

Important Information for Graduate Students

College of Education

Office of Graduate Studies
Cleveland 252

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<http://education.wsu.edu/graduate/>

Graduate School

French 324

335-1218 or 335-1337

gradsch@wsu.edu

<http://www.gradsch.wsu.edu/forms.htm>

The following is a list of forms that you will need to complete as you progress through your degree program. **Students are ultimately responsible for submitting these forms by the posted deadlines.** All of these forms and the established deadlines can be found on the Graduate School's website at the link provided above.

- Program of Study** – your advisory committee assists you in the development of your proposed program of study. This form must be filed as soon as possible but no later than the beginning of the semester preceding the anticipated semester of graduation for master's students and no later than the end of the first year of post-master's graduate work for doctoral students.
- Application for Degree** – will preferably be submitted at least one semester prior to graduation and must be filed before the final examination. This form is submitted directly to the Graduate School and is not processed by the COE Office of Graduate Studies. Once submitted, the Graduate School then generates a "to do list" that will specify any deficiencies that you may have. Your application will not be processed if the Graduate School does not have an approved program of study on file.
- Final Scheduling forms** – to be filed with the Office of Graduate Studies no later than 10 days prior to the comprehensive exams, preliminary exams, or final defense.

Additional Forms:

- Committee Change** – to add or remove a committee member.
- Change of Program** – if a change is made to a program of study after the program has been approved by the Graduate School

The College of Education Office of Graduate Studies serves as a liaison between students, faculty, and the Graduate School. All of the forms listed above can be obtained in our office if you do not have web access. Once a student has secured the signatures of his/her committee the form must be submitted to the COE Office of Graduate Studies. They obtain the Department Chair's signature and send the form to the Graduate School.

Please be aware of the guidelines and deadlines for submitting forms. For those who will be completing a thesis or dissertation, please be aware of any additional forms that need to be submitted. All of these guidelines can be found on the Graduate School website listed above.

For specific coursework questions, please contact your temporary advisor. After you have taken some coursework and become more familiar with the faculty, feel free to select a committee chair of your choice.

Please be sure that the COE Office of Graduate Studies always has your most recent contact information!