/6/18 – 10/31/18	
w/\$75 late fee: 11/1/18 – 11/21/18	
Spring 2019	3/1/2019
(applications open 10/08/2018)	
w/\$50 late fee: 3/2/19 – 3/31/19	
w/\$75 late fee: 4/1/19 – 4/19/19	

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

- Email Gradschool@wsu.edu
- Subject Line: Your name – UPDATE App for Degree
- In body of email, provide:
 - Name
 - WSU Student ID# (very important)
 - Type of degree (master or doctoral) & Program (e.g. Ph.D. in Biology)
 - NEW semester for graduation (spring, summer, fall), and year
- WATCH for an email** from the Graduate School. Complete and return the form so you can be updated.

6. 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 to ProQuest. Completed means ALL signatures, thesis title, date/time/location(s) identifying where each committee member will attend the exam must be clearly provided on the scheduling form.

***assumes you are taking the exam on last possible date**

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

2nd Attempt Exams:

Taking your exam for the second time? You must submit your completed scheduling form **no later than 15 working days** (three weeks) before exam date.

<u>Graduation</u>	<u>*Scheduling Deadline</u>
Summer 2017	7/14/2017
Fall 2017	11/7/2017
Spring 2018	4/6/2018
Summer 2018	7/13/2018
Fall 2018	11/7/2018
Spring 2019	4/5/2019
Summer 2019	7/12/2019
Fall 2019	11/13/2019

7. 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.

<u>Graduation</u>	<u>Exam Deadline</u>
Fall 2017	11/22/2017
Spring 2018	4/20/2018
Summer 2018	7/27/2018
Fall 2018	11/21/2018
Spring 2019	4/19/2019
Summer 2019	7/26/2019
Fall 2019	11/22/2019

8. Submit all required final documents to the Graduate School (French Administration Building, Room 324-J)

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 or blue ink), and abstract to the Graduate School, along with the signed/witnessed Release/Hold Harmless Agreement and proof of completed SED (Certificate preferred) by 5:00 p.m. on the 5th workday following your successful defense.

Visit the [Graduate School forms web page](#) for:

- Graduation (preparation) Checklist
- Thesis/Dissertation Submission Guidelines & Required Formatting
- Thesis/Dissertation MSWord Template
- Final Checklist and any other Graduate School forms you may need.

If exam is held on final day listed above:

<u>Graduation Semester</u>	<u>Final Docs Deadline</u>
Summer 2017	8/4/2017
Fall 2017	12/1/2017
Spring 2018	4/27/2018
Summer 2018	8/3/2018
Fall 2018	11/30/2018
Spring 2019	4/26/2019
Summer 2019	8/2/2019
Fall 2019	12/3/2019

<p>9. 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.</p>	<p>Final Clearance for Commencement for doctoral students by 12 NOON!</p> <table border="1"> <tr><td>Fall 2017</td><td>Wednesday, 12/6/2017</td></tr> <tr><td>Spring 2018</td><td>Wednesday, 5/2/2018</td></tr> <tr><td>Fall 2018</td><td>Wednesday, 12/5/2018</td></tr> <tr><td>Spring 2019</td><td>Wednesday, 5/1/2019</td></tr> <tr><td>Fall 2019</td><td>Wednesday, 12/4/2019</td></tr> <tr><td>Spring 2020</td><td>Wednesday, 5/6/2020</td></tr> </table>	Fall 2017	Wednesday, 12/6/2017	Spring 2018	Wednesday, 5/2/2018	Fall 2018	Wednesday, 12/5/2018	Spring 2019	Wednesday, 5/1/2019	Fall 2019	Wednesday, 12/4/2019	Spring 2020	Wednesday, 5/6/2020		
Fall 2017	Wednesday, 12/6/2017														
Spring 2018	Wednesday, 5/2/2018														
Fall 2018	Wednesday, 12/5/2018														
Spring 2019	Wednesday, 5/1/2019														
Fall 2019	Wednesday, 12/4/2019														
Spring 2020	Wednesday, 5/6/2020														
<p>10. Commencement Dates</p> <p>Commencement is an event separate from your Graduate School requirements.</p> <p>If you wish to attend Commencement, please register at http://commencement.wsu.edu. For policies regarding graduation participation as a graduate student, visit http://gradschool.wsu.edu/chapter-ten/</p>	<table border="1"> <thead> <tr> <th>Graduation Semester</th> <th>Commencement Date</th> </tr> </thead> <tbody> <tr><td>Fall 2017</td><td>12/9/2017</td></tr> <tr><td>Spring 2018</td><td>5/5/2018</td></tr> <tr><td>Fall 2018</td><td>12/8/2018</td></tr> <tr><td>Spring 2019</td><td>5/4/2019</td></tr> <tr><td>Fall 2019</td><td>12/7/2019</td></tr> <tr><td>Spring 2020</td><td>5/9/2020</td></tr> </tbody> </table>	Graduation Semester	Commencement Date	Fall 2017	12/9/2017	Spring 2018	5/5/2018	Fall 2018	12/8/2018	Spring 2019	5/4/2019	Fall 2019	12/7/2019	Spring 2020	5/9/2020
Graduation Semester	Commencement Date														
Fall 2017	12/9/2017														
Spring 2018	5/5/2018														
Fall 2018	12/8/2018														
Spring 2019	5/4/2019														
Fall 2019	12/7/2019														
Spring 2020	5/9/2020														

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: _____



Graduate School

PROGRAM OF STUDY REQUEST FORM

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 on 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.

Select One

COMMITTEE INSTRUCTIONS

Proposed committees must meet all Graduate School requirements (sumarized below) as well as any requirements listed in the program's bylaws. For additional information, please see the Graduate School's Policies and Procuedures, 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 vitae 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	GRADUATE PROGRAM	SIGNATURE AND DATE
_____	_____	_____
COMMITTEE MEMBER (INDICATE IF SERVING AS CO-CHAIR)	GRADUATE PROGRAM	SIGNATURE AND DATE
_____	_____	_____
COMMITTEE MEMBER	GRADUATE PROGRAM	SIGNATURE AND DATE
_____	_____	_____
COMMITTEE MEMBER	GRADUATE PROGRAM	SIGNATURE AND DATE
_____	_____	_____
COMMITTEE MEMBER	GRADUATE PROGRAM	SIGNATURE AND DATE
_____	_____	_____
COMMITTEE MEMBER	GRADUATE PROGRAM	SIGNATURE AND DATE

DEPARTMENT CHAIR SIGNATURE AND DATE

STUDENT SIGNATURE AND DATE

MINOR DEPARTMENT CHAIR SIGNATURE (If Applicable) AND DATE

RATIONALE FOR NON-WSU OR NON-TENURED/TENURE TRACK FACULTY OUTSIDE THE GRADUATE PROGRAM:	
APPROVAL - DEAN, GRADUATE SCHOOL: _____	DATE: _____



Graduate School

WASHINGTON STATE UNIVERSITY

EXTERNAL COMMITTEE MEMBER REQUEST FORM

It is the responsibility of the student and his/her faculty advisor to ensure that the committee's composition meets all Graduate School and departmental requirements. For the most current Graduate School requirements, please reference the Graduate School Policy and Procedure. For current departmental requirements, please consult your department's bylaws and graduate faculty list.

NOTE: Any non-WSU faculty member serving as a Committee Co-Chair MUST be placed on a courtesy adjunct appointment at Washington State University. This requirement is non-negotiable.

STUDENT INFORMATION

TO BE COMPLETED BY THE STUDENT

STUDENT NAME: _____ WSU ID: _____

DEGREE: _____ PROGRAM: _____

EXTERNAL COMMITTEE MEMBER'S INFORMATION

TO BE COMPLETED BY THE PROPOSED EXTERNAL COMMITTEE MEMBER

NAME: _____
LAST FIRST MIDDLE INITIAL

WORK PHONE: _____ WORK EMAIL: _____

Have you had any previous affiliation with Washington State University?

PREVIOUS AFFILIATION INCLUDES BEING A FORMER STUDENT, STAFF, OR FACULTY MEMBER, OR HAVING PREVIOUSLY SERVED AS AN EXTERNAL COMMITTEE MEMBER FOR ANOTHER STUDENT AT WASHINGTON STATE UNIVERSITY.

If so, please briefly describe your previous affiliation:

All proposed external committee members must attach an updated CV for review and approval by the Dean of the Graduate School.

EXTERNAL MEMBER SIGNATURE: _____ DATE: _____

GRADUATE SCHOOL APPROVAL: _____ DATE: _____



Graduate School PROGRAM CHANGE FORM

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:

DROP COURSES:

Transferred coursework MAY NOT be removed from the Program of Study

Course Prefix and Number	Course Title	Credits	Grade	Sem/Year Taken (Chronological Order)	WSU Instructor

Remove Research Credits (702 Non-Thesis / 700 Thesis / 800 Doctoral): _____
COURSE PREFIX AND NUMBER TOTAL RESEARCH CREDITS
 Subtotal Credits Removed: _____ 0.00

ADD COURSES:

If transferring coursework from another institution, please submit the course syllabus along with this form

Course Prefix and Number	Course Title	Credits	Grade	Sem/Year Taken (Chronological Order)	WSU Instructor or Name of Institution if Requesting Transfer Credits

Add Research Credits (702 Non-Thesis / 700 Thesis / 800 Doctoral): _____
COURSE PREFIX AND NUMBER TOTAL RESEARCH CREDITS
 Subtotal Credits Added: _____ 0.00

The Graduate School will not return this form to the department or the student. If there is a problem with the above change, the Graduate School will contact you. Once approved, changes to the Program of Study will be reflected in Oracle immediately. The approved Program Change Form will be available in Oracle 24 to 48 hours after approval.

COMMITTEE CHAIR SIGNATURE

STUDENT SIGNATURE

DEPARTMENT CHAIR SIGNATURE

DEAN, GRADUATE SCHOOL – SIGNATURE AND DATE

MINOR DEPARTMENT CHAIR SIGNATURE (if Applicable)

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

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:

COMMITTEE CHAIR

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

COMMITTEE MEMBER

COMMITTEE MEMBER

COMMITTEE MEMBER

COMMITTEE MEMBER

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.**

ID# _____

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). This prelim 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:

Signatures

_____ Chair

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 _____



INSTRUCTIONS FOR SCHEDULING FINAL EXAMINATIONS (Master's thesis or Ph.D./Ed.D.) and THESIS (master's)/DISSERTATION (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:

1. An approved dissertation/thesis in digital format. Please use the attached "Final Dissertation/Thesis Acceptance Checklist" when preparing copies for submission. View WSU's [Dissertation and Thesis Guidelines](#).
2. A completed [Hold Harmless Agreement/Copyright Acknowledgement Form](#).
3. Copies of your thesis/dissertation title page, abstract, and original signature page on 100% cotton paper.
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.

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	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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'l 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)

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.

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



YOU MUST CHOOSE ONE:

 1st attempt- DUE at GS: Minimum of 10 working days before exam;
15 days if a Graduate Mentor is requested.

 2nd attempt-Due at GS: Minimum of 15 working days before exam.

Non-Thesis Final Examination Scheduling Form

ID# _____

Student Name: _____ Student Signature & Date: _____

Candidate for:

M.A. _____

Ed.M. (ballot mtg) _____

M.I.T. _____

M.S. _____

M.E.T.M. (ballot mtg) _____

M.Nurs. _____

P.S.M. in _____

M.H.P.A. _____

M.Acc. _____

M.Arch. _____

M.P.A. _____

The advisory committee is responsible for ensuring that the student has completed or is completing [this semester] all requirements for the master's degree identified above. The "Application for Degree" must be submitted for the semester in which you plan to graduate, must be on file in the Graduate School, and the graduation fee paid, before the final examination can be scheduled. If you do not defend, you must re-submit an Application for Degree for the semester in which you do take your final exam. Planning ahead is required.

Completion of this form by the Advisory Committee indicates: (1) the student's project is appropriate in format and content, (2) the student has the necessary preparation for the final examination, and (3) the student is enrolled in the required number of 702 credits (minimum of 2 credits). Student: Remember to indicate Co-Chairs (if your committee has co-chairs)

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. **By their signature, the undersigned individuals approve the following place, date and time of examination and agree to attend this examination.**

Advisory Committee (type/print names)	Signatures	Date
_____, Chair	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

THIS EXAM will be held via: **Single Campus** **AMS** ****Other Technology/Locations – explain on next line**

****Other:** _____
("Other" requires explanation & then approval by the Graduate School)

(Campus, Building and Room Number)

(Date and Time)

***BALLOT MEETING: If written examination/project submittal only, the discussion and Ballot Meeting will be held at:**

(Date)

(Time)

(Campus, Building and Room Number)

Name of Department Chair/Authorized Signatory

Signature of Dept. Chair/Auth. Signatory

Date-Auth. Sig.

*Note: Student does not attend the Ballot Meeting