

Higher Education Doctoral Degree Handbook

Department of Educational Leadership & Counseling Psychology
Washington State University
Office of Graduate Studies
Cleveland Hall 252
Pullman, WA 99164-2114
Telephone: (509) 335-9195/335-7016
Fax: (509) 335-2097
gradstudies@wsu.edu
[Hhttp://education.wsu.edu/graduate/H](http://education.wsu.edu/graduate/)

Revised May 2008

Higher Education Doctoral Degree Handbook

Table of Contents

Purpose of Handbook	3
Program Overview	3
Degree Options	3
Core Requirements	4
Steps for Completing Ed.D. & Ph.D. Degrees	4
Qualifying for Acceptance	4
Mandatory Research Training	5
Fulfilling Residency Requirements	5
Selection of a Committee Chair	6
Selection of the Doctoral Committee	6
Submission of a Program of Study	6
Transfer of Credits	6
The Preliminary Examination	6
The Dissertation Proposal	7
Completion of the Dissertation	8
Completion of Degree Requirements	9
Course Requirements for Ed.D. in Higher Education	10
Course Requirements for Ph.D. in Higher Education	11
Course Requirements for Ph.D. in Student Affairs	12
Internship and Practicum Possibilities	13
Financing your Graduate Education	14
Frequently Asked Questions	15
Program Faculty	17

Higher Education Doctoral Degree Handbook

Purpose

The purpose of this handbook is to serve as a general reference in addition to the Washington State University Graduate Catalog and the Graduate School Policies and Procedures Manual for the faculty and students in the Department of Educational Leadership and Counseling Psychology in regard to both departmental and college policies and requirements. This document will aid in the student's orientation and progress through the Higher Education Program.

It is important that students accept responsibility for following the procedures outlined herein, and acknowledge that they will be required to qualify for the degree under established policies. Updates and changes in the program will be dated and included in future revisions of this Handbook. The policies and procedures operative on the date of the student's initial enrollment govern a student's program. It is the student's responsibility to inquire and be informed about recent programmatic changes at the time of acceptance into the program. The *Department* referenced in this Handbook is the Department of Educational Leadership and Counseling Psychology located in Cleveland Hall 351. The Office of Graduate Studies in the College of Education referenced here is located in Cleveland Hall 252. The Graduate School is located in the French Administration Building 324. Students need to be familiar with these offices.

Program Overview

The Higher Education Program at Washington State University offers graduate studies at the master and doctoral levels at one of the nation's leading land-grant and research institutions and largest residential university campuses. Program faculty is dedicated to meeting students' needs as current and future educational leaders in colleges and universities throughout the country. The program provides a balance and integration of practical experience, theory, research, and policy. Candidates can tailor their programs of study to meet their needs for careers in administration, academic departments, policy, and related professions.

Upon graduation, doctoral students will be prepared to work in area such as:

- Faculty in Higher Education and Student Affairs Programs
- Policy Analysts
- Government Relations
- Student Affairs
- General University Administrators

Doctoral Level Degree Options

Doctor of Philosophy (Ph.D.): The Doctor of Philosophy is a degree awarded by the Department focusing on developing and applying research knowledge and skills necessary to conduct theoretical research and/or basic research design to add to the content of the field of study in Education. Students can opt to focus their degree in general higher education or student affairs.

Doctor of Education (Ed. D.): The Doctor of Education (Ed.D.) is a professional degree awarded by the Department designed to prepare students whose primary interest is in the practice of education. Recognized as a professional degree, it is typically taken by those who will occupy positions of leadership and applied specialties in public or private educational organizations or related fields.

Program Core Requirements:

The following courses must be included in the program of study within the higher education concentration:

Doctoral Level (Ph.D. or Ed.D.) Core Courses: 12 Credits

EdAd 565 Practicum in Student Affairs
EdAd 572 The American College and University
EdAd 578 Higher Education Law and Ethics
EdAd 579 Administration of Higher Education

Steps for Completing the Doctor of Philosophy (Ph.D.) & Doctor of Education (Ed.D.) Degrees with a specialization in Higher Education or Student Affairs

Please note that as a student you must take responsibility to see that all steps are completed and that a record of progress and your contact information is kept up-to-date in the Office of Graduate Studies.

Step 1: Qualifying for acceptance into the Ed.D./Ph.D. Program

Admission to the Doctoral program at Washington State University involves application and acceptance into both the Graduate School and the Department of Educational Leadership & Counseling Psychology. Applications can be completed online for the Graduate School at <http://www.gradsch.wsu.edu/forms.htm>. Departmental application requirements are available online at: <http://education.wsu.edu/graduate/apply/>.

The priority deadline is January 10 for fall admission. On a space available basis, applications will also be reviewed March 15 (also for fall admission) and October 15 (for spring admission).

Doctoral program applications should include:

- Application to the graduate school (found at link above)
- Completed Supplemental Information Form (found at link above)
- Official transcripts of all undergraduate and graduate institutions attended
- Official GRE scores must be submitted to WSU from the Educational Testing Service by the application deadline. A score of 1000 (verbal and quantitative combined) is expected.
- Current resume.
- Three current recommendation letters from references who can speak to your academic qualifications and potential.
- Application essay. The essay should be clear, concise, no more than three single-spaced pages, and address the following questions:
 - (1) What inspires you about higher education?
 - (2) What are your aspirations in higher education?
 - (3) What are your research interests related to higher education?
 - (4) How will this degree help you meet these aspirations?
- Academic writing sample (e.g., master's paper, thesis, chapter, published article, submitted manuscript, position paper). This sample should be no more than 25 double-spaced pages.

Applications will not be reviewed until application files are complete. Online materials should be submitted directly; hard copy materials should be submitted to the College of Education Office of Graduate Studies, Cleveland 252, Washington State University, Pullman, WA 99164. Please follow up with the Office of Graduate Studies to ensure that all materials are submitted by the deadline.

To be considered for admission to higher education doctoral programs, students must hold a master's degree.

The final decision to accept a doctoral student into the Ed.D. program in the Department rests with the Graduate faculty of the Department and the Graduate School. Application decisions are made based on a holistic review of application materials, room in the program, and alignment of student and faculty interests.

Once the student is admitted into the Ed.D/Ph.D. program by the Graduate Faculty, the degree status cannot be changed unless it is again brought before the Graduate Faculty.

Once accepted, the student should download the **Deadlines and Procedures for Graduation** form available online from the Graduate School at <http://gradschool.wsu.edu/current-students/formsfordegree.html>. Once enrolled in the program, all students are subjected to an annual review process to assess progress toward degree requirements.

Step 2: Mandatory Research Training

All graduate students are required to complete the **Responsible Conduct of Research** online training module. This is a web based training located at <https://myresearch.wsu.edu/MandatoryTraining.aspx>. Students are encouraged to take this training as soon as they are admitted to the doctoral program. Once you have completed this training, you will receive email confirmation of your completion. Please forward this email to the College of Education Office of Graduate Studies (gradstudies@wsu.edu). Delay in the completion of this training could delay a student's progression through their graduate program. The training will need to be repeated after a five-year period.

Step 3: Fulfilling Residency Requirements

See http://www.gradsch.wsu.edu/polproc_doctoral.html for more information. The period of study for the Doctor of Philosophy and Doctor of Education is at least three years (six semesters) beyond the baccalaureate degree. At least one of these years shall be in residence at Washington State University (enrolled full time and present on a campus where a given program has received approval to grant residency). Full time enrollment for graduate students is considered ten credits in the academic year and three credits in the summer.

For the Doctor of Education, at least two of the three years beyond the baccalaureate shall be in residence at Washington State University. This includes a minimum of four semesters, with at least one summer session and one semester being contiguous, when the student is enrolled full time and present on the Pullman Campus. Full-time enrollment for four summer sessions may be substituted for two academic year semesters. Summer session cannot be substituted for the semester contiguous with a summer session requirement for the doctoral degree.

Step 4: Selection of a Committee Chair

It is the student's responsibility and prerogative to request a Graduate Faculty member to serve as his or her committee chair. The faculty member must concur. This faculty member must be a member of the University Graduate Faculty and should represent the area of specialization in which the student plans to do his or her dissertation.

Step 5: Selection of the Doctoral Committee

The dissertation committee must include at least three Graduate Faculty members. Additional members who hold a doctoral degree and whose special knowledge is particularly important to the proposed study may be added. One person who is not a member of the Graduate Faculty may be appointed to the committee as a fourth member. If the student elects to include a formal minor from outside the Department, a Graduate Faculty member from that department must be included on the committee. The student must secure the consent of all members to serve in this capacity by having each sign the completed **Program of Study** (see below). The committee may be changed, if necessary, at a later time with the concurrence of the student, committee members, and the Department Chair. A **Committee Change Form** must be completed to finalize the process (available online at <http://gradschool.wsu.edu/current-students/formsfordegree.html>). Any additional committee members outside of WSU may be approved by submitting the member's curriculum vitae to the Graduate School, listing equivalent degree status.

Step 6: Submission of a Program of Study

After admission into the Ed.D./ Ph.D. program, the **Program of Study** must be prepared in consultation with the committee chair. The student's committee and the Department Chair must approve the **Program of Study**. Students must complete and have approved a **Program of Study** by the end of their first year of full-time study. The **Program of Study Form** may be obtained online at <http://gradschool.wsu.edu/current-students/formsfordegree.html>. The completed Program must be submitted to the committee chair for signature and then to each of the other committee members. Once all members have signed, the program is then submitted to the Office of Graduate Studies to obtain the Department Chair's signature and forward to the Graduate School. The Graduate School will notify students via email when the program is approved. The final deadline for submission of the Program of the Study is one semester prior to the graduation date. See the **Deadlines & Procedures for Graduation** for exact deadline dates for submission, which can be downloaded at <http://gradschool.wsu.edu/current-students/formsfordegree.html>.

Transfer of Credits Students may transfer into their doctoral program no more than eighteen credits of previous graduate work. The transfer of credits is not automatic. All credit transfers are subject to doctoral committee approval and Graduate School regulations. Transfer credits cannot be older than ten years.

Step 7: Doctoral Preliminary Examination

Preliminary examinations are given during the fall and spring semesters only (contact the College of Education Office of Graduate Studies for dates). The student is to advise his or her chair and the College of Education Office of Graduate Studies the semester **prior** to scheduling the exam. The student is responsible for scheduling the preliminary examination using forms secured from the Graduate School or the College of Education Office of Graduate Studies. An Ed.D./ Ph.D. student is eligible to take the written preliminary examination only after:

- a. A substantial portion of the graded coursework on the **Program of Study** has been completed;

- b. The student is registered for a minimum of two hours of Ed Ad 800 during the specific semester he or she is taking the doctoral preliminary examination;
- c. The approval of the doctoral committee has been secured.

The examination is designed by the major area committee to determine the fitness of the student for pursuing research in the area of specialization within the Department. The preliminary examination tests the student's ability to integrate what has been learned from courses, seminars, and independent studies in a comprehensive fashion and to relate this knowledge to research in the area of specialization. This exam must be taken at least four months before the final oral examination in defense of the dissertation. Typically the doctoral preliminary examination is taken at the conclusion of the coursework and prior to the beginning of the dissertation research. The preliminary examination includes:

- a. A 12-hour written examination covering the student's major and minor areas of study.
- b. In cases where the student has a minor outside the Department and where the Preliminary Examination is not waived by the minor department, a portion of the written examination will cover the student's minor field outside the Department.

Evaluation results of the written portion of the Preliminary Examination are the responsibility of the appropriate Program Area(s). The final decision determining whether the Ed.D./Ph.D. student passes or fails the Preliminary Examination is contingent upon a vote of the Graduate Faculty of the Department (and minor department if appropriate). The vote is taken at a scheduled ballot meeting of the Graduate Faculty. The doctoral student does not attend this meeting and will be notified in writing of the decision. Passing the Preliminary Examination advances the student to candidacy for the Ed.D./Ph.D. degree.

In the event of a failed examination, a student may be re-examined only with the permission of the Department. At least three months must lapse between a failed examination and re-examination. A student who has failed a Preliminary Examination does not have an automatic right to a second examination. A student who has twice failed his/her Preliminary Examination may not become a candidate for the Ed.D./ Ph.D.

Step 8: Submission and Approval of the Dissertation Proposal

After passing the preliminary exam, students develop their dissertation proposal. The student develops a dissertation research study proposal in consultation with the doctoral committee chair and the doctoral committee. This outline states the problem, identifies the need for the study, and describes the procedures to be employed as the study is conducted. The student is responsible for scheduling a meeting of the entire committee for presentation, defense, and approval of the proposal (the meeting to defend the proposal is referred to as the "D-1"). Copies of the proposal should be distributed to the committee at least two weeks before the meeting. Formal approval of the proposal by the doctoral committee is documented by the signing of a "D-1" form. The "D-1" form is available from the College of Education Office of Graduate Studies. The Human Subjects Review Form (HSRF) must be filed at the time of or shortly after defense of the "D-1," if appropriate. The HSRF must be filed with the Office of Research Assurances (Albrook 205, WSUM Campus Zip 3005). A signed approval will be returned to you from the Office of Research Assurances. Proof of this approval must be given to the Graduate School upon the scheduling of your final oral defense.

Step 9: Completion of the Dissertation

The Ed.D./Ph.D. candidate is responsible for conferring with members of the doctoral committee so that they are familiar with the progress of the dissertation and so that the student may profit from this experience and guidance. Download the **Dissertation Guidelines** from the Graduate School's website at <http://gradschool.wsu.edu/current-students/formsfordegree.html>.

The usual procedure for the candidate relative to the writing of the dissertation is:

1. Prepare an initial draft and present it to the committee chair. Revisions and corrected drafts may be required.
2. When the dissertation is nearing completion, the student must complete an **Application for Degree** (available online at <http://gradschool.wsu.edu/current-students/formsfordegree.html>) during the semester before the final defense is to be held. Once the **Application for Degree** is submitted, the Graduate School will generate a to-do list for the student outlining any outstanding issues that could delay graduation. Please note that the **Program of Study** must be approved in the Graduate School in order for the **Application for Degree** to be processed (see Step 5 above).
3. Present the dissertation in final form for approval to each member of the committee for the final defense (also referred to as the "D-2"). Revisions and corrections may be required. Your committee is responsible for approving all aspects of the final dissertation before you schedule the final examination. When committee members sign the **Final Exams Scheduling Form** (visit the Graduate School online at <http://gradschool.wsu.edu/current-students/formsfordegree.html> regarding final exam scheduling deadlines), they are indicating their approval of a typed dissertation, suitable in format for submission to the Library. They also indicate their acceptance of the date, time, and place of the final examination (i.e. dissertation defense).
4. Pay Graduation Fee (\$50.00), Microfilming Fee (\$75.00), and (optional) copyright fee (\$65) to the Controller's Office. This is to be done prior to the presentation of the dissertation to the Thesis Editors.
5. For scheduling the final defense, submit the **Final Exams Scheduling Form** along with a finished copy of the dissertation to the Thesis Editor (Graduate School-French Administration Building, Room 324) for final checking at least 10 working days prior to the defense date. Please note that concurrent enrollment in at least three hours of Ed Ad 800 is required.
6. Present a copy of the dissertation to the chair and committee at least 10 working days prior to the final examination.
7. Present one copy of the dissertation to the Office of Graduate Studies at least 10 working days before the oral examination. This is in addition to the abstract which is included in the dissertation. The abstract must be submitted electronically to the Office of Graduate Studies at least 5 working days prior to the defense.

Step 10: Completion of the Degree Requirements

Upon successful defense of the dissertation and revision, other obligations of the candidate include:

- a. The final copy of the dissertation must be submitted digitally in PDF format to the Graduate School for final acceptance within 5 working days of the final defense. Two copies of the title page, abstract page and signature page (with original signatures in black ink) must also be submitted to the Graduate School within 5 working days. One copy of these pages must be on 100% cotton paper. Guidelines for digital submission of the dissertation can be found on the Graduate School's website (<http://gradschool.wsu.edu/current-students/formsfordegree.html/>).
- b. The candidate is responsible for binding and delivering a final bound copy to the Department as well.
- c. As a courtesy, a bound copy is expected to be delivered to the dissertation advisor/chair and soft copies to all other committee members.

General Guidelines:

- a. It is the student's responsibility to make sure that all steps to degree completion are completed correctly and in a timely manner. Failure to meet program or Graduate School deadlines may mean a delay in graduation.
- b. The Office of Graduate Studies, located in Cleveland 252, is the main office for graduate student communication. Please be sure that the office has your correct contact information.
- c. The College of Education, Education Graduate Organization (EGO), and the Higher Education Program maintain email list serves to facilitate communication. Be sure to join these list serves for up to date program information.

Course Requirements for Ed.D. with a specialization in Higher Education (72 Credit Hours)

SPECIALIZATION IN HIGHER EDUCATION (27 Credit Minimum)		
REQUIRED CORE (12 credit minimum)		
Course	Course Name	Credits
Ed Ad 572	History of Higher Education	3
Ed Ad 578	Higher Education Law and Ethics	3
Ed Ad 579	Administration in Higher Education	3
Ed Ad 565	Practicum	3
5 Elective Core Courses * (15 credit minimum)		
Course	Course Name	Credits
Ed Ad 503	Values and Ethics for Educational Leadership	3
Ed Ad 560	Student Personnel Services in Higher Education	3
Ed Ad 561	Student Development Theory, Research, and Application	3
Ed Ad 562	Professional Problems in Student Affairs	3
Ed Ad 563	Models of College Student Social Identity (Prereq Ed Ad 561)	3
Ed Ad 564	Seminar in Student Affairs	3
Ed Ad 567	Organizational Leadership of Multicultural Change	3
Ed Ad 568	Finance and Budgeting in Higher Education	3
Ed Ad 570	Community and Technical College	3
Ed Ad 571	Undergraduate and Community Technical College Teaching	3
Ed Ad 573	Issues in Higher Education	3
Ed Ad 574	Seminar in Higher Education	3
Ed Ad 581	Politics in Education	3
Ed Ad 582	Policy Formation and Analysis in Education	3
Ed Ad 596	Preparing Grant Proposals	3
Ed Ad 589	Leadership Development Seminar	3

FOUNDATIONS (3 credit minimum) *		
Course	Course Name	Credits
Ed Ad 501	* Philosophy of Education	3
Ed Ad 507	Social Foundations of Education	3
Ed Psy 502	Theoretical Foundations of Learning & Instruction	3
Other Courses Can Be Substituted With Advisor Approval		
*Required if limited educational background		

RESEARCH CORE (12 credits minimum)		
Course	Course Name	Credits
EdRes 562	Epistemology, Inquiry, and Representation	3
EdRes 563	Fundamentals of Doctoral Research	3
EdRes 564	Fundamentals of Qualitative Research	3
One Additional Advanced Research Methods Class Required in Area of Research Specialization		3
Ed Ad 521	Topics in Education	1-4
EdPsy 570	Introduction to Program Evaluation	3
DISSERTATION RESEARCH (20 credits minimum)		
Ed Ad 800	Dissertation/Research	20 minimum

Cognate Area (9 hour minimum) in an area within the College of Education in Curriculum & Instruction, Sport Management, Counseling Psychology, or outside including Anthropology, Political Science, Business, Economics, Public Administration, Psychology or Sociology.

* *These courses are elective options. Other courses may apply with approval.*

Course Requirements for Ph.D. with a specialization in Higher Education (74 Credit Hours)

SPECIALIZATION IN HIGHER EDUCATION (21 Credits)		
REQUIRED CORE (12 credit minimum)		
Course	Course Name	Credits
Ed Ad 572	History of Higher Education	3
Ed Ad 578	Higher Education Law and Ethics	3
Ed Ad 579	Administration in Higher Education	3
Ed Ad 565	Practicum	3
Elective Courses * (9 credit minimum)		
Course	Course Name	Credits
Ed Ad 503	Values and Ethics for Educational Leadership	3
Ed Ad 521	Doctoral Dissertation Preparation	3
Ed Ad 560	Student Personnel Services in Higher Education	2 or 3
Ed Ad 561	Student Development Theory, Research, and Application	3
Ed Ad 562	Professional Problems in Student Affairs	3
Ed Ad 563	Models of College Student Social Identity (Prereq Ed Ad 561)	3
Ed Ad 564	Seminar in Student Affairs	3
Ed Ad 567	Organizational Leadership of Multicultural Change	3
Ed Ad 568	Finance and Budgeting in Higher Education	3
Ed Ad 570	Community and Technical College	3
Ed Ad 571	Undergraduate and Community Technical College Teaching	3
Ed Ad 573	Issues in Higher Education	3
Ed Ad 574	Seminar in Higher Education	1-6
Ed Ad 581	Politics in Education	4
Ed Ad 582	Policy Formation and Analysis in Education	3
Ed Ad 596	Preparing Grant Proposals	3
Ed Ad 589	Leadership Development Seminar	3

FOUNDATIONS (3 credit minimum) *		
Course	Course Name	Credits
Ed Ad 501	* Philosophy of Education	3
Ed Ad 507	Social Foundations of Education	3
Ed Psy 502	* Theoretical Foundations of Learning & Instruction	3
Ed Psy 503	Advanced Educational Psychology	2
Other Courses Can Be Substituted With Advisor Approval		
* Required if limited education background		

RESEARCH CORE (18 credits minimum)		
Course	Course Name	Credits
EdRes 562	Epistemology, Inquiry, and Representation	3
EdRes 563	Fundamentals of Doctoral Research	3
EdRes 564	Fundamentals of Qualitative Research	3
EdRes 565	Advanced Educational Statistics (Prereq EdRes 505 or equivalent)	3
EdRes 566	Research Seminar	1 credit repeatable 3 times for a total of 3 credits
One Additional Advanced Research Methods Class Required in Area of Research Specialization		3
DISSERTATION RESEARCH (20 credits minimum)		
Ed Ad 800	Dissertation/Research	20 minimum

Cognate Area (12 hour minimum) in an area within the College of Education in Curriculum & Instruction, Sport Management, Counseling Psychology, or outside including Anthropology, Political Science, Business, Economics, Public Administration, Psychology, or Sociology

* *These courses are elective options. Other courses may apply with approval.*

Course Requirements for Ph.D. with an emphasis in Student Affairs (80 Credit Hours)

SPECIALIZATION IN HIGHER EDUCATION/STUDENT AFFAIRS (30 credits minimum)		
REQUIRED CORE (12 credit minimum)		
Course	Course Name	Credits
Ed Ad 572	History of Higher Education	3
Ed Ad 578	Higher Education Law and Ethics	3
Ed Ad 579	Administration in Higher Education	3
Ed Ad 565	Practicum	3
Core Elective Courses * (18 Credits Minimum)		
Course	Course Name	Credits
Ed Ad 521	Doctoral Dissertation Preparation	3
Ed Ad 560	Student Personnel Services in Higher Education	2 or 3
Ed Ad 561	Student Development Theory, Research, and Application	3
Ed Ad 562	Professional Problems in Student Affairs	3
Ed Ad 563	Models of College Student Social Identity (Prereq Ed Ad 561)	3
Ed Ad 564	Seminar in Student Affairs	3
Ed Ad 567	Organizational Leadership of Multicultural Change	3
Ed Ad 568	Finance and Budgeting in Higher Education	3
Ed Ad 570	Community and Technical College	3
Ed Ad 571	Undergraduate and Community Technical College Teaching	3
Ed Ad 573	Issues in Higher Education	3
Ed Ad 574	Seminar in Higher Education	1-6
Ed Ad 581	Politics in Education	4
Ed Ad 582	Policy Formation and Analysis in Education	3
Ed Ad 596	Preparing Grant Proposals	3
Ed Ad 589	Leadership Development Seminar	3

COGNATE IN STUDENT AFFAIRS (12 credits)		
Course	Course Name	Credits
Ed Ad 503	Value & Ethics for Educational Leadership	3
Ed Ad 567	Organizational Leadership of Multicultural Change	3
Ed Ad 589	Leadership Development Seminar	3

RESEARCH CORE (18 credits minimum)		
Course	Course Name	Credits
EdRes 562	Epistemology, Inquiry, and Representation	3
EdRes 563	Fundamentals of Doctoral Research	3
EdRes 564	Fundamentals of Qualitative Research	3
EdRes 565	Advanced Educational Statistics (Prereq EdRes 505 or equivalent)	3
EdRes 566	Research Seminar	1 credit repeatable 3 times for a total of 3 credits
One Additional Advanced Research Methods Class Required in Area of Research Specialization		3
DISERTATION RESEARCH (20 credits minimum)		
Ed Ad 800	Dissertation/Research	20 minimum

Plus 2 Electives From Core Area

* These courses are elective options. Other courses may apply with approval.

Internship and Practicum Possibilities

Requirements for the Graduate Programs in Higher Education may include internship and practicum credits. Suggested areas on campus include:

- Greek Life
- Campus Involvement
- Career Services
- Financial Aid
- Residence Life
- Intercollegiate Athletics
- Office of Student Affairs
- Student Conduct
- Student Recreation Center
- New Student Programs
- Health & Wellness Services
- Student Support Services
- Multicultural Student Services
- Admissions
- Women's Studies

Internships and practicum credits must be arranged in collaboration with your committee chair/advisor and the department with which you will work. A description of the work to be done during the internship/practicum and the possible outcomes of the experience must be included.

Off-campus internships are also available. See Career Services at WSU (or visit <http://www.careers.wsu.edu/>) for listings and information.

Financing your Graduate Education

Washington State University offers several options for students seeking financial assistance. Most of these include teaching and research assistantships, which are administered through the degree program itself. This is one reason why it is imperative that you submit application materials to both the Graduate School and to an individual Department. Over 80% of graduate students at WSU are funded on either Research or Teaching Assistantships.

Assistantships

As aids to graduate education, Washington State University offers teaching, research, and staff assistantships to qualified graduate students who have been admitted to the University.

- **Teaching assistantships** are available to qualified graduate students in most academic departments.
- **Research assistantships** are available in many departments, special programs, and on extramurally-funded research grants.
- **Staff assistantships** are available for service in the following areas such as:
 - Student Advising & Learning Center
 - Multicultural Student Services
 - Office of Student Affairs/Student Conduct
 - Campus Involvement
 - University Recreation
 - Inter-Collegiate Athletics
 - Financial Aid
 - Office of Grant Research & Development

These appointments are initiated by these departments and programs and inquiries should be directed to the relevant academic unit.

- **Fellowships or Scholarships**

Fellowships or Scholarships are available in some departments and programs through grants from government agencies and other private sources. Information is available from the Office of Grants and Research Development.

Scholarships are available through the Office of Scholarship Services (complete online application at <http://www.finaid.wsu.edu/>) and through the College of Education. This one application packet is all that is required for college and university scholarships. The College of Education provides approximately \$150,000 in scholarship support every year to undergraduate and graduate students enrolled in College of Education degree programs.

Frequently Asked Questions

Q: What is a Program of Study?

A: A Program of Study is a form that will include information on your committee, and the listing of courses that you plan to take for your degree and when. This form should be completed with your advisor/chair and is available either from the Graduate School, online at <http://gradschool.wsu.edu/current-students/formsfordegree.html> or from the College of Education Office of Graduate Studies.

Q: When is the Program of Study filed?

A: The Program of Study is filed as soon as possible after admission into the program. After the form has been completely filled out, it must first be submitted to the committee chair for signature, and then to each of the other committee members. Once all members have signed, the form is submitted to the Office of Graduate Studies to obtain the Department Chair's signature and forwarded to the Graduate School. Students will be notified by the Graduate School via email when the program is approved. The final deadline for submission of the Program of Study is one semester prior to the graduation date. See the Deadlines & Procedures for Graduation at <http://gradschool.wsu.edu/current-students/formsfordegree.html> for deadline dates for submission.

Q: Is the advisor I am assigned when I begin the program the advisor I'll have to keep throughout my whole program?

A: No, changing advisors is an easy process, and one that should be completed as you decide upon a research interest or find a member of the faculty with which you would like to work. Obtain a **Committee Change** form from <http://gradschool.wsu.edu/current-students/formsfordegree.html> or from the College of Education Office of Graduate Studies. You will need signatures for your new chair/advisor as well as signatures for any new committee members. After completion, return the form to the Office of Graduate Studies so they may obtain the remaining signatures needed and forward the form to the Graduate School.

Q: What do I do if some of the courses I have on my Program of Study change?

A: If you are unable to take certain courses that have already been approved on your Program of Study and need to take other courses, you need to file a **Change of Program Form** which is available online at <http://gradschool.wsu.edu/current-students/formsfordegree.html>. Make sure that any courses you replace on your Program of Study are allowable according to the Handbook listings as well as approved by your chair/advisor and that you still meet the minimum credit requirements.

Q: Who should be on my committee?

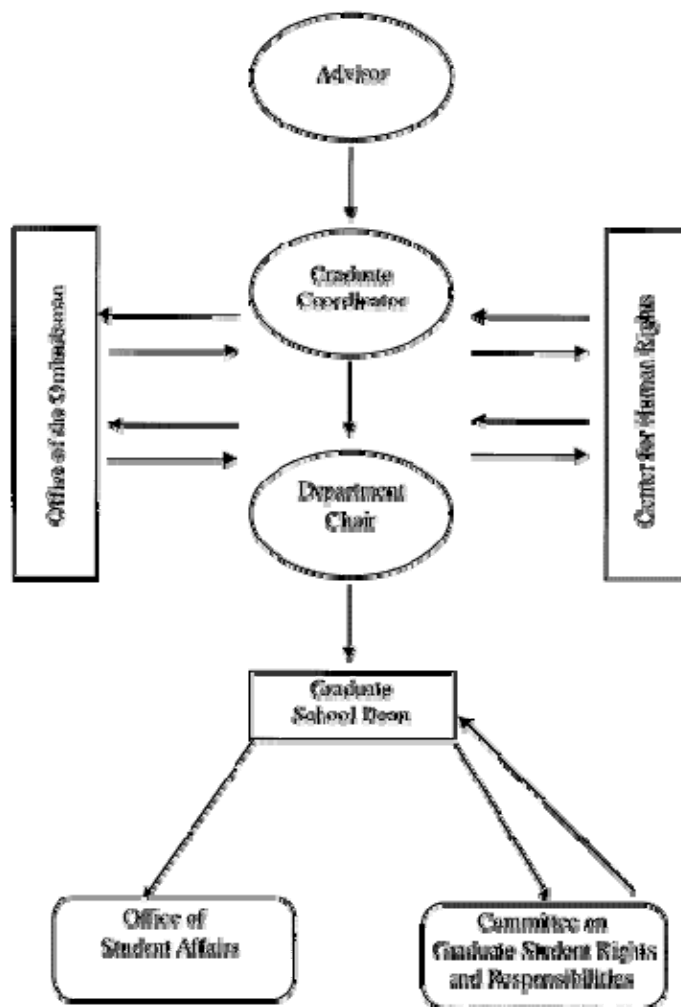
A: Your committee is a group of faculty members that will assist you through your dissertation process. A committee is composed of at least three WSU faculty members, including your chair/advisor, and two other Graduate Faculty members. This step should be initiated immediately after qualifying for admission.

Q: How many credits can transfer into my program?

A: Typically students can transfer 18 credits from an approved master's degree. However, please consult with your advisor to determine which courses can be transferred into your program of study. The transfer of courses is not automatic.

Q: What do I do if I have a complaint or grievance about something in the department or my program?

A: WSU Graduate School has a grievance procedure (see www.gradsch.wsu.edu/code.htm for more information) The following is the recommended recourse when a grievance exists. If you have questions or concerns, contact the Graduate School at 335-9141.



Higher Education Program Faculty

Lenoar Foster, Professor, Ed.D., University of Nevada, Reno. Specialization: Distance Education, Administration, Historically Black Colleges and Universities, Faculty Issues.

Willie J. Heggins, III., Assistant Professor, Ph.D., Iowa State University. Specialization: Higher Education, Student Affairs, Leadership, Student Development, Diversity Studies.

Al Jamison, Clinical Associate Professor. Ph.D., University of Arizona Specialization: Student Affairs

Michael Pavel, Associate Professor, Ph.D., Arizona State University. Specialization: Student Development, Institutional Adaptation, American Indian/Alaskan Native Studies.

Paul Pitre, Assistant Professor, Ph.D., University of Maryland, Specialization: Policy Studies, Leadership and Governance, African American Students.

Kelly Ward, Associate Professor, Ph.D., Penn State University. Specialization: Higher Education, Service Learning, Faculty Issues, Service Role of Colleges and Universities.

Affiliated Faculty

David Cillay, Director Extended University Services, Ph.D., Washington State University

Howard Erdman, Director of Planning, Research, Assessment, Lewis-Clark State College, Ed.D., Texas A & M University-Commerce

Susan Poch, Associate Vice President for Educational Development and Director, Student Advising and Learning Center, PhD, Washington State University