

Higher Education Master's Degree Handbook

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Washington State University**

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Higher Education Master's Degree Handbook

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Higher Education Master's 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 refers to 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 are 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 individually tailor their programs of study to meet their needs for careers in administration, academic departments, policy, and related professions in addition to pursuing different interest areas.

Graduates with Master's degrees in the Higher Education program are employed in areas such as:

- Advising
- Orientation
- Admissions
- Development
- Athletics
- Campus Recreation

Master's Level Degree Options

Master of Arts with a specialization in Higher Education (M.A.):

The Master of Arts (M.A.) with a specialization in higher education is recommended for students who plan to continue work at the doctoral level. Through coursework in leadership development and organizational theory within a multicultural context, students examine legal, social, and ethical issues that impact administration within colleges and universities. This program requires a total of 31 graded semester hours and a minimum of 4 semester hours of Ed Ad 700 for the thesis to be defended in an oral examination. The thesis is designed to meet the student's career goals and professional aspirations.

Master in Education with a specialization in Higher Education (Ed.M.):

The Master of Education (Ed.M.) degree with a specialization in higher education prepares students for entry-level administrative positions in colleges and universities in areas such as development, residence life, advising, and new student services. The program stresses a core of knowledge in general higher education, administration, research methods, multiculturalism, and leadership development. This program requires a total of 35 semester hours, consisting of a minimum of 33 graded semester hours of approved course work and 2 semester hours of Ed Ad 702 for the final examination.

Program Core Requirements

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

Master's Level (M.A. or Ed.M) Core Courses: 9 Credits

EdAd 565 Master's Practicum

EdAd 572 The American College and University

EdAd 579 Administration of Higher Education

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 graduate 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) as well as to the campus through which you applied. We must report the date of completion to the WSU Graduate College. 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.

Steps for Completing the Master of Arts (M.A.) Degree with a specialization in Higher Education (Thesis Option)

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: Admission to the Program & Graduate School

For admission to the program, please see the departmental application guidelines for details and the application form (these are available online at <http://education.wsu.edu/graduate/apply/>).

The priority application deadline is January 10 for fall admission. Applications will also be reviewed March 15 (for fall admission) and October 15 (for spring admission). Students will be accepted on a space available basis.

Be aware that becoming a Master's student at Washington State University also requires acceptance into the Graduate School. Further information about the Graduate School may be obtained by calling 509/335-6424, by email: gradsch@wsu.edu, or online at <http://www.gradsch.wsu.edu/index.html>. The online application is available at this address. Please apply to both the Graduate School and to the Higher Education Program simultaneously to facilitate timely processing and action on the application. Applications will not be reviewed until all application materials are in the student's file. Carefully review all application guidelines.

Step 2: Initial Advisor

Upon acceptance into the program students are assigned an initial advisor. This initial advisor will be identified through the acceptance letter into the program. Students need to meet with this initial advisor in order to plan the coursework for the first semester.

Step 3: Selection of the Master's Committee & Chair

The student should consult with their initial advisor about faculty members he or she wishes to have serve as a chair and committee for the graduate program. The committee will serve as the body that approves the Program of Study and the Master's Thesis. The committee must consist of at least three WSU faculty members, two of whom must have Graduate Faculty status. This step is typically completed by the end of the first year of coursework. It is incumbent upon the student to work with his or her committee and chair to determine appropriate courses and develop the program of study.

Step 4: Program of Study

The Program of Study form should be submitted to the Graduate School as soon as possible after the student has completed nine hours of coursework or the second semester. The Program of Study must be completed by the time the student has

eighteen hours of coursework completed. The program is designed in consultation with the committee chair.

Graded equivalent coursework completed at other accredited graduate schools may be transferred and applied to a Master's degree program. However, a student is limited to transferring six credit hours on a thesis degree (M.A). Transfer credits are subject to committee, advisor, department chair, and Graduate School approval. Coursework completed for a Master's degree at another institution cannot be used toward a Master's degree at WSU; only credits that were not applied to another Master's degree can be transferred. These courses must be appropriate as a part of the student's program and represent work of acceptable quality (B or better). Please note that pass/fail or non-graded coursework will not transfer. Guidelines for transfer of credit can be found in the Graduate School Policies and Procedures Manual, available online at <http://www.gradsch.wsu.edu/policiesprocedures.html>.

The student must complete the Program of Study form (to obtain form, visit <http://www.gradsch.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://www.gradsch.wsu.edu/current-students/formsfordegree.html>.

Step 5: Fulfillment of Course Requirements

A Master's degree must be completed within six years of the date of the earliest course applied to the student's degree. All courses must be finished with satisfactory study and research, which will be evaluated continuously throughout the program by the student's committee chairperson. See Course Requirements for a complete listing of required coursework.

Step 6: Thesis Requirements

- a. Obtain the **Deadlines & Procedures for Graduation** and the **Thesis Guidelines** online at <http://www.gradsch.wsu.edu/current-students/formsfordegree.html>. You are responsible for knowing and understanding all guidelines and working in collaboration with your committee chair to complete all requirements within stated deadlines.

- b. When a proposal for the thesis idea is prepared, a copy of the proposal must be given to all committee members. The committee will then call a meeting for the student to consider the problem to be investigated and the proposed methods and procedures. At this meeting, the committee will complete the **Thesis Proposal Form** (obtained from the Office of Graduate Studies or on the College of Education website at <http://education.wsu.edu/students/graduate/>).

- c. If students' research involves human subjects, appropriate procedures must be followed. See the website of the Office of Grant and Research Development at <http://www.ogrd.wsu.edu>.
- d. After the thesis proposal has been approved, the original thesis proposal form should be signed and returned to the College of Education Office of Graduate Studies to be placed in the student's file.
- e. When the thesis is nearing completion, the student must complete an **Application for Degree** (available online at <http://www.gradsch.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 4 above).

Also, visit the Graduate School online at <http://www.gradsch.wsu.edu/current-students/formsfordegree.html> regarding final exam scheduling deadlines.

- f. Register for a minimum of two (2) credits of Ed Ad 700 at the beginning of the semester in which the final defense/oral examination is to be held.
- g. Pay all necessary fees for graduation, including the Graduation Fee of \$50.00, which must be paid at the Controller's Office before the final defense.
- h. Schedule your final defense with the Graduate School by completing the **Final Exams Scheduling Form**. This form may be obtained from the Graduate School online at <http://www.gradsch.wsu.edu/current-students/formsfordegree.html> after an Application for Degree form has been submitted to the Graduate School.
- i. Select a date for the final defense with the chair and committee. Complete the **Final Exams Scheduling Form**, and have the committee sign it. Submit the form to the Office of Graduate Studies which will collect the signature of the Department Chair and forward the form to the Graduate School.
- j. The committee is responsible for approving all aspects of the final thesis **before** the final examination is scheduled. When the committee members sign the **Final Exams Scheduling Form**, they are indicating their approval of a typed thesis, suitable in format for submission to the Library. This form must be to the Graduate School at least 10 working days prior to the final defense.
- k. A copy of the thesis must be submitted to the Graduate School. A copy of the thesis must also be given to the committee and the Office of Graduate Studies. All of this must take place **at least** 10 working days prior to the final defense date.

- l. A copy of the abstract must be submitted electronically to the Office of Graduate Studies at least 5 working days prior to the final defense.
- m. Following a passed oral examination, the final copy of the thesis must be submitted digitally in PDF format to the Graduate School for final acceptance within 5 working days. A title page, abstract page and signature page (with original signatures in black ink) must also be submitted to the Graduate School on 100% cotton paper within 5 working days. Guidelines for digital submission of the thesis can be found on the Graduate School's website (<http://gradschool.wsu.edu/current-students/formsfordegree.html/>).
- n. Two bound copies of the thesis must then be submitted, one to the Department, and one to the Committee Chair. As a courtesy, copies should also be submitted to the 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 the correct contact information for you.
- c. The College of Education, Education Graduate Organization (EGO), and the higher education program maintain list serves to facilitate communication. Be sure to join these list serves for up to date program information.

Course Requirements for M.A. in Higher Education (31 credits minimum)

| SPECIALIZATION IN HIGHER EDUCATION (15 credit minimum) | | |
|---|---|---------|
| Required Core Courses: 9 credits | | |
| Course | Course Name | Credits |
| Ed Ad 572 | History of Higher Education | 3 |
| Ed Ad 579 | Administration of Higher Education | 3 |
| Ed Ad 565 | Practicum (Prereq graduate student with 15 hours of completed course work in education.) | 3 |
| Elective Courses * (6 credits 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 | 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 Colleges | 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 578 | Higher Education Law and Ethics | 3 |
| Ed Ad 581 | Politics in Education | 4 |
| Ed Ad 582 | Policy Formation and Analysis in Education | 3 |
| Ed Ad 589 | Leadership Development Seminar | 3 |
| Ed Ad 596 | Preparing Grant Proposals | 3 |
| Ed Ad 590 | Internship | 3-6 |

| FOUNDATIONS (3 credit minimum) | | |
|---|---|---------|
| Course | Course Name | Credits |
| Ed Ad 501 | Philosophy of Education | 3 |
| Ed Ad 503 | Values and Ethics for Educational Leadership | 3 |
| Ed Ad 507 | Social Foundations of Education | 3 |
| Ed Psy 502 | Theoretical Foundations of Learning & Instruction | 3 |

| RESEARCH CORE (9 credit minimum + 4 thesis) | | |
|--|--|---------|
| Course | Course Name | Credits |
| Option 1: | | |
| Ed Psy 505 | Research Methods | 3 |
| Ed Psy 570 | Program Evaluation | 3 |
| Plus one of the following: | | |
| Ed Psy 508 | Educational Statistics | 3 |
| Ed Res/Ed Psy 565 | Advanced Educational Statistics | 3 |
| Option 2: | | |
| Ed Psy 505 | Research Methods | 3 |
| Ed Ad 536 | Qualitative Research | 3 |
| Plus one of the following: | | |
| Ed Ad 537 | Advanced Qualitative Research | 3 |
| Ed Ad 538 | Special Topics in Qualitative Research | 3 |
| MASTER'S THESIS | | |
| Ed Ad 700 | Master's Thesis | 4 |

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

Steps for Completing the Master of Education (Ed.M.) Degree with a specialization in Higher Education (Non-thesis option)

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: Admission to the Program & Graduate School

For admission to the program, please see the departmental application guidelines for details and the application form (these are available online at <http://education.wsu.edu/graduate/apply/>).

The priority application deadline is January 10 for fall admission. Applications will also be reviewed March 15 (for fall admission) and October 15 (for spring admission). Students will be accepted on a space available basis.

Be aware that becoming a Master's student at Washington State University also requires acceptance into the Graduate School. Further information about the Graduate School may be obtained by calling 509/335-6424, by email: gradsch@wsu.edu, or online at <http://www.gradsch.wsu.edu/index.html>. The online application is available at this address. Please apply to both the Graduate School and to the Higher Education Program simultaneously to facilitate timely processing and action on the application. Applications will not be reviewed until all application materials are in the student's file. Carefully review all application guidelines.

Step 2: Initial Advisor

Upon acceptance into the program students are assigned an initial advisor. This initial advisor will be identified through the acceptance letter into the program. Students need to meet with this initial advisor in order to plan the coursework for the first semester.

Step 3: Selection of the Master's Committee & Chair

The student should consult with their initial advisor about faculty members he or she wishes to have serve as a chair and committee for the graduate program. The committee will serve as the body that approves the Program of Study and the comprehensive examination. The committee must consist of at least three WSU faculty members, two of whom must have Graduate Faculty status. This step is typically completed by the end of the first year of coursework. It is incumbent upon the student to work with his or her committee and chair to determine appropriate courses and develop the program of study.

Step 4: Program of Study

The Program of Study form should be submitted to the Graduate School as soon as possible after the student has completed nine hours of coursework or the second semester. The Program of Study must be completed by the time the student has

eighteen hours of coursework completed. The program is designed in consultation with the committee chair.

Graded equivalent coursework completed at other accredited graduate schools may be transferred and applied to a Master's degree program. However, a student is limited to transferring nine credit hours on a non-thesis degree (Ed.M.). Transfer credits are subject to committee and advisor approval. Coursework completed for a Master's degree at another institution cannot be used toward a Master's degree at WSU; only credits that were not applied to another Master's degree can be transferred. These courses must be appropriate as a part of the student's program and represent work of acceptable quality (B or better). Please note that pass/fail or non-graded coursework will not transfer. Guidelines for transfer of credit can be found in the Graduate School Policies and Procedures Manual, available online at <http://www.gradsch.wsu.edu/policiesprocedures.html>.

The student must complete the Program of Study form (to obtain form, visit <http://www.gradsch.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://www.gradsch.wsu.edu/current-students/formsfordegree.html>.

Step 5: Fulfillment of Course Requirements

A Master's degree must be completed within six years of the date of the earliest course applied to the student's degree. All courses must be finished with satisfactory study and research, which will be evaluated continuously throughout the program by the student's committee chairperson. See Course Requirements for a complete listing of needed coursework.

Step 6: Final Examination

A final written comprehensive examination is required of all Ed.M. candidates. This examination tests the candidate's ability to interpret and integrate materials from coursework in the core areas, supporting areas, and research.

The Master's Examination will be offered twice a year, during the fall and spring semesters only. Visit the Office of Graduate Studies for specific dates. These dates can also be found on line at: <http://education.wsu.edu/students/graduate/>. A student can have NO courses left to take when the exam is taken.

- a. The student must complete an **Application for Degree** (available online at <http://www.gradsch.wsu.edu/current-students/formsfordegree.html>) during the semester **before** the exams are to be taken. 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 4 above).

Also check with the Graduate School for scheduling deadlines, available online at <http://www.gradsch.wsu.edu/current-students/formsfordegree.html>.

- b. Register for two (2) credits of Ed Ad 702 (Master's Examination) at the beginning of the semester in which the final examination is to be taken.
- c. Notify the Office of Graduate Studies and your committee chair of your intention to take the exam prior to scheduling.
- d. Pay the Graduation Fee of \$50.00, which should be paid at the Controller's Office prior to taking your final examination.
- e. The **Final Exams Scheduling Form** may be submitted after the Application for Degree has been filed. This form is available from the Graduate School online at <http://www.gradsch.wsu.edu/current-students/formsfordegree.html>. Complete the form and have your committee members sign it. Submit the form to the Office of Graduate Studies which will collect the signature of the Department Chair and forward the form to the Graduate School. This form must be to the Graduate School at least 10 working days prior to the exam.

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 the correct contact information for you.
- c. The College of Education, Education Graduate Organization (EGO), and the higher education program maintain list serves to facilitate communication. Be sure to join these list serves for up to date program information.

Course Requirements for Ed.M. in Higher Education (35 credits minimum)

| SPECIALIZATION IN HIGHER EDUCATION | | |
|---|---|----------------|
| Required Core Courses 9 credits | | |
| Course | Course Name | Credits |
| Ed Ad 565 | Practicum (Prereq graduate student with 15 hours of completed course work in education.) | 3 |
| Ed Ad 572 | History of Higher Education | 3 |
| Ed Ad 579 | Administration of Higher Education | 3 |
| Elective Courses * (18 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 Colleges | 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 578 | Higher Education Law and Ethics | 3 |
| Ed Ad 581 | Politics in Education | 4 |
| Ed Ad 582 | Policy Formation and Analysis in Education | 3 |
| Ed Ad 589 | Leadership Development Seminar | 3 |
| Ed Ad 596 | Preparing Grant Proposals | 3 |
| Ed Ad 590 | Internship | 3-6 |

| FOUNDATIONS (3 credit minimum)* | | |
|--|---|----------------|
| Course | Course Name | Credits |
| Ed Ad 501 | Philosophy of Education | 3 |
| Ed Ad 503 | Values & Ethics for Educational Leadership | 3 |
| Ed Ad 507 | Social Foundations of Education | 3 |
| Ed Psy 502 | Theoretical Foundations of Learning & Instruction | 3 |

| RESEARCH CORE (3 credits minimum) | | |
|--|--------------------|----------------|
| Course | Course Name | Credits |
| Ed Psy 505 | Research Methods | 3 |

| FINAL EXAMINATION (2 credits) | | |
|--|--|----------------|
| Course | Course Name | Credits |
| Ed Ad 702 | Master's Exam (Six hour written exam) | 2 |

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

Internship and Practicum Possibilities

Requirements for the Master's 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
- Office of Student Affairs
- Student Conduct
- Intercollegiate Athletics
- New Student Programs
- Health & Wellness Services
- Student Support Services
- Student Recreation Center
- 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. A contract is required for internships and a seminar accompanies the practicum experience.

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 students 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
 - Financial Aid
 - Office of Grant & Research Development
 - Student Recreation Center
 - Intercollegiate Athletics

These appointments are initiated by the departments and programs and inquiries should be directed to the relevant 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 Grant 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. 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. Students interested in any of the scholarships offered by the College of Education are encouraged to apply. This one application packet is all that is required for college scholarships.

Frequently Asked Questions

Q: How many credits can I transfer in to my program?

A: Graded coursework completed at other accredited graduate schools may be transferred and applied to a Master's degree program. However, a student is limited to transferring six credit hours on a thesis degree (M.A) and nine credits for a non-thesis degree (Ed.M.). These courses must be appropriate as a part of the student's program, and represent work of acceptable quality (B or better). Transferred classes cannot have been used toward the completion of another Master's degree. Only classes not used for another Master's degree are eligible for transfer. Please note that pass/fail or non-graded coursework will not transfer. Transfer credits must be approved by a student's committee. Guidelines for transfer of credit can be found in the Graduate School Policies and Procedures Manual, available online at <http://www.gradsch.wsu.edu/policiesprocedures.html>.

Q: What is a Program of Study?

A: A Program of Study is a form that will include information on your committee, the listing of courses that you plan to take for your degree, and the semester/year you intend to take each course. This form should be completed with your advisor/chair and is available either from the Graduate School online at <http://www.gradsch.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 it is completed, the form must first be submitted to the committee chair for signature and then to each of the other committee members. Once all members have signed, submit the form to the Office of Graduate Studies to obtain the Department Chair's signature and forward to the Graduate School. Students will be notified by the Graduate School via email once the form has been 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://www.gradsch.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 will keep throughout my entire 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 whom you would like to work. Obtain a **Committee Change** form from <http://www.gradsch.wsu.edu/current-students/formsfordegree.html> or from the College of Education Office of Graduate Studies. You will need the signature of your new chair/advisor as well as the signature of 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?

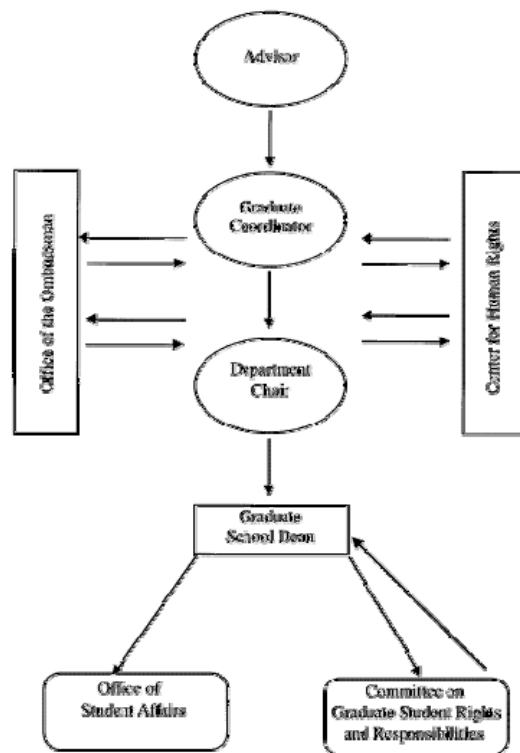
A: If you are unable to take certain courses that have been already approved on your Program of Study and need to take other courses, you need to file a **Change of Program** form which is available online at <http://www.gradsch.wsu.edu/current-students/formsfordegree.html>. Make sure that any courses 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 thesis or comprehensive exam 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: 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 <http://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.

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