INSTRUCTIONS FOR COMPLETING
FORM FOR THE MASTER'S DEGREE

Please submit two copies of your typewritten program to the Graduate School. Upon approval, copies will be returned to the student, the chair of the major department, and the chair of the Thesis or Advisory Committee. See Deadlines and Procedures (http://www.wsu.edu/~gradsch/forms.htm). Preparation of the program is the responsibility of the student in consultation with the advisor and master's committee.

Approval for use of human subjects or animals in research is required. If the student plans to utilize human or animal subjects for research, please contact either the Office of Grant and Research Development or the Laboratory Animal Resources Center. Please note that Departments/Programs should ensure that all procedures have been followed and forms filed with the appropriate offices; they can also determine the appropriateness of such narrative within the thesis or dissertation. The Graduate School only seeks verification that University approval has been granted.

FRONT OF FORM:

If a definite thesis title has not been decided upon, the general subject area should be reported. Please obtain appropriate departmental and committee members' signatures. Items concerning the program approval and the date of completion are reserved for the Office of the Graduate School.

BACK OF FORM:

The student should supply appropriate information regarding courses taken and proposed, utilizing the WSU Catalog, Graduate Study Bulletin, 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.

For M.A. or M.S. (thesis) -- The thesis degree program must consist of not less than 30 hours of approved graduate credit including a minimum of 21 hours of graded coursework and 4 hours of 700, Master's Research. Of these 21 hours of coursework, up to 6 credits of non-graduate credit (300- or 400-level) may be used.

For M.A. or M.S. (non-thesis) -- The non-thesis degree program must consist of not less than 30 hours of approved graduate credit including a minimum of 26 hours of graded coursework and a minimum of 4 hours of 702, Master's Special Problems. Of these 26 hours of coursework, up to 9 credits of non-graduate (300- or 400-level) courses may be used.


The program may not include courses graded P/F, courses not approved for graduate credit, or courses that are audited. Any course included in the advanced degree program in which a grade of "C-" or below is earned must be repeated but not on a pass/fail basis.

12/2001
The Graduate School

PROGRAM FOR MASTER’S DEGREE

NAME ____________________________ E-Mail ____________________________

LOCAL ADDRESS ______________________________________ TELEPHONE ________

DEGREE SOUGHT: **Thesis Option**

- □ M.A. ____________________________
- □ M.S. ____________________________
- □ M.A.T. ____________________________
- □ M.H.P.A ____________________________
- □ M.Nurs. ____________________________
- □ M.R.P. ____________________________

**Non-Thesis Option**

- □ M.A. ____________________________
- □ M.S. Agriculture ____________________________
- □ M.A.T. ____________________________
- □ M.H.P.A ____________________________
- □ M.M. ____________________________
- □ M.R.P. ____________________________

**Thesis Topic or General Area** __________________________________________

**Members of the Master’s Committee:** (print/type name)

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

**Program Recommended:** Chair, Major Department ____________________________ Date _________

**Program Approved:** Dean, Graduate School ____________________________ Date _________

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

12/2001
Master's Program for  

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<th>Course Prefix &amp; Number</th>
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<th>Grade</th>
<th>Sem/Qtr/Year Chronological Order</th>
<th>WSU Instructor or other Institution</th>
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**SUBTOTAL CORE PROGRAM**

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

**SUBTOTAL ADDITIONAL WORK**

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

**SUBTOTAL RESEARCH OR SPECIAL PROBLEMS**

**TOTAL CREDIT HOURS**

List courses department would like shown but cannot count on program:

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