WASHINGTON STATE UNIVERSITY

College of Education

EDUCATIONAL PSYCHOLOGY
STUDENT HANDBOOK
M.A. PROGRAM
Non-Thesis
2023-2024

Department of Kinesiology and Educational Psychology

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Welcome from the Chair

On behalf of the faculty, I welcome you to the Educational Psychology Master of Arts non-thesis master's program. We are pleased that you have accepted our invitation to join our community of scholars and we look forward to working with you over the next few years. We will do our utmost best to support your development as a scholar while at WSU. 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. Personally, Washington State University has given me a tremendous opportunity to grow as a faculty and I, on behalf of all our educational psychology faculty, seek to do our best to mentor and support you to grow as a researcher. We truly believe that your hard work, motivation, persistence, and pursuit of learning will yield great dividends. I say this because I have seen many new students in our educational psychology program grow into great thinkers and researchers who now work as faculty in research and teaching institutions and as researchers in major companies throughout the United States and internationally. 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 and celebrating your scholarly development over the next several years. That journey to being an accomplished researcher and scholar starts today and we are all here to accompany you on the journey. Go Cougs!

Sincerely,

Kira J. Carbonneau
Associate Professor of Educational Psychology
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 master's degree program in the Department of Kinesiology and Educational 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/.

Note: This program does NOT lead to certification as a school psychologist or licensing as a Limited Licensed Psychologist. Those interested in obtaining certification as a school counselor should contact the respective Area Coordinator for information on accredited school and community counseling programs throughout the U.S.

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.

The non-thesis M.A. in Educational Psychology requires the completion of coursework and a final project, which is typically accompanied by an oral defense. Recipients in this program are well prepared for entry-level positions in this intriguing field that presents an ever changing, challenging, and rewarding 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 critically examine, evaluate, understand, apply, and communicate scientific research
    A. Students will be able to identify an issue in research or classroom practice for which a body of research evidence exists.
    B. Students will develop the ability to gather, synthesize, and critique research.
    C. Students will design and present their culminating project. The project will include a written and oral component that each describe an issue, present relevant research findings and links to theory, and show a way for the field to move forward.

II. 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 actively contribute to and employ respectful discussions for the practice of civil discourse and seek common ground in discussing concepts of diversity, inclusion, equity, and justice, also leaving space for humility, productive discomfort, and continued questioning.
    C. Students through course work will identify and challenge their implicit biases and historical/current biases found in the literature.
    D. Students will cultivate a growth mindset of openness and tolerance to actively contribute to contribute to a caring learning environment that welcomes a range of thought and emotion.

III. Development of professional identity appropriate for future career plans
    A. Students will identify professional organizations relevant to their interests and consider the benefits of participating in such communities.

B. Students will assess their interests and potential self-fulfillment related to further graduate study and professional employment and prepare themselves for transition after earning their degree.

Master of Arts in Educational Psychology

The Educational Psychology program offers the Master of Arts in Educational Psychology (M.A.) with a thesis and non-thesis route to degree certification and the Doctor of Philosophy (Ph.D.). This handbook will discuss requirements for the **master's non-thesis** program.

A non-thesis 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 M.A. non-thesis degree program consists of a total of 30 required credits with a minimum of 26 graded credits and a minimum of 4 credits of directed-study/project credits (ED_PSYCH 702). The performance criteria in ED_PSYCH 702 are based on a satisfactory/fail scale, as opposed to a letter grade. Work with your Program of Study chair (i.e., primary advisor) to plan a course of study that is intellectually coherent and relevant to your needs and interests.

Program Content

The M.A. non-thesis in Educational Psychology requires the completion of coursework, a final project, and likely an oral examination/presentation. In collaboration with the advisor/committee chair and other committee members, each student must file a master's 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 following is a breakdown of required foundational core, research, and supporting requirements for the M.A. non-thesis degree. It is anticipated that completion of the degree will average two years beyond a bachelor's degree.

Educational Psychology M.A. Non-Thesis Credit Overview	
	Credits
Graded Credits (A-F grading)	
Ed Psych Foundation Courses	18
Supporting/Elective Courses	6
Ed Psych Seminar	2
Total Required Graded Credits	**26**
Non-Thesis Directed-Study/Project credits (S/U grading)	4
Total Credits	**30**

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 your program status. You will not be able to 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 your progress in the program. You, 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 your respective major professor. Upon review and conversation with you, 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. If you receive two unsatisfactory letters in subsequent years will be dismissed from the program.

Mandatory Research Training

A mandatory training for CITI Responsible Conduct of Research/Conflict of Interest is required of all graduate students. This is a web-based training located at https://myresearch.wsu.edu/MandatoryTraining.aspx. All College of Education students are encouraged to take the **Social and Behavioral Responsible Conduct training** as soon as possible. This training will take approximately 2-3 hours.

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 Education (gradstudies@wsu.edu) and, if you have been awarded an assistantship, to that department as well. You will not be eligible for an assistantship until after this training is completed.

We must report the date of completion. Failure to take this training will result in the delay of your progression through the graduate program. Therefore, you need to complete this training in order to finish their program. The training will need to be completed every five years.

If you have questions about this training, please read the webpage https://gradschool.wsu.edu/responsible-research/ and contact the Office of the Graduate School (509-335-1446 or gradschool@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 you. The temporary advisor will assist you with the initial selection of coursework. It is your responsibility to contact the temporary advisor as soon as possible after admission to the Department. In the event that another faculty member might better meet your substantive and methodological needs, you and your temporary advisor can meet 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 COE Office of Graduate Studies. You should understand that the faculty do discuss changes and your progress on a regular basis and can help facilitate this process.

When you complete the Program of Study, you will establish a permanent advisor (i.e., project committee chair). The permanent advisor/committee chair must have a doctoral degree and be qualified, according to COE guidelines, to chair 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 Educational Psychology Program Faculty (https://education.wsu.edu/graduate/edpsych/educational-psychology-faculty/). 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 the Master's Degree and identify other faculty members to serve on your committee. Your committee will include at least three (3) individuals: the chair and at least one other members who is Graduate Faculty within Educational Psychology. See the Educational 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

Developing and Submitting the Program of Study

The Program of Study (POS) lists your committee chair and other committee members and the courses that your master's program comprises. Your permanent advisor/committee chair, in collaboration with other members of your project committee, will help you identify the appropriate course work for your program of study. When committee members approve the form in myWSU, it indicates they approve your program of study and agree to be on your committee.

The core courses for the M.A. non-thesis include a minimum of 26 semester hours of graded course work. The core should include the required foundation courses listed in this handbook.

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 master's 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 Master's Special Problem, Directed Study and/or Examination (ED_PSYCH 702) credits you plan to take, as well as courses taken on an S/F basis. You must enroll in a minimum of two (2) credits of ED_PSYCH 702 in the semester in which you take your final defense. Your program must include at least four (4) credits of ED_PSYCH 702. Before enrolling in either course, meet with your advisor to discuss your goals and to complete the Independent Study Form. Submit the form to the KEP 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 thesis committee for their initial approval. The Program of Study is submitted through your myWSU account. *Although Graduate School policy requires that this form be completed no later than the beginning of the second semester of graduate work, you are encouraged to submit it shortly after their first semester of coursework and no later than when you have obtained 18 graded credits.*

The electronic routing for Graduate School forms may be found in your myWSU account under Profile > Service Requests. *Your upload and subsequent approvals by committee members and department chair count as ink signatures and become binding for all.* When the Program of Study is approved by the Graduate School, an email is sent both to you and the COE Office of Graduate Education. The approved program becomes a part of the requirements for the degree and becomes a "contract" between the Graduate School, the academic program, and you "the student." You are held to the 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 may be changed by completing either a Change of Program or Change of Committee forms. Forms are uploaded by you through your myWSU > Profile > Service Request for electronic approvals.

Be sure to keep copies of all submitted paperwork.

Deadlines

You should check the Graduate School's Deadlines and Procedures for the Master's 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 two (2) graduate credits per semester (excluding the summer). For further information regarding the Continuous Enrollment policy go to the Graduate School Policy and Procedures (Chapter 5.A.2).

Leave Guidelines

Leave from the Program (not on an assistantship)

If you decide that a leave of absence is necessary must petition for such status through their 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 master's 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 you, in conjunction with your advisor, submits such a plan.

You will then file a Graduate Leave Status form (GLS) through your myWSU account. GLS is only awarded once in a student's degree career.

Please Note: This does not extend your time to degree; you are expected to make a plan with your advisor & committee, to keep communication open and progress on your final master's project.

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 master's 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

You 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) 702 (master's) 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 (Chapter 5.C. and sub-sections 1 & 2).

Transfer Credit and Credit Restrictions

The Educational Psychology program will follow the Graduate School Policies & Procedures for transfer credits. The number of transfer credits allowed for a master's program is subject to departmental recommendation and final approval by the Graduate School.

If you request a waiver of a course in COE, then the course credited on the basis of a waiver will not apply toward the your total number of credits required to be completed to graduate from 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 second bachelors or personal enrichment, might not 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. <u>None of these credits may be applied toward another advanced degree or from a previously awarded master's degree.</u>

Extension courses, special problems, research and thesis, workshops, and correspondence courses will not receive graduate transfer credit.

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.

Educational Psychology Master of Arts (Non-Thesis) Program Coursework

Program of Study Total Credits: (Minimum requirements: 30 credits)

Course	Title	Credits
Required		
ED_PSYCH 502	Theor. Found. of Learning & Instr.	3
ED_PSYCH 505	Research Methods I	3
ED_PSYCH 507	Intro. to Qual. Research	3
ED_PSYCH 508	Educational Statistics	3
ED_PSYCH 509	Educ. Measurement	3
ED_PSYCH 521	Intro. to Data Mgmt. & Visualization	3
ED_PSYCH 574	Seminar in Educ. Psych.	2
ED_PSYCH 702	Master's Directed Study/Exam	4
	Sub-Total credits for required courses:	*24*
Suggested Electives	*Choose at least two (2) classes:*	
ED_PSYCH 503	Adv. Educ. Psych.	3
ED_PSYCH 511	Classical & Modern Test Theory	3
ED_PSYCH 521	Adv. Data Mgmt., Visual., and Software	3
ED_PSYCH 570	Intro. to Program Evaluation	3
ED_PSYCH 571	Theor. Found. & Issues in Prog. Eval.	3
ED_PSYCH 572	Intro. to Systematic Lit. Reviews & Meta-Analysis	3
ED_PSYCH 573	Motivation Theories	3
	Sub-Total credits for suggested electives:	*6*
	Total credits required for degree:	**30**

Note: All identified coursework is graded A-F with the exception of ED_PSYCH 702

ED_PSYCH 574 Seminar

ED_PSYCH 574 is *a requirement for the master's degree* in Educational Psychology. This one credit, graded seminar must be taken a minimum of two times. If you meet this requirement before the semester in which you complete your degree, 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 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 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 you, even after enrolling in the 2 credits, are expected to attend seminar.** By not attending, you are not fully meeting program expectations, which 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 students *are required* to present their research work each year. The spring course provides the format for student presentations.

Non-Thesis Guidelines

Non-Thesis Exam Procedures

The master's project for non-thesis Educational Psychology students is typically presented near the end of the second year of study. The project can take on varying forms that are approved by the established committee and document the professional knowledge in relation to the learning objectives established for the program. For example, a common project is an annotated bibliography, which includes a synthesis statement, and an oral presentation. You will work with your advisor in your first semester in the degree program to identify a research area of interest and project within educational psychology. This area will serve as the focus for the project.

The semester prior to during which you plan to graduate; you should Apply for Graduation in myWSU. The fee associated with the Application for Degree must be paid with the application, please see the Deadlines and Procedures for current and last date for scheduling exams during the term of graduation. If you do not graduate in the semester for which you applied, you must update your application for degree.

This is an official university examination open to the public. You must be registered for ED_PSYCH 702 (minimum of two credits) in the semester in which you schedule and take the final examination.

Human Subjects Form and CITI training

CITI training can be obtained at any point prior to submission of your IRB forms, but you are encouraged to do so as early as possible. Prior to any data collection on any project, you must 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 thesis and prevent you from scheduling the final T-2 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 2 – 4 weeks.

Scheduling the Final Examination

When you and your committee determine you are ready for the formal presentation of your project, you must complete and submit a Final Examination scheduling form. This includes reserving a room for your presentation (consult with the department staff about scheduling a location).

- At least 15 full business days before your defense, complete the scheduling of the final examination by providing your committee a completed Scheduling Examination Form for Dissertation/Thesis/Non-Thesis Final Exams. The form is uploaded by you through your myWSU account > Profile > Service Request for electronic approvals within myWSU. The form will be electronically approved by your committee, the department chair and ultimately the Graduate School.
    - Note: business days do not include the day of defense/exam, Saturday's nor Sunday's, nor any university holiday closures.

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 business hours and only during academic sessions.

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

Final Examination

For the defense, you develop a poster, e-poster, slide presentation, or similar artifact, as determined by the committee chair. Typically, in one of the educational psychology seminar sessions, you communicate the main findings from your review of literature in the topic area. You are then able to address questions about the topic area with either direct answers or demonstration of advanced-level reasoning typically expected.

At the defense, all members of the committee must attend, and they are the only committee members who may 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 first attempt, a second and final attempt may be scheduled after a period of at least three months. When scheduling a second exam, the scheduling form must be submitted to the Graduate School at least 20 full business days in advance of the exam day. A member of the Graduate Mentor Academy will be appointed by the Graduate School and must be present at re-examination. The entire committee must be present and vote. If you have failed two examinations, you will be dismissed from the Graduate School. Should there be procedural irregularities or extenuating circumstances during the first or second examination, you have the right to appeal to the Graduate School in the event of examination failure.

Graduation Checklist:

This section includes information about the application for the master's degree, deadlines and procedures summary, and information planning final examinations for non-thesis degrees.

☐   The semester prior to scheduling the final examination, you should review the [Graduate School Deadlines and Procedures Summary](). Reviewing the Summary at that time will allow you time to complete any deficiencies.

☐   Please verify your coursework on your WSU transcript matches your POS. In addition, your POS must be approved by the Graduate School before your Apply button for Graduation will be active in *myWSU*.

☐   [Apply to Graduate](), ideally in the semester before the final examination is planned so that you may be notified of graduate requirements (to-do lists) before enrolling for their last semester. This link in the *myWSU* is only active after the Program of Study is approved. The fee associated with graduation must be paid prior to the final examination. If you donot graduate in the semester for which they applied, you must reapply for the degree. The paid fee carries over to the next semester for up to one calendar year.

☐   You must be registered for a minimum of two (2) credits of ED_PSYCH 702 (Master's Special Problems, Directed Study, and/or Examination) at the beginning of the semester in which the final examination is to be taken.

☐   Complete your project to the satisfaction of your advisor & committee. Then arrange the 702 ballot or presentation date & time with your committee and reserve a room.

☐   Complete the [Scheduling Exam form](#). Submit the form no later than 15 full business days before the exam by uploading it to *myWSU* account > Profile > Service Request for electronic approvals within myWSU. Ballots will be sent directly to the committee for voting.

Awarding of the Degree

After you have completed the degree requirements for your degree and your student account is cleared, your transcript will be posted with your degree at the end of your defense term. You will receive the diploma approximately 6-8 weeks after your degree is posted and be eligible to walk/march in the next commencement. Please note: your diploma will not be mailed unless you have a Diploma Mailing Address on file in your myWSU account.

Graduate Student Exit Survey

After completing the final examination, you are strongly encouraged to complete the College of Education's online Graduate Student Exit Survey. A link to the survey will be sent by the Office of Assessment and Accreditation.

Financial Support
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: https://financialaid.wsu.edu/home/.

Business Policies
Checkout/Exit:

Before departure from WSU-COE, you 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 your 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, you 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 Tucker in Cleveland Hall 168. There is no initial charge for the keys; however, in the event that they are lost or you leave the university without returning them, you 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 KEP 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. You 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 master's advisor chair. Copy machines available for personal use on campus are located at Cougar Copies in the CUB.

Staff Assistance:

You 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 thesis is considered personal work. You 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 master's advisor.

Travel:

For liability and reimbursement purposes, all students must complete a Travel Authorization 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.

You 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 through the GPSA Office, which can be used for travel to professional meetings. 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. Students may also obtain funding support from GPSA and other organizations.

General Information

Department Office

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Central Services, Facilities, and Resources

Residency Requirements	https://gradschool.wsu.edu/establishing-residency/
Email:	https://office365.wsu.edu Log in with your WSU NID and password
Parking and Map	Pullman: https://transportation.wsu.edu/ https://transportation.wsu.edu/parking-maps/ or http://map.wsu.edu/ Spokane: https://spokane.wsu.edu/facilities/parking/ Tri-Cities: http://tricities.wsu.edu/campusmaps/#top Vancouver: http://admin.vancouver.wsu.edu/parking/parking-services
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. A list of acceptable documentation may be found here http://hrs.wsu.edu/wp-content/uploads/2016/05/I9-Acceptable-Documents-9-27-17.pdf
W-4 Forms	U.S. Citizens: https://payroll.wsu.edu/taxes/ Non U.S. Citizens: https://payroll.wsu.edu/non-u-s-citizens/
Tax Information	U.S. Citizens: https://payroll.wsu.edu/taxes/ Non U.S. Citizens: https://payroll.wsu.edu/non-u-s-citizens/
Social Security Numbers	Significance and correction of an SSN and application pointers: http://www.wsu.edu/payroll/stntpay/sscardapppoint.htm

Central Services and Facilities	*Student Services, including Health and Counseling Services*
	        Pullman: http://osae.wsu.edu/
	        Spokane: https://spokane.wsu.edu/studentaffairs/
	        Tri-Cities: https://tricities.wsu.edu/current-students/student-affairs/
	        Vancouver: http://studentaffairs.vancouver.wsu.edu/
	Libraries
	        Pullman: http://www.wsulibs.wsu.edu/
	        Spokane: https://spokane.wsu.edu/library/
	        Tri-Cities: http://www.tricity.wsu.edu/Library/index.html
	        Vancouver: http://library.vancouver.wsu.edu/