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PROGRAM IN PUBLIC AFFAIRS AT WSU VANCOUVER

Washington State University Vancouver offers a master's degree in Public Affairs (MPA). This degree program is offered exclusively on the WSU Vancouver campus, and is designed for the education of individuals interested in administrative and leadership positions in the public sector. The Program in Public Affairs draws on a wide variety of academic disciplines, such as political science, business administration, economics, sociology, health policy administration, environmental science/regional planning, law and criminal justice. The MPA prepares students for a diverse variety of employment opportunities ranging from local government and public policy analysis to personnel administration and strategic planning. The degree also prepares students for a range of jobs outside of government service, such as not-for-profit organizations (Please see Appendix I for examples of the positions held and agencies served by MPA program graduates). In-service students already working in the public sector may seek a master's degree to advance professionally in their field. These students can expect to hone their skills and receive further training. Alternatively, the Master of Public Affairs degree is also appropriate for those who would like to shift careers and obtain a position in the public and non-profit sectors. To enhance their marketability, these students will, in addition to their course work, have an internship placement experience where they will learn new skills. Students have a wide choice of agencies in which to perform internships and establish relationships.

The program is designed to accommodate the needs of working students. Class size is typically small, ranging from 5-20 students. Classes include lectures, small group discussions and individual and group presentations. To accommodate the varying interests of students, programs may be individually tailored for students in consultation with an advisor. A minimum of 34 semester hours is required for in-service students with previous public sector experience; 37 semester hours are required for pre-service students needing an internship. Students are encouraged to take classes and meet program requirements at their own pace--part-time or full-time. On average, students enrolled in the MPA program can expect to complete their master's degree within two to three years.

WSU'S DIVERSITY DEFINITION

The University endeavors to model for the state and nation, a community of individuals who seek what is best for each other. The University respects and significantly benefits from diversity such as may be expressed through racial/ethnic, gender, cultural, disability, sexual orientation, and socioeconomic differences among faculty, staff, and students. It takes seriously its responsibility to offer educational and professional opportunities equitably to all qualified persons it can accommodate. The University, through its curriculum, programs, and services, provides understanding and supportive interaction among diverse population groups and respects individuals' personal values and ideas.

PROGRAM IN PUBLIC AFFAIRS MISSION STATEMENT

The Washington State University Program in Public Affairs brings theory and engaged scholarship to help those serving the public interest. The program offers an intersection between rigorous academic research and practical application. Our goal is to foster evidence-based reasoning and practice on the part of those working for the public good, including students, community members, legislators, practitioners, scholars, and issue stakeholders.

We offer undergraduate and graduate programs that seek to transform students into ethical, engaged and competent professionals, both in public administration and public policy. Graduates from our programs are well prepared for careers in public service at the local, state, national or global levels, or for pursuing further studies.
PROGRAM IN PUBLIC AFFAIRS LEARNING GOALS

To lead and manage in public governance

Our program embraces a broad definition of public leadership rooted in the models of shared, democratic governance and servant-leadership. As articulated in our mission statement, “our goal is to foster evidence-based reasoning and practice on the part of those working for the public good, including students, community members, legislators, practitioners, scholars and issue stakeholders.” We hope that most of our graduates’ life’s work will be in leading or managing public sector organizations. We expect that all of our graduates will be civically engaged members of their communities and societies. For our program leading and managing in public governance is operationally defined as taking an active, informed interest in public affairs which, along with the professional training provided in our program and beyond, serves as a foundation for reasoned, thoughtful and responsible performance of professional and civic duties.

To participate in and contribute to the public policy process

Our program operationally defines participating and contributing to the policy process as becoming professionally qualified to engage the policy process at whatever traditionally defined stage of the public policy process our graduates choose. The first sentence of our mission reads "The Washington State University Vancouver Program in Public Affairs brings theory and engaged scholarship to help those serving the public interest.” To that end, the theory core of our program includes one course in public policy, one course in public administration and one course in normative, democratic theory. This training, in combination with the area expertise gain through the elective courses and thesis equips our students to become informed actors in the policy process.

To analyze, synthesize, think critically, solve problems, and make decisions

The Washington State University Program in Public Affairs embraces this competency as a foundational element of our program. The School of Politics, Philosophy and Public Affairs, the unit in which the program is housed, has a long term commitment to problem driven research. One of Washington State University's core learning goals is "reason critically and creatively." Our program primarily operationally defines this competency as the ability to complete, present and defend a Master's Thesis of potentially publishable quality. In addition, engaging public challenges and learning to make responsible, reasoned decisions is a focal point of all course work. As we state in our mission, "the program offers an intersection between rigorous academic research and practical application." This means, to us, that graduates of our program are well equipped to practice and promote the exercise of this universal competency.

To articulate and apply a public service perspective

Articulating and applying a public service perspective is a competency students in Washington State University's Program in Public Affairs are expected to nurture in themselves (at least) from the moment they apply to our program. Applicants to our program write a letter of intent in which they are specifically asked how they hope to engage in public service. The slogan used most often on our recruitment posters is "Learn to Serve." Even so, faculty and staff in the Program in Public Affairs are enthusiastic about both living and teaching this universal competency. Our operational definition of this universal competency draws heavily from the servant-leadership tradition. We expect those who have been part of our program to have sustained issues in developing society and helping others. We discuss the responsibility of stewardship of democracy and society frequently with our students and amongst ourselves. As our mission statement explains our core constituency is those "serving the public interest."
To communicate and interact productively with a diverse and changing workforce and citizenry

Our campus community is deeply committed to diversity. One of the primary goals in Washington State University Vancouver's strategic plan is to "Advance Diversity." Given this, and the individual commitment of all our faculty and staff to the principle of diversity, when we state in our mission statement that we "seek to transform students into ethical, engaged, and competent professionals" we mean developing an ever-improving ability to "communicate and interact productively with a diverse and changing workforce and citizenry." The operational definition of this universal competency that our program employs is rooted an understanding of the inherent value of the diversity of diversities present in our modern democracy and that engaging this diversity has the general effect of strengthening individuals, communities, and societies.
NASPAA ACCREDITATION

In the summer of 2015, following a systematic self-study prepared over the prior six years, the MPA program at WSUV was accredited by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA). As recognition of the rigor of our program of study and our commitment to the values of public service, NASPAA accreditation is validation of the quality of the MPA program. The standards of NASPAA accreditation provide a framework for strategic, evidence-based program administration that requires program faculty to “practice what we preach” through a process of continual program assessment and reflection. Ultimately, adhering to these standards and being true to this process will allow us to do our best to provide students with the best possible preparation for the challenges of careers in the public service.
I. ADMISSION

Applicants must file an on-line application for admission to the Graduate School of Washington State University indicating Master of Public Affairs Program and Vancouver Campus on their application. Students are held to policies of the Graduate School as listed in the Graduate School Policies and Procedures of the year of their admission. Students are also held to the policies of the MPA program the year of their admission. Note: When there is an overlap of policy between the Graduate School and the MPA program, the student is expected to meet the more rigorous of the two requirements.

Students must be admitted to both the Graduate School and the MPA program as a Class 6 Regular or Class 6 Provisional Student. Priority deadlines for applying to the MPA program are January 10 for Summer/Fall semester and July 1 for Spring semester. Applicants whose applications are completed after these priority deadlines may still be considered for admission. Applicants are encouraged to contact Dr. Mark Stephan, the Program Leader of the Program in Public Affairs, prior to completing their application. Dr. Stephan may be reached at stephanm@wsu.edu or at (360) 546-9467.

The Graduate School requires a $75 application fee. Information about the Graduate School application is available at http://gradschool.wsu.edu/apply/.

General Graduate School Admission Requirements: To be eligible for admission as a Class 6 Regular or Provisional student through the Graduate School at WSU, students must:

- have attained at least a B (3.00 on a 4.00 scale) grade point average in the last 60 semester (90 quarter) hours of their graded undergraduate work taken at an accredited college or university;

OR

- have completed at least 12 semester hours of graduate level course work beyond the bachelor's degree at an accredited college or university, maintaining a grade point average of B+ or better, (3.3 on a 4.00 scale). This also includes courses that may have been taken under Non-Degree Graduate classification before admission to the MPA Program;

AND

- have been granted admission by the MPA Program and the School of Politics, Philosophy, and Public Affairs.

MPA Program Admission Requirements: Minimum admission requirements for the Master's program are:

- Minimum 3.0 Undergraduate GPA, 3.3 GPA for Graduate level work, including UNDG status.
- Official reports of Graduate Record Examination scores; minimum score dependent on grade point average (verbal, quantitative, and analytical writing).
- A "Statement of Intent," two or three pages in length, outlining academic and career objectives within areas of proposed degree concentration.
- A resume listing employment and education histories.
- Three letters of recommendation which address your potential for success in a graduate program. Letters should be from academic or professional sources; at least two letters should be from
current or former professors or other individuals specifically qualified to comment on your academic work.

- Official transcripts from all colleges and universities attended (showing the awarding of the Bachelor's degree and the completion of an approved undergraduate statistics course).

**Admission Procedures**: After a student's file is complete, it will be sent to the Admissions Committee for review. The recommendation of the Admissions Committee will next be passed to the Graduate School. Students will then be notified of the Program and Graduate School’s admissions decisions.

**NOTE**: Applicants must be granted admission by BOTH the Graduate School and the MPA Program.

**NOTE**: If a student has been admitted through the Graduate School into a classification other than Class 6-Regular Student or Class 6-Provisional Student (such as UNDG-Undecided Graduate), they have not been admitted to the MPA Program. If the student wishes to pursue the MPA degree, they must reapply through the Graduate School and to the Program, meeting all admission requirements for admission as a Class 6 Regular or Provisional Student. Students who have been granted UNDG status by the Graduate School may not take MPA classes without the direct permission of the MPA Program Leader. Taking MPA Program course work before admission is granted does not obligate the Program to admit the student. Students taking course work under student classifications other than Class 6-Regular Student or Class 6-Provisional Student are limited to the number of hours they may apply toward a degree once admitted to the Program.

**In-Service/Pre-Service Designation**: As part of the review of the application, the admissions committee will determine if the applicant has had sufficient public service experience to be considered in-service (internship optional). An accepted applicant determined to be pre-service is required to complete an internship as part of their program. If a student acquires additional public service experience during their time in the program, the student may petition for her or his status to be changed to in-service. This petition will be considered at the next scheduled meeting of the admissions committee.

**Transfer Credits**: Only graded, non-core graduate courses taken after the awarding of the bachelor's degree from an accredited institution will be considered for transfer credit. Transfer courses must carry a grade of B+ or better. Courses used to fulfill a previous degree requirement will not be awarded transfer credit. Transfer courses prior to admission into the WSU Vancouver MPA Program may be considered as a replacement for core courses only upon the written approval of the MPA Program Leader and Graduate School. Students intending to request transfer credit for their Program of Study for Master's Degree will need to submit official transcripts and course syllabuses from colleges or universities showing such credit, and copies of any written work completed for the course. A maximum of 6 semester hours may be transferred into the MPA program.

**Students with Special Needs**: Students with disabilities are encouraged to work with the Associate Director of Student Services at WSU Vancouver. WSU Vancouver is prepared to offer reasonable accommodation and assistance through Student Services, the MPA Program, and the Graduate School to students with special needs.

**Advising**: After a student has been admitted into the MPA Program, the student will prepare their course schedule under the advisement of the MPA Program Leader, aided by suggestions from other faculty members relevant to the student's area of concentration. It is the student's responsibility to arrange an advising session with the MPA Program Leader each semester. After students have formed their Thesis Committee, they will be advised by their Thesis Committee Chair.
II. THESIS COMMITTEE/PROGRAM OF STUDY

Thesis Committee Formation: Students will work toward their degree under the guidance of at least three eligible WSU MPA Program faculty members serving as the student’s master’s thesis committee. The thesis committee should be formed before 24 hours of graduate-level course work have been completed.

Thesis Committee Chair Selection: In forming the thesis committee, the student should first designate a thesis committee chair who, working in consultation with the student, will assist them in program completion including completion of the master’s thesis. Students should carefully select the chair, as this is the person they will be working with most closely. The student should meet with their thesis committee chair at least once a semester to discuss future course work enrollment and preparation of the master’s thesis, and to ensure that satisfactory progress is being made toward degree completion.

Thesis Committee Members Selection: In consultation with the thesis committee chair, students will identify two other faculty to serve as thesis committee members. It is the student’s responsibility to approach faculty members and request that they serve as thesis committee members. Students should submit a one-page description of their proposed thesis topic to prospective thesis committee members.

Faculty Eligibility for Thesis Committee Service: For your thesis committee, you may select faculty in Vancouver, Pullman, or Spokane. The thesis committee may be comprised of tenure-track or clinical faculty, but all thesis committee members must have a Ph.D and they must be affiliated with the MPA program. Exceptions to the requirement that thesis committee members must be affiliated with the MPA program can be granted by the MPA Program Leader in consultation with the thesis committee chair.

Program of Study for Master’s Degree: After the thesis committee chair and members have been selected, students will complete and submit the “Program of Study for Master’s Degree” for approval by the Graduate School.

Completing and Submitting the Program of Study Form: The Program of Study is developed by the student under the approval of her or his thesis committee members. The Program of Study includes a list of courses completed, a list of courses that will be completed to fulfill MPA program requirements, and the names of the chair and members of the master’s thesis committee. Once the student has filled out the appropriate form and secured the signatures of the chair and members of the thesis committee, the student will submit the Program of Study to the MPA Program Coordinator who will then forward it to the Graduate School for its approval.

The “Program of Study for Master’s Degree” form is provided in Appendix III of this Handbook. The Fall and Spring semester deadlines for submitting the Program of Study are shown in Appendix IV of this Handbook.

Exceptions to MPA Program Course Requirements: A letter of exception, signed by your thesis committee chair or the MPA Program Leader, must be submitted with the Program of Study when it reflects course(s) taken outside of your declared area of concentration; course(s) taken to replace a course(s) within your area of concentration; or when transfer credits are used to replace MPA Program course(s). All such exceptions are subject to approval by the MPA Program Leader, the School of Politics, Philosophy, and Public Affairs, and the Graduate School.

Graduate School Approval of the Program of Study: The Graduate School approves thesis committee membership and the course work needed to fulfill the requirements for the MPA degree
as listed on the Program of Study form. Once approved by the Graduate School, the Program of Study becomes an official, binding contract between the student and the university.

**Changes to the Program of Study:** Once the Program of Study has been approved by the Graduate School, changes to the thesis committee or to course work can only be made by submitting the appropriate forms (the [Change of Committee form](#) and/or the [Program Change form](#)) and gaining signature approval from the student's thesis committee chair, from the Director of the School of Politics, Philosophy, and Public Affairs, and from the Dean of the Graduate School.

### III. PROGRAM STATUS/PROGRESS TOWARD DEGREE

#### Annual Review Process:
Annual review letters will be sent from the MPA Program Director to students during the Spring term regarding their academic progress and compliance with program requirements. Thesis committee chairs will also receive this information, if applicable. As always, students are encouraged to speak with their thesis committee or the MPA Program Director concerning their progress in the MPA program.

#### Satisfactory/Fail Graded Enrollments:
Pol S 597-Graduate Internship, Pol S 599-Research Practicum, Pol S 600-Special Project/Independent Study, and Pol S 700-Master’s Thesis are S/F enrollments. All courses are offered for variable credit (see course catalog for minimum and maximum hours). It is not unusual for enrollment in an S/F graded course to continue from one semester to another until the work is complete with the student enrolling in additional hours the following semester(s). In such cases, enrollment hours are generally graded “X” until the work is completed and a grade of S or F can be awarded.

#### Incomplete Grades (I):
Incomplete grades are only granted with the approval of the instructor of the course. The instructor has the prerogative to set additional requirements for completion of the incomplete grade. Listed below are the minimal requirements for incomplete grades in the MPA Program.

Incomplete grades must be resolved within the semester following the semester in which the incomplete grade occurred; incomplete courses in Fall semester must be completed the following Spring semester, incomplete courses in Spring semester must be completed the following Summer semester, Summer semester incomplete courses must be completed the following Fall semester. An incomplete grade (I) will convert to a grade of F if course work is not completed as described above. Political Science 597, 600, and 700 (independent S/F graded courses) are the exceptions to this rule. Students who are carrying incomplete grades in more than one course (with the exception of Political Science 597, 600, and 700) will not be allowed to enroll in new courses until the incomplete course work is finished.

#### Grade Requirements:
Students must earn a grade of B– or higher in all core classes. Graduate students are required to maintain a 3.0 cumulative GPA and a 3.0 program GPA.

#### Deficient Student Status:
If a student earns more than one grade below B– in any course included on their Program of Study for Master's Degree, the student's academic performance will be examined by the chair of their committee, the MPA Program Leader, the Director of the School of Politics, Philosophy, and Public Affairs, and the Graduate School to determine if the student may continue in the program or be dropped for academic deficiency. The chair of the student’s committee, along with the MPA Program Leader, may require a student to re-take courses with grades below B– as a condition of their continuation in the program.

#### Termination of Enrollment:
The enrollment of a graduate student who fails to establish and maintain a cumulative grade point average of 3.0 or above at the end of two semesters, one semester and one summer session, or two summer sessions will be terminated. The enrollment of a graduate student who
fails to obtain a 2.75 cumulative grade point average or above at the end of one semester or one summer session of graduate study will be terminated.

**Reinstatement:**

1. A graduate student who has completed only one semester or one summer session with a grade point average below 2.75 may be reinstated upon favorable recommendation of the MPA Program Leader and the Director of the School of Politics, Philosophy, and Public Affairs, and approval by the Associate Dean of the Graduate School.

2. After a graduate student has completed two semesters, or one semester and one summer session, or two summer sessions, the student must maintain at least a cumulative 3.0 grade point average. If the grade point average drops to the 2.75 to 2.99 range, the student may be reinstated by the Associate Dean of the Graduate School only upon favorable recommendation of the MPA Program Leader and the Director of the School of Politics, Philosophy, and Public Affairs. The student will then have one semester or summer session to increase the cumulative grade point average to 3.0. Failure to do so requires termination of enrollment.

3. A graduate student who has completed two semesters, or one semester and one summer session, or two summer sessions of graduate study and whose cumulative grade point average is below 2.75 is not eligible for reinstatement.

**Residency Requirements:** The residency requirement for the MPA degree is one academic year of enrollment for credit. An academic year is defined as: two fall semesters or two spring semesters or one fall semester and one spring semester. Summer session equivalents are: two summer session enrollments are equal to one fall or one spring semester; three summer session enrollments are equal to two fall or two spring semesters or one fall and one spring semester.

**Graduate Leave Status/Re-enrollment:** Students who, for any reason, find that they cannot enroll for credit are considered to be on Graduate Leave Status. Students may discontinue enrollment for a period of 12 months without penalty. When a leave from the program is necessary, students are responsible for notifying the MPA program office in order to document this absence in their file. If a student is not enrolled for two consecutive semesters, they must receive approval for re-enrollment by completing a Request for Re-enrollment form and obtaining signature approval from the program/department. Per the Graduate School, the Request for Re-enrollment form must be submitted one month prior to enrollment. After 12 months, the student will be required to file a Request for Re-enrollment and pay a re-enrollment fee of $25.00 before they register for classes. A student will be considered active and their file maintained in the program/department for up to four consecutive years. If a student is on Graduate Leave Status for more than four consecutive years, they will be considered inactive and dropped from the program, school and Graduate School. Once dropped, students are required to re-apply for admission to the Graduate School and program and pay all application fees. NOTE: Students who are on Graduate Leave Status will not be given additional time to complete program requirements. Consequently, any time taken “on leave” will count toward the maximum six year time limit for degree completion.

**Exceptions to Policy:** A student may request, in writing, an exception to MPA policy by filing a petition to the MPA Program Leader. Student petitions made directly to the Graduate School will not be supported by the MPA program.

**Grievance Procedure:** The program requires that professional relationships be maintained between faculty and students. When situations occur that cause concern, the student is encouraged to discuss the problem with their instructor. If the student is not satisfied with the instructor's response, the student is to make written appeal through the following chain of academic administrators until a conclusion is
reached: 1) MPA Program Leader; 2) WSUV CAS Director; 3) WSUV Vice Chancellor for Academic Affairs; 4) Associate Dean of the WSU Graduate School; 5) WSU Provost.

**Application for Degree:** Students intending to graduate must file an Application for Degree and pay a graduation fee before the deadline date to do so. Graduate School deadline dates for filing the Application for Degree are listed in Appendix IV (Deadlines and Procedures for Master’s Degree). Completing the application before the end of the semester preceding the semester of graduation is encouraged. Filing the application generates a final "TO DO" from the Graduate School which lists all program deficiencies. An early application allows the student ample time to correct any problems listed on the "TO DO." The Application for Degree fee is a one-time fee. If a student applies to graduate and pays the fee but does not graduate during the semester intended, the fee carries over until the student completes; **however, the student must re-file the Application for Degree form for the new anticipated date of completion.** The Application for Degree is completed through your myWsu account; instructions for completing the application are available on-line from the Graduate School at [http://gradschool.wsu.edu/graduation-application/](http://gradschool.wsu.edu/graduation-application/).

**Commencement:** A formal university commencement is held once every academic year at the end of the spring semester. Students who have completed all course requirements and successfully passed their final oral examination will be invited to participate in the graduation ceremony.

Students will not be allowed to participate in commencement exercises until they have successfully completed all course work including Pol S 700 credits and passed their final oral examination.

**Time Limit for Completion of Master's Degree:** The time limit for completion of the Master's Degree is six years beyond the enrollment date of the first course which appears on the program for credit. For example, if the first course on a program was taken Fall semester 2015, the time limit for completion of the Master's degree would be the end of Spring semester 2021. If a student transfers in a course from another institution, the date that course was taken, which will be included on the program, must fall within this six-year period.

**IV. GUIDELINES FOR INTERNSHIP EXPERIENCE**

Political Science 597 is a required internship for pre-service students. The internship was developed to give students without previous public/nonprofit sector experience (pre-service) the opportunity to work in the field under the guidance of an on-site supervisor. However, any student in the program may elect to enroll in an internship. The student will take a minimum of three credit hours of Pol S 597 to satisfy the program's service requirement. The internship requirements are different from and may not be used to replace the Master's Thesis (Pol S 700) requirement for graduation.

Program faculty will notify students when they are aware of an internship opportunity. However, students are encouraged to locate an appropriate internship on their own. Before internship enrollment is allowed, the student must provide his or her thesis committee chair, or the MPA Program Leader if a chair has not yet been identified, with a proposal describing the potential internship stating where they will intern, who will be their field supervisor, what they are expected to accomplish and how it will benefit the agency where they are interning. Students should use the Supplemental Instruction Form (see Appendix II of this Handbook) for this proposal. The thesis committee chair must give signature approval to the proposal. The student then delivers copies of the proposal to the MPA Program Leader and to the Internship Coordinator. The Internship Coordinator serves as campus supervisor to student interns. It is through the Internship Coordinator that all documentation is filed and permission to enroll in internship credits is obtained. At the conclusion of the internship, the Internship Coordinator sends a Field Supervisory Evaluation form to the student's agency. The form is completed by the student's intern.
supervisor and together this form, the student's journal, and the written outcomes or internship paper are evaluated by the Internship Coordinator who then assigns a grade of S or F.

**Internship Requirements**: (reading and written outcomes)

- **Readings**: The chair of the student’s thesis committee, along with the MPA Program Leader, will organize readings to accompany the internship experience.
- **Journal**: Students must complete and document, in journal format, 50 hours of field work for each hour of internship credit received.

**Internship paper**:

  a) If the internship involves the development of a professional report, study or program evaluation that the intern's agency will use in the normal course of its business, the student must submit two copies of that report at the conclusion of the internship – one to the student’s thesis committee chair and one to the Internship Coordinator.

  OR

  b) If the internship does not have a significant written outcome, the student will be required to submit an internship paper at least 15 pages in length. The paper is to analyze some aspect of the internship experience in light of a theoretical or methodological issue the student was exposed to in the classroom.

**V. MASTER’S THESIS**

Advanced MPA students must complete a thesis. This work product must be completed during the thesis period and be distinct from an internship involving professional responsibilities. Students participate in the chair led process described below. The MA Thesis is a work of original research that blends social science and public policy to answer a specific question or set of closely related questions of interest to the student. The research question(s) that will drive the student’s thesis can be drawn from the academic literature on public policy, or can be a ‘real-world’ policy question, or both. Students will find that the line between these two types of questions is not always clear. Therefore, although students have great latitude to formulate and investigate a unique research question, the specifics of each student’s thesis will take shape after careful dialogue with the student’s thesis committee.

After a student has completed 24 credit hours in the MPA program, they must begin the formal process of writing their Master’s Thesis. Students should, however, begin this process by planning their thesis earlier in the program. All students are strongly encouraged to structure their studies in the MPA program in order to prepare for writing the thesis. This includes taking courses relevant to your subject area and working with faculty that may serve on your master’s thesis committee. There are 3 stages involved in writing the thesis and defending it in an oral defense/examination. Following is the process that students must follow.

**Writing the Thesis Prospectus and Prospectus Defense**: After the Program of Study has been approved, and in the final semester of a student’s coursework, or, after a student has successfully completed all required 30 graded credit hours in the program, they must write and defend a thesis prospectus. This stage of the process is “chair-loaded” – meaning, most of your work will be done with your thesis committee chair. Furthermore, a successful thesis should be clear on all of the following questions:

- What is your research question and why does it matter?
• Who is your target audience? How will your research inform them? For example, are the answers to the questions you raise in your thesis intended primarily for a policy audience, or for a scholarly audience? Note that sometimes these may overlap, but many times they may not.

• All research builds in some way on the contributions of those before us. Therefore, do you have a plan for conducting a review of the public affairs literature that speaks to your particular question/topic of interest?

• What is your method of data collection and analysis?

Writing the Thesis Prospectus and Prospectus Defense will involve five major steps:

1. **Prospectus:** The actual format of the prospectus should be developed in consultation with your thesis committee chair. If necessary, when the research involves human subjects, the prospectus should include a draft, unsubmitted IRB application that includes any survey instruments or other data collection protocols.

2. **Submission:** Students must first submit their completed prospectus to the chair of their thesis committee. Once the chair is comfortable with the quality of the thesis prospectus, he or she will submit it to the other thesis committee members for their review. At that time, the chair, in consultation with the student and the thesis committee, will set a date for the prospectus defense. Thesis committee members must have at least a full week to review the prospectus prior to the defense.

3. **Defense:** At the defense, the student will formally present the prospectus to their thesis committee for its approval. If the prospectus is satisfactory, the student will proceed to the next stage. If unsatisfactory, the student will have to repeat this process. Also, at this time, thesis committee members have the option of remaining on the committee or removing themselves. Replacement committee members must approve the prospectus before the student proceeds to the next stage.

4. **Timeline:** Students should defend their prospectus the semester before they plan to write and defend the thesis (excluding Summer session). The prospectus defense and the thesis defense cannot be completed in the same semester. Students should have the first draft of their prospectus completed by the end of the eighth week of the semester. This will allow sufficient time for committee feedback and iterations on this first draft. Students must register for Pol S 700 in the semester that the prospectus will be defended.

5. **Assistance:** During this same time, you should be in contact with the Program Coordinator to ensure completion of all the required Graduate School paperwork in a timely manner.
**Writing and Defending the Master’s Thesis:** The following rules apply to Pol S 700 credits:

- The MPA Program requires that students complete a total of 4 credits of Pol S 700; at least 2 of which must be scheduled the semester of the thesis defense.

- Thesis defenses are only permitted during Fall or Spring semester.

- If a student fails to successfully defend their thesis, they must enroll in an additional 2 credits of Pol S 700 the next semester that they intend to defend their thesis.

This stage of the process, as with the prospectus defense, is “chair-loaded.” Students will work primarily with their thesis committee chair during the early stages of writing the thesis.

Thesis preparation and defense must take place during the first 13 weeks of Fall or first 14 weeks of Spring semester. Please check the schedule on the Graduate School Web Site for the final schedule for the semester in which you plan to defend. The most recent deadlines are always listed in the Graduate School’s Deadlines and Procedures for Master’s Degree provided in Appendix IV of this Handbook.

This stage involves five major steps.

1. **First Draft:** During the first several weeks of the semester, students must set a tentative date for their thesis defense, and then begin writing the initial draft of the thesis. This first draft must be submitted to the thesis committee chair by the end of the 4th week of the semester. The chair will then return the draft, with comments, within 2 weeks or by the end of the 6th week of the semester.

2. **Submission to Committee:** Students will then incorporate the suggested changes and submit a second draft to their thesis committee chair within two weeks, or by the end of the 8th week of the semester. If the chair finds the draft acceptable, he or she will send this approved draft to the full thesis committee for their feedback by the 10th week. The full thesis committee will then return the draft, with comments, within 1 week or by the end of the 11th week of the semester.

3. **Defense of the Master’s Thesis**
   
   **A. Fall Semester:** By the end of the 11th week of the semester, the full thesis committee will advise the student whether they should proceed with the defense or postpone the defense until a later date. If the student intends on proceeding, they must submit a final, completed draft of the thesis to the full thesis committee by the end of the 12th week of the semester or one week before the defense date (whichever is earlier). The thesis defense must take place by the end of the 13th week.

   **B. Spring Semester:** By the end of the 12th week of the semester, the full thesis committee will advise the student whether they should proceed with the defense or postpone the defense until a later date. If the student intends on proceeding, they must submit a final completed draft of the thesis to the full thesis committee by the end of the 13th week of the semester. The thesis defense must take place by the end of the 14th week.

   [NOTE: The above deadlines apply unless earlier deadlines have been mandated by the Graduate School.]

   **C. At the thesis defense, the thesis committee will evaluate the work as either a high (honors) pass, pass or fail. Students earning a high pass will be formally recognized in May each year. Students beginning the program prior to the fall of 2010 may choose to opt out of consideration for a high pass by written request at least 1 week prior to the final defense.**
4. **Final Thesis Committee Recommendations after the Defense:** Students who successfully pass the oral defense of the thesis have two weeks after the defense date to incorporate the thesis committee’s final recommendations. The student must then submit two tape-bound, and one loose-leaf, copy of the final thesis to the MPA Program Coordinator, accompanied with a list highlighting all of the recommended changes. The Program Coordinator will then obtain the signature of each committee member indicating their final approval. If the changes are not made, the committee will invalidate the decision to pass the student. Students who fail the oral defense must start the process from the beginning, re-enrolling in two Pol S 700 credits the semester they intend to defend their thesis. Additional rules may apply in the second defense as stipulated by the Graduate School.

5. **Electronic and Hard Copy Submission of the Thesis to the Graduate School:** Students must submit the final version of the thesis to the graduate school in both electronic and hard copy form. The procedures, format rules, and other requirements for this process are available on the Graduate School website. Of particular importance are the Instructions for Scheduling Final Examinations and Thesis Draft Submittal shown in Appendices V and VI of this Handbook. It is the student’s responsibility to see that all process and format guidelines established by the Graduate School are met. Failure to do so may significantly delay graduation.

It is critical that you keep these deadlines in mind as you write your thesis. If you don't file the appropriate paperwork with the university on time, you will not get your hard-earned degree when you want it. Faculty on your thesis committee need to have time to reflect on what you have written in order to come up with the probing questions which will allow you to show your mastery of the subject matter.

All these deadlines mean you have to plan ahead and keep thinking about what's next. The sooner you start doing this, the smoother events will flow to their desired conclusion. See General Guidelines for the Master’s Thesis (next section) for a complete description of expectations.

**Research Ethics:** To insure their research is conducted in accordance with the values of public service, WSU policy requires students to adhere to the following:

**Responsible Conduct of Research Training:** All graduate students are required to complete mandatory training on the Responsible Conduct of Research. This is a web-based training that is accessed at [http://myResearch.wsu.edu](http://myResearch.wsu.edu) using your WSU login ID and password. Students should take this training as soon as possible after being admitted to the program, and they must complete the training before beginning their thesis research. This training must be repeated every five years.

**IRB Approval of Human Subjects Protocols:** Protocols for the protection of human participants used in thesis research must be approved by the WSU Institutional Review Board (IRB) before students begin data collection. The basic instructions for completing an IRB application are shown in Appendix IX, and all of the necessary forms and procedures can be found online at [http://www.irb.wsu.edu/forms.asp](http://www.irb.wsu.edu/forms.asp). Three specific rules regarding IRB approval should be kept in mind when preparing the IRB application:

- As required by WSU policy, for the purpose of obtaining IRB approval, the thesis committee chair serves as the principal investigator of the master’s thesis research. Although the student is responsible for drafting the IRB application and is listed as co-investigator on the IRB application, all correspondence with the IRB is done by the thesis committee chair.

- The WSU IRB requires all investigators to complete training in the ethical use of human participants in research. Students engaged in research involving human participants must complete the Basic/Refresher Required Modules of the web-based Collaborative IRB
Training Initiative (CITI) course for social/behavioral research. Upon completion of the training modules, students should print the course “Completion Report” to keep for your records and to attach to the IRB application. For more information, and to access the CITI training, visit http://www.irb.wsu.edu/citi.asp.

- When proposing research involving human participants, students must include a draft, unsubmitted IRB application (including any survey instruments or other data collection protocols) with their thesis prospectus. Typically, the IRB application will be submitted upon thesis committee approval following the prospectus defense.

**General Guidelines for the Master’s Thesis:**

**Goals** – The thesis is required of all MPA students. The student will be judged on how well their paper addresses the four goals listed below.

- Illustrate an in-depth, detailed and nuanced understanding of a specific issue, topic or question in the field;
- Illustrate an awareness of the theoretical issues and arguments raised and discussed in the literature on the subject;
- Express the ideas, concepts and arguments advanced in the paper with precision and rigor;
- Enlarge the reader's understanding of the issue and topic.

In sum, the thesis should strive to be equivalent in content, sophistication, and technical expertise to a publishable paper in a respected scholarly journal. The thesis can be on any subject using any theoretical or methodological approach common to public affairs; as agreed upon by your thesis committee, and there are no limitations or preferences for a particular theoretical or methodological approach. The thesis should be approximately 30-40 pages (journal article length).

**Essay Form** – To achieve the goals at the minimum, the thesis needs to have a(n):

*Introduction and Statement of the Problem.* The thesis needs to have a clearly and precisely stated question, thesis and argument. The first couple of pages should make it clear what the paper is about and how the subject will be approached and analyzed.

*Literature Review.* The thesis needs to have an extensive literature review of the subject. Few of us think anything that is brand new and we need to acknowledge our intellectual debts. The literature review shows that you have immersed yourself in the subject, have read extensively about it, and have drawn your ideas, concepts, and arguments from a variety of sources. The length of the literature review will vary by subject. If you do a theoretical thesis or one based on secondary sources, then the review will have to be quite extensive since your argument refashions existing thoughts and theory. If you are doing an empirical project, the literature review needs to incorporate the important relevant thinking and studies that influence the design of your research, your hypothesizing and theory development, and the likely analysis of your data. The main purposes of the literature review are to show the reader that you know the subject and that you can place your thinking into ongoing theorizing and research in the subject area. (There is nothing worse than to have a reader say, "but what of Smith's or Jones' work and writing on this subject? Why isn't it here?" One of the jobs of the thesis committee is precisely to point out to you the relevant literature that you should become familiar with.)

*Methodology.* The thesis must have a methods section describing how information was collected and analyzed. The sources of pre-existing or collected information must be made explicit. This
may include a description of pre-existing quantitative data sets, secondary sources used such as reports and case studies, or the collection of new data through a survey, in depth interviews, or other means.

Discussion. This section states and justifies the body of your description, analysis, and argument in a precise, readable and rigorous manner.

Conclusion. The conclusion summarizes your argument and shows how your work enhances our theoretical understanding of the subject.

There may be exceptions to the above list. Specific outline, contents, and format vary substantially depending upon the project plan approved at the prospectus stage. You will work this out with your chair. At a minimum, final projects must demonstrate strong command of the public affairs literature, methodology, and relevant policy scholarship. Final products must be of professional report quality.

One way to judge how well you are doing is to think ahead to the oral defense of your thesis. Suppose - ask yourself - if someone were to challenge this statement of mine, or object to my argument here, how would, and, how could I respond? If you cannot, then the thesis is not ready yet. Again, one of the jobs of the thesis committee is to point out strengths and weaknesses of the thesis before you get to the oral defense stage, so that you are prepared.

Lastly, WSU will publish your thesis electronically so this will be one of the documents you may refer to throughout your life as an example of your best work. It is a significant milestone in your intellectual development. You may change your thinking about your subject and so may the committee members who read and critique it. What you want to have in the thesis, then, is work that is scholarly, theoretically sound, empirically solid, and defensible.
VI. **FINAL ORAL EXAMINATION (This Refers to the Defense of Your Thesis)**

**Final Examination Scheduling Form:** The Final Examination Scheduling form officially schedules the student’s oral examination with the Graduate School. Once the student and their thesis committee have decided they are ready to conduct their final oral examination, the student should contact the MPA Program Coordinator to ensure that the form is completed and submitted to the Graduate School by the appropriate deadline date shown in Appendix IV. The Final Examination Scheduling Form should be received in the Graduate School no later than three weeks before the oral examination. Please submit the form to the MPA Program Coordinator before that date. (The Final Exam Scheduling Form is found in Appendix V of this Handbook.)

**Final Master's Oral Examination:** Final examinations will be held during Fall and Spring semesters only. A final examination is required of all master's candidates. The examination must be held on one of WSU's campuses. The examination is intended to test the candidate's ability to integrate and interpret material in the major and supporting fields with emphasis on the work presented in thesis. In addition to defending the thesis itself, the student should be fully prepared to answer any question from members of the faculty as it relates to all course work - to go beyond description of the concepts and engage in a critical discourse to demonstrate the student's critical analysis and reflection and synthesis of all course work.

The student should expect the final oral to take 90 minutes. At the conclusion of the examination, the participating faculty members meet in private, vote and return their ballots and examination cards to the Graduate School in Pullman. The Graduate School officially declares the examination passed or failed and notifies the student, program, and department of its findings.

**NOTE:** Final examinations are open to the public. However, during the oral defense, candidates will be addressed by their thesis committee members and other appropriate faculty members only. Students and members of the general public may only observe the examination.

**Failed Master's Oral Examination:** Should a student fail their first attempt at the final oral examination, a second, final re-examination may be held at the request of the student's program/department. A waiting period of three months between the first examination and the final examination is required to allow the student time to prepare for a successful defense. The student must be enrolled in Pol S 700 hours as described in “Writing and Defending Master’s Thesis”.

**PROCESS:** A few words on process – it is absolutely essential that students take the initiative and be responsible for their education. It is the student's responsibility to make all necessary advising appointments with the MPA Program Leader and their thesis committee chair. Students can work with the MPA Program Coordinator to arrange meeting times if necessary. Students must work with MPA Program Coordinator to file all requisite paperwork to fulfill the Department and Graduate School requirements. Students should work closely with their thesis committee chair and committee members to minimize problems which may occur. **Students are responsible for meeting deadlines established in this Handbook and by the Graduate School.**

*If you are ever uncertain about program rules, contact the MPA Program Leader for clarification.*
MPA COURSE WORK CHECKLIST

All of the MPA concentrations require the following prerequisites and core course work.

Prerequisites:
- Bachelor’s Degree from an accredited institution
- Graduate Record Examinations
- An Introductory Statistics Course approved by the admissions committee

Hour Requirements:
- 30 Graded semester hours; 24 of which must be at the 500-level and no more than six hours at the 400-level
- 3 Semester hours of Pol S 597 (Graduate Internship), at a minimum (S/F)\(^1\)
- 4 Semester hours of Pol S 700 (Master’s Thesis), at a minimum (S/F)\(^2\)
- 37 Minimum, total graduate semester hours

Core Course Work:
- Pol S 502 - Seminar in Normative Theory
- Pol S 503 - Research Methods in Political Science
- Pol S 504 - Quantitative Methods in Political Science
- Pol S 505 – Qualitative Methods in Public Affairs
  (Students beginning classes prior to the Fall of 2018 may use Pol S 543 – subtitled: Qualitative Methods in Public Affairs - as a core course in place of Pol S 505)
- Pol S 514 - Seminar in Public Policy
  (Students beginning classes prior to the Spring of 2011 may use MgtOp 587 – Business Ethics – as a core course in place of Pol S 514)
- Pol S 540 - Proseminar in Public Administration
- Pol S 700 - Master's Thesis – 4 hours minimum

The additional course requirements for the Public Administration, Applied Policy Studies, Health Policy and Public Service, Justice Studies, and Environmental Policy concentrations are listed on the following pages 16-20 of this handbook.

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\(^1\) This requirement will be waived for students who have a substantial level of previous experience in the public sector prior to being admitted to the program; in these cases, the minimum requirement will be 34 total graduate credit hours.

\(^2\) In order to maintain an appropriate level of registration, some students will be required to enroll in additional semester credit hours of Pol S 700. Please refer to Chapter 5, Section C ("Appropriate Levels of Registration [Credit Load]") of the Graduate School Policies and Procedures Manual (available at http://gradschool.wsu.edu/chapter-five-b/) for further information.
OPTIONS IN PUBLIC AFFAIRS

The MPA degree at WSU Vancouver requires the completion of specific core requirements and additional course work for particular concentrations.

The Public Administration Concentration provides a broad foundation in public administration and related subjects for a career in public service such as government and non-profit organizations.

The Applied Policy Studies Concentration provides options for students with career interests requiring a general background in public policy and politics. To accommodate the varying interests of these students, programs are individually tailored by each student in consultation with an advisor.

The Health Policy and Public Service Concentration provides options for students whose interests are in the areas of health care policy, health care administration and management. To accommodate the varying interests of these students, programs are individually tailored by each student in consultation with an advisor.

The Justice Studies Concentration provides students with a broad foundation on justice issues. Students can focus on issues involving the criminal justice process, issues of law and legal process, race and inequality and gender and inequality.

The Environmental Policy Concentration provides options for students with career interests in environmental policy and politics. To accommodate the varying interests of these students, programs are individually tailored by each student in consultation with an advisor.
PUBLIC ADMINISTRATION CONCENTRATION

Should total 12 credits in addition to core course work

Required for Concentration

Two of the following:
- Pol S 443 Administrative Jurisprudence
- Pol S 445 Public Personnel Administration
- Pol S 446 Public Budgeting

Electives

Two of the following:
- Pol S 417 Voting and Elections
- Pol S 420 Political Parties and Interest Groups
- Pol S 436 Disability, Aging and Public Policy
- Pol S 445 Public Personnel Administration
- Pol S 447 Comparative Public Administration
- Pol S 450 The Legislative Process
- Pol S 512 Seminar in American Institutions
  (variable topics - may be repeated for maximum of 6 credits)
- Pol S 514 Seminar in Public Policy
- Pol S 532 Seminar in International Political Economy
- Pol S 541/Crm J 540 Seminar in Evaluation Research
  (may not be used as an elective if counted toward the core course work requirements)
- Pol S 542/Crm J 592 Proseminar in Administration, Justice, and Applied Policy Studies
  (variable topics – may be repeated for maximum of 6 credits – summer workshops limited to 3 credits unless students have written approval.)
- Pol S 543 Topics in Public Administration and Policy
  (variable topics - may be repeated for maximum of 6 credits, the 3 credits earned when the course is taken under the subtitle Qualitative Methods in Public Affairs cannot be counted as elective credit)
- Pol S 544 The Politics of Policy Process
- MgTop 582 Human Resource Management
- Mgmt 585 Graduate Seminar in Negotiations
- Mgtop 590 Strategy Formulation and Organizational Design
- Mgtop 593 Managerial Leadership and Productivity

NOTE: ANY RELEVANT GRADUATE COURSE MAY BE USED AS AN ELECTIVE WITH APPROVAL OF YOUR COMMITTEE
APPLIED POLICY STUDIES CONCENTRATION
Should total 12 credits in addition to core course work

Required for Concentration

Two of the following:
- Pol S 416 Policy Analysis
- Pol S 532 Seminar in International Political Economy
- Pol S 541/Crm J 540 Seminar in Evaluation Research

(may not be used counted as a course required for the concentration if already counted toward the core course work requirements)

Electives

Two of the following:
- Pol S 402 Civil Liberties
- Pol S 404 The Judicial Process
- Pol S 416 Policy Analysis
- Pol S 417 Voting and Elections
- Pol S 420 Political Parties and Interest Groups
- Pol S 432 Comparative Public Policy
- Pol S 436 Disability, Aging and Public Policy
- Pol S 448 Urban Politics and Policy
- Pol S 450 The Legislative Process
- Pol S 512 Seminar in American Institutions
  (variable topics - may be repeated for maximum of 6 credits)
- Pol S 513 Seminar in American Political Behavior
  (may be repeated for maximum of 6 credits)
- Pol S 534 Seminar in Comparative Politics
- Pol S 536 Special Topics in Comparative Politics
  (variable topics - may be repeated for maximum of 6 credits)
- Pol S 542/Crm J 592 Proseminar in Administration, Justice, and Applied Policy Studies
  (variable topics – may be repeated for maximum of 6 credits – summer workshops limited to 3 credits unless students have written approval.)
- HPA 501 Health Care Policy and Politics
- Mgmt 585 Graduate Seminar in Negotiations

NOTE: ANY RELEVANT GRADUATE COURSE MAY BE USED AS AN ELECTIVE WITH APPROVAL OF YOUR COMMITTEE
# HEALTH POLICY AND PUBLIC SERVICE CONCENTRATION

Should total 12 credits in addition to core course work

## Required for Concentration

Two of the following:
- Pol S 436 Disability, Aging and Public Policy
- Pol S 446 Public Budgeting
- Nurs 507 Health Care Policy Analysis

## Electives

Two of the following:
- Pol S 436 Disability, Aging and Public Policy
- Pol S 443 Administrative Jurisprudence
- Pol S 445 Public Personnel Administration
- Pol S 512 Seminar in American Institutions
  - (variable topics - may be repeated for maximum of 6 credits)
- Pol S 541/Crm J 540 Seminar in Evaluation Research
  - (may not be used as an elective if counted toward the core course work requirements)
- Pol S 542/Crm J 592 Proseminar in Administration, Justice, and Applied Policy Studies
  - (variable topics – may be repeated for maximum of 6 credits – summer workshops limited to 3 credits unless students have written approval.)
- Anth 405 Medical Anthropology
- Anth 561 Current Trends in Physical Anthropology: Evolutionary Medicine
- HD 580 Families, Community and Public Policy
- HPA 500 Introduction to the Health Care System
- HPA 502 Law and Ethics of Health Management
- HPA 515 Health Care Management
- MgTop 582 Human Resource Management
- Mgmt 585 Graduate Seminar in Negotiations
- MgTop 593 Managerial Leadership and Productivity
- Nurs 507 Health Care Policy Analysis
- Nurs 447/Nurs 577 Health Care Ethics

**NOTE:** ANY RELEVANT GRADUATE COURSE MAY BE USED AS AN ELECTIVE WITH APPROVAL OF YOUR COMMITTEE
JUSTICE STUDIES CONCENTRATION
Should total 12 credits in addition to core course work

Required for Concentration

The following course:
- Crm J 530 Criminal Justice: Process and Institutions

One of the following:
- Crm J 450 Senior Seminar: Ethical Issues in Criminal Justice
- Crm J 570 The Police and Society
- Crm J 592/Pol S 542 Proseminar in Administration, Justice, and Applied Policy Studies

Electives

Two of the following:
- Crm J 403 Violence Toward Women
- Crm J 405 Comparative Criminal Justice Systems
- Crm J 420 Criminal Procedure
- Crm J 424 Community Corrections
- Crm J 426 Victimology and Public Policy
- Crm J 427 Crime Prevention Strategies
- Crm J 428 Drug and Alcohol Use and Abuse
- Crm J 450 Senior Seminar: Ethical Issues in Criminal Justice
- Crm J 540/Pol S 541 Seminar in Evaluation Research
  (may not be used as an elective if counted toward the core course work requirements)
- Crm J 541 Seminar in Corrections
- Crm J 570 The Police and Society
- Crm J 591 Seminar in the Administration of Criminal Justice
- Crm J 592/Pol S 542 Proseminar in Administration, Justice, and Applied Policy Studies
  (variable topics – may be repeated for maximum of 6 credits – summer workshops limited to 3 credits unless students have written approval.)
- Pol S 402 Civil Liberties
- Pol S 404 The Judicial Process
- Pol S 516 Seminar on Law, Courts, and Judicial Politics
- Soc 461 Corrections
- Soc 542 Theories of Social Stratification
- Soc 580 Sociology of Race Relations

NOTE: ANY RELEVANT GRADUATE COURSE MAY BE USED AS AN ELECTIVE WITH APPROVAL OF YOUR COMMITTEE
ENVIRONMENTAL POLICY CONCENTRATION
Should total 12 credits in addition to core course work

**Required for Concentration**

Both of the following courses:
- Pol S 430 Politics of Natural Resource and Environmental Policy
- Envr Sci 544 Environmental Assessment

One of the following:
- Pol S 512 Seminar in American Institutions
- Pol S 536 Special Topics in Comparative Politics

**Electives**

One of the following:
- Pol S 443 Administrative Jurisprudence
- Pol S 512 Seminar in American Institutions
  *(if not already taken as a course required for concentration)*
- Pol S 514 Seminar in Public Policy
- Pol S 536 Special Topics in Comparative Politics
  *(if not already taken as a course required for concentration)*
- Pol S 541/Crm J 540 Seminar in Evaluation Research
  *(may not be used as an elective if counted toward the core course work requirements)*
- Engl 472 Ecological Issues and American Nature Writing
- Envr Sci 504 Ecosystem Management
- Envr Sci 544 Environmental Assessment
- Envr Sci 586 Introduction to Geographic Information Systems
- Soc 532 Environmental Sociology

*Graduate Courses at Portland State University – No more than three semester credits, as approved by advisor (keep in mind that a 3 quarter credit class transfers in as 1.7 semester credits)*

*NOTE: ANY RELEVANT GRADUATE COURSE MAY BE USED AS AN ELECTIVE WITH APPROVAL OF YOUR COMMITTEE*
ADMINISTRATION OF GRADUATE STUDIES

Administration of MPA Program - Vancouver

The *MPA Program Leader* is responsible for initiating MPA faculty meetings. The MPA Program Leader is also responsible for oversight and administration of academic issues concerning the MPA program. The Program Leader serves as advisor to students until they have formed a formal program committee or are assigned a permanent advisor; and works with the Graduate Director in Pullman to interpret departmental rules and regulations as they apply to the MPA program. The MPA Program Leader is appointed by the Department Chair, after consultation with the CAS Director and WSU Vancouver Dean.

The *MPA Program Coordinator* is responsible for administrative details of the MPA program in consultation with the MPA Program Leader and Graduate Secretary (Pullman). Responsibilities include: serving as initial contact and representative for the MPA program; coordinating the MPA admissions process; maintaining graduate files and providing assistance to students regarding the program, paperwork, deadlines, scheduling oral defenses, etc. This staff member also serves on the MPA Admissions Committee and MPA faculty meetings.

The *MPA Internship Coordinator* is responsible for assisting pre-service students with arranging their required internship and fulfilling all requirements of the internship.
MPA PROGRAM FACULTY

CORE FACULTY

**Laurie Drapela**, Associate Professor & Former MPA Program Leader (ldrapela@wsu.edu)

**Years at WSU:**
- Began Tenure Track – Fall 2001

**Areas of Research Interest:**
- Adolescent Drug Use and Delinquency, Drug Treatment in the Criminal Justice System

**Graduate Courses Offered in the MPA Program:**
- Crm J 403 – Violence Toward Women
- Crm J 450 – Senior Seminar: Ethical Issues in Criminal Justice
- Crm J 530 – Criminal Justice: Process and Institutions
- Pol S 503 – Research Methods in Political Science
- Pol S 504 – Quantitative Methods in Political Science

**Kathryn DuBois**, Associate Professor (kathryn.dubois@wsu.edu)

**Years at WSU**
- Since Fall 2007

**Areas of Research Interest:**
- Violence Against Women, Alcohol Policy, Crime and Criminal Justice in American Indian and Alaska Native Communities, Rural Policing

**Graduate Courses Offered in the MPA Program**
- Crm J 400 – Issues in the Administration of Criminal Justice
- Crm J 426 – Victimology and Public Policy
- Crm J 427 – Crime Prevention Strategies
- Crm J 428 – Drug and Alcohol Use and Abuse
- Crm J 570 – The Police and Society
- Pol S 503 – Research Methods in Political Science
- Pol S 504 – Quantitative Methods in Political Science
- Pol S 541/Crm J 540 – Seminar in Research Evaluation

**Susan Finley**, Associate Professor and MIT Elementary Program Chair (finley@wsu.edu)

**Years at WSU:**
- Began Tenure Track – Fall 2001

**Areas of Research Interest:**
- Educational Policy, Research Policy and Practice, Social Justice, Poverty and Homelessness, Environmental Education and Food Issues Related to Poverty

**Graduate Courses Offered in the MPA Program:**
- Pol S 505 – Qualitative Methods in Public Affairs
Katrina Leupp, Assistant Professor (katrina.leupp@wsu.edu)

Years at WSU:
Began Tenure Track – Fall 2014

Areas of Research Interest:
Work and Family, Gender, Health, Family Demography, Inequality, Quantitative Methods

Graduate Courses Offered in the MPA Program:
Soc 574 – Labor Market Inequality
Soc 553 – Social Organization and the Family

Carolyn Long, Associate Professor & Former MPA Program Leader (coelong@wsu.edu)

Years at WSU:
Began Tenure Track – Fall 1995

Areas of Research Interest:
Public Law and American Institutions, American Public Policy

Graduate Courses Offered in the MPA Program:
Pol S 402 – Civil Liberties
Pol S 404 – The Judicial Process
Pol S 443 – Administrative Jurisprudence
Pol S 450 – The Legislative Process
Pol S 512 – Seminar in American Institutions
Pol S 514 – Seminar in Public Policy
Pol S 516 – Seminar on Law, Courts, and Judicial Politics
Pol S 542 – Proseminar in Administration, Justice, and Applied Policy Studies

Anthony Lopez, Associate Professor (anthony.c.lopez@wsu.edu)

Years at WSU:
Began Tenure Track – Fall 2012

Areas of Research Interest:
Evolutionary Politics, Coalitional Aggression

Graduate Courses Offered in the MPA Program:
Pol S 531 – Seminar in International Security
Pol S 532 – Seminar in International Political Economy
Pol S 533 – Topics in Political Psychology
Alair MacLean, Associate Professor (alair@wsu.edu)

Years at WSU:
  Began Tenure Track – Fall 2006

Areas of Research Interest:
  Social Inequality, Occupational Age Stratification, Demography

Graduate Courses Offered in MPA Program:
  Pol S 504 – Quantitative Methods in Political Science

Clay Mosher, Professor (cmosher@wsu.edu)

Years at WSU:
  Began Tenure Track – Fall 1995

Areas of Research Interest:
  Crime, Deviance and Social Control, Methods, Race Relations

Graduate Courses Offered in MPA Program:
  Pol S 504 – Quantitative Methods in Political Science
  Soc 461 – Corrections
  Soc 580 – Sociology of Race Relations

Mark Stephan, Associate Professor & MPA Program Leader (stephanm@wsu.edu)

Years at WSU:
  Began Tenure Track – Fall 2001

Areas of Research Interest:
  Bureaucratic Politics, Public Participation, Environmental Policy

Graduate Courses Offered in the MPA Program:
  Pol S 417 – Voting and Elections
  Pol S 420 – Political Parties and Interest Groups
  Pol S 502 – Seminar in Normative Theory
  Pol S 512 – Seminar in American Institutions

Paul Thiers, Associate Professor & Former MPA Program Leader (pthiers@wsu.edu)

Years at WSU:
  Began Tenure Track – Fall 1999

Areas of Research Interest:
  Comparative and International Public Policy, Environmental, Agricultural, and Trade Policy, China, the Asian-Pacific Region and the Pacific Northwest

Graduate Courses Offered in the MPA Program:
  Pol S 416 – Policy Analysis
  Pol S 430 – Politics of Natural Resource and Environmental Policy
  Pol S 432 – Comparative Public Policy
Pol S 447 – Comparative Public Administration
Pol S 532 – Seminar in International Political Economy
Pol S 534 – Seminar in Comparative Politics
Pol S 536 – Special Topics in Comparative Politics

**Tom Tripp,** Professor (ttripp@wsu.edu)

*Years at WSU:*
Began Tenure Track – Fall 1991

*Areas of Research Interest:*
Negotiations, Organizational Justice, and Workplace Revenge

*Graduate Courses Offered in the MPA Program:*
Mgmt 585 – Graduate Seminar in Negotiations
MgtOp 593 – Managerial Leadership and Productivity

**Amy Wharton,** Professor, Director of College of Arts & Sciences, & Former MPA Program Leader (wharton@wsu.edu)

*Years at WSU:*
Began Tenure Track – Fall 1987

*Areas of Research Interest:*
Gender, Inequality, Organizations, and Work and Family

*Graduate Courses Offered in the MPA Program:*
Soc 542 – Theories of Social Stratification

**AUXILIARY FACULTY**

Faculty from Business, Anthropology, Environmental Science, Nursing, Women’s Studies, and Human Development – among others– have provided valuable service as thesis committee members and instructors of MPA concentration electives. When appropriate to their interests, students are encouraged to draw on the expertise of faculty from these other disciplines to serve on thesis committees.
### APPENDIX I: Sample Placement of Program Graduates

<table>
<thead>
<tr>
<th>POSITION AND AGENCY</th>
<th>YEAR GRADUATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum &amp; Instructional Support Assistant, Clark College</td>
<td>2014</td>
</tr>
<tr>
<td>Community Relations Specialist, Port of Vancouver</td>
<td>2014</td>
</tr>
<tr>
<td>Youth First Employment Specialist, Partners in Careers</td>
<td>2014</td>
</tr>
<tr>
<td>Policy Analyst, Cowlitz Indian Tribe</td>
<td>2013</td>
</tr>
<tr>
<td>Military Intelligence, United States Army</td>
<td>2013</td>
</tr>
<tr>
<td>Program Analyst, Bonneville Power Administration</td>
<td>2012</td>
</tr>
<tr>
<td>Researcher, Washington State University Vancouver</td>
<td>2012</td>
</tr>
<tr>
<td>Corrections Officer, Cowlitz County Youth Services Center</td>
<td>2011</td>
</tr>
<tr>
<td>Team Manager, PacifiCorp</td>
<td>2011</td>
</tr>
<tr>
<td>Director of Quality and Patient Safety, PeaceHealth SW Medical Center</td>
<td>2011</td>
</tr>
<tr>
<td>Elections Specialist, State of Wisconsin</td>
<td>2011</td>
</tr>
<tr>
<td>Legislative Aide, State of Washington</td>
<td>2011</td>
</tr>
<tr>
<td>Assistant, Employee Health, Legacy Health System</td>
<td>2011</td>
</tr>
<tr>
<td>Public Affairs Specialist, Bonneville Power Administration</td>
<td>2009</td>
</tr>
<tr>
<td>Political Science Professor, Clark College</td>
<td>2008</td>
</tr>
<tr>
<td>Professional Development Manager of Early Learning, ESD 112</td>
<td>2008</td>
</tr>
<tr>
<td>Environmental Protection Specialist, Department of the Interior</td>
<td>2008</td>
</tr>
<tr>
<td>Student Affairs Operations Manager, Clark College</td>
<td>2008</td>
</tr>
<tr>
<td>Executive Director, The Gifford Pinchot Task Force</td>
<td>2008</td>
</tr>
<tr>
<td>Director, Kaiser Permanente</td>
<td>2007</td>
</tr>
<tr>
<td>PhD Candidate, Washington State University</td>
<td>2006</td>
</tr>
<tr>
<td>Executive Director, Southwest WA Contractors Association</td>
<td>2004</td>
</tr>
<tr>
<td>Emergency Manager, Clark Regional Emergency Services</td>
<td>2004</td>
</tr>
<tr>
<td>Contracts Manager, Port of Vancouver</td>
<td>2004</td>
</tr>
<tr>
<td>Principle, Strategic Planning Group</td>
<td>2001</td>
</tr>
<tr>
<td>Senior Services Director and Risk Manager, Skamania County</td>
<td>2000</td>
</tr>
<tr>
<td>VP of Advancement, Pacific University</td>
<td>1999</td>
</tr>
<tr>
<td>Director of Marketing, Omidyar Network</td>
<td>1999</td>
</tr>
<tr>
<td>Deputy Executive Director, Educational Opportunities for Children &amp; Families</td>
<td>1999</td>
</tr>
<tr>
<td>President &amp; CEO, Vancouver Historic Reserve Trust</td>
<td>1999</td>
</tr>
<tr>
<td>Marketing and Communications Services, Gazelles International</td>
<td>1998</td>
</tr>
<tr>
<td>VP Sales - Western Region, ASCEND Learning</td>
<td>1998</td>
</tr>
</tbody>
</table>
APPENDIX II: Supplemental Instruction Form

Supplemental Form for CAS Independent Study/Research Practicum/Directed Study Projects (common designations 498, 499)

Prefix, Course Number

Number of Credits

Instructor Name (Printed)

Student Name (Printed)

Description of Independent Study/Research Practicum/etc.

Course Requirements (e.g. specific readings, research to be conducted, number of hours in lab or field)
Expected Outcome (e.g. paper, journals, research project)

Specific Benefit to Student

Required Signatures

__________________________________________  __________________________
Student                                      Date

__________________________________________  __________________________
Instructor                                  Date

__________________________________________  __________________________
Program Leader                              Date

After the form is completed, please keep a copy for your records and provide a copy to the Associate Director of Academic Advising and Students, College of Arts & Sciences.

NOTE: Registrations must be completed prior to the 10th day of classes, unless there is a verifiable emergency.
APPENDIX III: Program of Study Request Form

INSTRUCTIONS FOR COMPLETING THE PROGRAM OF STUDY REQUEST FORM
Preparation of the program is the responsibility of the student in consultation with their advisor/committee chair and the committee. Students must complete this document in accordance with Graduate School policies and procedures. Once the program is completed and signed, submit this form to your Academic Coordinator for departmental review and subsequent forwarding to the Graduate School. The Graduate School must receive the Program of Study by the deadlines provided in the "Deadlines and Procedures" documents available on the Graduate School's website.

COURSEWORK INSTRUCTIONS
The student should supply appropriate information regarding courses taken and proposed, utilizing the WSU Catalog, Graduate School Catalog, WSU academic records, and official transcripts from other institutions. Transfer credit, if requested, should be reported exactly as it appears on the original transcript. Transfer credit hours should be reported in semester hours and/or will be converted by the Graduate School. For complete information regarding the Program of Study and coursework requirements, including the Transfer Policy, please consult the Graduate School Policies and Procedures, available at www.gradschool.wsu.edu/policies-procedures.

Many program requirements exceed those described below. Work with your Academic Coordinator to ensure you meet all applicable graduation requirements. In all cases, students must comply with the minimum standards of the Graduate School and of their individual program.

For All Degrees: Graduate students must maintain a 3.0 cumulative GPA at all times and must hold a 3.0 cumulative GPA and 3.0 GPA among courses listed on the Program of Study in order to graduate. The program may not include any courses graded Pass/Fail, courses not approved for graduate credit, or courses that are audited. The student must complete any graded course listed on the Program of Study with a grade of C or higher; the student must repeat any course listed on program in which they earn a grade of C- or below. Courses on the program in which the student earns a B- or below may not be removed from the program.

M.A./M.S. Thesis: The thesis degree program must consist of not less than 30 hours of approved graduate credit including a minimum of 21 hours of graded coursework and 4 hours of 700 Master's Research. Of these 21 hours of coursework, the student may use up to 6 credits of non-graduate level credit (300 or 400 level) with the approval of their department.

M.A./M.S. Non-Thesis: The non-thesis degree program must consist of not less than 30 hours of approved graduate credit including a minimum of 26 hours of graded coursework and a minimum of 4 hours of 702 Master's Research. Of these 26 hours of coursework, the student may use up to 9 credits of non-graduate level credit (300 or 400 level) with the approval of their department.

All Other Master's Degrees: Requirements for all other master's degrees are described in the Graduate School Catalog and in the graduate student handbook issued by each program.

Ph.D. and Ed.D.: The core of the Doctor of Philosophy (Ph.D.) and Doctor of Education (Ed.D.) program requirements vary by program. Of the minimum 15 hours of core graded coursework required on the Program of Study, none may be from non-graduate level courses. For programs with a larger core, no more than 9 credits of non-graduate credit (300 or 400 level) may be used with the approval of their department. Many doctoral programs have minimum requirements that exceed those described above; verify the required number of letter graded credits for your specific program with your academic coordinator. In all cases, students must comply with the minimum standards of their doctoral programs.

Seminar courses numbered 500 or above that are graded on a scale of A-F may be used as part of the student’s core program. Courses graded S/F may not be applied towards the graded core. Additionally, only those courses graded on a scale of A-F taken in pursuit of the master’s degree and/or transfer courses at a level equivalent to 500-level courses and applicable to the doctoral core program should be listed. Any course included in the doctoral program in which a student earns a grade of C- or below must be repeated for a new grade of C or above before taking preliminary or final exams.

In addition to the core requirement, the program shall show research and additional studies. This includes Independent Study (600) and Doctoral Research (800 – minimum of 20 hours), and any additional graded or S/F courses taken at WSU. Credit in this category, plus that in the core program, must total at least 72 hours. Additional credits may be required by some programs.
COMMITTEE INSTRUCTIONS
Proposed committees must meet all Graduate School requirements (summarized below) as well as any requirements listed in the program’s bylaws. For additional information, please see the Graduate School’s Policies and Procedures, available at www.gradschool.wsu.edu.

MASTERS COMMITTEE REQUIREMENTS
• The committee must include at least three WSU faculty members and all members must hold a degree of comparable level to the degree sought by the student.
• If program bylaws ARE NOT on file: The chair and at least one committee member must be tenured or tenure track faculty who are also members of the graduate faculty in your graduate program; the third member must be graduate faculty in your program, but is not required to be tenured or tenure track faculty.
• If program bylaws ARE on file: At minimum, the committee must include one tenured/tenure track faculty member who is graduate faculty in your graduate program; the second member must be graduate faculty in your program, but is not required to be tenured/tenure track faculty; the third member can be from inside or outside your graduate program, does not need to hold graduate faculty status, and does not need to be tenured/tenure track faculty; the chair must be tenured or tenure track in the graduate program unless specified otherwise in the bylaws for your specific graduate program.

DOCTORAL COMMITTEE REQUIREMENTS
• The committee must include at least three WSU faculty members and all members must hold a doctoral degree.
• If program bylaws ARE NOT on file: The committee chair and at least two committee members must be tenured/tenure track faculty who are also members of the graduate faculty in your graduate program.
• If program bylaws ARE on file: At minimum, the committee must have two tenured/tenure track faculty who are also members of the graduate faculty in your program; the third member must be graduate faculty in any WSU graduate program, but is not required to be tenured/tenure track faculty.
• If the statistics minor is chosen, a statistics faculty member must be represented as the fourth committee member.

IN ALL CASES:
• Experts outside of WSU and faculty from other institutions may serve on committees as a fourth member – you are required to attach a completed “External Committee Member” form when including someone outside of WSU as a committee member.
• For any non-WSU committee member, or for any member who is not tenured/tenure track and is outside of your graduate program, please attach a vitae and include a rationale below to be reviewed for approval by the Dean of the Graduate School.
• Any exception to the committee composition requirements outlined here, or to program bylaws, requires an Exception to Policy request to provide official documentation of the rationale for the policy exception.
• Program bylaws are available at www.gradschool.wsu.edu/bylaws; this document contains important committee composition requirements for your program. It is important that you review these guidelines with your committee chair when proposing your committee.

PROGRAM OF STUDY APPROVAL
Signatures of the student, advisor, and committee are required and signify that the aforementioned individuals have reviewed this program and found it acceptable for an advanced degree in the student’s field. Additionally, the individuals designated as members of the advisory committee agree to serve in this capacity and perform all required functions of this appointment.

<table>
<thead>
<tr>
<th>COMMITTEE CHAIR</th>
<th>GRADUATE PROGRAM</th>
<th>SIGNATURE AND DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMITTEE MEMBER</td>
<td>GRADUATE PROGRAM</td>
<td>SIGNATURE AND DATE</td>
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<td>COMMITTEE MEMBER</td>
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<td>COMMITTEE MEMBER</td>
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<td>SIGNATURE AND DATE</td>
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<tr>
<td>COMMITTEE MEMBER</td>
<td>GRADUATE PROGRAM</td>
<td>SIGNATURE AND DATE</td>
</tr>
</tbody>
</table>

DEPARTMENT CHAIR SIGNATURE AND DATE

MINOR DEPARTMENT CHAIR SIGNATURE (if applicable) AND DATE

RATIONALE FOR NON-WSU OR NON-TENURED/TENURE TRACK FACULTY OUTSIDE THE GRADUATE PROGRAM:

APPROVAL - DEAN, GRADUATE SCHOOL: ______________ DATE: ______________
## Graduate School

### Program of Study Request Form

**RESEARCH TOPIC/GENERAL AREA:**

Some areas of inquiry require approval before you may use certain subjects or materials for your research. Please complete the following questions to determine if your research may require institutional review:

- Does your research involve human subjects, including asking individuals to complete a survey?
- Does your research involve any animal subjects?
- Does your research involve biohazardous or radioactive materials?

If you answered "Yes" to any of the above questions, your research may require institutional review. Please contact the Office of Research Assurances (www.ora.wsu.edu) for information. Evidence of institutional review, or an exemption statement, will be required before scheduling a final exam.

### COURSEWORK: Graded (A-F)

<table>
<thead>
<tr>
<th>Course Prefix and Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Sem/Year Taken (Chronological Order)</th>
<th>WSU Instructor or name of Institution if requesting transfer credits</th>
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</thead>
<tbody>
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</tr>
</tbody>
</table>

Subtotal Credits of Graded Coursework: 0

### COURSEWORK: Non-Graded (S/F)

List any S/F coursework in this space – please provide a specific course prefix, number, and the total number of credits for each course

Subtotal Credits of Non-Graded Coursework: 0

Research Credits (702 Non-Thesis / 700 Thesis / 800 Doctoral):

<table>
<thead>
<tr>
<th>Course Prefix and Number</th>
<th>Total Research Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Total Credit Hours: 0

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**GRADUATE SCHOOL USE ONLY**

- Completion Deadline
- Approval Date
- Dean, Graduate School - Signature

Updated 2/6/2017

*If you need room for more coursework, please use and attach the following page*
**ADDITIONAL COURSEWORK**

ADD THIS PAGE TO YOUR PROGRAM OF STUDY IF YOU NEED MORE SPACE TO LIST YOUR GRADED OR S/U COURSEWORK.

**IMPORTANT:** WHEN USING THIS ADDITIONAL PAGE, YOU MUST MAKE ONE CHANGE IN ANY CREDIT NUMBER FIELD ON PAGE 3 TO REFRESH THE DOCUMENT’S CREDIT TOTALS.

<table>
<thead>
<tr>
<th>Course Prefix and Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Sem/Year Taken (Chronological Order)</th>
<th>WSU Instructor or name of Institution if requesting transfer credits</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Subtotal Credits of Graded Coursework: 

---

**COURSEWORK: Recognized by the committee but cannot count toward degree’s requirements:**

List any such courses in this space – examples include prerequisites, old coursework, or any credits completed that the committee wishes to recognize on the student’s record, but that will not be counted towards completing degree requirements.

Updated 2/9/2017
# APPENDIX IV: Deadlines and Procedures for Master’s Degree

---

**Fall 2017 - Spring 2019 Deadlines and Procedures for Master’s Degree**

For a list of all Graduate School Forms, click [HERE](#).

Please submit ALL documents to the Graduate School *through your Academic Coordinator*.

---

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Obtain an advisor/committee chairperson</td>
<td>As soon as possible after admission to the Graduate School</td>
</tr>
<tr>
<td>2. Submit Program of Study Request form to the Graduate School</td>
<td>Graduation Submission</td>
</tr>
<tr>
<td><em>via your Academic Coordinator</em></td>
<td>Semester: Deadline</td>
</tr>
<tr>
<td>no later than the semester <em>before</em></td>
<td>Spring 2018: 9/1/2017</td>
</tr>
<tr>
<td>the semester in which you take your Final Exam (dates listed at right).</td>
<td>Summer 2018: 2/1/2018</td>
</tr>
<tr>
<td>*Programs/Departments with previous authorization to submit Master’s Degree</td>
<td>Fall 2018: 2/1/2018</td>
</tr>
<tr>
<td>Programs of Study at a date other than what is listed: See the program’s handbook for specific deadline.</td>
<td></td>
</tr>
<tr>
<td>3. Submit Application for Degree form (Graduation) to the Graduate School</td>
<td>Graduation <em>App Deadline</em></td>
</tr>
<tr>
<td><em>You must</em> apply by the initial Deadline for your name to appear in the</td>
<td>Spring 2018: 3/2/2018</td>
</tr>
<tr>
<td>Commencement Program for that semester. If you miss the deadline, your</td>
<td>(applications open 10/9/2017)</td>
</tr>
<tr>
<td>name will not appear in the Commencement Program.</td>
<td>w/$50 late fee: 3/3/18 - 3/31/18</td>
</tr>
<tr>
<td>All students pay a $50 graduate processing fee, valid for one year only.</td>
<td>w/$75 late fee: 4/1/18 - 4/20/18</td>
</tr>
<tr>
<td>Payment is made at the time of completing/submitting the online Application for Degree using myWSU.</td>
<td></td>
</tr>
<tr>
<td>(cont’d next page!)</td>
<td>Summer 2018: 5/25/2018</td>
</tr>
<tr>
<td></td>
<td>(applications open: 1/1/2018)</td>
</tr>
<tr>
<td></td>
<td>w/$50 late fee: 5/26/18 - 6/30/18</td>
</tr>
<tr>
<td></td>
<td>w/$75 late fee: 7/1/18 - 7/27/18</td>
</tr>
<tr>
<td>OR...(see next section)</td>
<td>Fall 2018: 10/5/2018</td>
</tr>
<tr>
<td></td>
<td>(applications open 6/11/18)</td>
</tr>
<tr>
<td></td>
<td>w/$50 late fee: 10/6/18 - 10/31/18</td>
</tr>
<tr>
<td></td>
<td>w/$75 late fee: 11/1/18 - 11/16/18</td>
</tr>
<tr>
<td></td>
<td>Spring 2019: 3/1/2019</td>
</tr>
<tr>
<td></td>
<td>(applications open: 10/8/2018)</td>
</tr>
<tr>
<td></td>
<td>w/$50 late fee: 3/2/19 - 3/31/19</td>
</tr>
<tr>
<td></td>
<td>w/$75 late fee: 4/1/19 - 4/19/19</td>
</tr>
</tbody>
</table>

---

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Updated 3/14/2018
4. **NEED to UPDATE your Application for Degree?**

Already paid your fee but discovered you cannot complete your requirements for the semester in which you applied? Please see directions in the right-hand column.

The Graduate School will email you a form to complete, which must be returned to the Graduate School (email as an attachment). We will update your semester of graduation without any additional fees. Your $50 graduation fee is good for one calendar year.

---

5. **ALL Master’s degree students must submit a Final Exam Scheduling form!** Submit:

- *Completed Final Exam Scheduling Form* no later than 2 full weeks (10 working days) prior to the exam date.

- **2nd Attempt Exams:** Retaking the final exam? You must submit the completed scheduling form 3 weeks (15 working days) in advance.

- **Draft Thesis:** Thesis track master’s students must submit an electronic draft of their final thesis (formatted in as complete a form as it will be before formal defense). Send your thesis draft to gradschool@wsu.edu in pdf format. In the email, provide your name, WSU student ID, and exam date. For submission guidelines and formatting requirements, see https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-submission-guidelines.pdf

*Completed means all signatures, thesis title, date/time/location(s) identifying where each committee member will attend the exam. **Including research protocol permissions.**

**assumes you are taking the exam on last possible date**

<table>
<thead>
<tr>
<th>Graduation Semester</th>
<th><strong>Scheduling Deadline</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2018</td>
<td>4/6/2018</td>
</tr>
<tr>
<td>Summer 2018</td>
<td>7/13/2018</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>11/1/2018</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>4/5/2019</td>
</tr>
<tr>
<td>Summer 2019</td>
<td>7/12/2019</td>
</tr>
<tr>
<td>Fall 2019</td>
<td>11/7/2019</td>
</tr>
</tbody>
</table>

---

6. **Conduct Final Examination (Last possible date)**

We have extended the time to defend to the last possible date. We are unable to make exceptions beyond these deadlines. **We do not encourage you to wait until the last date to defend.** Please meet with your committee to identify your final exam date well in advance to ensure you graduate on time and avoid having to postpone your final exam/defense or graduation to the next semester.

<table>
<thead>
<tr>
<th>Semester of Graduation</th>
<th>Exam Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2018</td>
<td>4/20/2018</td>
</tr>
<tr>
<td>Summer 2018</td>
<td>7/27/2018</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>11/16/2018</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>4/19/2019</td>
</tr>
<tr>
<td>Summer 2019</td>
<td>7/26/2019</td>
</tr>
<tr>
<td>Fall 2019</td>
<td>11/22/2019</td>
</tr>
</tbody>
</table>
7. Submit all required final documents to the Graduate School
French Administration Building, Room 324-J

Final theses must be submitted within 5 working days of a successful defense. Submission includes uploading a copy to the library at dissertations.wsu.edu and delivering the properly formatted (on 100% cotton paper) title page, signature page (signed in black or blue ink), and abstract to the Graduate School, along with the signed/witnessed Release/Hold Harmless Agreement by 5:00 p.m. on the 5th workday following your successful defense.

All forms are found on the Graduate School forms web page.

**Master's students who plan to participate in Commencement** in the May (Spring) ceremony can complete their degree requirements in either Spring OR Summer.
http://gradschool.wsu.edu/chapter-ten/

If you wish to attend Commencement, please register at the Grad Fair or visit: http://commencement.wsu.edu. Commencement is an event separate from your Graduate School requirements.

<table>
<thead>
<tr>
<th>Graduation Semester</th>
<th>Final Docs Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2018</td>
<td>4/27/2018</td>
</tr>
<tr>
<td>Summer 2018</td>
<td>8/3/2018</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>11/27/2018</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>4/26/2019</td>
</tr>
<tr>
<td>Summer 2019</td>
<td>8/2/2019</td>
</tr>
<tr>
<td>Fall 2019</td>
<td>12/3/2019</td>
</tr>
</tbody>
</table>

**Commencement Date:**

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<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2017</td>
<td>12/9/17</td>
</tr>
<tr>
<td>Spring 2018</td>
<td>5/5/18</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>12/8/2018</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>5/4/2019</td>
</tr>
<tr>
<td>Fall 2019</td>
<td>12/7/2019</td>
</tr>
<tr>
<td>Spring 2020</td>
<td>5/9/2020</td>
</tr>
</tbody>
</table>

Deadlines/Procedures for Master’s Degree

Updated 3/14/2018
APPENDIX V: Instructions for Scheduling Final Examination

GENERAL EXAMINATION SCHEDULING INSTRUCTIONS

Please complete this form and return it to your Academic Coordinator at the earliest possible date. After review by the department, your Academic Coordinator will forward this document to the Graduate School via myWSU. This scheduling form is due to the Graduate School no later than 10 business days prior to the proposed date of the examination for first attempt exams and no later than 15 business days prior to the proposed date for second attempt exams.

This form must include the location from which the student and each committee member will attend the exam. At minimum, at least one committee member must be in the same location as the student and the committee chair must have a visual presence for the duration of the exam. For WSU locations, please provide the campus, building, and room number. For other institutions of higher education, the institution name is sufficient. For all other locations, please provide the City/State or City/Country. In all cases, you must provide the specific method of attendance (in-person, AMS, Skype, etc.). It is the student’s responsibility to work with their department to reserve the examination room/s and to arrange connections for the specified date and time.

Please refer to the Graduate School’s Policies and Procedures for additional information regarding any examination type, available at https://gradschool.wsu.edu/159-2/.

SPECIAL INSTRUCTIONS: PRELIMINARY EXAMINATIONS

The student must have completed all graded coursework listed on the Program of Study, with the exception of 6 graded credits, at the time they schedule their preliminary examination. The allowed 6 credits includes both enrolled credits and credits in which the student has yet to enroll. Additionally, the student must enroll in at least 2 credits of their 800-level research course the semester in which they schedule their exam. Completion of this form by the Advisory Committee indicates that the student has the necessary preparation for the preliminary examination.

SPECIAL INSTRUCTIONS: NON-THESIS FINAL EXAMINATIONS

Prior to scheduling the final exam, the student must complete the application for graduation and submit the requisite fee in myWSU for the semester in which they plan to graduate. Completion of this form by the Advisory Committee indicates that the student’s project is appropriate in format and content and that the student has the necessary preparation for the final examination. Additionally, the student must enroll in at least 2 credits of their 701/702-level course the semester in which they schedule their exam. The student is not to attend the ballot meeting; however, location and method of connection is still required for all members of the committee.

SPECIAL INSTRUCTIONS: THESIS/DISSERTATION FINAL EXAMINATIONS

Prior to scheduling the final exam, the student must complete the application for graduation and submit the requisite fee in myWSU for the semester in which they plan to graduate. Completion of this form by the Advisory Committee indicates that a typed final draft, suitable in format and content for submission to the Graduate School, the WSU Libraries, and/or ProQuest, has been given preliminary approval. Any changes requested by the committee or the Graduate School are the responsibility of the student and must be made within 5 business days of the completed examination. Such edits are required for successful completion of the degree.

A draft of the thesis/dissertation in .pdf format is due to the Graduate School at the same time as this examination scheduling form. Master’s candidates must submit a draft of their thesis to gradschool@wsu.edu, while doctoral candidates must upload a draft of their dissertation to ProQuest at www.dissertations.wsu.edu. For dissertations, copyright, distribution, and binding decisions must be made and paid for in full when uploading the draft; these selections will apply only to the final version approved by the Graduate School. All theses/dissertations must adhere to the Graduate School’s formatting requirements, available at https://gradschool.wsu.edu/forms. The Graduate School strongly suggests all those sitting for a final defense use the Thesis/Dissertation Final Acceptance Checklist, also available on our forms website, for guidance on the final stages of the thesis/dissertation acceptance process.

Please submit this completed and signed form to your department’s Academic Coordinator for review, department approval, and subsequent forwarding to the Graduate School.
As a 1st attempt exam, this completed form is due to the Graduate School no later than 10 business days before the exam.

First Exam Attempt: ☐  Second Exam Attempt: ☐

WSU ID: ___________________  DATE: ___________________

NAME: ___________________

INDICATE YOUR DEGREE: Select One

INDICATE YOUR PROGRAM: ___________________

EXAMINATION DETAILS:

DATE: _______________  TIME: _______________  EXAMINATION TYPE: Select One

STUDENT LOCATION FOR EXAM: ____________________________________________

Provide campus, building, and room number

Select an examination type from the dropdown above to view specific instructions for your exam.

EXAMINATION SCHEDULING FORM

EXAM LOCATION: You must provide the location for each committee member. For WSU locations, please provide the campus, building, and room number where the individual will attend. For other institutions of higher education, the institution name is sufficient. For all other locations, please provide the City/State or City/Country. In all cases, you must provide the specific method of attendance (in-person, AMS, Skype, etc.). The student must work with the department to reserve the examination room/s for the specified date and time.

<table>
<thead>
<tr>
<th>COMMITTEE CHAIR</th>
<th>LOCATION AND METHOD OF ATTENDANCE (IN PERSON, AMS, SKYPE, etc.)</th>
<th>SIGNATURE AND DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMITTEE MEMBER (PLEASE INDICATE IF SERVING AS CO-CHAIR)</td>
<td>LOCATION AND METHOD OF ATTENDANCE (IN PERSON, AMS, SKYPE, etc.)</td>
<td>SIGNATURE AND DATE</td>
</tr>
<tr>
<td>COMMITTEE MEMBER</td>
<td>LOCATION AND METHOD OF ATTENDANCE (IN PERSON, AMS, SKYPE, etc.)</td>
<td>SIGNATURE AND DATE</td>
</tr>
<tr>
<td>COMMITTEE MEMBER</td>
<td>LOCATION AND METHOD OF ATTENDANCE (IN PERSON, AMS, SKYPE, etc.)</td>
<td>SIGNATURE AND DATE</td>
</tr>
<tr>
<td>COMMITTEE MEMBER</td>
<td>LOCATION AND METHOD OF ATTENDANCE (IN PERSON, AMS, SKYPE, etc.)</td>
<td>SIGNATURE AND DATE</td>
</tr>
<tr>
<td>COMMITTEE MEMBER</td>
<td>LOCATION AND METHOD OF ATTENDANCE (IN PERSON, AMS, SKYPE, etc.)</td>
<td>SIGNATURE AND DATE</td>
</tr>
<tr>
<td>COMMITTEE MEMBER</td>
<td>LOCATION AND METHOD OF ATTENDANCE (IN PERSON, AMS, SKYPE, etc.)</td>
<td>SIGNATURE AND DATE</td>
</tr>
</tbody>
</table>

DEPARTMENT CHAIR SIGNATURE AND DATE

MINOR DEPARTMENT CHAIR SIGNATURE AND DATE (if applicable)

STUDENT SIGNATURE AND DATE

Please submit this completed and signed form to your department’s Academic Coordinator for review, department approval, and subsequent forwarding to the Graduate School.

Updated 2/8/2018
APPENDIX VI: Final Dissertation/Thesis Acceptance Checklist

FORMATTING COMPLIANCE CHECKLIST:

- Title on the title page must match the title on the abstract page EXACTLY, word for word, and line for line.
  - Ensure the title is double spaced on both pages.
  - The title must be in an inverted pyramid shape, with each line longer than the one below.

- Degree title and name of degree granting unit must conform to those approved by Faculty Senate.
  - Degree titles must also be in ALL CAPS (i.e., MASTER OF ARTS IN HISTORY, DOCTOR OF PHILOSOPHY, etc.).
  - Doctoral degree titles are DOCTOR OF PHILOSOPHY for the Ph.D. or DOCTOR OF EDUCATION for the Ed.D.
  - The name of your degree granting unit must be in Regular Case (i.e., Department of History).

- First, middle, and last name on title page (two locations), copyright page, signature page, and abstract must match the complete name listed on the official WSU transcript.
  - Use ALL CAPS on the title page, copyright page, and signature page.
  - Use Regular Case on the abstract page.

- The official degree abbreviation must appear after the student’s name on the abstract (i.e., Ph.D., M.A., M.S., etc.).

- The body of the abstract cannot exceed 350 words.

- Degree month and year on title page and abstract page must match the degree month and year listed on the examination announcement. These items should be in ALL CAPS on the title page and in Regular Case on the abstract page.

- Students must number their signature page as page ii.
  - Please double check before gathering signatures from your committee; the Graduate School will require students to gather new signatures on a corrected page if errors are present.

- Signatures on the signature page must be in blue or black ink and must be original, handwritten signatures.
  - Do not scan your signatures into your final thesis/dissertation document.

- Main body of the thesis/dissertation must be double spaced beginning at page 1 of the introduction or body.

- Page numbers must be in the same location throughout the entire document: either centered at the bottom of the page or in the upper right-hand corner.

ITEMS DUE 5 BUSINESS DAYS FOLLOWING A SUCCESSFUL DEFENSE:

- One set of the title page, signed signature page, and abstract page(s), all printed on 100% cotton paper.

- Hold Harmless/Copyright Acknowledgment Form
  - Those requesting an embargo must complete the bottom of this form as well - your embargo selection must match between this form and your library submission (masters) or ProQuest (doctoral).

- For those using copyrighted or previously published material in the thesis/dissertation, you must provide documentation granting permission to reproduce the material in your document.

- DOCTORAL ONLY: Completed and signed Survey of Earned Doctorates (SED) or a printed completion certificate from the online SED.

Please note that this list is designed to help mitigate common problems in thesis/dissertation formatting. It is not comprehensive. It is your responsibility to comply with all formatting requirements as described in the Graduate School’s thesis/dissertation Formatting Requirements, available at www.gradschool.wsu.edu/forms.

Updated 2/16/2018
APPENDIX VII: Example of Important Dates for Final Semester and Graduation

### POLS 700: Thesis Hours
#### Important Dates for Spring graduation

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Feb. 2 (FR)</td>
<td>FULL DRAFT to committee chair</td>
</tr>
<tr>
<td>6</td>
<td>Feb. 16 (FR)</td>
<td>Full draft returned, with comments, from committee chair to candidate</td>
</tr>
<tr>
<td>8</td>
<td>Mar. 2 (FR)</td>
<td>Incorporate changes and resubmit full draft of thesis to the committee chair</td>
</tr>
<tr>
<td>10</td>
<td>Mar. 23 (FR)</td>
<td>If chair finds changes acceptable, s/he will send the draft to the rest of the committee</td>
</tr>
<tr>
<td>11</td>
<td>Mar. 30 (FR)</td>
<td>The committee will return the draft, and will advise the student as to whether or not a defense should proceed</td>
</tr>
<tr>
<td>12</td>
<td>Apr. 6 (FR)</td>
<td>If the student intends to defend, s/he must distribute the final draft for consideration to the committee by the end of this week.</td>
</tr>
<tr>
<td>13</td>
<td>Apr. 13 (FR)</td>
<td>The defense must take place no later than the last day of the 13th week.</td>
</tr>
<tr>
<td>14</td>
<td>Apr. 20 (FR)</td>
<td>This is the Grad Schools final date for the defense.</td>
</tr>
<tr>
<td>15</td>
<td>April 27 (FR)</td>
<td>Students who successfully defend have 5 working days to upload final theses to Grad School. For spring 2018 graduation, all documents must be submitted by 27 April.</td>
</tr>
</tbody>
</table>

**Important Deadlines**

Submit Application for Degree to the Graduate School ~ Deadline March 2, 2018.  
*This date is also the deadline to apply for a Graduate Certificate.*  
Submit Final Exam Scheduling Form no later than 10 working days prior to your exam. Grad School deadline ~ April 6, 2018.

Locate the Forms:  
[http://gradschool.wsu.edu/facultystaff-resources/18-2/](http://gradschool.wsu.edu/facultystaff-resources/18-2/)  
Final theses must be submitted (uploaded) within 5 working days of a successful defense. The title page, signature page and the abstract (on 100% cotton paper) must be received by 5 working days after the defense.
APPENDIX VIII: Hold Harmless Agreement Form

PDF FILLABLE FORM - Please complete via computer prior to submission to the Graduate School.

Graduate School

HOLD HARMLESS AGREEMENT AND COPYRIGHT ACKNOWLEDGMENT

WSU ID: ___________________________ NAME: ___________________________

Except as provided below, I hereby certify that when my dissertation/thesis, entitled

DISSERTATION/THESIS TITLE: __________________________________________

is published, it will not violate any copyright or right of others, and that I will save and hold harmless Washington State University and University Microfilms from any damages.

SIGNATURE OF CANDIDATE ______________________________________________________________________________________

WITNESS (WSU FACULTY OR PERMANENT STAFF) ___________________________________________________________________________

DATE _______________________________________________________________________________________________________

Helpful resources regarding copyright/plagiarism include your department or committee chair, the Graduate School’s Responsible Research website, and the WSU Copyright Office website.

Final acceptance of dissertation/thesis: ____________________________________________________________________________ by

DATE _______ by ___________________________ SIGNATURE OF DISSERTATION/THESIS ACCEPTANCE CLERK ___________________________

EMBARGO OPTION

In special cases, Washington State University gives students the ability to request that access to their dissertation or thesis be delayed for a period of time. In these cases, students may delay release of their work for a period of six months, one year, two years, or three years. Research that is embargoed is not made publically available in any form until the embargo has expired. For more information on the embargo option, see www.dissertations.wsu.edu.

Please discuss adding an embargo to your dissertation/thesis with your committee chair and be certain you understand all implications that come with embargoring your work. An embargo may or may not be appropriate or necessary in your field.

Indicate under which circumstance you are requesting an embargo of your dissertation or thesis below:

Select One __________________________________________________________________________________________

Please select the request embargo duration below:

Select One __________________________________________________________________________________________

SIGNATURE OF CANDIDATE ________________________________________________________________________________

Please submit this form to the Graduate School in person to French Admin 324 or via email to gradschool@wsu.edu

Updated 7/11/2018
APPENDIX IX: Institutional Review Board Application Instructions

Washington State University Institutional Review Board

Application Instructions

Application Checklist:
1. Completed IRB Application ___
2. Documentation of consent procedures (ONLY FOR EXPEDITED AND FULL BOARD): ___
   a. Consent Form ___
   b. Assent Form ___
   c. Parent Permission/guardian Form ___
   d. Verbal Consent Script ___
   e. Cover letter ___
3. Addendums
   ___Addendum 1: Expedited Categories and Determination (ONLY FOR EXPEDITED REVIEW)
   ___Addendum 2: Research with Children
   ___Addendum 3: Research with Prisoners
   ___Addendum 3a: Research with Prisoner Data Sets Collected for Purposes Other than Research
   ___Addendum 4: Alteration or omission of elements from Consent, Permission or Assent Process
   ___Addendum 5: Waiver of Documentation (Signature for participant) of Informed Consent, Permission or Assent Process
   ___Addendum 6: Waiver of Informed Consent, Permission or Assent Process
   ___Addendum 7: HIPAA Authorization Form and Appendix A
   ___Addendum 8: Investigational Drugs, Other Drugs, and Devices
   ___Addendum 9: Blood, Tissue, Bodily fluids, or Other Biological Specimens or Samples
   ___Addendum 10: Confidentiality Agreement
4. All survey instruments or questionnaires to be used ___
5. All interview questions or topics, in as much detail as possible ___
6. All advertisement or recruiting materials ___
   a. Exempt original application and additional materials listed in 4-6
   b. Expedited original application and additional materials listed in 2-6
   c. Full Board original application and additional materials listed in 2-6

How to Submit:

1. All submissions (application and the supporting materials) should be emailed to irb@wsu.edu. Subject line: “Human Subject Application, for expedited or full board review submission’. If someone else (example: graduate student, post doc, Co-PI or staff) is submitting the application on behalf of PI, the submission should be copied to PI. The e-mail should come from WSU e-mail id.
INSTRUCTIONS:

- The Principal Investigator (PI) must be WSU faculty or staff, and will be the study supervisor at WSU. Students, post-doctoral researchers, and visiting faculty may not serve as PI, but may be listed as co-investigators.
- All correspondence will be directed to the PI.
- Do NOT begin data collection prior to IRB approval.
- All materials must be typed; handwritten materials will be returned.
- Do NOT leave a question blank; write "n/a" if a question does not apply to the application.
- WSU researchers (faculty and staff) conducting research in Deaconess Medical Center, Holy Family Hospital, Sacred Heart Medical Center, St. Luke's Rehabilitation Institute, and Valley Hospital & Medical Center should contact WSU IRB at 335-3668 prior to filing this application.
- WSU researchers (faculty and staff) using DSHS records or facilities should contact WSU IRB at 335-3668 prior to filing this application.
- If necessary, complete the addendums on the website and submit them along with the application.

Research Staff include all individuals who will be involved in this proposed research including, but not limited to, staff that will recruit participants, obtain informed consent, administer surveys/questionnaires, and perform data analysis.

Human Participants Training: WSU IRB requires all the personnel involved in the research to complete CITI training in the ethical use of human participants in research. The principal investigator (PI) is responsible for the training and the documentation of the personnel listed on the application. Section 1, question 2 requires the CITI training record of PI. Re-training is required every five years. For CITI training details visit the CITI website at http://www.citiprogram.org or http://www.irb.wsu.edu/citi.asp If you have any further questions, you can also contact the IRB coordinator at 335-3668 or irb@wsu.edu.

Beginning August 1, 2008 WSU IRB will only accept CITI training.

Types of IRB Review:
An IRB application submitted for review will fall into one of the following categories listed below. The categories reflect the risks for the human subjects participating in the study.

Full board Review- Research that involves more than minimal risk are recommended for review by a full board. Approval for these studies requires that the proposed research be reviewed at a convened meeting with a quorum of IRB members present. IRB approvals are valid for up to one year and require submission of annual renewals and approval for amendments.
  - Full Board applications are reviewed at monthly IRB meetings, if and only if the application is received at least 10 working days prior to the meeting date.
  - Submit original application and the additional materials

Expedited Review- Research that involves no more than minimal risk and for minor amendments in approved research. These will be reviewed by one or two members designated
by the IRB chair rather than by the entire convened IRB. Approvals are valid for up to one year and require submission of annual renewals and approval for amendments.

- *Expedited applications* take approximately 12 working days for review once they arrive at ORA.

If your study DOES NOT meet exemption or expedited review criteria, then it qualifies for full board review.

**Exempt Certification**- Research considered as minimal risk to human subjects can be exempt under federal regulations; however the exempt application must be submitted to the IRB for determination. The exempt categories include certain educational practices and tests, study of archived or existing data, public service programs and *food evaluation*. No renewals are required for a certified exempt activity, although amendments are required to be submitted to the IRB.

- *Exempt Certification applications* take approximately 10 working days for review once they arrive at ORA.

**Common Mistakes to Avoid When Submitting an Application:**
1. Indicating that data is anonymous when it is actually confidential (check definitions).
2. Not providing enough information as to who will have access to the data.
3. Stating there are no risks involved in the activity. Even though the risks may be low, they need to be listed on the application.
4. Consent forms, survey, or interview instruments are not attached for review.

**IRB Contact Information:**
Institutional Review Board (IRB)
Office of Research Assurances
Washington State University
Room 205 Albrook Hydraulics Lab
Campus Zip 3005
PO Box 643005
Pullman, WA 99164-3005
Telephone: (509)335-3668
Fax: (509)335-6410
Email: irb@wsu.edu
Website: www.irb.wsu.edu
The Master in Public Affairs Student Handbook was developed to use in conjunction with the Policies and Procedures of the Graduate School of Washington State University.

Effective the year of their admission, students are governed by both the policies of the Graduate School, as listed in the Graduate School Policies and Procedures, and the MPA Student Handbook. When there is an overlap of policy between the Graduate School and the MPA Program, the student is expected to meet the more rigorous of the two requirements.