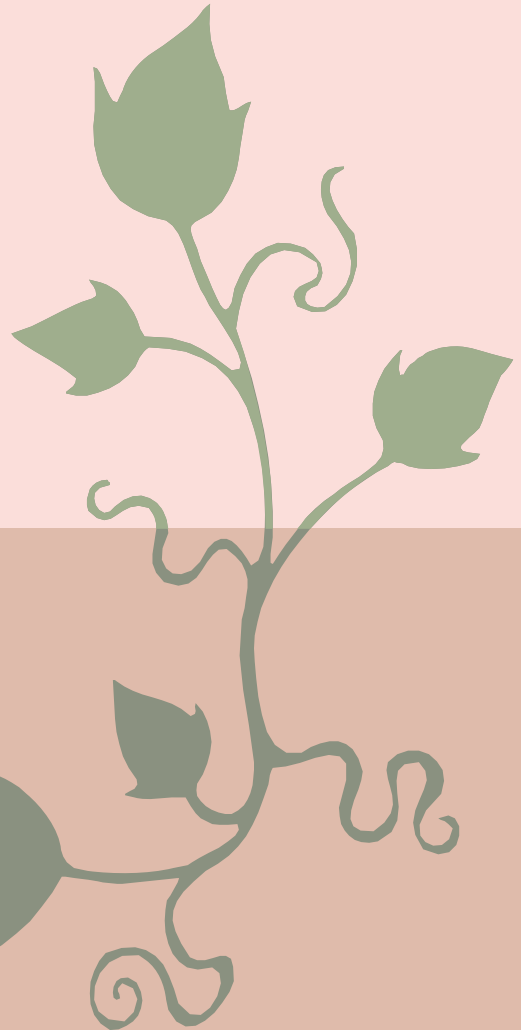


Handbook for Current Graduate Students in Horticulture



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PREFACE

We welcome you to Washington State University and the Department of Horticulture and Landscape Architecture, a part of the College of Agricultural, Human, and Natural Resource Sciences.

While at WSU we encourage you to take advantage of the great horticultural experience that can be yours in the Pacific Northwest. Outside of the required graduate student trip at the beginning of fall semester, the areas and industries of the state are yours to explore. The growers and people of related enterprises of horticulture will be pleased to visit with you and help you to learn about Washington horticulture. Please take advantage of the opportunity to accompany faculty members into the state for extension or research meetings; we assure you that they will be glad to have you accompany them. Once your program and research project are in progress, you may be asked to present your findings to the industry. Such presentations will benefit both you and our industry.

As you start Graduate School here, we welcome you as members of our teaching and research faculty. You are now an integral part of what we do and what we stand for. Your success will enhance our department and as a result provide you with an even better education. Each of you will have the chance to improve your skills in the classroom and the laboratory, while many will become field knowledgeable as well. We encourage each of you to attempt to broaden your knowledge base to become more marketable upon degree completion.

We have an outstanding faculty and you should visit with them frequently, for much can be gained from interaction with those that you will encounter in and out of the classroom. We welcome every opportunity to visit with graduate students and to share your successes as well as your problems. We are proud of our department and our state and want you to experience some of the reasons we have developed this feeling.

We congratulate each of you on your achievements to this point in your education and trust that when you finish your work at WSU you will be glad you made the choice to study with us. We wish you the best in your classes and your research. You will be as successful as the effort you expend in each. We hope that your experiences at WSU in the next few years will exceed your expectations, personally and professionally.

The information that follows is intended to acquaint you with the department and to inform you of policies and procedures that must be followed to obtain your graduate degree. Please keep this information handy and refer to it to help guide you through your education.

INTRODUCTION

It is well accepted that the most important aspect of a university's research effort is its graduate program. The Department of Horticulture and Landscape Architecture wholeheartedly supports this viewpoint. It is our aim to ensure the best graduate education possible-not only in the classroom and in your research, but also in the many informal experiences involved during your tenure as a graduate student.

Policies and procedures regarding graduate education are set at three levels, namely university, college and department. Thus, at times, it may be difficult or confusing to find the official policy. The WSU Graduate Study Bulletin and the Graduate School Policies and Procedures contain most of the general policies on admission and programs; these are available from the Graduate School and the Academic Coordinator keeps current copies. Individual departments often maintain more specific requirements. This handbook is intended to inform you of departmental policies and procedures that you need to follow in obtaining your graduate degree in horticulture at WSU.

PROFESSIONAL AND ACADEMIC INTEGRITY

The Department of Horticulture and Landscape Architecture is committed to the creation and promotion of an atmosphere of free inquiry and freedom of expression by all members of our community. The department recognizes and adheres to the tenet that integrity in scientific research and academic programs is vital to the advancement of knowledge within the scientific and public community. Integrity in scientific research and academic matters is first a very important matter for individual conscience and commitment, but also is a collective commitment of the university as set forth in various documents (Faculty Manual, Standards of Conduct for Students in the Student Handbook, and The Graduate Student Code at <http://www.gradsch.wsu.edu/code.htm>). Cases of scientific fraud, plagiarism, falsification of data, failure to comply with federal, state or university requirements, inappropriate use of research funds and facilities, and incorrect authorship are examples that can damage the credibility of research and must be avoided.

GRADUATE PROGRAM ADMINISTRATION

Departmental Graduate Steering Committee

It is the goal of the Graduate Steering Committee (GSC) to maintain high standards of graduate education in horticulture. The GSC consists of three or four faculty/staff representatives, one graduate student representative, and the Graduate Coordinator as Chair. The department chair appoints faculty and staff representatives. The graduate students elect the graduate student representative. The Academic Coordinator maintains a list of current members.

The GSC recommends departmental graduate policies and curriculum to the chair of the department and ensures adherence to them. The GSC reviews the progress of each student and attempts to avert irregularities that might develop. The GSC is available to meet with graduate students, as a group or individually, to discuss graduate education. GSC members are available for discussing any problems that might affect your program. A student may discuss problems with members of the GSC, file a written report, or meet with the GSC. If you have questions regarding policy or problems that you wish to discuss with someone other than your advisor, PLEASE feel free to contact the Graduate Coordinator or any member of the GSC.

Other duties/responsibilities of the GSC include: a) screening applications and making recommendations to the department faculty for admission of applicants to the graduate program in horticulture; b) arranging

for Major Advisors for each incoming graduate student and for on-campus advisors when needed; c) making recommendations to the department chair for the assignment of research assistants and teaching assistants; d) meeting at least twice each year to evaluate the progress of each graduate student and making recommendations to the department chair for orderly progress of students in the graduate program; and e) serving as a recognized grievance committee to mediate problems which arise in the normal graduate student/Major Advisor relationship when requested by either party. Implementation of recommendations would proceed after consultation and approval by the department chair.

Departmental Graduate Coordinator

The Graduate Coordinator's responsibilities are to: a) direct the GSC in carrying out its functions, b) serve as a contact person with the Graduate School regarding policies and activities, c) be responsible for an initial orientation meeting with new students to explain departmental policies and procedures, and d) actively recruit prospective students and arrange for initial contacts.

Departmental Academic Coordinator

The Academic Coordinator (Johnson Hall 149) is responsible for handling graduate records and scheduling and administering certain aspects of the department's graduate program, as detailed herein. The Academic Coordinator is available to answer many questions regarding the implementation of policies.

Student's Major Advisor(s)

Each graduate student is assigned a Major Advisor before being accepted into the department. The advisor is the student's main contact for information regarding graduate education. The advisor, in consultation with the student, will set the tone for the student's activities while enrolled at WSU. The Major Advisor will serve as the chair of the graduate student's Graduate Advisory Committee.

Some students may have an advisor who is located at a facility other than the WSU main campus in Pullman. It is departmental policy that students working with an off-campus advisor have an on-campus advisor located in Pullman to help with the student's program during the coursework phase of a student's degree, or when the student is in Pullman. In most cases, the on-campus advisor will serve as a member of the student's Graduate Advisory Committee.

Some students may have 2 faculty members jointly serve as Major Advisors and as co-chairs of the Graduate Advisory Committee. An on-campus advisor, for example, may also serve as a co-chair if the project and people involved feel that it is appropriate. When the student's graduate program is turned into the Graduate School, a letter justifying the status of co-chairs and a statement clarifying whether either or both must sign appropriate paperwork must be included.

Occasionally, a student may wish to change Major Advisors. It is the student's responsibility to find a new faculty member willing to take over the role of Major Advisor and to request a change after consulting with the department chair. When a student needs to change a Major Advisor because a faculty member is leaving WSU, the GSC will work with the student and other faculty to find the best alternative Major Advisor.

Student's Graduate Advisory Committee

The graduate student's Graduate Advisory Committee will be responsible for setting, assessing, and maintaining standards for each student. Requirements set by the Graduate Advisory Committee may be in whatever form they feel is most appropriate and will include courses and independent research. This will allow each student's program to be individualized for that student's particular needs and interests. It is the ultimate responsibility of the Major Advisor and the student to form the Graduate Advisory Committee.

Members of the student's Graduate Advisory Committee are selected by the Major Advisor in consultation with the graduate student. Committee members must be approved by the Department Chair as well as the Graduate School [see Appendices 1 (M.S.) and 2 (Ph.D.) for examples of program forms to report committee membership, proposed coursework, and general thesis topic]. Committee members should be selected for their abilities and qualifications to assist the student in completing a graduate program and preparing for post-graduate activities. A student's Graduate Advisory Committee can be changed at any time, subject to approval by the department chair and the members of the new Committee (see Appendix 3 for an example of the change form).

M.S. Student's Graduate Advisory Committee shall consist of a minimum of three faculty members, including the Major Advisor as Chair. The student's Major Advisor must be tenured or tenure-track Horticulture faculty, or USDA-ARS adjunct faculty, if a tenured or tenure-track Horticulture faculty member serves on the committee as co-advisor or academic advisor. The Graduate Advisory Committee shall consist of at least two members who are tenure-track or research/clinical faculty. Other committee members may have adjunct or affiliate faculty status. At least one member shall be from outside of the department, which may include adjunct or affiliate faculty.

Ph.D. Student's Graduate Advisory Committee shall consist of a minimum of four faculty members including the Major Advisor as Chair. The student's Major Advisor must be tenured or tenure-track Horticulture faculty, or USDA-ARS adjunct faculty, if a tenured or tenure-track Horticulture faculty member serves on the committee as co-advisor or academic advisor. The Graduate Advisory Committee shall consist of at least two members who are tenure-track or research/clinical faculty. Other members may have adjunct faculty status. At least one member shall be from outside of the department, which may include adjunct faculty.

The graduate student should meet each semester with all Graduate Advisory Committee members, either individually or in a committee meeting (as appropriate), to apprise them of progress on degree-related activities and to receive advice regarding graduate work and input on student progress.

DEPARTMENTAL REQUIREMENTS

Degree Options (General)

The Department offers two graduate degrees or major options, as well as a minor. The appropriate option is determined by the student in consultation with the Major Advisor and Graduate Advisory Committee members, all of whom must approve the selection. These options are described briefly below. See the sections on "Graduate Coursework" and "Thesis and Special Problems Research" for more information about each option. All graduate students, particularly Ph.D. candidates, are encouraged to declare a minor area of study. For non-Horticulture graduate students interested in declaring Horticulture as a minor, the requirements for a Horticulture minor are described in the Hort/LA departmental www pages.

The non-thesis option to the M. S. in Horticulture is no longer available. If you are interested in a non-thesis option with a horticulture emphasis, please consider the M. S. in Agriculture, in which faculty in Horticulture can serve as major advisors. The M.S. Agriculture is offered through the CAHNRS and as a Distance Degree Program or on-campus degree.

M.S. Thesis Option: The thesis M.S. degree program is research-based, involving a formal, major research project. The objectives of this option are to train students in the experimental scientific method and to prepare students for handling major projects after graduation or for entering a doctoral program. This is the option selected by most master's candidates.

Ph.D. Option: All doctoral candidates must conduct independent research leading to a doctoral dissertation and publication of peer-reviewed research papers, with the objective of making a major contribution to the body of scientific knowledge in horticulture. Students in this degree option are

expected to have completed a research-based master's degree or to have equivalent research experience prior to enrolling in the doctoral program. **[Note: elsewhere in this document, 'thesis' refers to both thesis and dissertation.]**

Minor in Horticulture for Doctoral Students: Horticulture faculty are supportive of students from other disciplines who wish to minor in Horticulture. A student who wishes to minor in Horticulture should consult a regular (non-adjunct) member of the Horticulture faculty. This faculty member must be appointed to the student's graduate advisory committee, and may be the doctoral student's Major Advisor (such as, for MPS graduate students). For the requirements for the Minor in Horticulture see Degree Options (Graduate Program Coursework) later in this Handbook.

For all graduate students in Horticulture, a Graduate Program Learning Outcomes Assessment plan will be followed (see Appendix 14).

Departmental and Professional Stewardship

All graduate students are considered to be training for professional positions and are expected to take advantage of opportunities to prepare themselves for all aspects of professional life. In addition to learning about conducting research and taking courses to improve their individual knowledge, students are expected to:

- * interact professionally with local and international members of the academic community, horticultural industries, and the public,
- * promote the professional development and growth of other students,
- * contribute to the academic functioning and governance of WSU and other appropriate professional bodies, for example, by providing exemplary service on committees.

Graduate students have a voice in university governance, and they are expected to exercise their opportunities to be represented. The Hort and LA graduate student body is expected to select student representatives for the following: Horticulture Graduate Steering Committee, Hort and LA Departmental Advisory Committee, Hort and LA Faculty meetings, Hort and LA Safety Committee, and the WSU Graduate and Professional Student Association. Other opportunities are also available for interested students.

Graduate Orientation Tour

To provide students with an overview of the breadth of our departmental resources and the diverse horticultural industries in the state and to acquaint students with our statewide Hort and LA faculty, staff, and students in our program, all incoming graduate students are required to attend the Graduate Student Orientation Tour at their earliest opportunity (usually the third week of August prior to the beginning of the student's first fall semester). Students who complete a master's degree in our department and enroll in our doctoral program, will be invited (but not required) to attend the tour twice.

Review of Graduate Student Progress

To assist the student in the timely completion of all major degree requirements, the GSC and the Department Chair will review the progress of all enrolled M.S. graduate students twice each year and Ph.D. students once a year. The graduate student should not rely upon this review to remind the student of all requirements. **IT IS THE STUDENT'S RESPONSIBILITY TO COMPLY WITH ALL REGULATIONS AND MEET ALL DEADLINES, AS SET FORTH IN THE WSU GRADUATE SCHOOL BULLETIN AND HEREIN.**

1. Twice each year (usually in December and April for M. S. students) and once each year (usually in April for Ph.D. student), a Progress Review form (see Appendix 4) will be sent to each graduate student

for information regarding progress. It is the responsibility of the student to see that the form is properly filled out.

2. The Major Advisor marks the graduate student's progress as satisfactory or unsatisfactory. The advisor may also make comments regarding the student's progress.

3. The GSC reviews each progress report and makes its recommendations to the department chair regarding the student's progress.

4. The Department Chair notifies each student as to his/her progress, and makes recommendations to the student, Major Advisor or the Graduate School to correct any deficiencies in the student's program to date. If a student's progress is determined to be unacceptable, a copy of the notification memorandum will be sent to the Graduate School.

5. If two unacceptable evaluations are received, the student may be dismissed from the horticulture graduate program. **FAILURE TO MEET THESE REQUIREMENTS AFTER REVIEW BY THE GSC MAY RESULT IN RESTRICTIONS AGAINST STUDENT REGISTRATION THE FOLLOWING SEMESTER.**

Teaching Experience

All candidates for advanced degrees in horticulture are expected to participate in teaching activities, as well as research activities, while at WSU. M.S. and Ph.D. candidates are required to satisfy departmental teaching requirements for each degree separately, regardless of previous teaching experience. The teaching experience requirement can be met by completing **one or an equivalent combination** of the following teaching duties at some time during the candidate's graduate program:

1. Prepare and present at least **three 50-minute lectures in person** at the undergraduate or graduate level in courses offered at any WSU campus.

2. Conduct at least **eight tutorial sessions** involving at least three students at each meeting.

3. Assist with the preparation and conduct of at least **six two-hour or three-hour laboratory periods**.

4. Prepare and present **three asynchronous presentations**, each equivalent to one 50-minute lecture, for possible use later in departmental programs. Topics and presentation format must be approved by his/her advisor. For example, the student might arrange to have slide presentations taped by Information Technology (IT) or might prepare computer-assisted learning modules.

5. Perform required teaching duties on a **Teaching Assistantship for one semester**.

It is the responsibility of the student and the Major Advisor to arrange for the teaching experience to be completed and to assume the responsibility for certifying that this requirement has been met prior to setting the date for the student's final oral examination. It is the responsibility of the Major Advisor or the instructor of the course in which the teaching activities will occur to assist the graduate student with learning and applying appropriate educational techniques in fulfilling this requirement.

Exit Interview

All students are required to meet with the chair of the department for an exit interview. This meeting should be scheduled by the student prior to leaving WSU. It may be most convenient to schedule this appointment for immediately following the final exam, although it may be easier for the student or the chair if the meeting is scheduled earlier or later than that time. This meeting will allow the student an opportunity to reflect on their time at WSU and to provide formal feedback and recommendations to the department regarding our graduate program. Students are also asked to complete a written evaluation at this time (Appendix 5).

GRADUATE COURSEWORK

A graduate degree in Horticulture requires a broad understanding of a large body of knowledge in horticulture, coupled with a specialization within that body of knowledge. The following degree requirements are meant to reflect a balance between these two goals—assuring a knowledge of horticulture while preserving the Graduate Advisory Committee's freedom to design a program suited to each graduate student's area of specialization. Appropriate academic standards must be achieved in both areas, and will be administered as stated below. Regulation as to time limits, residence, etc. are found in the Graduate Study Bulletin.

Minimum Course Requirements

To assure a broad understanding of what constitutes the field of horticulture, all students will be required to complete courses from each of the groups listed below. These requirements are set as the minimum that will be acceptable for a graduate degree in Horticulture. These requirements are set in addition to all other requirements set by the Graduate School and the Department.

GROUP 1: Applied Plant Sciences: Courses fulfilling this group must be junior undergraduate level or above. Examples of courses in the applied plant sciences include, but are not limited to, Viticulture and Small Fruits (Hort 313), Olericulture (Hort 320), Fruit Crops Management (Hort 521), Ornamental Plant Production (Hort 539).

GROUP 2: Basic Plant Sciences: Courses fulfilling this group must be junior undergraduate level or above. Examples of courses in the basic plant sciences include, but are not limited to, Plant Biotechnology (Biol 325), Plant Anatomy (Biol 509), Stress Physiology of Plants (Biol 517), Advanced Horticultural Crop Physiology (Hort 516), Post Harvest Biology and Technology (Hort 518), Chemistry and Biochemistry of Fruit and Wine (Hort 535).

GROUP 3: Research Foundation: Courses fulfilling this group must be junior undergraduate level or above. Examples of courses that contribute to an understanding of the research foundation (analysis, methodology, or techniques) for graduate study include, but are not limited to, Biometry (Stat 412), Environmental Biophysics (Soils 414-5), Experimental Methods in Plant Physiology (Biol 504), Experimental Design (Stat 507), Analysis of Variance of Designed Experiments (Stat 512), Microtechnique (EMic 506).

GROUP 4: Supporting Areas: Courses fulfilling this group can be introductory level or above. Examples of courses that contribute to an understanding of the agricultural disciplines that directly support undergraduate horticulture degrees include, but are not limited to, Introductory Soil: A Living System (Soils 201), Agricultural Entomology (Ent 340), Systems of Integrated Pest Management (IPM 462), General Plant Pathology (PIP 529), Field Analysis of Sustainable Food Systems (Soils 545).

Table of Minimum Departmental Course Requirements:

<u>Group</u>	<u>Masters</u>	<u>Doctoral</u>
1 – Applied	6 hours	6 hours
2 – Basic	3 hours	6 hours
3 – Foundation	3 hours	6 hours
4 – Supporting	3 hours	3 hours

Fulfillment of these requirements may occur before admission to our graduate program or while enrolled in our program. The GSC will determine which of these minimum group requirements have been met prior to enrollment and will inform the graduate student and the student's advisor of any remaining deficiencies. The graduate student's Graduate Advisory Committee will advise the student regarding possible ways to fulfill remaining minimum requirements. The Committee will also determine which of the courses taken to fulfill these minimum departmental requirements, if any, may also be included in the student's graduate program of study.

Degree Options (Graduate Program Coursework)

The Graduate Program is a list of all classes that a student will apply towards a graduate degree, a list of the members of the Graduate Advisory Committee who will oversee the degree, and a research topic. Soon after arriving at WSU, students should consult with their Major Advisors about a program of study (for an example of the M.S. and Ph.D. forms, see Appendix 1 or 2) and possible committee members. The student, the Major Advisor, and the Graduate Advisory Committee will develop the graduate program to be submitted to the Graduate School. Preparation of the program form is the responsibility of the student. The completed program form is then submitted to the Graduate School for approval, and a copy is placed on file with the Academic Coordinator.

The requirements for the Minor in Horticulture are 6 credits (graded) of Hort 5xx, attendance of Hort 509 (Seminar) at least one semester per academic year, and presentation of one Hort 510 graduate seminar. In addition, the graduate student is strongly encouraged to participate in one new graduate student, state-wide tour before the Fall semester. The Horticulture faculty committee member will determine if there are horticultural research components that are required to fulfill a Minor in Horticulture and if oral and/or written examinations, as outlined by the Graduate School, are applicable. A written statement outlining these requirements, signed by the student, the faculty member, and the Chair of the Department of Horticulture and Landscape Architecture, should be filed with the Academic Coordinator in the Department of Horticulture and Landscape Architecture.

M.S. Thesis Program: Students must submit a Program to the graduate school by the end of the first semester of graduate work. Students must complete a minimum of 30 hours of credit, including 21 hours of graded coursework (with at least 15 hours at the 500-level including 2 hours of Hort 510) and 4 hours of Hort 700. Up to 6 hours of graded, non-graduate coursework at the 300- or 400- level may be included.

Ph.D. Program: Students must submit a Program to the graduate school by the end of the second semester of graduate work. Students must complete a minimum of 72 hours of credit, including 34 hours of graded coursework (with at least 25 hours at the 500-level including 2 hours of Hort 510) and 20 hours of Hort 800. Up to 9 hours of graded, non-graduate coursework at the 300- or 400- level may be included.

For additional information on approved coursework for either M.S. or Ph.D. degrees see the current WSU booklet titled: *Graduate School Policies and Procedures*. Every effort should be made to prepare graduate programs so that they can be carried to completion as initially submitted; however, because situations, interests, and courses do change, provisions have been made to allow the amending of these documents, subject to the approval of the student's Graduate Advisory Committee and the department chair. See Appendices 6 and 7 for examples of the forms to file for changes in programs. All changes are subject to review by the Graduate School.

Transfer Credits (allowance of Master's degree credits for Ph.D. program)

For Ph.D. candidates who have a Master's degree, the department has established that a **minimum of 12 graded credits at the 500 level** must be taken in residence at WSU. Graded, graduate-level coursework taken as part of a Master's degree can count toward the 21-credit requirement if approved by

a student's Graduate Advisory Committee. See the Graduate Bulletin for transfer credits and time resolutions.

Seminar

All graduate students are expected to **attend** all Horticulture Seminars, including those scheduled outside of the regular seminar series, whenever they have no class conflicts. Students residing at off-campus locations are expected to participate in the Horticulture seminars via distance delivery technology and to attend seminars given at their respective stations whenever possible. While working toward a graduate degree in Horticulture, students are required to sign up for Hort 509 or Hort 510 every fall and spring semester during which they have no course conflicts. Usually, students will register for Hort 509, graded P/F. During any seminar in which a graduate student will be presenting a graded seminar, the student should register for Hort 510, which is graded, in place of Hort 509.

Both M.S. and Ph.D. candidates are required to **present** two seminars during their program of study. The intent of this requirement is: 1) to provide experience in presenting research seminars in particular and in public speaking generally, 2) to encourage prompt consideration and development of a research topic, and 3) to provide opportunities to inform the department on research activities.

The first seminar presentation, which must be graded and presented as part of Hort 510, will provide an overview of the student's proposed research project. Normally, this first seminar includes a problem statement and research justification, a review of related scientific work, and a summary of proposed research or project methodology. If the student's research emphasis changes from the topic presented, the student will not be required to present a new seminar.

M.S. Students: must present their first seminar before the end of the second semester at WSU.

Ph.D. Students: must present their first seminar before the end of the third semester at WSU.

The second seminar presentation, which must be graded and presented as part of Hort 510, will summarize the project's results and implications. It should be presented near the time of the final thesis defense. Students must schedule the final seminar through the Academic Coordinator and may present the seminar during the hour before the final defense, during a regularly scheduled seminar time, or at another appropriate time before the final exam. No more than two final seminars may be presented in the Department in the same day, and none may be scheduled concurrently.

Students normally register for their second credit of Hort 510 during their final semester at WSU. If they are unable to complete the thesis during the semester in which they have registered for Hort 510, they should still present their seminars as scheduled. Students should not request a grade of "Incomplete" unless circumstances beyond their control, such as a major illness, occur. If a student presents a seminar more than two weeks before their final defense, the student's Major Advisor and Graduate Advisory Committee will determine whether the student should present an additional, ungraded seminar immediately prior to the defense.

THESIS AND SPECIAL PROBLEMS RESEARCH

Degree Options

All candidates for an advanced degree in horticulture shall include some type of research in their graduate program. The nature of the research is typically individualized, based on the needs of the student and the Major Advisor, and will be performed as part of one of the following degree options.

M.S. Thesis Option: Students sign up for Hort 700 (Master's Research) during each semester of enrollment. Hort 700 requires that a thesis be submitted to the student's Major Advisor, Graduate Advisory Committee, the Department, and the Graduate School.

Ph.D. Dissertation Research: Students sign up for Hort 800 (Doctoral Research) each semester of enrollment. Hort 800 requires that a thesis be submitted to the student's Major Advisor, Graduate Advisory Committee, the Department, and the Graduate School.

Research Proposals

In addition to the graduate program, all graduate students are required to submit a written research proposal to their Graduate Advisory Committee members and the Academic Coordinator, **prior to the end of their first year**. Generally, research proposals should be **five to ten pages in length** and contain a literature review, a clear statement of the objectives and hypothesis to be tested, and materials and methods. The latter should include a discussion of procedures to be followed, an estimate of facilities and equipment that will be needed, and an estimate of the time and costs necessary to conduct the research. The research proposal aids the student in clarifying specific goals of his/her research, serves as a focus for advice and suggestions from Graduate Advisory Committee members, and helps prepare the student for presenting an oral "research proposal" in the form of a seminar in Hort 510 (Graduate Seminar). Every effort should be made to prepare the research proposal so that it can be carried to completion as initially written; however this document should be viewed as a guide, not a contract. Research results and opportunities cannot always be predicted, and students must be prepared to be flexible in terms of committee expectations to get the most from their education. If the research proposal cannot be followed as written, the Graduate Advisory Committee may require that the student write a new proposal, but the department does not require a new proposal.

Journal Articles in Lieu of Thesis

It is increasingly common that students publish articles in refereed journals prior to finishing a thesis. These publications cannot be compiled and submitted to the Graduate School in lieu of a thesis, but **depending on a student's Graduate Advisory Committee**, typed manuscripts, in the style of the journal to which the paper was submitted for publication, can be compiled and submitted as a part of a thesis. Each manuscript thus comprising the thesis must be internally consistent in form, and the overall format must still comply with thesis format (see Appendix 8) regarding margins, pagination, etc. Final decisions on the format and content of a student's thesis must be approved by his/her Graduate Advisory Committee. Students are urged to consult their Graduate Advisory Committee members early on in their program to discuss these options.

Expenses

Expenses involved in the conduct of research and availability of equipment should be decided upon at the time of the approval of the thesis problem. The department may pay for certain costs incurred during the course of the thesis research with prior arrangements and approval of the department chair in writing at the time of approval. All drawings, graphs, lettering, and other artwork are the responsibility of the student. Students are also responsible for costs involved in typing all thesis material and other graphic help needed in the development of the thesis.

Research Involving Humans

All projects involving human subjects must be reviewed by the WSU Human Subjects Institutional Review Board before the research is conducted. For example, if people will taste samples of a product or if people will be asked to fill out a questionnaire, then the project must be reviewed and approved before any data are collected. The process may require a few weeks or a few months, depending on the complexity of the project and the invasiveness of the activities, so plan ahead. For more information on the process, contact the Office of Grant and Research Development.

MAJOR EXAMS

Preliminary Exam (Ph.D.)

Before the end of the second year of graduate work after admission into the doctoral program or soon after the majority of the course requirements have been fulfilled, students should complete the preliminary examination. This examination is both written and oral and follows guidelines established by the Graduate School in the *Graduate School Policies and Procedures* bulletin. The written examination is administered by the Academic Coordinator and consists of questions submitted by all members of the student's Graduate Advisory Committee. The examining committee for the oral portion of the preliminary exam is made up of the student's Graduate Advisory Committee and a representative appointed by the Graduate School.

Students will be allowed up to 30 calendar days from the start of the first written exam until the completion of the oral exam. Students will work with the Academic Coordinator to determine the complete schedule for all written and oral portions of the exam before commencing on any one portion.

Examination questions include, but are not limited to, topics covered in the coursework outlined in the student's program of study and coursework prerequisites to the required coursework. Successful completion of the coursework outlined in the program of study does not guarantee successful passage of written or oral examinations. Unsatisfactory performance by a student on the written portion of the preliminary exam may postpone taking the oral exam and/or affect the decision of individual committee members regarding satisfactory or unsatisfactory completion of the entire preliminary exam.

Procedure for Preliminary Examinations:

1. **Student** obtains Schedule of Preliminary Examination form from the Graduate School.
2. **Student** consults with Major Advisor and Graduate Advisory Committee members to determine dates and times of written and oral examinations and the order of the written ones. Student fills out the form, obtains signatures of the committee members, and informs committee members of the schedule. Student submits form to the Academic Coordinator in main office.
3. **Academic Coordinator** obtains the signature of chair, copies the form for student's file, and sees that the form is sent to the Graduate School.
4. **Academic Coordinator** coordinates the scheduling of the exam with the student. Academic Coordinator posts one copy of the approved exam schedule from the graduate school in the department, distributes copies in faculty mailboxes, and posts information to the department electronically.
5. **Academic Coordinator** sends out requests to Graduate Advisory Committee members for written questions indicating date questions are due back to the Academic Coordinator (*allow at least one week*).
6. **Graduate Advisory Committee Members** submit questions and complete examination instructions (see: Written Exam Options, below) to the Academic Coordinator. If questions require typing, they must be submitted at least three full working days prior to the date on which they are to be administered.
7. **Academic Coordinator** will administer written questions (one set at a time), according to the instructions provided with the questions, at either 8 a.m. or 1 p.m. Questions and answers are due back to the Academic Coordinator at either 12 noon or 5 p.m. (except during summer hours). If the exams are held at a location other than Pullman, the Academic Coordinator will coordinate proctoring the exams with a representative at the off-campus location.
8. After each written set is completed, the **Academic Coordinator** will provide a copy of the questions to the student, route the answers to authors of questions, and keep a copy in the student's file.

9. **Authors of questions**, after grading, will return questions and answers to the Major Advisor.
10. **Major Advisor** is responsible for discussing written exams with student prior to oral exam.

Written Preliminary Exam Options:

Each faculty member submitting questions for a written preliminary exam will also submit instructions specifying, within each of the following sets of options, the conditions under which the exam should be administered. The number of questions in each set is unspecified as long as the complete set submitted by each committee member can reasonably be answered in the specified time. The details of the specific selected options (such as which computer may be used) should be discussed with the Academic Coordinator as appropriate.

1. Exam Length Options:

- a. Up to 4 hours, to begin at 8 a.m. and end by 12 noon or to begin 1 p.m. and end by 5 p.m., except for summer hours,
- b. Up to 8 hours, to begin at 8 a.m. and end by 5 p.m., except for summer hours.

2. Exam Monitoring Options:

- a. Exam monitored by the Academic Coordinator or an examiner-designated alternate selected by the Major Advisor under the following conditions. The student may bring something to drink to the exam. If the student needs to leave the room during the exam, all items (including pens and extra clothing) must be left in the room. Student must check in and out with the exam monitor, who will monitor the break as closely as possible. No foreign materials may be brought back into the exam room. The exam monitor will ask for the answers ten minutes before the end of the exam period, and the student will have five additional minutes to finish the exam. If the student completes the exam before the exam period is over, the student should check in with the exam monitor.
- b. Self-monitored exam, or
- c. Examiner-monitored exam.

3. Exam Materials Options:

- a. Student brings nothing; exam monitor provides a pad of paper, pencil(s), pen(s), and eraser(s), or
- b. Examiner-approved computer, disks, and printer.

4. Exam Resources Options:

- a. No resources other than those in the student's mind (i.e. closed book),
- b. A few resources, specifically listed by the examining faculty,
- c. Unlimited non-human resources (this might mean going to the library), or
- d. Unlimited resources (this includes discussing questions with other people).

Thesis Defense: Final Exam

When approaching the completion of a degree program, a student should consult the Graduate Study Bulletin to be certain that they are aware of the dates of four important deadlines. These deadlines are set for every semester and are: a) the last day to apply for a graduate degree; b) the last day to schedule final oral exams; c) the last day to take final oral exams; and d) thesis due date (see academic calendar Appendices 9 and 10). **These deadlines are the student's responsibility** and approval must be obtained for any extenuating circumstances. Extensions will NOT be given due to poor planning or oversight on the part of the student, i.e., if you miss a deadline it may cost you an extra semester's worth of tuition. Plan ahead!

All M.S. and Ph.D. candidates must defend their thesis. This consists of two parts: 1) a seminar and 2) a thesis defense to be scheduled immediately following or soon after the seminar. The thesis defense will be evaluated by the student's graduate committee using the rubric in the Thesis Defense Assessment form (see Appendix 15). See Academic Coordinator to schedule a room and to have the time and date approved. No final exams or seminars may be scheduled concurrently in the Department and no more than two may be scheduled for the same day. Priority will be given to the first person scheduled, so plan ahead. The seminar is open to the public and questions to the candidate are encouraged. The thesis defense oral exam is restricted to permanent faculty, as outlined in the Graduate Study Bulletin. (See: Information Sheet for Committee Members and Students Planning Final Exams, Appendix 11, and Instructions for Completing Final Exams for M.S. or Ph.D. Degrees, Appendices 12 and 13 respectively.) You will need to refer to the most up-to-date procedures.

For scheduling the thesis defense, the student should refer to the guidelines given in Appendices 9, 10, and 14. Note that for both M.S. (thesis option) and Ph.D. candidates, the following are requirements and there are NO exceptions.

More than ten working days prior to the thesis defense:

The student must present a draft of the thesis that has been approved by the Major Advisor to all Graduate Advisory Committee members for review. The student should consult with committee members to determine how much review time each will require and to determine their availability to review the draft when the student plans to have the draft completed. The student may not be able to complete the next step (Scheduling) as planned if the Graduate Advisory Committee members have not had sufficient time to suggest changes to the thesis and to approve those changes.

At least ten working days prior to the thesis defense:

A signed copy of the Thesis Acceptance/Final Examination Scheduling Form, signed by each of the student's Graduate Advisory Committee members and the Department Chair, must be turned in to the Graduate School. The Academic Coordinator **must** have a copy of this completed and signed form.

NOTE: When the Graduate Advisory Committee members sign the form, they are agreeing that a "final typed draft, suitable in content and format for submission to the library, has been given preliminary approval."

This means that they have reviewed a draft of the student's thesis that is essentially complete, requiring only minor revisions that could easily be made within a five-day period.

If approval by the Human or Animal Subjects Review Boards was required for the study, copies of the approval forms must be included with the Scheduling Form.

The Graduate School also requires that a copy of the thesis be presented for format, not content, approval. This copy does not stay in the Graduate School and is used to check copyright approvals and margins, for example. Copies of any human subject or animal approval forms must also be turned in at this time.

Five working days prior to the thesis defense:

1. Copies of the thesis be presented to the Graduate Studies Representative and the student's Graduate Advisory Committee.
2. An unbound, final-form copy of the thesis be deposited with the Academic Coordinator for perusal by the Department.
3. An abstract must be filed with the Agricultural Science Library.

Failure to comply with these deadlines will require re-scheduling of the exam (and possible extra tuition dollars to you!).

The department has a library housing all student theses and dissertations. These can be checked out for student use, but must have prior approval of the Academic Coordinator.

After the thesis defense, the student has **five** working days to submit the final signed copy of his/her thesis to the Graduate School. The Department requires that the student submit one final signed unbound copy to the Academic Coordinator for Department use. The Departmental copy does not have to be on 100% cotton.

GRADUATE ASSISTANTSHIPS

Assignment of Graduate Assistantship Appointments

Appointments to research assistantships and teaching assistantships shall be made on the basis of student qualifications and recommendations of the Graduate Steering Committee to the Department Chair. Current students may request that changes in their assistantship status be considered by writing to the Department Chair or the Graduate Coordinator. For example, a student with no appointment may request consideration for a future semester, or a student with a teaching appointment might request reassignment to a research appointment. Such requests will be considered along with requests from incoming students and will be assigned on a competitive basis. Foreign students may be eligible for research assistantships and teaching assistantships after at least one year's enrollment at WSU. All students supported on assistantships must reside in Washington.

Reappointment or Termination of Graduate Assistantships

For most students, the length of the appointment to a graduate assistantship is determined at the time of the initial appointment. Students with graduate assistantships are expected to perform their assistantship duties in a professional manner and to maintain acceptable progress toward their graduate degrees. Unusual circumstances, including lack of performance or severe budget constraints, could result in appointment termination.

M.S. students: The maximum time period students can be supported with state-funded assistantships is two years.

Ph.D. students: The maximum time period students can be supported with state-funded assistantships is four years.

Graduate Assistantship Duties

Assignments of **assistantship duties** will also be made on the basis of qualifications and recommendations of the Graduate Steering Committee to the Department Chair and will be reviewed every year. In most cases, the faculty member with whom the student will be working as a research assistant will also be the student's Major Advisor and will determine appropriate duties. In some cases, the student will be assigned activities that may also relate to a graduate research project, while in other cases, the student may work on projects that are unrelated to graduate work.

Tentative teaching assignments are determined after registration figures are available, and consider class needs, faculty needs, graduate students' schedules, and graduate students' interests. In some cases, these tentative assignments must be changed due to scheduling conflicts, unexpected changes in class enrollments, or other unanticipated factors. The professor of the respective class must approve general typing and copying requests for course material for which students are TAs before being submitted to the Main Office.

Courseloads for Graduate Assistants

The Department requires students on half-time appointments to enroll for 18 credit hours every fall and spring semester. Students supplement their formal coursework credit hours by adding an appropriate number of credits of Hort 700, Hort 702, or Hort 800.

Establishing Residency

Students on graduate assistantships, except foreign students, are expected to apply for residency in the state of Washington. This helps to defray the high costs of non-resident tuition waivers. While residency cannot be established until the end of your first year in Washington State, students must begin compiling documents, such as a copy of a housing lease and rent receipts, as soon as they arrive. If you live out of state for the summer, you will not be able to establish residency. Other important items that will help you establish residency include a Washington voter's card, a Washington driver's license, and Washington vehicle registration. These requirements are explained in the flier called "Instructions for Completing Residence Questionnaire" that is available in the Office of Student Affairs and at <http://www.wsu.edu/future-students/admission/residency.html>.

Payroll Deduction of Tuition

For details on how to arrange for automatic deduction of tuition from your paychecks, check with the Academic Coordinator for current information.

SAFETY

Safety at WSU is monitored by the State Department of Industrial Safety and Health and OSHA. A safe and healthy working environment is to be maintained at all times.

It is the responsibility of each graduate student to become familiar with safety policies and to follow safe procedures. Departmental policies and procedures regarding safety are detailed in the WSU Safety Policies and Procedures Manual (available at <http://www.wsu.edu:8080/~forms/manuals.html>), while policies and procedures specific to individual labs are detailed in the Laboratory Safety Manual located in each lab. Information regarding all chemicals is available on Material Safety Data Sheets (MSDS) in the mailroom as well.

The Department Safety Committee, which includes a representative of the graduate students, handles all departmental safety-related issues, except for radioisotope use, which is handled by the Campus Radiation Office. Students are required to attend an informational safety meeting in the fall semester of their first year, and if using radioisotopes, attend a radiation protection safety course. Many departmental employees have received first aid training, and first aid training is available to all graduate students.

FACILITIES

Office Space

The Department will assign all graduate students an office and desk, with priority in the following order: Teaching Assistants, Research Assistants, other graduate students. Check with the Administrative Manager regarding any questions about desk or office assignments. Any desk or office changes must have prior approval of the Administrative Manager.

Computers

Microcomputers are available for graduate student use. These are located in Johnson 29. A microcomputer lab is also available within the College in Hulbert Hall. Similar facilities are available to students in the Computer Center.

Presentation Equipment

The Department maintains modern media presentation equipment, such as a portable computer, slide duplicator, cameras, VCR's, and projectors, for student use. The student must pay for film and other graphic materials, unless the Major Advisor authorizes payment from his/her project funds.

Laboratory Facilities

1. The individual faculty member assigned to each lab supervises departmental laboratory facilities. Check with the appropriate supervisor before commencing work in or removing items from any of the department laboratories.
2. Specific guidelines and rules may vary between labs (faculty supervisors); however, some general guidelines are required for all labs:
 - a. Utilize standard, safe lab procedures, including wearing appropriate safety gear.
 - b. Do not remove anything from a lab without first checking with the faculty member in charge. Then follow appropriate sign-out procedures.
 - c. Maintain clean and orderly work areas.
 - d. Sandals are not to be worn when working in the lab.
 - e. The individual laboratory user is responsible for procuring and cleaning his/her own glassware, securing chemicals or other reagents, special equipment, etc.
 - f. Rinse the exterior of acid bottles before returning to the shelf or storage space to avoid fumes by acid drips on the outside of bottles.
 - g. All chemicals must be labeled and dated when received.
 - h. Special procedures must be used in ordering or using radioactive materials. The order should include: that the order is radioactive, the amount of radioactivity, and the isotope involved.
 - i. Adhere to WSU Safety Division guidelines for disposal of hazardous chemical wastes.
 - j. Children are not allowed in laboratories.

3. Flammable liquids are restricted to one-gallon quantities or less in laboratories. Larger quantities must be stored in the Flammable Storage Room on the northeast corner of Johnson Hall.

a. Do not store flammable solvents with acids or salts.

b. Do not store nitric acid and acetic acid together.

4. Maintain a log of chemical use (chemicals, solvents, etc.) at all fume hoods and especially record all spillage's.

5. Report all accidents and any injuries, however minor, to the Main Office and prepare an accident report.

Cold Storage Rooms

A complex of cold storage rooms is located at the west end of the ground level of Johnson Hall. A range of temperatures is available for research and teaching purposes. Each room is supervised by individual faculty (check the card posted by each door) and overall supervision handled by one faculty member (consult the committee roster in the Main Office). Students must check with the person in charge before placing materials in these storage rooms, especially if a large amount of space is required. All materials must be labeled with the student's name, and date. Once a year these rooms are cleaned and organized, and all unlabeled materials are discarded.

Greenhouses, Growth Rooms, and Growth Chambers

Greenhouses and growth chambers are available in the greenhouse complex and are administered by the College of Agricultural, Human, and Natural Resource Sciences. All requests for space must be approved by your Major Advisor and submitted to the College Greenhouse Manager on the required space allocation forms.

Field Research Facilities

1. Areas. Orchards and land area are available for field research on the Tukey Horticulture and Landscape Architecture Farm located on Airport Road. These areas are also utilized for teaching purposes. The farm is administered by the department's Farm Committee, with direct supervision by the Farm Manager. Graduate students should discuss field research plans with their Major Advisor and then request land and/or orchard needs through the farm manager and the Farm Committee before March 1 by filling out the required forms.

Additional land area is available at the Central Ferry Station (administered by the Plant Introduction Station), and the Othello Research Unit. Land requests must be submitted to the Prosser Land Committee as early as possible, but definitely before March 1. A planning session is held in early March each year on the WSU main campus with the Prosser Farm Manager, and the Othello Farm Supervisors to discuss summer field research plans.

Land and/or orchards are available and administered at each of the individual WSU research stations. Graduate students expecting to conduct any of their research at these stations should discuss plans with their Major Advisor and follow the established procedures of the respective station.

2. Care of research plots. The farm crew usually performs general land preparation and routine maintenance operations. However, prior arrangement must be made, generally at the time the request for land space is made, for the actual care of the experimental area. The researcher must perform all practices directly involving the experimental area or variables thereof.

3. Equipment. Departmental tools and equipment are for use by all members of the department; however, check them out from the Farm Manager. Return all tools cleaned and in good working order to their proper place as soon as you finish using them. If your project calls for prolonged use of a particular tool, consult your Major Advisor regarding its possible purchase.

POLICIES

Keys

All offices and labs **must be kept locked** when not occupied. Theft on the campus is a problem. The submaster key issued to graduate students allows access to individual offices, outside doors of Johnson Hall and some department labs. Keys must be checked out in the Main Office.

Keys to farm gates, cold rooms, etc., must be obtained separately. Farm gate keys issued to anyone in the department will require the Farm Manager's approval. The charges for lost keys of any type are \$10 per key with NO EXCEPTIONS!

E-Mail

Students must obtain e-mail addresses and keep the Program Coordinator informed of the current address. The Department maintains an electronic distribution list of faculty, staff, and graduate students for circulating important notices. All graduate students will be placed on this distribution list.

Mail

Students will be assigned a mailbox in Johnson 152. Mail sent and received at the university should be official correspondence only. Personal mail should be delivered to private residences. Business correspondence can be left in the Main Office for mailing. Letters should not be stamped, and must have the departmental return address with the + 4 Zip Code (6414).

Telephones

Telephones are available for local calls-phones are "restricted" so long distance calls cannot be made. There is a phone in almost every grad office or one available nearby. An authorization code is required to make long distance calls. Students should consult their Major Advisor and the Administrative Manager regarding approval for this authorization code.

Copying

A copy machine is located in the Department's Main Office for official copying. Each student will be assigned his/her own authorization code. Each student is allowed 100 copies per month. A separate code will be issued to TAs for classes they are teaching.

Theses will not be copied on the Department's machine. Copy machines are available in the Fischer Agricultural Sciences Library (Johnson C-2) and the other libraries as well as the CUB and the Pullman business area.

Supplies

All materials and supplies needed for a student's project must be approved by the student's Major Advisor. Central Stores has a large inventory of most office, laboratory, and chemical supplies. Other items may be ordered through the Department's Main Office. Forms are located in Johnson 152. The form should be completed, approved by the student's Major Advisor and turned in to the office for processing.

Typing

Departmental secretaries are not authorized to type materials for students. Students are expected to type their own materials related to their graduate studies. If you are also an employee, the office may be available to type materials related to your job activities. Check for appropriateness with your supervisor or your advisor before submitting work to the main office.

Travel

Students must file travel authority and justification forms before making any trip (other than local) on Department business. Travel Authority forms are available in room 152 and should be filled out and submitted to the Main Office at least 5-7 days ahead of the proposed travel. When motels are authorized, the motel receipt must be submitted to be reimbursed. For travel expenses that are to be paid by the university, an advance may be arranged. Check with your advisor and the main office for information on how to do this.

A variety of vehicles is available from the University Motor Pool for use on official university business. Charges associated with using the Motor Pool vehicles must be borne by the respective project; therefore, check with your Major Advisor before reserving or using any vehicle. A Vehicle Release Form must be completed and signed in the Department's Main Office and taken to the Motor Pool when a car is picked up.

Check-out

When students have completed their graduate work, they must consult with the Main Office on all the necessary checkout procedures. An exit interview with the Department Chair must be scheduled. The following items need to be turned in before departure:

- * keys
- * desk assignment
- * theses/dissertation
- * forwarding address
- * diskettes (copies of any papers in progress).

TABLE OF APPENDICES

<u>Number</u>	<u>Appendix Topic</u>
1	Graduate School Form for Master's Degree Program and Committee
2	Graduate School Form for Doctoral Degree Program and Committee
3	Graduate School Change of Committee Form
4	Departmental Progress Evaluation Form
5	Departmental Exit Evaluation Form
6	Graduate School Form for Change of Program for Master's Degree
7	Graduate School Form for Change of Program for Doctoral Degree
8	Graduate School Tabular Summary of Procedures for Master's Degree
9	Graduate School Tabular Summary of Procedures for Doctoral Degree
10	Graduate School Application for M.S. Degree
11	Graduate School Application for Doctoral Degree
12	Information Sheet for Committee Members and Students Planning Final Examinations and Manuscript Format for Thesis/Dissertation
13	Procedures for Processing Theses/Dissertations and Scheduling of Final Exam
14	Department of Horticulture and Landscape Architecture Graduate Program Learning Outcomes Assessment, M.S. and Ph.D. in Horticulture
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INSTRUCTIONS FOR COMPLETING PROGRAM FORM FOR THE MASTER'S DEGREE

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

Follow Deadlines and Procedures (<http://www.gradsch.wsu.edu/forms.htm#deadline>). Preparation of the program is the responsibility of the student in consultation with the advisor and master's committee. Please submit the completed, signed Program of Study to the Graduate School.

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

FRONT OF FORM:

If a definite thesis title has not been decided, please list the general subject area. Please obtain appropriate departmental and committee members' signatures before submitting form to the Graduate School. Items concerning the program approval and the date of completion are reserved for the Graduate School.

COURSEWORK SECTION OF FORM:

The student should supply appropriate information regarding courses taken and proposed, utilizing the WSU Catalog, *Graduate Catalog*, WSU academic records, and official transcripts from other institutions. Transfer credit, if requested, should be reported exactly as it appears on the original transcript. Transfer credit hours should be reported in semester hours and/or will be converted by the Graduate School.

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

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

For M.Acc., M.Arch., M.B.A., Ed.M., M.Eng.Mgt., M.F.A., M.H.P.A., M.I.T., M.Nurs., M.P.A., and M.T.M., -- Requirements for these degrees are described in the *Graduate Catalog* (<http://www.gradsch.wsu.edu/catalog.html>).

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

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



The Graduate School
PROGRAM FOR MASTER'S DEGREE

ID# _____
DATE _____

STAFF ☐ or FACULTY ☐ at WSU

NAME _____ E-Mail _____

LOCAL ADDRESS _____ TELEPHONE _____

DEGREE SOUGHT: Thesis Option

--- or ---

Non-Thesis Option

☐ M.A. _____

☐ M.S. _____
Major

☐ M.Arch.

☐ M.F.A.

☐ M.H.P.A.

☐ M.Nurs.

☐ M.R.P.

☐ M.A. _____

☐ M.S. _____
Major

☐ M.Acc.

☐ M.B.A.

☐ Ed.M.

☐ M.Eng Tech Mgt

☐ M.H.P.A.

☐ M.I.T.

☐ M.P.A.

(focus)

☐ M.R.P.

☐ M.T.M.

☐ M.Nurs.

Thesis Topic or General Area _____

☐ Human Research

☐ Animal Research

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

(Chair)

Please see:

www.ora.wsu.edu

Signatures

(Chair)

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

Program Recommended: Chair, Major Department _____ Date _____

Program Approved: Graduate School _____ Date _____

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

(First, Middle, Last)

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

List graded coursework only; no S/F coursework

[illegible]

SUBTOTAL GRADED COURSEWORK

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

SUBTOTAL ADDITIONAL WORK

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

SUBTOTAL RESEARCH OR SPECIAL PROBLEMS _____

TOTAL CREDIT HOURS

INSTRUCTIONS FOR COMPLETING FORM FOR THE DOCTORAL DEGREE

Follow Deadlines and Procedures (<http://www.gradsch.wsu.edu/forms.htm#deadline>). Preparation of the program is the responsibility of the student in consultation with the advisor and doctoral committee. Please submit completed, signed program of study to the Graduate School.

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

FRONT OF FORM

If a definite dissertation title has not been decided upon, please list the general subject area. Please obtain committee members' signatures and department approval before submitting to the Graduate School. Items concerning the preliminary examination, program approval, and the date of completion are reserved for the Office of the Graduate School.

The doctoral committee must include an advisor and a minimum of two other Faculty members¹ with the advisor serving as chair of the committee. At least one member of the committee must be from the minor department if a minor is declared on the doctoral program.

COURSEWORK SECTION OF FORM

The student should supply appropriate information regarding courses taken and proposed, utilizing the WSU Catalog, Graduate Catalog, WSU academic records, and official transcripts from other institutions. Transfer credit, if requested, should be reported exactly as it appears on the original transcript. Transfer credit should be reported in semester hours and/or will be converted by the Graduate School.

- I. The CORE PROGRAM for the Ph.D. degree must include a minimum of 34 semester hours of graded coursework beyond the bachelors degree. The core program for the Ed.D. degree must include a minimum of 42 semester hours of graded coursework beyond the bachelor's degree. It should include the most advanced courses appropriate to the field of study listed in the *Graduate Catalog* or approved for graduate credit subsequent to the printing of the *Catalog*. Of the minimum number of hours required on the program of study (34 or 42), up to 9 credits of non-graduate credit (300- or 400-level) may be used. Graded seminars numbered 500 or above may be a part of the core program. Courses graded S/F may not be used in the core program. Only those master's degree and transfer courses at a level equivalent to 400-and 500-level courses, and applicable to the doctoral core program, should be listed in this category. **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 for graded credit.**
- II. In addition to the core requirement, the program shall show RESEARCH AND ADDITIONAL STUDIES. This includes Special Projects **600**, and Doctoral Research **800** (minimum of 20 hours), and any additional graded or S/F courses and seminars taken at Washington State University. The program may not include courses graded P/F or courses that are audited. Credit in this category, plus that in the core program, must total at least 72 hours.

The major department and student will receive email notification when the program of study is approved.

¹ Tenured/Tenure-track or approved adjunct faculty members.



The Graduate School
PROGRAM FOR DOCTORAL DEGREE

ID # _____

DATE _____

STAFF ☐ or FACULTY ☐ at WSU

NAME _____ E-Mail _____

LOCAL ADDRESS _____ TELEPHONE _____

By-Passing Master's Degree? ☐ Yes ☐ No

DEGREE SOUGHT:

☐ Ph.D. ☐ Aud.D.. Major _____

☐ Ed.D. ☐ D. Des.

☐ Human Research

Please see: www.ora.wsu.edu

☐ Animal Research

Dissertation Subject _____

Doctoral Committee: If a member is non-wsu, please submit a vitae. (If a minor is chosen, the minor field must be represented on the Committee)

Print/type name	Department	Signatures
_____	_____	_____
(Chair)	(Department)	(Chair)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Program Recommended: Chair, Major Department _____ Date _____

Program Recommended: Chair, Minor Department(s) _____ Date _____

Program Approved: Graduate School _____ Date _____

Summary of Previous Education

College/University Attended	Period	Degrees and Dates Awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____

(OFFICE USE ONLY)

Preliminary Examination Passed _____
(date)

Program subject to completion by end of _____
(date)

(Name)

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

I. CORE PROGRAM:

(list graded coursework only; no S/F coursework)

[illegible]

SUBTOTAL CORE PROGRAM (34 hours minimum for Ph.D.)
(42 hours minimum for Ed.D.)

II. RESEARCH AND ADDITIONAL STUDIES:

600 Special Projects or Independent Study

800 Doctoral Research, Thesis and/or Examination

Other: (List any additional graded or S/F courses taken at WSU)

SUBTOTAL RESEARCH AND ADDITIONAL WORK

TOTAL CREDIT HOURS: (72 hours minimum)

Graduate School
CHANGE OF COMMITTEE

Master's: ☐
 Doctoral: ☐

Date: _____

Name	ID#
------	-----

Degree Sought _____ Department/Program _____

New Committee

Old Committee

Chair

Chair

The undersigned accept the responsibility of acting as this student's committee.

Signatures of new committee

If adding a committee member from outside of WSU, a curriculum vitae is required and must be attached.

The reason(s) for the requested committee change is:

The above change of committee is recommended by:

Chair, Major Department or Program

Chair, Minor Department or Program

DEPARTMENTAL PROGRESS EVALUATION FORM

ID # _____ 0

Last Name _____ AA

First Name _____

Middle Initial _____

Last Update _____

Date of Enrollment _____

Anticipated Graduation Date _____

Degree Sought _____

Major Professor _____

On-Campus Advisor _____

Thesis Committee 1 _____

Thesis Committee 2 _____

Thesis Committee 3 _____

Thesis Committee 4 _____

Grad Tour Date _____

Grad Program Date _____

Thesis Proposal Date _____

Seminar Date _____

PhD Prelim Exam Date _____

Check When Min Dept Course Req are Met ☐

Describe Teaching Experience:

Teach Exp Date Completed _____

Committee Meeting Dates:

Senior GPA

Cumulative GPA

Student's Optional Comments

Student's Signature

Date

Advisor's Optional Comments

Advisor's Signature

Date

ASC Only: ☐

Check if Satisfactory Progress is being Made

☐

ASC Comments:

WASHINGTON STATE UNIVERSITY Appendix 5
COLLEGE OF AGRICULTURAL, HUMAN, AND NATURAL RESOURCE SCIENCES

University and College Information

A. How do you rate services provided/available (please circle your response)

		<u>Excellent</u>		<u>Average</u>		<u>Poor</u>	<u>No Opinion</u>
		1	2	3	4	5	6
1.	Admissions	1	2	3	4	5	6
2.	WSU Financial Aid	1	2	3	4	5	6
3.	College Scholarship	1	2	3	4	5	6
4.	Registrar	1	2	3	4	5	6
5.	Career Services	1	2	3	4	5	6
6.	Counseling Center	1	2	3	4	5	6
7.	CUB	1	2	3	4	5	6
8.	University Housing	1	2	3	4	5	6
9.	Library	1	2	3	4	5	6
10.	Departmental Office	1	2	3	4	5	6
11.	Dean's Office	1	2	3	4	5	6

B. Major concerns, criticisms, areas for improvement, pet peeves, etc.

Departmental Faculty/Curriculum Information

DEPARTMENT: _____

A. How do you rate the faculty in your department (please circle your response)

		<u>Excellent</u>		<u>Average</u>		<u>Poor</u>	<u>No Opinion</u>
		1	2	3	4	5	6
1.	in the quality of their teaching?	1	2	3	4	5	6
2.	in their knowledge of their field?	1	2	3	4	5	6
3.	in their interest in the intellectual growth of students?	1	2	3	4	5	6
4.	in their sensitivity to students' needs and interests?	1	2	3	4	5	6
5.	in their advising of students?	1	2	3	4	5	6

		<u>Excellent</u>		<u>Average</u>		<u>Poor</u>	<u>No Opinion</u>
		1	2	3	4	5	6
B.	How well do you feel your curriculum has prepared you for your future activities (career, graduate study, life, and so on)?	1	2	3	4	5	6
C.	What rating would you give your department in the overall quality of instruction?	1	2	3	4	5	6
D.	How do you rate your department in providing opportunities for research and/or creative activities, performances, senior projects, and so on?	1	2	3	4	5	6

E. Identify (within your department):

1. Outstanding Faculty:
2. Faculty with poor performance
3. Outstanding courses (please include course #):
4. Courses needing improvement (please include course #):

F. Major weaknesses of department:

G. Major strengths of department:

H. Major recommendations for improving quality of education in department:

College Faculty/Curriculum Information

A. Identify (within the College of Agriculture and Home Economics, but outside your department):

1. Outstanding faculty:
2. Faculty with poor performance:
3. Outstanding courses (please include course #):
4. Courses needing improvement (please include course #):

B. Any additional comments would be appreciated:

Summary Information

A. How do you rate the overall quality of the education you received at WSU? (please circle your answer)

<u>Excellent</u>		<u>Average</u>		<u>Poor</u>	<u>No</u>
1	2	3	4	5	<u>Opinion</u>
				6	

B. Any additional comments would be appreciated:

WASHINGTON STATE UNIVERSITY
COLLEGE OF AGRICULTURAL, HUMAN, AND NATURAL RESOURCE SCIENCES

General Information

- A. Name: _____
- B. Age: _____ Gender: _____
- C. Degree(s): _____
- D. Option: _____
- E. # of semesters at WSU: _____ in College of Agriculture and Home Economics: _____
- F. If a transfer student, from which institution: _____
- G. Cumulative GPA: _____
- H. Major campus/community activities:
1. _____
 2. _____
 3. _____
- I. Permanent mailing address: _____
- J. Employment (please check one):
- | | |
|--------------------------------------|-------|
| Employed in related or chosen field | _____ |
| Employed in other than desired field | _____ |
| Not seeking employment | _____ |
| Graduate school | _____ |
| Seeking full-time employment | _____ |
| Other | _____ |
- K. If employed, name of company/employer and job title and address: _____
- L. If employed, yearly salary: _____
- M. If graduate school, where and what discipline: _____

We appreciate your efforts in answering this survey.

WASHINGTON STATE UNIVERSITY
The Graduate School
CHANGE OF PROGRAM

MASTER'S: ☒
DOCTORAL: ☐

Name _____ I.D.# _____ Dept. _____

Course Prefix & Number	Course Title	Credit	Semester	Year
---------------------------	--------------	--------	----------	------

Drop Courses

Add Course

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

Recommended by: _____ Date _____
Department Chair

Approved by: _____ Date _____
Graduate School

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

WASHINGTON STATE UNIVERSITY
The Graduate School
CHANGE OF PROGRAM

MASTER'S: ☐
DOCTORAL: ☒

Name _____ I.D.# _____ Dept. _____

Course Prefix & Number	Course Title	Credit	Semester	Year
---------------------------	--------------	--------	----------	------

Drop Courses

Add Course

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

Recommended by: _____ Date _____
Department Chair

Approved by: _____ Date _____
Graduate School

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

2008-2009 Deadlines and Procedures for Graduate Degrees

All forms can be found at <http://www.gradsch.wsu.edu/formsfordegree.html>

Procedure	Master's Deadlines	Doctoral Deadlines										
1. Obtain an Advisor/ Committee Chairperson		BOTH As soon as possible after admission to Graduate School										
2. Submit <i>Program of Study</i> to the Graduate School	<table><tr><th>Deadline</th><th>Term of Graduation</th></tr><tr><td>06-13-2008.....</td><td>Fall 2008</td></tr><tr><td>11-14-2008.....</td><td>Spring 2009</td></tr><tr><td>03-27-2009.....</td><td>Summer 2009</td></tr><tr><td>06-12-2009.....</td><td>Fall 2009</td></tr></table>	Deadline	Term of Graduation	06-13-2008.....	Fall 2008	11-14-2008.....	Spring 2009	03-27-2009.....	Summer 2009	06-12-2009.....	Fall 2009	No later than one semester preceding Preliminary Exam, Orals or Final Exam
Deadline	Term of Graduation											
06-13-2008.....	Fall 2008											
11-14-2008.....	Spring 2009											
03-27-2009.....	Summer 2009											
06-12-2009.....	Fall 2009											
3. Schedule Preliminary Exam	N/A	After approval and completion of most of the Program. No later than 10-working-days (2 weeks) prior to the Exam.										
4. Preliminary Examination	N/A	At least 4 months (one semester) prior to Final Oral Examination										
5. Submit <i>Application for Degree (Graduation)</i> to the Graduate School * Last day to apply for a Graduate Certificate		<table><tr><th>App Deadline</th><th>Graduation</th></tr><tr><td>10-10-2008.....</td><td>Fall 2008</td></tr><tr><td>03-06-2009.....</td><td>Spring 2009</td></tr><tr><td>06-26-2009.....</td><td>Summer 2009</td></tr><tr><td>10-09-2009.....</td><td>Fall 2009</td></tr></table>	App Deadline	Graduation	10-10-2008.....	Fall 2008	03-06-2009.....	Spring 2009	06-26-2009.....	Summer 2009	10-09-2009.....	Fall 2009
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03-06-2009.....	Spring 2009											
06-26-2009.....	Summer 2009											
10-09-2009.....	Fall 2009											
6. Pay Graduation Fee (\$50); and Microfilm Fee (\$75) for Doctoral Students; Optional (\$65) Copyright Fee for Doctoral Students		Pay at <i>Cashier's Office</i> <i>Phone: (509)335-2018</i> Prior to submitting Application for Degree										
7. Submit <i>Final Exam Scheduling Form</i> no later than 10-working-days prior to the exam. Submit a draft copy (electronic okay) of thesis/dissertation. (Ph.D: Be aware of * below when scheduling)		<table><tr><th>Scheduling Deadline</th><th>Graduation</th></tr><tr><td>11-07-2008.....</td><td>Fall 2008</td></tr><tr><td>04-03-2009.....</td><td>Spring 2009</td></tr><tr><td>07-02-2009.....</td><td>Summer 2009</td></tr><tr><td>11-06-2009.....</td><td>Fall 2009</td></tr></table>	Scheduling Deadline	Graduation	11-07-2008.....	Fall 2008	04-03-2009.....	Spring 2009	07-02-2009.....	Summer 2009	11-06-2009.....	Fall 2009
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11-06-2009.....	Fall 2009											
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The Graduate School
Pullman, WA 99164-1030 P.O. Box 641030
(509) 335-1337 – (509) 335-1949 fax
E-Mail to mohnemus@wsu.edu

APPLICATION FOR MASTER'S DEGREE

ID # _____

DATE _____

Please type or print legibly and submit to the Graduate School prior to the deadline date.
(Preferably the semester before graduation)

NAME _____ E-Mail _____
(Your name as you wish it to appear on your diploma—
last name must be the same as last name on WSU transcript)

CURRENT MAILING ADDRESS _____
(Street) (Apt.#)

(City) (State) (Zip Code) TELEPHONE _____

HOMETOWN _____
(City) (State/Country) (As you wish it to appear on the Commencement Program)

DEGREES HELD:

(Degree)	(Name and location of institution)	(Date)
_____	_____	_____
(Degree)	(Name and location of institution)	(Date)
_____	_____	_____

FOR WHAT DEGREE ARE YOU NOW APPLYING?

Thesis Option

- ☐ M.A. _____
Major
- ☐ M.S. _____
Major
- ☐ M.Arch.
- ☐ M.F.A.
- ☐ M.H.P.A.
- ☐ M.Nurs.

Non-Thesis Option

- ☐ M.A. _____
Major
- ☐ M.S. _____
Major
- ☐ M.Acc. ☐ M.I.T.
- ☐ M.B.A. ☐ M.Nurs.
- ☐ Ed.M. _____
(focus) ☐ M.P.A.
- ☐ M.Eng & Tech. Mgt.
- ☐ M.H.P.A. ☐ M.T.M.

CAMPUS: ☐ Pullman; ☐ Spokane; ☐ TriCities; ☐ Vancouver

WHEN DO YOU EXPECT TO RECEIVE THE DEGREE? ☐ December ☐ May ☐ August _____
(Year)

HAVE YOU PREVIOUSLY APPLIED FOR THIS DEGREE? ☐ Yes ☐ No

TITLE OF THESIS _____

LIST THESIS OR ADVISORY COMMITTEE _____
(Chair)
(NO SIGNATURES NECESSARY) _____

Pay the graduation fee at the Cashier's Office or by phoning (509) 335-2018. The graduation fee must be paid before submitting this form. This is a one-time fee and carries over from semester to semester until completion.
IF YOU DO NOT GRADUATE THIS SEMESTER, YOU MUST submit a new *Application for Degree* form.



The Graduate School
 Pullman, WA 99164-1030 P.O. Box 641030
 (509) 335-1337 – (509) 335-1949 fax
 E-Mail to mohnemus@wsu.edu

APPLICATION FOR DOCTORAL DEGREE

ID # _____

DATE _____

Please type or print legibly and submit to the Graduate School prior to the deadline date.
 (Preferably the semester before graduation)

NAME _____ E-Mail _____
(Your name as you wish it to appear on your diploma--
 last name must be the same as last name on WSU transcript)

CURRENT MAILING ADDRESS _____
(Street) (Apt.#)

(City) (State) (Zip Code) TELEPHONE _____

HOMETOWN _____
(City) (State/Country) (As you wish it to appear on the Commencement Program)

DEGREES HELD:

_____ (Degree)	_____ (Name and location of institution)	_____ (Date)
_____ (Degree)	_____ (Name and location of institution)	_____ (Date)
_____ (Degree)	_____ (Name and location of institution)	_____ (Date)

FOR WHAT DEGREE ARE YOU NOW APPLYING?

☐ Ph.D. Major _____

☐ Aud.D

☐ Ed.D.

☐ D. Des.

CAMPUS: ☐ Pullman; ☐ Spokane; ☐ TriCities; ☐ Vancouver

WHEN DO YOU EXPECT TO RECEIVE THE DEGREE? ☐ December ☐ May ☐ August _____
(Year)

HAVE YOU PREVIOUSLY APPLIED FOR THIS DEGREE? ☐ Yes ☐ No

TITLE OF DISSERTATION _____

LIST DOCTORAL COMMITTEE

(NO SIGNATURES NECESSARY)

_____ (Chair)	_____
_____	_____
_____	_____

Pay the graduation and microfilming fees at the Cashier's Office or by phoning (509) 335-2018 during the semester in which the degree is to be granted. These fees must be paid before submitting this form. These are one-time fees and carry over from semester to semester until completion.

IF YOU DO NOT GRADUATE THIS SEMESTER, YOU MUST submit a new *Application for Degree* form.

INFORMATION SHEET FOR COMMITTEE MEMBERS AND
STUDENTS PLANNING FINAL EXAMINATIONS

This document provides general guidelines for successful completion of an advanced degree

Students planning to take the final oral defense of their dissertation or thesis should obtain a copy of the *Deadlines and Procedures Summary* the semester *before* they expect to graduate. Studying the *Summary* at that time affords the student an opportunity to complete deficiencies.

An *Application for Degree* must be filed with the Graduate School according to the schedule on the *Deadlines and Procedures Summary*. It is suggested that the *Application for Degree* be filed the semester before the student intends to graduate. An approved program *must* be on file in the Graduate School before the *Application for Degree* may be filed. Candidates *may not schedule* a final examination until an *Application for Degree* has been filed. Students should pay all fees when they submit Application for Degree.

Students preparing to schedule the final defense of their dissertation or thesis must obtain the *Dissertation/Thesis Acceptance/Final Examination Scheduling* form from the Program Section in the Graduate School. The following items will be checked for final acceptance at the Graduate School:

1. A digital copy of the dissertation/thesis must be submitted to the Graduate School five working days following your final examination.
2. Candidates planning to write a dissertation or thesis should consult with their committee to determine the particular format acceptable in their departments. Because a standard style for the body of the dissertation/thesis has not been agreed upon by scholars across disciplines, each department may be governed by a particular style manual. Because many formats are in use presently, one should be chosen and followed carefully. It is important to remember too, that the Graduate School will no longer make an editorial check of dissertations and theses.
3. The type of degree, the date of degree to be awarded, and the granting department on the dissertation/thesis must agree with the information on the Announcement of Orals. Committee names must also agree. In addition, the title on the title page and the student's name on the title page must agree *word-for-word* with the title and name on the abstract page.
4. All number of words in the body of the abstract must not exceed 350.
5. Copyright releases from publishers for any copyrighted material in any part of the document must be prepared and submitted in duplicate with the dissertation/thesis.
6. Verification that the student has received approval for use of human subjects or animals in research is required *before* scheduling the final examination. Please attach a copy of the approval form to the final exam scheduling form.
7. The title page, the signature page signed in black ink, and the abstract page must be submitted to the Graduate School on 100% cotton paper. 100% cotton paper refers to the fiber content of the paper. All paper which is 100% cotton can be identified by holding the sheet of paper up to the light—there must be a water mark on the paper indicating "100%" or "Pure Cotton".
8. The following forms must also be submitted:
 - a. Hold Harmless Agreement Form (whether you are copyrighting or not)
 - b. Doctoral Dissertation Agreement Form (second to last page in the pamphlet, "Publishing Your Dissertation") (for doctoral candidates only)
 - c. Survey of Earned Doctorates (for doctoral candidates only – strongly recommended)
9. **Do not** follow the format of someone else's dissertation/thesis. This includes copies in the library. You may be copying their mistakes and/or rules may have changed.

DIGITAL DISSERTATIONS AND THESES GUIDELINES

All institutions require that doctoral dissertations be published, and Bell and Howell Information and Learning, formerly University Microfilms, International (UMI), is the recognized repository for dissertations. Washington State University has long subscribed to UMI to serve as the publisher, cataloger, and marketer of doctoral dissertations which are submitted in paper format. In 1997, UMI began converting all incoming paper dissertations to Adobe PDF format, and it is currently accepting dissertations in digital format.

Policies and procedures have been established by Washington State University to receive doctoral dissertations and master's theses in digital format via a networked server. The doctoral dissertations are then submitted to Bell and Howell Information and Learning for publication in digital format. Master's theses remain at WSU. Doctoral and master's candidates must submit their theses/dissertations in digital PDF format.

Policies

1. The WSU Graduate School requires a fully digital PDF version of the doctoral dissertation or master's thesis.
2. The candidates must submit a paper copy of the title page, abstract, and an original signature page all on 100% cotton paper to the Graduate School. Signatures should be in black ink. 100% cotton paper refers to the fiber content of the paper. All paper which is 100% cotton can be identified by holding the sheet of paper up to the light—there must be a water mark on the paper indicating “100%” or “Pure Cotton”.
3. The Graduate School will perform the format check electronically and provide guidelines to students when scheduling their final defense.
4. The WSU Libraries will house the server to which dissertations or theses in a digital format will be submitted. The digital copy must be in PDF format.

Procedure for Submitting Digital Dissertations and Master's Theses

1. Submit to the Graduate School an “Application for Degree” by the deadline established by the Graduate School. <http://www.gradschool.wsu.edu/current-students/formsfordegree.html#deadlines>
2. Ten working days prior to final examination defense date, submit to the Graduate School a completed, signed “Final Examination Scheduling Form” <http://www.gradschool.wsu.edu/current-students/formsfordegree.html> and a preliminary, complete digital paper copy of the dissertation/thesis. Check of dissertation/thesis occurs at this time for proper formatting. <http://www.gradschool.wsu.edu/current-students/DISSANDTHESES.pdf>
3. Five working days following a successful dissertation defense or master's final oral examination, send the digital copy of the dissertation or thesis in PDF format to the Library digital dissertation server <http://www.dissertations.wsu.edu/>. At the same time, submit a 100% paper copy of the title page, abstract, signature page and copyright acknowledgement form (aka: hold harmless agreement) to the Graduate School. Doctoral students must also

submit a dissertation agreement form, an extra title page, an extra abstract, and the Survey of Earned Doctorate pamphlet.

4. If the dissertation or thesis is in other than PDF digital format or if the dissertation or thesis contains other formats embedded in the PDF document, contact Al Cornish (5-1895, cornish@wsu.edu) or Jerry Becker (5-2012, beckerg@wsu.edu) in the Library Systems Office to discuss how to submit the digital copy.
5. Procedure for sending digital dissertations or theses to the Library digital dissertation server:
 - Point the browser to: <http://www.dissertations.wsu.edu>
 - Click on “upload” and use the following logon:
Username: (*wsugrad*)
Password: (*dissertation*)
 - Complete the online form and submit it following the instructions on the form.
 - The name of the file you submit to the digital dissertation server must be submitted in the following format:
first initial_last name_student ID number. [file extension].
(example: j_smith_012345657.pdf)
 - Library Systems will notify the Graduate School when the digital dissertations or theses are received by the Libraries.
6. After final graduation clearance (approximately 30 days following Commencement), Graduate School informs the WSU Libraries.
7. Library Systems informs Technical Services Bibliographic Control of receipt of electronic dissertation/thesis so cataloging record can be created.
8. The electronic version is linked to the catalog record so library users can move directly from the Griffin catalog record to the electronic text of the dissertation/thesis by clicking on a hot link. A copy of the electronic version of the doctoral dissertation is sent to Bell and Howell Information and Learning for its electronic archives. The electronic version of the master's thesis remains with WSU Libraries. (Paper versions of dissertations are delivered to Technical Services and prepared for binding [photocopy version] and shipment to Bell and Howell Information and Learning for microfilming [bond copy]). Dissertations are then cataloged.
9. After cataloging, the microform version of the dissertation is housed in Microforms, the photocopy version is shelved in the general stacks, and the bond version is housed in MASC. The electronic version is stored on a server in Library Systems.

DISSERTATION/THESIS GUIDELINES FOR

(double-spaced, inverted pyramid, capitalize)

WSU STUDENTS

By

(double-space to name, capitalize)

JANE ANN DOE

A dissertation/thesis submitted in partial fulfillment of
the requirements for the degree of

TITLE OF DEGREE

ie., Doctor of Philosophy or Master of Arts in History

*(double-space to degree; four spaces
to university; single space to degree
granting agency; double-space to date)*

WASHINGTON STATE UNIVERSITY

Department of History

*(month and year in which degree is **granted**)*

DECEMBER 2002

*(following two lines **only** if you are copyrighting)*

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To the Faculty of Washington State University:

The members of the Committee appointed to examine the
dissertation/thesis of JANE ANN DOE find it satisfactory and recommend that
it be accepted.

Chair

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You may not have more lines than necessary for signatures. e.g., if you have three
committee members, you may have only three signature lines)*

ACKNOWLEDGMENT

This section entitled “Acknowledgment” should be used if the writer wishes to acknowledge the assistance received.

The entire text of the dissertation/thesis must be *double-spaced* (exceptions to this would be references, which may be single spaced with a double space between entries and figure captions). There is no limit to the number of pages in this section, if the Acknowledgment section is two pages long, the Abstract page will, of course, be numbered v, instead of iv as in this sample. Likewise, if you choose not to include an Acknowledgment section, the Abstract will be numbered iii.

DISSERTATION/THESIS GUIDELINES

(double-spaced, inverted pyramid, capitalize)

FOR WSU STUDENTS

Abstract

by Jane Ann Doe, Ph.D.
Washington State University
December 2002

Chair: Karen A. Johnson *(omit titles such as Dr., Professor or Ph.D.)*

The text of the abstract follows at this point. The abstract must be under **350** words (**in the body**). One additional copy of a doctoral abstract is required for Dissertation Abstracts International. This copy should be placed in the box with the 100% cotton set of the dissertation/thesis and delivered to the Graduate School at the time the dissertation/thesis sets are submitted for final acceptance.

Doctoral dissertations will be microfilmed in their entirety by University Microfilms. Care must be taken in the preparation of the abstract since this will be published in Dissertation Abstracts International without further editing or revision. No footnotes, references, or unexplained abbreviations are to be used in an abstract since it is published separately.

The purpose of the abstract is to give the reader a concise and accurate synopsis of significant elements in the manuscript so that the reader will be able to determine whether it is advisable to read the complete dissertation/thesis.

*(The entire dissertation/thesis, including the Appendices, figures, tables, etc., must have a **minimum** one inch margin on all sides.)*

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Dedication

This dissertation/thesis is dedicated to my mother and father
who provided both emotional and financial support

(This page is optional)

CHAPTER ONE

INTRODUCTION

There are a variety of methods of dividing the paper. The dissertation/thesis may be divided by chapters, sections or manuscript numbers. The important thing is to remain consistent throughout the entire dissertation/thesis.

CHAPTER TWO

DISSERTATION/THESIS FORMAT NOTES

100% Cotton Fiber Paper

100% cotton paper refers to the fiber content of the paper. All paper which is 100% cotton can be identified by holding the sheet of paper up to the light—there must be a water mark on the paper indicating “**100%**” or “**Pure Cotton**”. If you are uncertain whether the paper you intend to use is acceptable, please call the Graduate School. **WSU water-marked bond paper is NOT acceptable.** Make sure that your title page, signature page, and abstract page is on 100% cotton with *original signatures in black ink*. You may either copy onto the 100% cotton paper or you may type directly onto the 100% paper.

Corrections

Strikeovers or noticeable corrections are not permitted. Use of any cover-up or whitening substance (e.g., Liquid Paper, Snopake, etc.) is not acceptable.

Page Numbers

The page number is the only item designed to extend into the (minimum) 1 inch margins, however, there must still be a minimum 1/2" margin around the page number. Placement of page numbers must be consistent throughout the paper. You may number the pages in the upper right header or centered footer. If you are using "facing pages" it is advisable to use centered footers. **Each and every page must be assigned a page number.** Be consistent on where the pages numbers are located, preliminary pages and text pages should have the page numbers in the same location. On the title and half-title pages, the number is not shown but **must be accounted for.** (A sample half-title page follows.)

Preliminary pages (abstract, acknowledgements, table of contents, etc., are numbered with lower case Roman numerals (e.g., i, ii, iii, iv, v, vi). The text beginning with the Introduction (the first page which follows your "Dedication") is numbered with Arabic numerals and **always** begins with **page 1.** (Every page should have a number)

APPENDIX

*(This is a sample of a half-title page. No page number is typed, but one is **accounted for.**)*

Fonts

The font must be consistent throughout your paper. Some exceptions will be made for computer generated graphics and tables where it is not possible to match fonts exactly.

If you plan to use a dot matrix printer, please have a sample sheet approved by the Graduate School.

Handwriting

Handwriting is not acceptable in your dissertation/thesis (except in the Appendix). Any graphics, drawings, figure labels, etc. must be generated by computer, typewriter, Kroy lettering, or professional draftsman.

Photographs

Photographs should be neatly mounted on the appropriate paper. Please use a permanent adhesive such as Scotch Photomount Spray or rubber cement. The adhesive must be spread on the entire surface. There may not be any loose edges or corners. Black and white photos (or color photos) may be *color* copied onto the proper paper. Photo paper is okay to use for these purposes.

Facing Pages

Facing pages are used only in instances where a figure and caption will not fit on one page. If you elect to use facing pages, make sure you submit a list of facing pages—this will **not** be a part of your dissertation/thesis, a handwritten list of facing page numbers must be included with both copies turned in to the Graduate School

Please note that each of the pages will have a page number and the placement thereof.

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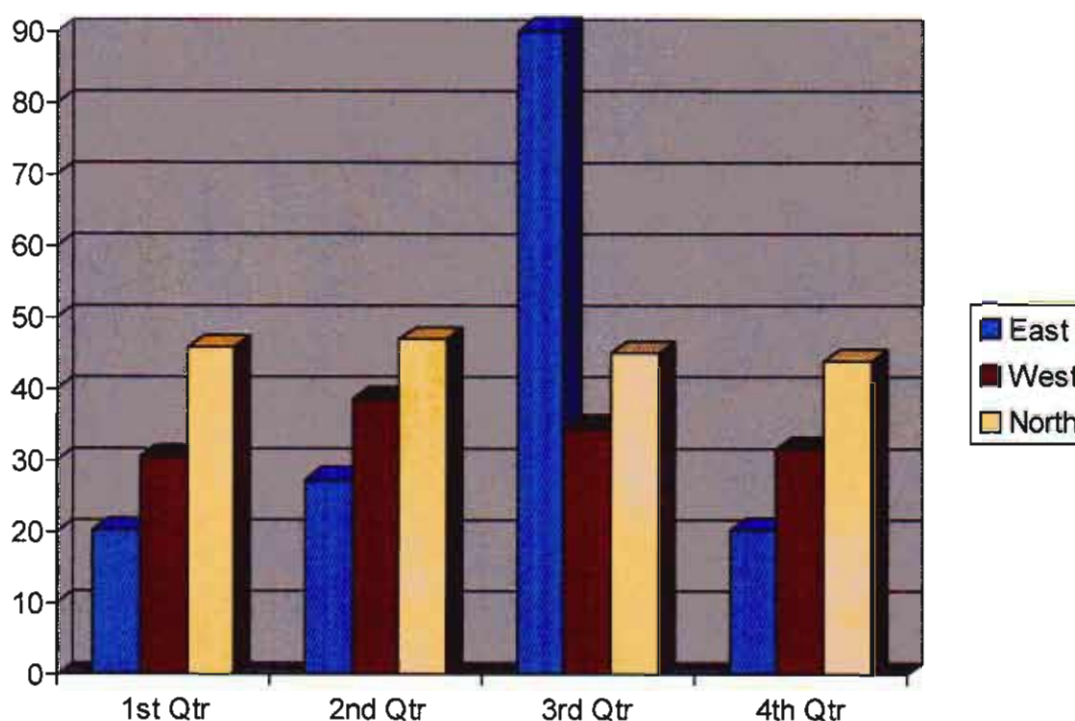


Figure 5: Effect of Mg-EGTA treatment of complement on antibody-dependent and -independent complement killing of *T. foetus*: Protozoa were incubated for 30 minutes with normal and Mg-EGTA-chelated complement-preserved hypogammaglobulinemic bovine serum (CNBS) in the presence or absence of dilutions of hyperimmune serum (HIS), and viability was determined by [3H]adenine labeling. Values represent the mean for two separate experiments done in duplicate. At each dilution of hyperimmune serum (HIS) % killing is not significantly different from its corresponding untreated control value.

CHAPTER THREE

ALTERNATIVE FORMAT FOR DISSERTATION AND THESIS

In addition to the standard format for dissertation/thesis, the Graduate Studies Committee has approved an alternative format. The alternative format refers to the use of articles and/or book chapters to replace the standard dissertation/thesis chapters. The following guidelines are to be followed by the Graduate School in approving and accepting the alternative format for dissertations and theses:

1. The alternative format for dissertation/thesis shall consist of at least one (for Master's thesis) or at least two manuscripts (for Doctoral dissertation), based upon research done at Washington State University, either previously published or to be published.
2. The graduate student is to be the major contributor and writer of the manuscript, as usually represented by sole author. In the case of multiple authorship, the contribution of each author is to be detailed in the Introduction or separate Attribution page.
3. The graduate student is to provide the Graduate School with a letter of copyright release for previously copyrighted material.
4. Whether previously published or to be reviewed, the manuscript shall be formatted to fit within the margins acceptable by Graduate School, be printed in a single font style throughout, on one side only and copied onto appropriate paper (100% cotton paper and regular paper).
5. The dissertation/thesis including the manuscript is to be paginated consecutively.

6. Archival photographs of halftone information, properly identified, are to be included in the manuscript. Photocopies of photographs can be substituted only when of high quality.
7. The dissertation/thesis is to include a title page, signature page, abstract, and table of contents as specified by the Graduate School.
8. In the case of dissertations/theses composed of multiple manuscripts, the student must include additional materials that serves to integrate the presentation of the manuscripts. These could include a General Introduction, Discussion, and/or Conclusion. Full citations of previously published work must be included.
9. With the exception of procedures outlined here, the submission of the manuscript format for dissertations and theses should be in accordance with the policies and procedures set forth by the Graduate School.
10. When manuscripts are published (to be published) in different journals where styles vary, the introduction must include an explanation of the different formats. The manuscripts can, therefore, be written in the style specified by the journal(s).

(GSC approved 4/23/91)

10/04

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Procedures for scheduling final examinations:

1. Review the *Graduate School Policies and Procedures Manual*.
 - 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.
 - The "Application for Degree" must be on file in the Graduate School before the final oral examination may be scheduled and fee(s) paid.
2. The Final Examination Scheduling Form is to be completed by the Thesis Committee indicating that a dissertation/thesis, suitable in format for submission to the Library, has been given preliminary approval.
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.* A copy of the dissertation/thesis must accompany the scheduling form for a preliminary check. (Digital is fine) This copy is immediately returned to the student. ***This check does not constitute final acceptance!*** If you have questions concerning acceptability of format for final acceptance, please contact the Dissertation/Thesis Acceptance Clerk.

Procedures for processing dissertations/thesis:

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. Departmental requirements for the number of copies of the dissertation/thesis to be distributed *prior* to the examination and *after* the examination varies. Check with your department to ascertain department requirements.
3. All fees must be paid [i.e., graduation fee (all students), microfilming fee (all doctoral candidates), and copyright fee (available for doctoral candidates only)] before submitting Application for Degree. The Application for Degree must be on file before scheduling Final Exam.

After passing the final examination . . .

1. A signed dissertation/thesis must be submitted in digital format within five working days of the final oral examination. Please use the attached "Final Dissertation/Thesis Acceptance Checklist" when preparing copies for submission. To view Dissertation & Thesis guideline, please go to www.dissertations.wsu.edu.
2. All students must submit a completed "Hold Harmless Agreement/Copyright Acknowledgement" form with the dissertation/thesis. In addition, all doctoral candidates must submit a completed and signed "Dissertation Agreement" form and should submit a completed and signed "Survey of Earned Doctorates" (strongly recommended).

ID# _____

CANDIDATE: _____ DEGREE: _____

DISSERTATION/THESIS TITLE: _____

Completion of this form by the Dissertation/Thesis Committee indicates that a final typed draft, suitable in **content** and **format** for submission to the Library, has been given preliminary approval. Responsibility (including financial) for changes in format after the Final Oral/Acceptance Form is signed rests with the Department or Program rather than the student. Changes in the dissertation/thesis due to changes in content are always the responsibility of the student.

Please return this form to the Graduate School at the earliest possible date, but not later than 10 working days prior to the desired examination date. A digital copy of the dissertation/thesis must be sent to the Graduate School (mohnemus@wsu.edu) in addition to this form. This copy will be reviewed by the Graduate School and comments returned to the student.

Dissertation/Thesis Committee:

Signatures:

Date:

Chair

1. *Phragmites australis* (Cav.) Trin. ex Steud.

(Signature, Chair Major Dept.)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. On the left side, there are four binder holes punched through the paper. The paper appears to be part of a notebook or a set of loose-leaf papers.

(Signature, Chair Minor Dept.)

(Blank page)

This exam will be held via or include: Single Campus _____ WHETS

Video Conference _____ **Telephone Conference** _____

(Please provide an address for the committee attending away from a WSU campus.)

Other

("Other" requires approval by the Graduate School)

The above signed individuals approve the following place, date and time of examination:

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FINAL DISSERTATION/THESIS ACCEPTANCE CHECKLIST

Conformance and completeness checklist for ALL dissertations/thesis:

- | | |
|---|--|
| <input type="checkbox"/> Title of document must agree with abstract title | <input type="checkbox"/> Degree title and degree granting agency must conform with Grad School announcement |
| <input type="checkbox"/> First, middle, last name on title page must be identical to abstract page and must agree with WSU transcript | <input type="checkbox"/> Degree month and year on title page and abstract must agree with Grad School announcement |
| <input type="checkbox"/> Signature page is page number "II" | <input type="checkbox"/> Signatures on signature page must agree with members on Grad School record |
| <input type="checkbox"/> Entire document is double spaced | <input type="checkbox"/> Degree abbreviation appears after name on abstract |
| <input type="checkbox"/> Page numbers must be in the same location Throughout entire document | |

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- ☐ One set of the title page, abstract and original signature page; all on 100% cotton paper to the Graduate School.

All students must also submit:

- ☐ Copyright Acknowledgement/Hold Harmless Agreement (lower portion of this form)
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- ☐ Completed and signed Dissertation Agreement form (available in the pamphlet "Publishing Your Dissertation"). Please be sure to sign in appropriate spaces. Attach one copy of your Title Page and one copy of Abstract
☐ Completed and signed "Survey of Earned Doctorates" form

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Except as provided below, I _____, I.D. No. _____, hereby certify that when my dissertation/thesis entitled _____

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Witness (Must be faculty or permanent staff at WSU)

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Date

Final acceptance of dissertation/thesis _____

Date

by _____

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**Department of Horticulture and Landscape Architecture
Graduate Program Learning Outcomes Assessment
M.S. and Ph.D. in Horticulture**

June 2008

Mission Statement

The mission of the graduate degree programs in Horticulture is to provide students with an innovative education focused on their area of interests in horticulture within which they may be prepared to achieve their professional goals as horticultural researchers, teachers, extension educators, and/or as industry, government, or other professionals.

Objectives

1. To prepare students to enter successfully into the many and varied professions of horticulture and/or its related fields.
2. To prepare students to be excellent researchers in horticultural science and/or related fields.

Outcomes for each of the program's objectives are:

1. To prepare students to enter the many and varied professions of horticulture and/or its related fields, the program provides students with:
 - a. the advanced knowledge and skills necessary to function as a creative and professional practitioner, communicator, educator, or investigator in the field of horticulture.
 - b. the intellectual means of identifying and assessing the interactions among the many issues associated with horticulture and society at large.
 - c. the skills and intellectual means of contributing new knowledge to the profession of horticulture.
2. To prepare students to be excellent researchers in horticultural science and/or related fields, the program provides students with:
 - a. an ability to design, conduct, analyze, and communicate a research plan and results.
 - b. the critical thinking skills and ability to question or re-evaluate current thinking and standards related to horticultural science.

- c. the skills to identify, locate, and apply knowledge discovered from horticultural science and related fields of study.
- d. the opportunities to develop and communicate scientific hypotheses and problem solving.

Outcomes Assessment Plan

Data to be collected

Outcome	Data	Source	Collected
1a. Advanced knowledge and skills necessary to function as a creative and professional practitioner, communicator, educator, or investigator in the field of horticulture □	Grades in minimum course requirements for MS and PhD; thesis defense exam	Instructors teaching courses; progress evaluations; student's advisory committee	Annually; end of program
1b. Intellectual means of identifying and assessing the interactions among the many issues associated with horticulture and society at large	Grades in seminar (Hort 509 & 510); preliminary exam (PhD only); thesis defense exam	Faculty teaching course; student's advisory committee	Each semester; end of program and after course work for PhD students
1c. Skills and intellectual means of contributing new knowledge to the profession of horticulture □	Final seminar (Hort 510); preliminary exam (PhD only); thesis defense exam; publications & presentations	Hort faculty; student's advisory committee; progress evaluations & student's major professor	End of program and after course work for PhD students; annually and for 3 years after graduation

Outcome	Data	Source	Collected
2a. Ability to design, conduct, analyze, and communicate a research plan and results □□	Grades in seminar (Hort 510); presentation of proposal to advisory committee; preliminary exam (PhD only); presentations at professional & stakeholder meetings; rubric completed at final defense exam	Faculty teaching course and Hort faculty; student's advisory committee; progress evaluations	When student takes seminar courses; annually; end of program
2b. Critical thinking skills and ability to question or re-evaluate current thinking and standards related to horticultural science □	Grades in seminar (Hort 510); preliminary exam (PhD only); rubric completed at final defense exam	Faculty teaching course and Hort faculty; graduate student's advisory committee	When student takes seminar courses; end of program
2c. Skills to identify, locate, and apply knowledge discovered from horticultural science and related fields of study□	Grades in seminar (Hort 510); preliminary exam (PhD only); rubric completed at final defense exam	Faculty teaching course and Hort faculty; graduate student's advisory committee	When student takes seminar courses; end of program
2d. Opportunities to develop and communicate scientific hypotheses and problem solving □	Grades in seminar (Hort 510); results of preliminary exam (PhD only); rubric completed at final defense exam; publications & presentations	Faculty teaching course and Hort faculty; student's advisory committee; progress evaluations & student's major professor	When student takes seminar courses; end of program; annually and for 3 years after graduation

Summary: Data to be collected

- Course grades in minimum course requirements for M.S. and Ph.D. degrees
- Doctoral preliminary exam (Ph.D. only)
- Rubric to be filled out by each faculty on the student's graduate advisory committee at the thesis defense exam (see attached)

Summary: When data are to be collected

Data to be collected individually when available for each student

- Grades in initial and final Hort 510 courses
- Results of preliminary exam (Ph.D. only)
- Rubric to be filled out at student's final defense exam

Data to be collected each semester

- Grades in minimum course requirements for M.S. and Ph.D. degrees will be submitted to Horticulture Graduate Coordinator at the end of each semester for review by the Horticulture Graduate Steering Committee.
- Grades in Hort 509

Data to be collected annually

- Student's progress evaluations

Summary: Responsible for data collection, analysis and reporting

The Departmental Academic Coordinator will provide grade and final exam rubric data to the Horticulture Graduate Coordinator, who in consultation with the Horticulture Graduate Steering Committee will evaluate and prepare the necessary reports on an annual basis.

Thesis Defense Assessment
Master of Science or Doctor of Philosophy in Horticulture

Candidate: _____ Date: _____

Title of thesis: _____

	<i>Poor</i>		<i>Competent</i>		<i>Excellent</i>
1. Reviews the literature in a manner that demonstrates comprehensive knowledge of previous and current research in the field of study					
2. Identifies a viable question within the field of study and poses a worthwhile hypothesis or problem related to the question					
3. Discusses support for hypothesis or solution to problem in a manner that effectively documents the contribution of research to area of study					
4. Designs and implements appropriate research experiments to test hypothesis or solve problem					
5. Analyzes and interprets research data appropriately					
6. Demonstrates sufficient knowledge of appropriate concepts, theories, and emerging methodologies in horticultural science					
7. Demonstrates qualities of independent, self-motivated research with the ability to recognize problems in the field of study and formulate solution to those problems					
8. Demonstrates the ability to effectively communicate at different levels results of research in written, graphic, and verbal modes					

Comments: