



College of Education

EDUCATIONAL PSYCHOLOGY

Ph.D. PROGRAM 2017-2018



**Department of Educational Leadership, Sports Studies and
Educational/Counseling Psychology**

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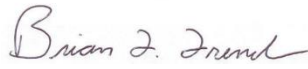
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Welcome from the Program Coordinator

Welcome to the Educational Psychology Ph.D. program. We are pleased that you have accepted our invitation to join our community of scholars. We have designed experiences for you while at WSU that target your development as a scholar. You will gain skills as a consumer, producer, and user of educational research to better the lives of those around you. If you take full advantage of the opportunities that these experiences give you, we believe you will be challenged at the appropriate level to foster your development into an independent researcher who can collaborate with diverse teams to answer important questions in the social and behavioral sciences. Your hard work, attention, motivation, persistence, and active learning will lead to rewards. The Educational Psychology faculty are here to support you on your journey to becoming a focused and driven researcher and scholar. Remember, your success is not luck. Your success is directly related to how you spend your time in the program while at Washington State University. We look forward to seeing your skills grow over the next several years. Now...get going!

Sincerely,



Brian F. French
Professor
On behalf of the Educational Psychology Faculty

Introduction

Educational Psychology.....advancing theory and methods to better learning and performance.

Educational psychology is the study of how humans learn and retain knowledge, primarily in educational settings like classrooms. This includes emotional, social, and cognitive learning processes. Areas of focus might include teaching, testing and assessment methods, psychometrics, classroom or learning environments, and learning, social, and behavioral problems that may impede learning, technology in learning. Graduates work as professors, education specialists, learning analysts, program evaluators, and find positions in research institutions, school systems, the testing industry, government agencies, and private industry.

Congratulations on your admission to the Educational Psychology doctoral degree program in the Department of Educational Leadership, Sport Studies and Educational/Counseling Psychology at Washington State University (WSU). The guidelines in this handbook are to assist you in planning and completing your program. Please read and discuss them with your advisor. Because the Ed Psych program currently exists only on the Pullman campus, the information in this handbook refers only to that campus. If you have questions that are not addressed in this handbook, please contact your advisor or the staff in the Office of Graduate Studies in the College of Education (COE). You can also visit our website <https://education.wsu.edu/graduate/> for additional information.

The forms described in this handbook are available from the College of Education (COE) Office of Graduate Studies and the Graduate School website: <https://gradschool.wsu.edu/facultystaff-resources/18-2/>. Some of the forms contained in the appendices of this document have been reformatted to fit this handbook and, therefore, should not be copied for official use.

Program overview

We train students within educational psychology to develop strong methodological skills and a deep understanding of learning theory to work on challenging educational problems. These students will have a deeper understanding of researchable topics, the ability to develop a research program, effectively communicate and work with a wide variety of professionals, and skills to understand nuance and ambiguity in the work environment. The work in such areas may be rewarded, for example, by the ability to make contributions to the improvement of educational settings (e.g., schools, universities), to have a direct influence on individuals through the development of programs, methods, and tools to meet their needs, or to provide information to individuals who shape policy. Thus, we seek individuals who will first meet challenging academic standards for entrance and show promise for success in the exciting field of educational psychology.

Mission

To produce successful professionals in educational psychology who have strong methodological skills, understanding of researchable topics, the ability to develop a research program, effectively communicate and work with a wide variety of professionals, and skills to understand nuance and ambiguity in the work environment.

Student learning outcomes

The learning outcomes on which students are rated include:

- I. Ability to think critically, evaluate, understand, apply, and communicate scientific research
 - A. Students will develop ability to critique research.
 - B. Students will be a major contributor (co-author) on one conference presentation or publication
 - C. Students will design and present their yearly projects.
 - D. Students will develop a *dissertation* or *thesis* that poses significant questions that can be investigated empirically, links research to relevant theory, uses methods that permit direct investigation of the question, uses methods that permit direction investigation of the question, provides an explicitly and coherent chain of reasoning, interprets outcomes of the study in light of current knowledge, with a goal to make research public to encourage professional scrutiny and critique for the public good.

- II. Ability to evaluate and apply research designs
 - A. Students will design and present their yearly projects.
 - B. During the prelim process, students will develop a cohesive, relevant research plan.
 - C. During the dissertation or thesis proposal process, students will develop a cohesive, relevant research plan.

- III. Ability to evaluate and apply statistical and measurement principles to their area of research.
 - A. Students will evaluate and apply appropriate statistical techniques in these areas. The statistical knowledge will include (but not limited to) correlation, (multivariate) analysis of (co)variance, regression, factor analysis, structural equation modeling, meta-analysis, item response theory, etc. Different combinations of these and other statistical techniques will be applied in students'
 - i. Yearly project
 - ii. Conference papers
 - iii. Publications
 - iv. Prelims
 - v. Proposals

- IV. Aware and evaluate how diversity issues and protected populations influence research
- A. Students will complete appropriate research training (i.e., CITI, Graduate School requirements) and provide documentation of completion.
 - B. Students will create and display appropriate information in presentations and publications that demonstrate they have followed organizational (e.g., APA) standards for treatment of persons and research participants.
 - C. Students will develop competence in Institutional Review Board (IRB) applications, understand the IRB process, and the development and use of consent strategies (e.g., forms, oral, etc.)
- V. Development of professional identity appropriate for future career plans
- A. Students will establish membership in a professional organization relevant to her/his field of specialization.
 - B. Students will provide service to professional organizations.
 - C. Students will review for conferences/journals related to professional organizations.
 - D. Students will hold leadership positions in professional organizations.

Doctor of Philosophy (Ph.D.) Educational Psychology

The Educational Psychology program offers the Master of Arts in Educational Psychology and the Doctor of Philosophy (Ph.D.). This handbook will discuss requirements for the doctoral program.

A doctoral degree in educational psychology is designed for those seeking entrance into one of the following professional fields:

- college or university teaching in the areas of general educational psychology and/or educational measurement, evaluation and research design
- public school service in the role of a testing program director or coordinator of curriculum and program evaluation
- industry positions in research and testing companies (e.g., ACT, ETS)
- research and/or administration in research units such as the Northwest Regional Lab, American Institutes of Research, or an office of institutional studies at a college or university

The Ph.D. degree program consists of a total of 72 required credits with a minimum of 42 graded credits and a minimum of 22 credits of dissertation credits (Ed_Psych 800). The performance criteria in Ed_Psych 800 are based on a satisfactory/fail scale, as opposed to a letter grade. Work with your advisor/program of study chair to plan a course of study that is intellectually coherent and relevant to your needs and interests.

To develop a level of expertise to be successfully prepared for the workforce generally requires 3-5 years beyond a master's degree in a related area. Earning a Ph.D. requires much research experience and work in the field beyond completing coursework. To be clear, completing required coursework does not imply you are finished taking courses and are prepared to graduate!

Program Content

In collaboration with the advisor/committee chair and other committee members, each student must file a doctoral degree Program of Study. The committee must approve the program, which is formalized by submitting the completed Program of Study form to the Department Chair and Graduate School. The Program of Study form can be found on the Graduate School's website.

The course of study for the Doctor of Philosophy in Ed Psych includes a minimum of 42 graded credits plus a minimum of 22 dissertation credits (ED_PSYCH 800). Work with your advisor/program of study chair to plan a course of study that is intellectually coherent and relevant to your needs and interests.

The following is a breakdown of required foundational core, research, and supporting requirements for the Ph.D. degree. It is anticipated that completion of the degree will average three to five years beyond a master's degree.

Educational Psychology Doctoral Credit Overview
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	Credits
Graded Credits	
Ed Psych Foundation Courses	18
Research Courses	12
Supporting Courses	12
Ed Psych Seminar	8
Total Required Graded Credits	50
Dissertation credits	22
Total Credits	72

Academic & Degree Requirements, Policies, and Procedures

Academic Standing and Annual Review

You are required to maintain a 3.0 cumulative grade point average (GPA) in your graduate program. If you fail to maintain a 3.0 cumulative GPA or receive an F in any course or internship, this poor performance may constitute grounds for terminating the student's doctoral program status; he/she cannot register for further study unless there is later reinstatement by a two-thirds vote of the program faculty.

Educational Psychology Faculty will conduct annual reviews of students' progress in the program. The student, upon request of the Faculty, will submit a brief statement of progress and a vita each year documenting progress (e.g., coursework, presentations/publications, etc.). These documents will be reviewed by the student's respective major professor. Upon review and conversation with the student, each student will receive a letter stating satisfactory or unsatisfactory progress toward degree completion. In the event of unsatisfactory progress, the Faculty will recommend corrective actions. Students receiving two unsatisfactory letters in subsequent years will be dismissed from the program.

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 possible. Students will not be eligible for an assistantship or be able to conduct research until the training is completed. After completing this training, the student will receive email confirmation of completion. Please forward this email to the College of Education (COE) Office of Graduate Studies (gradstudies@wsu.edu) as well as the department through which you have received an assistantship, if applicable. Delay in the completion of this training could delay students' progression through their graduate program. The training will need to be repeated after a five-year period.

If you have questions about this training, please contact the IRB at 509-335-3668 or irb@wsu.edu.

Temporary/Permanent Advisor and Committee

The admission letter from the Department indicates who will serve as your temporary advisor. This advisor is a departmental faculty member, usually in an area of specialization of interest to the student. The temporary advisor will assist the student with the initial selection of coursework. It is the student's responsibility to contact the temporary advisor as soon as possible after admission to the Department. The temporary advisor will work with you during your first year of the program. At the end of your first academic year, you and your temporary advisor will meet to discuss whether s/he will be your permanent advisor or another faculty member might better meet your substantive and methodological needs. If a student wishes to change temporary advisors, that student can complete the Change of Temporary Advisor form found at <https://education.wsu.edu/documents/2015/09/change-of-temporary-advisor.pdf>.

You are encouraged to select a permanent advisor/committee chair as soon as possible after your first semester of study. By this time, you should know several faculty members and their areas of specialization. You should meet with your temporary advisor to discuss your desires and make a transition plan. Then, only after meeting with the faculty member with whom you desire to serve as your permanent advisor *and* acquiring their commitment, complete the appropriate paperwork with the graduate office. Your temporary advisor does not have to serve as your permanent advisor. Students should understand that the faculty do discuss changes and student progress on a regular basis and can help facilitate this process.

The permanent advisor/doctoral committee chair must have a doctoral degree and be qualified, according to COE guidelines, to chair doctoral committees. The individual should have expertise in the area that will be the focus of your study. This will be reflected in the faculty member's record of research and publication, teaching, and professional service. If you need assistance in selecting a permanent advisor/committee chair, refer to the Program Faculty Areas of Expertise document available in the Office of Graduate Studies and at the department website <https://education.wsu.edu/research/researchers/>, or consult with the department chair, a faculty member you know, or the staff in the COE Office of Graduate Studies. The chair of your committee must be a member of the Educational Psychology program faculty.

Your permanent advisor/committee chair will help you develop and file your Program of Study for Doctoral Degree and identify other faculty members to serve on your doctoral committee. Your committee will include at least three (3) individuals: the chair and at least two other members who are Graduate Faculty. See the Ed Psychology bylaws if you have questions. At least two of your committee members must be tenured or tenure-track faculty who meet stated requirements. Minimum requirements for the chair include:

- Ph.D. or Ed.D. in Educational Psychology
- Assistant Professor or above.
- Member of the College of Education Faculty

In addition to the above criteria, a chair for a proposed dissertation should have research skills, experiences and expressed interest in sponsoring study and research in the proposed area. This will be reflected in the faculty member's record of research and publication, teaching field(s), and professional involvement with the field. A list of dissertation topics and their respective committee members is available in the Department office, as is the faculty bibliography. A scan of the faculty bibliography is particularly helpful in identifying faculty who meet this criterion.

Minimum requirements for committee membership include:

- Ph.D. or Ed.D.
- Assistant Professor or above or equivalent for a 4th outside member (e.g., Research Associate).
- Member of the College of Education Graduate Faculty or upon approval of the graduate school.

A fourth committee member may be from outside the university. This member will have to submit curriculum vitae with an External Committee Form to their advisor's signature. The form and vitae will be routed to the COE Office of Graduate Education for further processing and submission to the Graduate School to for final approval to serve on the committee.

Developing and Submitting the Program of Study

The Program of Study Request form (found at <https://gradschool.wsu.edu/facultystaff-resources/18-2/>) lists your committee chair and other committee members and the courses that comprise your doctoral program. Your permanent advisor/committee chair, in collaboration with other members of your doctoral committee, will help you identify the appropriate coursework and research activities for your program of study. The courses are then listed on the Program of Study form. When committee members sign the form, it indicates they agree to be on your committee and approve your Program of Study.

The core courses for the Ph.D. include a minimum of 42 semester hours of graded course work beyond the master's degree. The core should include the required foundation courses listed in this handbook, as well as the Research Core.

These graded courses are listed in the "Core Program" section of the Program of Study form. Generally, only graduate-level WSU and transfer courses can be included in the Program of Study. However, your doctoral program committee may approve up to 9 credits of non-graduate credit (300- or 400-level courses at WSU) for your program of study. Courses graded S/F may NOT be used in the core program. **Any course included in the Program of Study form in which a grade of "C-" or below is earned must be repeated as a graded course (it cannot be repeated on an S/F basis-satisfactory/fail) nor may it be dropped from your Program of Study.**

In the "Research and Additional Studies" section of the Program of Study form, list the Special Projects or Independent Study (Ed_Psych 600) and Doctoral Research, Dissertation, and/or Examination (Ed_Psych 800) credits you plan to take, as well as courses taken on an S/F basis. You must enroll in 2 credits of Ed_Psych 800 in the semesters in which you take your Preliminary Examination (sometimes referred to as the comprehensive examination) and the semester you defend your dissertation. Your program must include at least 20 credits of Ed_Psych 800. Each semester you must enroll in at least 1 credit of Ed_Psych 800. Before enrolling, meet with your advisor to discuss your goals and to complete the [Independent Study Form](#). Submit the form to the ELSSECP Office, Cleveland 351 *before* the 10th day of classes.

The [Program of Study](#) must be typed and circulated to the faculty members you asked to serve on your doctoral committee. It is your responsibility to insure that all members of the committee sign the Program of Study. After the committee members sign the form, the COE Office of Graduate Studies will submit the completed form to the chair of Teaching and Learning, the chair of the minor department/ program, if applicable, and to the Graduate School. After the Program of Study is approved by the Graduate School, an email will be sent to you and the COE Office of Graduate Studies. The approved program becomes a part of the requirements for the degree and becomes a "contract" for the Graduate School, the academic program, and you.

Although Graduate School policy requires that this form be completed no later than the third semester of graduate work, you are encouraged to submit it shortly after your first semester of course work. You are held to the doctoral program requirements in effect at the date of your admission, provided you submit a Program of Study and have it approved by the Graduate School within one year of your admission date. Otherwise, you will be held to the program requirements in effect at the time of approval of your Program of Study.

After the Program of Study has been approved by the Graduate School, it can be changed by submitting a [Change of Program](#) or a [Change of Committee](#) forms. Changes must be approved by your permanent advisor and chair of your Program of Study committee is then forwarded to the COE Office of Graduate Education to submit to the department chair for their approval and ultimately to the WSU Graduate School.

A note on committee changes: All the new committee members must sign the form. Additionally, anyone dropped from a committee must initial the form.

****Be sure to keep copies of all submitted paperwork.**

Deadlines

You should check the Graduate School's [Deadlines and Procedures for the Doctoral Degree](#) for submission of the Program of Study so that you get current information about due dates that affect you.

Continuous Enrollment Policy

All full- and part-time degree-seeking graduate students at all campus locations must maintain continuous enrollment in the Graduate School, registering for each semester, excluding summer sessions, from the time of first enrollment until all requirements for the degree are completed. Continuous enrollment is maintained by registering for a minimum of 2 graduate credits per semester (excluding the summer). For further information regarding the [Continuous Enrollment policy](#) go to the Graduate School Policy and Procedures at: <https://gradschool.wsu.edu/policies-procedures/>.

Leave Guidelines

Leave from the Program (not on an assistantship)

Students who decide that a leave of absence is necessary must petition for such status through your advisor and ultimately the Department Chair. Such petitions must state the reasons for requesting a leave of absence and present a plan for completing the remainder of the doctoral program. The plan must include a timetable specifying when course and program requirements will be completed. The Department Chair will not consider any request for a leave until the student, in conjunction with his/her advisor, submits such a plan.

Leave Guidelines (appointed on an assistantship – TA, RA or SA)

During the term of their appointments, all graduate assistants are expected to be at work each workday, including periods when the University is not in session (no classes being held) with the exception of the legal holidays designated by the Board of Regents. All University holidays are designated by the Board of Regents and are published in the WSU Week and posted on the Web at <http://www.hrs.wsu.edu/>. Graduate students on appointment do not earn annual leave or sick leave.

Grade Point Average

You are required to have a 3.0 cumulative and a 3.0 program GPA in order to be awarded a graduate degree. No work of B- or below may be dropped from a program, nor can a course be repeated for a higher grade if the final grade is C or higher. Any course listed in the Program of Study for a doctoral degree with a grade of C- or below must be repeated, and the course cannot be repeated on an S/U (satisfactory/ unsatisfactory) basis.

If you are a regularly admitted graduate student who has completed only one semester or one summer session of graduate study with a GPA of 2.75 or above, you are eligible for continued enrollment. Upon completion of two semesters, one semester and one summer session, or two summer sessions of graduate study and thereafter, a 3.0 GPA or above is required for continued enrollment in the Graduate School. If you are admitted on a provisional status, you must maintain at least a 3.0 GPA in order to continue your enrollment in the Graduate School.

If you fail to maintain a cumulative GPA of at least a 3.0 for two semesters, one semester and one summer session, or two summer sessions, your enrollment will be terminated. If your GPA is between 2.75 and 2.99, you may be reinstated by the Dean of the Graduate School upon favorable

recommendation of the department chair. Upon reinstatement, you will have one semester to raise your cumulative GPA to at least a 3.0.

If you are a newly admitted student who fails to obtain a cumulative GPA of at least 2.75 at the end of one semester or one summer session of graduate study, your enrollment will be terminated. You may be reinstated by the Dean of the Graduate School upon favorable recommendation of the department chair.

Registration and Credit Load

Graduate Students are responsible for completing appropriate enrollment procedures each semester. Full-time graduate students must register for a minimum of 10 credit hours to maintain full-time enrollment status in the fall and spring semesters. All full-time graduate students must register for at least one (1) 800 (doctoral) level research credit each semester to track faculty advisor effort. Part-time graduate students must register for a minimum of 2 credit hours and no more than 9 credit hours to maintain part-time enrollment status in the fall and spring semesters. For further information regarding the Registration and Credit Load policy go to the Graduate School Policy and Procedures at <https://gradschool.wsu.edu/policies-procedures/>.

Transfer Credit and Credit Restrictions

The number of transfer credits allowed for a doctoral program is subject to departmental recommendation and final approval by the Graduate School.

Students in the doctoral program who have completed a master's degree elsewhere may be permitted to waive two elementary courses: (1) ED_PSYCH 508, Educational Statistics; and (2) ED_PSYCH 505, Research Methods I. **Waiver requests must be submitted at the time of application to the program.** Once admitted, a completed waiver application must be submitted to the Educational Psychology program faculty for each course a student wishes to waive. Applications are subject to the following regulations:

- A. Waivers cannot be approved for ED_PSYCH 597 (Internship in Educational Psychology).
- B. No course credited on the basis of waivers will apply toward the student's total number of credits completed at Washington State University.

Credits appropriate to the Program of Study (with a grade of B or higher) earned in other accredited graduate schools after the award of the bachelor's degree may be transferred and applied toward your graduate degree program with approval by your chair and committee members, as well as the department and Graduate School. Graduate credit earned (with a grade of "B" or higher) at Washington State University prior to formal admission to the Graduate School, other than credit earned while enrolled as a Class 5E or Special 8 student, may be included in the number of prior credits allowed. The total of such credits from the two categories (transfer and prior WSU credits) is subject to the usual time restrictions and approval by the department and the Graduate School. None of these credits may be applied toward another advanced degree.

Extension courses, special problems, research and thesis, workshops, and correspondence courses will not receive graduate transfer credit. For details on these requirements, inquiries should be sent to the Dean of the Graduate School.

All proposals regarding transfer credits should first be discussed with the chair of your graduate committee. Transfer credit is requested formally by listing the courses on the Program of Study, but preliminary determination will be made earlier upon request to your chair and committee members and

the Graduate School. Graduate credit from non-accredited institutions will not be accepted for transfer to graduate degree programs. Graduate credit earned within the State of Washington from an accredited institution whose main campus is outside the state will be considered for transfer to a graduate degree program only upon special petition to the Dean of the Graduate School.

Educational Psychology Doctoral Program Coursework

Doctoral Program of Study Total Credits: (Minimum requirements: 72 credits)

Required Graded Coursework: (Minimum 50 graded credits)

Research Core (Minimum requirements: 12 credits)

ED_RES 562	Epistemology (3) ¹	Fall
ED_RES 563	Principles of Research (3)	Spring Summer
ED_RES 564	Qualitative Research Literature (3)	Fall, Spring
ED_RES 565	Quantitative Research (3) ²	Fall, Spring

Note: The prerequisites EdPsy 505 and EdPsy 508 may need to be taken in addition to the 12 credits of advanced research listed above.

¹ ED_PSYCH 505	Research Methods (3) <i>or equivalent</i>	Fall, Summer
² ED_PSYCH 508	Educational Statistics (3) <i>or equivalent</i>	Fall, Summer

Ed Psych Foundation Core (Requirements: 18 credits)

ED_PSYCH 502	Learning Theories (3)	Fall, Summer
ED_PSYCH 503	Advanced Educational Psychology (3)	Spring, Summer
ED_PSYCH 509	Educational Measurement (3)	Spring
ED_PSYCH 511	Classical and Modern Test Theory (3)	Spring
ED_PSYCH 568	Research Methods II (3)	Fall, Spring
ED_PSYCH 569	Quantitative Techniques in Education (3)	Spring
ED_PSYCH 570	Introduction to Program Evaluation (3)	Fall, Summer
ED_PSYCH 571	Advanced Program Evaluation (3)	Spring
ED_PSYCH 572	Meta-Analysis and Research Synthesis (3)	Fall
ED_PSYCH 573	Motivation (3)	Fall

Possible Supporting Coursework and Concentration (minimum of 12 credits)

Strongly Recommended

SOC 525	Practicum in Survey Research (3)	Spring
ED_AD 521	Special Topics: Preparing the Dissertation Proposal (3)	

Recommended*

ED_AD 537	Advanced Qualitative Techniques (3)	Spring
ED_AD 538	Special Topics in Qualitative Research (V 1-3)	
SOC 520	Research Methods in Sociology (3)	
ED_PSYCH 521	Special Topics (Variable 1-4)	various
ED_PSYCH 575	Multilevel Modeling (3)	Spring – odd years
ED_PSYCH 576	Factor Analytic Procedures (3)	Spring – odd years
ED_PSYCH 577	Item Response Theory (3)	Fall
PSYCH 516	Applied Structure Equation Modeling (3)	Spring

* With approval from your advisor, other courses may be counted as supporting coursework.

Seminar (Required 8)

Ed_Psych 574	Ed Psychology Seminar (1)	
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Required Additional non-Graded Coursework

Dissertation Credits (Minimum requirements: 22 credits)

Ed_Psych 800	Doctoral Research, Dissertation, and/or Examination (V) <i>Enroll in at least 1 credit per semester. Enroll in at least 2 credits when taking the preliminary, D1 and final examinations.</i>	Fall, Spring
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ED_PSYCH 600 Independent Study

Independent study provides the student the opportunity to investigate topics of personal interest for exploratory purposes (i.e., investigate possibilities for a dissertation topic), or complete supporting course work that is not offered during a semester that accommodates a student's schedule. In either case, the student is encouraged to develop an agreement with the independent study sponsor about the activities and goals for the semester. If the student wishes to undertake an independent study for the explicit purpose of developing a dissertation precis, this contract should specify in detail what activities and outcomes can be expected for that semester.

ED_PSYCH 574 Seminar

ED_PSYCH 574 is *a requirement for the Ph.D. degree* in Educational Psychology (ED_PSYCH). This one credit, graded seminar must be taken 8 credits. Even beyond your credit limit you are expected and strongly encouraged to attend. This is a component of developing a scholarly environment that you will find in other work venues. The course has three overarching themes: (1) to further the research culture for faculty and doctoral students within the ED_PSYCH Program and across specializations, (2) to promote intellectual exchanges between graduate students and faculty from various specializations within ED_PSYCH around research concepts and approaches, and (3) to explore and interrogate research and the research process as conducted by doctoral students, faculty, and other noted scholars. An additional intent of the course is to build community among ED_PSYCH faculty and graduate students as a group of scholars. **Note that the students, even after 8 credits, are expected to attend seminar.** By not attending, *you are not fully meeting program expectations* and will reflect on your annual reviews.

The fall semester is focused on the discussion of selected readings in ED_PSYCH and discussion of various professional issues and tasks (e.g., developing a resume, searching for a job, keeping up with journal reading). The spring semester is focused on student presentations. All doctoral students are required to present their research work each year. The spring course provides the format for student presentations.

Yearly Project

At the end of each year of study, the student is expected to complete a research project that is of publishable quality. The project may take on many forms (e.g., literature review, experiment) and will be under the guidance of the faculty, normally the advisor. The project should make a contribution to the literature in the area of the student's interest. The student *must* (a) orally present this project to the Educational Psychology students and Faculty at the ED_PSYCH 574 seminar during the spring term and (b) submit the project for presentation at a national conference (e.g., AERA, NCME, AESA, etc.) or submit the work for publication in an appropriate academic/professional journal. Both requirements must be completed to maintain good standing in the program.

Sample Program

This may change depending on what is being offered and individual student needs. Please work with your advisor to develop a plan of courses.

Fall Semester	Year 1	Spring Semester	Year 1
Course	Credit	Course	Credit
ED_PSYCH 502 Learning Theories	3	EdRes/ED_PSYCH 563 Prin. Res.	3
ED_PSYCH 574 Seminar	1	ED_PSYCH 509 Measurement	3
EdRes 562 Epistemology	3	ED_PSYCH 503 Theories of Advanced Learning	3
ED_PSYCH 570 Intro Program Evaluation	3	ED_PSYCH 571 Advanced Program Evaluation	3
ED_PSYCH 800	1	ED_PSYCH 574 Seminar	1
		ED_PSYCH 800	1
Total	11	Total	14
Fall Semester	Year 2	Spring Semester	Year 2
EdRes/ED_PSYCH 564 Qual. Res.	3	ED_PSYCH 511 Classical / Modern Test Theory	3
EdRes/ED_PSYCH 565 Quant. Res.	3	ED_PSYCH 574 Seminar	1
ED_PSYCH 574 Seminar	1	ED_PSYCH 569 Quantitative Techniques	3
Supporting course	3	ED_PSYCH 568 Research Methods II	3
ED_PSYCH 800	1	Supporting course	3
		ED_PSYCH 800	1
Total	12	Total	14
Fall Semester	Year 3	Spring Semester	Year 3
Supporting coursework	3	Supporting coursework	3
ED_PSYCH 800	5	ED_PSYCH 800	10
ED_PSYCH 574 Seminar	1	ED_PSYCH 574 Seminar	1
	2		2
Total	11	Total	16
Fall Semester	Year 4	Spring Semester	Year 4
ED_PSYCH 574 Seminar	1	ED_PSYCH 574 Seminar	1
ED_PSYCH 800	10	ED_PSYCH 800	10
Total	11	Total	11

¹ Some of our advanced courses (e.g., ED_PSYCH 511, 575) are offered on a rotating basis every other year. Work with your advisor to be sure to schedule these.

Note: Year 4 and or 5 may involve additional courses if supporting coursework is required for developing skills and expertise.

Doctoral Publication Expectation and Publication Credit

Educational psychologists take responsibility, including authorship credit, only for work they have actually performed or to which they have contributed. Principal authorship (i.e. first author) and other publication credits accurately reflect the relative scientific or professional contributions of the individuals involved, regardless of their relative status. Mere possession of an institutional position, such as Director, Associate Director, or graduate student of the Learning and Performance Research Center, does not justify authorship credit. Minor contributions to the research or to the writing for publications are appropriately acknowledged, such as in footnotes or in an introductory statement. A student is usually listed as principal author on any multiple-authored article that is substantially based on the student's contribution to the article, dissertation, or thesis. (Reference: Publication Manual of the American Psychological Association, Sixth Edition).

Doctoral Preliminary Examination or Candidacy Examination

The Preliminary Examination is an official university exam that is both a written and oral assessment of program knowledge. It may also be referred to as the Comprehensive or Candidacy Examination.

Prerequisites

The preliminary doctoral examination is generally undertaken when a substantial portion, meaning you have less than six (6) credits of the required course work remaining or the coursework has been completed and when the student and advisor believe the student is prepared for the examination. A student should consult his/her advisor regarding the appropriate prerequisites and co-requisites that may be approved in his/her particular case.

Procedures for Completion of the Preliminary Examination

Doctoral preliminary examinations for students in the educational psychology specialization are scheduled each fall and spring semester. The exam is comprised of two components: the take-home exam questions and an oral defense of the written responses to those questions. Beginning the exam as early as possible in the respective semester is strongly encouraged. This allows for sufficient time for the exam to be completed, read by the examination committee, and an oral defense completed.

A student must be enrolled for a minimum of two credits of ED_PSYCH 800 credit during the semester in which he/she writes the preliminary examination. Your official Scheduling form should be submitted no later than two weeks before your oral defense or within 30 days of starting your written component, whichever is the lesser amount of time.

The Written Component

The written component of the doctoral preliminary examinations is completed within a 30 day time frame. The written component must be turned into the examination committee two weeks prior to the oral defense. The questions given for the written component will reflect approximately 75% of the students' primary area of concentration and 25% of their supporting area of concentration. Questions will be developed by the committee with input for the student (e.g., reading lists, focus of dissertation). The questions will ask the student to demonstrate an understanding of a body of knowledge (including theory, methods, and empirical research) in a particular area. The examination is to be completed independently. However, the student may access resources (e.g., books, notes) to aid in responding to the questions. As resources and ample time are allowed, publishable quality writing is expected. All responses must be typed and follow the APA 6th edition manual.

The Oral Component

The oral portion of the exam should be scheduled within 2 weeks after the written component is complete and given to the committee. The oral exam should not be held during the last week of classes. Remember that all requests for appointment of an examining committee must be made to the Graduate School *at least 10 days before* the oral exam is scheduled.

The oral portion of the exam has two goals: (1) to give a student the opportunity to respond to any specific questions concerning the written component of the exam; and (2) to give the student's advisory committee an opportunity to evaluate how well the individual responds to specific or general questions about related literatures or beginning conversations about the focus of the dissertation. Grading is on a pass/fail basis.

Scheduling the Preliminary Exam (Defense)

After all committee members have had the opportunity to read the written component of the examination, the oral component is scheduled. To schedule the [Preliminary Examination](#) with your committee will include setting the date, location and time of the meeting. The [form](#) is due in the Graduate School ten (10) working (when the university is in session) days *prior* the date of your examination. It is your responsibility to insure that all members of the committee sign and the location is reserved.

After the committee members sign the form, the COE Office of Graduate Education will submit it to the Chair of the Department, the Chair of the minor department/program, if applicable, and upload through myWSU Service Requests to the Graduate School for final processing of the announcement and ballots.

Oral Exam (Defense) and Balloting

All committee members must be present at the oral examination. Following the oral examination, committee members meet to discuss the results and ballot on whether you pass or fail the assessment. The ballot meeting, which is scheduled in coordination with the Graduate School, may occur immediately following the oral exam or up to four weeks after the examination. All members of your committee must attend the oral exam and the ballot meeting, and all must vote. The final ballot result is either a pass or fail. After the ballot meeting, your advisor will notify you regarding the results, and you may request a written notification from the Graduate School. You are also free to contact your chair after the ballot meeting to discuss the results.

In the event the minor department elects to waive the right to examine the student, the representative from the minor department must be present and vote with the Graduate Faculty of the Educational Psychology Program regarding the major preliminary examination.

Preliminary Exam Retake Policy

If a student fails the examination, he/she must consult with his/her advisor before petitioning to retake the examination. Upon appropriate removal of deficits and approval by the student's advisory committee, he/she may petition to be allowed to retake the examination. The petition must be approved by the Graduate Faculty of the Educational Psychology Program. Failure of a second administration constitutes formal basis for dismissal from the program. At least three months must lapse between a failed examination and a re-examination. There is no automatic right to a second examination.

Dissertation Guidelines

Developing a Precis

Typically by the end of the third semester of course work, the student has acquired some knowledge about their topic of interest and thought about researchable questions related to that topic. The next step is to organize one's ideas into coherent brief statements about the proposed research. This step is likely to be undertaken in the second year if the student intends to complete the doctoral preliminary examination at the start of the third year. The precis is typically 8-10 double spaced, typed pages depending on the complexity of the topic. The precis is not a detailed literature review, but a convincing rationale for the need for the project. The format should adhere to the style set forth in the Publication Manual of the American Psychological Association (APA), Sixth Edition.

The precis should include answers to the following questions:

- 1) What is the rationale for the study?
- 2) What is the problem, issue, question, or hypothesis?
- 3) What have others speculated, asserted, found, and/or concluded about this problem, issue, or question?
- 4) What do you propose to do to investigate it?
 - a) To whom will you make observations (subjects)?
 - b) What instruments or measures will be employed to make those observations?
 - c) How will you make those observations (procedures)?
 - d) How will you organize or analyze the resulting data (analysis)?
 - e) What does your experimental intervention consist of?
- 5) What knowledge will be added to the literature that we didn't know before?

When the student has completed the precis, he/she should submit it to the faculty sponsor or intended chair, allow him or her sufficient reading time, and schedule a meeting to obtain feedback. Use the feedback comments and questions to revise the precis. When the student and dissertation chair or independent study sponsor are satisfied with the substance of the precis, a meeting should occur to make plans for future dissertation work. The precis is then made available to targeted committee members.

Writing the Dissertation - Dissertation Proposal (D1)

Writing the dissertation proposal occurs in the context of an independent study by registering for dissertation credit ED_PSYCH 800. Dissertation topics are generally selected in meetings with members of the student's advisory committee. After a relevant research topic has been identified, the graduate student will conduct a careful review of the literature and formulate a research design in consultation with the members of his/her committee. The candidate will prepare, in accordance with APA style, a formal dissertation proposal (D-1) consisting of an introduction, statement of the problem, survey of literature, methodology, and plans for data analysis. The student's advisory committee will review the candidate's dissertation proposal and make recommendations for further refinement. Proposals typically address in greater detail the questions addressed in the precis. Please see your major professor for possible formats of the dissertation.

The formal dissertation proposal (D-1) will be presented orally in a departmental colloquium or at least an open meeting.

Scheduling your Dissertation Proposal (D1)

When you and your committee determine you are ready for the formal presentation of the proposal, you must complete and submit a [Dissertation Proposal \(D1\) Scheduling form](#). This includes reserving a room for your presentation (consult with the department staff about scheduling a location). You must secure the signatures of your committee and submit the D1 Scheduling Form to the COE Office of Graduate Studies who will then secure the signature of the department chair and place the form in your file.

Following the colloquium presentation, the student's advisory committee will meet to recommend acceptance or rejection of the dissertation proposal. Typically, the committee will make additional recommendations to the student to improve the proposed research. The student may begin the dissertation work when the advisory committee has formally approved the proposal and signed the [D-1 Approval Form](#). Please submit the approval form to the Office of Graduate Studies once it is signed with any required stipulations as noted on the approval form.

Human Subjects Form and CITI training

After approval of the D-1 and prior to any data collection, you must do CITI training if noted on your D1 approval form, and obtain WSU Institutional Review Board (IRB) approval to conduct research involving human subjects. The IRB letter of approval must be submitted to your committee chair and the College of Education Office of Graduate Education before you commence data collection. You may submit a copy to the Office of Graduate Education when you receive the confirmation but it must be submitted no later than when your Dissertation/Thesis Acceptance/Final Examination scheduling form is submitted. Failure to gain approval prior to data collection shall result in rejection of the final dissertation and prevent you from scheduling the final doctoral examination.

The IRB form for approval of human subjects research is available on the IRB website <http://www.irb.wsu.edu/>. The IRB form must be signed by the chair of your committee and the department chair before it is submitted. Review of the request generally takes 5-10 days, at which time you will inform you by email as to whether your research is approved.

Final Approval of the Dissertation (D2)

Each member of the student's advisory committee will examine the dissertation manuscript and indicate preliminary approval or disapproval with comments and suggestions for improvement. Revisions may be and often are required before the committee is satisfied that you are ready for the final oral defense (D2). When all members of the committee have given their preliminary approval, the student will submit final copies of the dissertation according to the guidelines for the Graduate School and schedule their final exam.

All faculty members are not only invited to read the dissertation before the final examination but also invited to attend doctoral examinations. Only the members of the Graduate Faculty and the student's advisory committee are eligible to vote.

Scheduling the Final Examination (Defense/D2)

This is an official university examination open to the public. You must register for ED_PSYCH 800 (minimum of two credits) in the semester in which you take the final examination. The final examination will be conducted by the student's advisory committee. The examination generally lasts from two to two and a half-hours, and focuses on the student's defense of the dissertation.

Students will complete the form and seek their committee's signature on the official university [Scheduling Final Examination form](#). This form is submitted to the College of Education Office of

Graduate Education with a copy of your dissertation. This office will then circulate the materials to the department chair for signature then onto the Graduate School for scheduling your exam and proof your dissertation for formatting issues. The completed form and dissertation must be submitted at least 10 working days in advance of the examination date. At the same deadline your dissertation draft must be uploaded to UMI/Proquest at <http://www.dissertations.wsu.edu>. Although the Graduate School & UMI/Proquest checks the dissertation, this check does not constitute final acceptance as this check is for formatting issues only, content will be reviewed by your committee.

The examination must be scheduled at least four months, but less than three years, after satisfactory completion of the comprehensive assessment. The Graduate School will schedule the final examination and publicly announce the examination in an appropriate campus-wide publication. Final examinations shall be scheduled during regular working hours and only during academic sessions.

Exceptions will not be made for late paperwork except in dire circumstances. It is the student's responsibility to make sure that all paperwork is completed in a timely manner.

Final Examination (Defense/D2)

The final oral examination is primarily a defense of the dissertation, but may also cover the general fields of knowledge pertinent to the degree. The examination is about two hours, which includes time for the presentation, questions, deliberation by the committee and signatures on the final paperwork. Your chair will be responsible for conducting the final examination/defense. While the examination is open to the public, you and your advisor may decide that only those faculty members eligible to participate on doctoral committees may ask questions. Only committee members may vote. All members of your doctoral committee must attend and vote. In order to pass the final oral examination, a minimum of three-fourths of those voting must vote to pass you; if the committee consists of only three members, all must vote to pass. In the event of a failed final examination/defense, a second and last attempt may be scheduled, at the request of the major department, after a lapse of at least three months. There is no automatic right to a second defense.

Graduation Checklist:

This section includes information about the application for the doctoral degree, deadlines and procedures summary, and information for committee members and students planning final examinations.

By the deadline (listed on the university calendar) of the semester in which you plan to graduate, you must Apply to Graduate, a link in your myWSU student center, at least one semester before the final oral examination is scheduled so that students can be notified of graduate requirements (to-do lists) before enrolling for their last semester. The fee associated with graduation must be paid prior to the final examination. If you do not graduate in the semester for which you applied, you must reapply for the degree. However, the fee is paid it carries over from semester to semester for one calendar year.

The semester prior to scheduling the final examination, you should review the Graduate School Deadlines and Procedures Summary (available at <http://www.gradschool.wsu.edu/Forms/>). Reviewing the Summary at that time will allow you time to complete any deficiencies.

You should also obtain a copy of the Digital Dissertation and Thesis Guidelines (available at <http://www.gradschool.wsu.edu/Forms/>). This document includes important information about the format of the dissertation title page, signature page, and abstract; copyright releases; submission of digital dissertations.

Dissertation Submission and Binding

After you pass the final oral examination, you have five (5) working days to submit your final corrected digital copy of the dissertation to UMI/Proquest. For information about the format of the dissertation, please refer to the digital [Dissertation/Thesis Submission Guidelines](#) that can be found on the Graduate School website.

Additionally, you must submit to the Graduate School one copy of the original signature page (in black ink), title page and abstract page. These pages must be on 100% cotton paper. The Office of Graduate Education has cotton paper for you to use, please contact their office pages. You must also submit a [Hold Harmless Agreement/Copyright Acknowledgement](#) (on regular copy paper), [Final Dissertation/Thesis Acceptance Checklist](#), and a completed and signed [Survey of Earned Doctorates](#). Each dissertation is placed on microfilm, so you must pay a microfilming fee. If you wish to copyright your dissertation, there is a copyright fee.

All students are required to submit one electronic (PDF) copy of the dissertation to the department, and a second copy (does not have to be on 100% cotton paper) to the committee chair (binding is optional and decided upon by the chair/advisor). Any additional copies submitted to the other committee members are up to the student's advisor.

Awarding of the Degree

After you have completed the degree requirements for the doctorate and your student account is cleared, you will receive the diploma usually in six-eight weeks after the term is completed. You will then be eligible to be hooded by your committee chair or designee at the next commencement.

Graduate Student Exit Survey

After you complete the final examination, complete the Graduate Student Exit Survey online (Office of Assessment will send you an email).

Student Representative Functions

Description

Student representatives will attend the Ed Psych Faculty meetings and act as a liaison between the students and faculty. The student representatives will have the responsibility of (a) bringing student issues and concerns to the faculty and (b) bringing information from the faculty to the students. For example, this student representative could be updating the Ed Psych students on how faculty is working to increase teaching experiences for our students. The student representatives would hold this position for 1 year and would be elected by the Ed Psych graduate students. This position will assist to facilitate open communication between the faculty and students as our program continues to grow.

Elections

A new student representative will be elected at the beginning of each semester to replace the representative that has served for a year. This student representative structure will allow two things: (1) the follow through on issues presented previously to faculty (2) the training of the new student representative by the older representative.

When choosing a new representative, any Ed Psych student has the right to volunteer or be nominated, if more than two students wish to run for this position then elections must be held to determine the new member. Majority of votes will determine the new student representative.

Financial Support

Teaching and Research Assistantship Appointments

The Department has approximately a limited teaching assistant (TA) positions available to graduate students each year. These positions are competitive and are awarded primarily to graduate students with previous teaching experience in the United States. The department attempts to support graduate students for more than one year, so a limited number of TA appointments become available each year. TA appointments are half-time positions (20 hours/week) that come with a tuition waiver, monthly stipend, and health benefits. The department discourages additional employment while holding a TA appointment.

Teaching assistantships require full-time enrollment (i.e., minimum of 10 semester hours during the spring and fall terms). A TA typically teaches two courses each semester under the supervision of a faculty.

Research assistantships (RA) may be available through funded projects, particularly through the Learning and Performance Research Center may also be available. RA appointments require full-time enrollment and the RAs typically work under the direction of a faculty member. RA appointments include a tuition waiver, monthly stipend, and health benefits. In addition, other assistantship opportunities are available in other units on campus. Whenever possible the department will provide assistance in identifying possibilities for funding outside of the college.

Students who desire assistantships should contact educational psychology faculty members during the time of application.

College of Education Scholarships

Scholarships are available through the College of Education. Applications are available through University Scholarship Services in November and are due January 31st of the following year for the upcoming academic term. Awards range in dollar amounts with the average about \$2000. For more information, contact the College of Education Scholarship Coordinator (509-335-7843) or visit the website: <https://education.wsu.edu/students/scholarships/>.

Other Financial Aid

For additional financial aid information, contact the WSU Office of Student Financial Aid and Scholarship Services (509-335-9711) or visit the website: <http://www.finaid.wsu.edu>.

Business Policies

Checkout/Exit:

Before departure from WSU-COE, students must leave a forwarding address with the COE Office of Graduate Studies, return all keys and equipment to the main office, and consult with the advisor about the student's research and office space.

College of Education Computer Lab:

The College of Education computer lab located in Cleveland Hall, room 63, is open to all graduate students when it is not being used for instruction. Contact the Information Systems staff to obtain a personal code to access the lab during non-working hours. There is also a computer lab in the Graduate Lounge (Cleveland Hall 70E) that can be used during weekdays.

Grievances:

If grievances arise, the student should discuss the problem with their chair and the Program Coordinator. If additional consultation is needed, please consult the Department Chair or Unit Director, or as a final resort, the WSU Ombudsman. The WSU Ombudsman Office is in Wilson Hall, Room 2, phone (509) 335-1195.

Keys:

To obtain keys for assistantships, teaching, etc., check first with your department staff, then see Marie Reynolds in Cleveland Hall 168. There is no initial charge for the keys; however, in the event that they are lost or the student leaves the University without returning them, the student will be billed a \$3.00 replacement fee per key. If the keys are not returned, transcripts may be held by the Registrar's Office. Security is the responsibility of everyone, so please assume responsibility for locking your office and lab doors after regular hours.

Mail:

Graduate student mailboxes for students on assistantships are located on the third floor of Cleveland Hall on the ELSSECP side. Please check your mailbox regularly.

Mail sent and received at the University should be official correspondence only. Personal mail should be sent to and from your private residence. Business correspondence can be left in the department office for mailing. Letters and packages should not be stamped, and must have the correct departmental return address.

Photocopying:

The copy machine in the main office is to be used only for copying materials that are clearly related to a faculty research project or to copy course materials for the course in which the student is a TA. Multiple copies are discouraged. Scan large documents and provide those to students electronically. Graduate students may not use the departmental/COE copy machines to copy any personal material such as classroom notes, term papers, dissertations, books, theses, etc. When in doubt, consult your chair. Copy machines available for personal use on campus are located at Cougar Copies in the CUB.

Staff Assistance:

Graduate students may request secretarial assistance only in limited situations. Administrative Assistants will not type personal letters, class reports or similar materials for students. Typing of your dissertation is considered personal work. Students may request assistance with mailing or sending FedEx packages if they are clearly related to faculty-led research work. All requests for staff assistance should be coordinated with your dissertation chair.

Telephone:

WSU telephones are available for local calls. Most graduate student offices have telephones or one can be found nearby. Students should consult their chair or department office staff regarding authorization codes for long distance calls. In most cases, phones are restricted and an authorization code is required.

Travel:

For liability and reimbursement purposes, all students must complete a Travel Authority form for any work related trip they take that is outside of Pullman (or any other station for off-campus students). This and other forms are available in the Cleveland Hall 351. This form must be submitted, signed by the department chair, and initialed by your chair at least 21 days before a trip. In some circumstances, work-related travel advances may be obtained by submitting a request at least four weeks before the trip. Reimbursement for travel expenses is made by completing and submitting a Travel Expense Voucher within one week upon return. Only approved travel will be reimbursed.

Students are strongly urged to attend professional meetings; at times, the department may have funds to pay some travel expenses of students. Advisors may also use grant or project monies to pay partial travel expenses for graduate students attending meetings. The Graduate School disburses some grant-in-aid travel funds, which can be used for travel to professional meetings. Application forms for student travel grants may be obtained from the Graduate School. It is advisable to apply for a travel grant if you are presenting a quality paper at a professional meeting. In addition, space may be available in university vehicles or some faculty members may share travel expenses.

General Information

Department Office

Washington State University-**Pullman**
Department of Educational Leadership, Sport Studies and Educational/Counseling Psychology
351 Cleveland Hall
Pullman, WA 99164-2136
Phone: (509) 335-9117
Fax: (509) 335-6961
education@wsu.edu

Office of Graduate Education

College of Education
Cleveland Hall 70
Pullman, WA 99164
Fax: (509) 335-9172
Email: gradstudies@wsu.edu

Kelly McGovern
Director
Cleveland Hall 70C
Email: mcgoverk@wsu.edu
Phone: 509-335-9195

Nick Sewell
Academic Coordinator
Cleveland Hall 70B
Email: nsewell@wsu.edu
Phone: 509-335-7016

Central Services, Facilities, and Resources

Student Services, including Health and Counseling Services <http://osae.wsu.edu/>

Library: <http://www.wsulibs.wsu.edu/>

Pullman Parking: <http://transportation.wsu.edu/>

Map

Pullman campus: <http://map.wsu.edu/>

I-9 Forms

WSU employs only U.S. citizens and aliens who are authorized to work in the U.S. in compliance with the Immigration Reform and Control Act of 1986.

<http://www.wsu.edu/forms2/ALTPDF/BPPM/60-04.pdf>

W-4 Forms

U.S. Citizens: <http://www.wsu.edu/payroll/taxes/completeW4.htm>

Non U.S. Citizens: <http://www.wsu.edu/payroll/nonUS/newInstIRSFormW4.htm>

Tax Information

U.S. Citizens: www.wsu.edu/payroll/ppt/StudentTaxPresentation12.ppt

Non U.S. Citizens: <http://payroll.wsu.edu/nonUS/nonUS.htm>

Automatic payroll deposit

<http://payroll.wsu.edu/stntpay/directdep/directdep.htm>

Social Security Numbers

Significance and correction of an SSN: <http://www.wsu.edu/forms2/ALTPDF/BPPM/55-05.pdf>

Use of an SSN on forms:

http://public.wsu.edu/~forms/HTML/BPPM/90_Records/90.78_Use_of_Social_Security_Number_on_Forms.htm

Application pointers: <http://www.wsu.edu/payroll/stntpay/sscardappoint.htm>