**Washington State University**  
**MAJOR CURRICULAR CHANGE FORM - COURSE**  
(Submit original signed form and ten copies to the Registrar's Office, zip 1035.)

<table>
<thead>
<tr>
<th>Future Effective Date: 08/01/2014</th>
<th>☐ New course</th>
<th>☐ Temporary course</th>
<th>☐ Drop service course</th>
</tr>
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<tbody>
<tr>
<td>(effective date cannot be retroactive)</td>
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- ☐ Variable credit ____________  
- ☐ Increase credit (former credit ______)  
- ☐ Number (former number ______)  
- ☐ Crosslisting (between WSU departments)  
  (Must have both departmental signatures)

- ☐ Conjoint listing (400/500)  
- ☐ Request to meet Writing in the Major [M] requirement (Must have All-University Writing Committee Approval)  
- ☐ Request to meet GER in ________  
  (Must have GenEd Committee Approval)  
- ☐ Professional course (Pharmacy & Vet Med only)  
- ☐ Graduates credit (professional programs only)

☐ Other (please list request) Course helps students to prepare their IIDP program proposal, which is a qualifying exam.

**INTERDIS**  
598  
Interdisciplinary Seminar  

<table>
<thead>
<tr>
<th>course prefix</th>
<th>course no.</th>
<th>title</th>
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</table>

<table>
<thead>
<tr>
<th>1</th>
<th>credit</th>
<th>lecture hrs</th>
<th>lab hrs</th>
<th>studio hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>per week</td>
<td>per week</td>
<td>per week</td>
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**INTERDIS 591 and/or admission to the IIDP program**

**Description (20 words or less)**: The major objective of this course is to help IIDP students prepare their formal program proposal for the IIDP program. The proposal is considered the qualifying examination and is reviewed by the IIDP Graduate Committee.

- Please attach rationale for your request, a current and complete syllabus, and explain how this impacts other units in Pullman and other branches (if applicable).
- Secure all required signatures and provide 10 copies to the Registrar's Office.

**Instructor:** Lori Carrie  
**Phone number:** 336-7000  
**Email:** carrie@wsu.edu

**Contact:** Pat Sturko  
**Phone number:** 336-7718  
**Email:** psturko@wsu.edu

**Campus Zip Code:** 1030

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**Chair/date:** 1/2/13  
**Dean/date:** 4/1/13  
**General Education Com/date:**

**Chair (if crosslisted/interdisciplinary)*:**

**Dean (if crosslisted/interdisciplinary) +:**

**Graduate Studies Com/date:**

**All-University Writing Com/date**  
**Academic Affairs Com/date**  
**Senate/date**

*If the proposed change impacts or involves collaboration with other units, use the additional signature lines provided for each impacted unit and college.*
Proposed course description revised:

598 Interdisciplinary Seminar 1 Course Prerequisite: INTERDIS 591 and/or admission to the IIDP program. Assists IIDP students in the preparation of their program proposal, which serves as the qualifying examination for continuation in the IIDP. The IIDP Graduate Committee will review and evaluate the proposal. S, F grading.
INTERDIS 598 – Interdisciplinary Seminar
Formal Proposal Preparation for IIDP
Spring 2014: Mondays 4:10-5:00 pm
Pullman and Spokane (Rooms TBD)

Course: INTERDIS 598, Interdisciplinary Seminar
1 credit, S/F graded

Instructor: Dr. Lori Carris, French Ad 324, 335-7718, carris@wsu.edu

Objectives:
The major objective of this course is to assist students in the preparation of their program proposal, which serves as the qualifying examination for continuation in the IIDP. The IIDP Graduate Committee will review and evaluate the proposal as stated in the IIDP Handbook. This course should help students design and define their objective for being in IIDP and clearly delineate their degree plan as interdisciplinary.

Student Learning Outcomes: By the end of this course, student should be able to:
1. Design the framework for a uniquely, individualized doctoral degree program, tailored to their interests in successfully integrating the knowledge and research processes of three disciplines, allowing the student to continue in the IIDP
2. Demonstrate understanding of and effectively incorporate into the proposal constructive feedback and recommendations from faculty and other IIDP peers
3. Communicate effectively in written form appropriate to interdisciplinary studies

Assignments/Requirements:
• Students will be given assignments in a step-by-step process to clearly articulate the proposal for IIDP. These proposals often go through several drafts, reviewed by the instructor, committee members, and IIDP peers, in order to clarify the objectives proposed. Students will be responsible for defining and clearly articulating their proposal for IDP Graduate Committee review. This is not the proposal for research. The research proposal is a separate step that takes place before the preliminary examination, as per the IIDP Handbook.

• Final proposals that are acceptable to the student, his/her doctoral committee, and the course instructor will be sent to the IIDP Graduate Committee for examination and balloting. This requires that the final draft and the one-page summary of the student’s proposal that have been approved by the instructor are submitted 2 weeks prior to the deadline. Submission of the formal proposal must be in paper format on 8.5 by 11 inch white bond paper with appropriate 1 inch margins, page numbers, and 12 point Time font. An electronic copy must also be submitted via email attachment in Microsoft Word.

Expectations:
Attendance and class preparation: Attendance is expected for all class meetings. Students are expected to be prepared and to participate in discussions.

Grading Policy: The student will receive a “satisfactory” grade (S) if he/she attends class, and completes and submits a formal proposal that is evaluated as acceptable by the instructor and the IIDP Graduate Committee. If the proposal is not acceptable, the student will be provided written feedback and receive
an "I" grade for the course. The student will have until July 31 to revise and resubmit the proposal. If the proposal is not accepted after the second submission, the student will receive an F grade for INTERDIS 598 and be recommended for disenrollment from the IIDP before the start of the fall academic semester.

**Classroom behavior:** Appropriate behavior demonstrating respect to other students, guests, and the instructor is expected.

**WSU's Academic Integrity Statement:** "As an institution of higher education, Washington State University is committed to principles of truth and academic honesty. All members of the University community share the responsibility for maintaining and supporting these principles. When a student enrolls in Washington State University, the student assumes an obligation to pursue academic endeavors in a manner consistent with the standards of academic integrity adopted by the University. To maintain the academic integrity of the community, the University cannot tolerate acts of academic dishonesty including any forms of cheating, plagiarism, or fabrication. Washington State University reserves the right and the power to discipline or to exclude students who engage in academic dishonesty." Students are expected to do their own work at all times. Students found responsible for academic integrity violations will receive an F for the course and be referred to the Office of Student Standards and Accountability. For graduate students, academic integrity violations may also result in the loss of teaching and/or research assistantships. Academic Integrity Statement and link to WSU’s policy: http://www.wsulibs.wsu.edu/plagiarism/main.html
http://conduct.wsu.edu/academic-integrity-policies-and-resources/

**Campus Safety Plan:** The Campus Safety Plan, which can be found at http://safetyplan.wsu.edu, contains a comprehensive listing of University policies, procedures, statistics, and information relating to campus safety, emergency management, and the health and welfare of the campus community. All faculty, staff, and students are encouraged to visit this web site as well as the University emergency management web site at http://oem.wsu.edu/Emergencies.html to become familiar with the campus safety and emergency information provided.

**Students with Disabilities:** Reasonable accommodations are available for students with a documented disability. If you have a disability and may need accommodations to fully participate in this class, please visit the Access Center (Washington Building 217) to schedule an appointment with an Access Advisor. All accommodations MUST be approved through the Access Center.
**COURSE MEETING SCHEDULE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Meeting 1:</td>
<td><strong>Introduction</strong>-Expectations, discussion of proposal requirements, review of IIDP process and timeline.</td>
</tr>
</tbody>
</table>

Your completed proposal will include these sections:

- **Summary Statement**
- **Introduction** indicating the knowledge/academic areas involved
- **Interest Areas** identified and described
- **Degree-Granting Units** identified
- **Advisory Committee** including their specific contributions to your program
- **Proposed Coursework**
- **Justification for Interdisciplinary Approach**
- **Preliminary Examinations**
- **Proposed Research**
- **Timeline**
- **References/Sources**: list of those sited in your proposal
- **Signed Statement by Committee**
- **Approval Letters from Department Chairs**
- **One-page Summary**

Meeting 2: Draft 1 due: this will include the above from summary statement through references/sources (in basic outline form at the very least but developed into paragraphs is preferred).

Meeting 3: Discussion and classroom feedback on Draft 1

Meeting 4: Draft 2 due

Meeting 5: Draft 2 is returned to student to amend and submit to student’s advisory committee for their review and signature plus the approval letters from the department chairs, and One-Page Summary.

Meeting 6: Submission of Final Draft of Proposal
With Doctoral; Committee Signatures, Approval Letters from Department Chairs, and One-Page Summary

The complete packet is delivered to the IIDP Graduate Committee for review and then balloting.

*This handout contains a section of the IIDP Handbook related to the Qualifying Examination, Program Proposal, Coursework, and Preliminary Examination. For complete information, refer to the IIDP Handbook available at: http://www.gradsch.wsu.edu/idphandbook.htm*
Class activity and assignment rubric for the following student learning outcomes for INTERDIS 598:

1. Design the framework for a uniquely, individualized doctoral degree program, tailored to their interests in successfully integrating the knowledge and research processes of three disciplines, allowing the student to continue in the IIDP

2. Demonstrate understanding of and effectively incorporate into the proposal constructive feedback and recommendations from faculty and other IIDP peers

3. Communicate effectively in written form appropriate to interdisciplinary studies

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Student Learning Outcome 1</th>
<th>Student Learning Outcome 2</th>
<th>Student Learning Outcome 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Class discussion and sample IIDP proposal: Students will be asked to explain their proposed IIDP topic to the class. Instructor will discuss each component of a successful IIDP proposal as outlined in the syllabus and have students talk about their three areas of interest that will support their interdisciplinary research.</td>
<td>Students will be asked to comment on each other’s proposal topic and the disciplines needed to conduct interdisciplinary research.</td>
<td>Students will be assigned to write a comprehensive outline of the key elements of the IIDP proposal for the next class.</td>
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<tr>
<td>2</td>
<td>Class discussion and sample IIDP proposal: Interest areas, which include key theories, concepts and issues related to interdisciplinary studies, will be discussed in more detail. Students will discuss their interest areas, explaining key studies and gaps in the literature.</td>
<td>Instructor provides general and specific feedback to students on their proposal topic and areas of interest. Specific feedback is also provided to students in written form. Students must work with a peer, and for the next class, exchange proposals and provide feedback to their peer partner.</td>
<td>Students must continue to develop and enhance their proposals based on instructor feedback/recommendations. Students must provide written feedback on the interdisciplinary areas of interest to their peer partner before the next class.</td>
</tr>
<tr>
<td>3</td>
<td>Class discussion and IIDP sample proposal: particular emphasis on the development of the three interdisciplinary areas of interest and the justification for an interdisciplinary approach.</td>
<td>Students will be asked to share the feedback received from their peers for each element of the IIDP proposal.</td>
<td>Students must incorporate peer and instructor feedback into Draft 2, due for next class.</td>
</tr>
<tr>
<td>4</td>
<td>Class Discussion and IIDP sample proposal: Discuss interdisciplinary research and the challenges students will face. The summary page as the proposal abstract is discussed.</td>
<td>Have students discuss their potential research designs and how they might conduct research in multiple disciplines. Students answer questions from peers and instructor.</td>
<td>Students must further develop their proposals, focusing on the research section, as well as the summary page, which serves as a proposal abstract. Students are instructed to work closely with their committee chair on the proposal draft.</td>
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<tr>
<td>5</td>
<td>Instructor initiates discussion with students based on questions and challenges with their individual proposals.</td>
<td>Instructor provides final written feedback to students for their final draft.</td>
<td>Students must finalize their IIDP proposal with their chair and obtain signatures of support from their committee members.</td>
</tr>
<tr>
<td>6</td>
<td>Final draft of the IIDP proposal, with a program of study and committee signatures, is due.</td>
<td>Proposal (qualifying examination) is reviewed by the IIDP Graduate Committee and evaluated as Pass or Fail. Specific feedback is provided to student via the course instructor.</td>
<td>Students will use the final proposal in the design of a research proposal for their preliminary exams.</td>
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**THE QUALIFYING EXAMINATION**

Continuation in the program is contingent upon the student successfully completing a qualifying examination in the form of a formal proposal during the Spring semester following admission into the program. The formal proposal will be developed and finalized in INTERDIS 598, a required one-credit course. The proposal must contain signatures by the student's doctoral committee members and their three academic unit chairs indicating the proposal is acceptable. The proposal is then reviewed by the IIDP Graduate Committee. Successful completion of the qualifying examination for the IIDP must occur at least two full semesters before the semester in which the preliminary examination is written.

Successful completion of the qualifying examination process requires the following minimum requirements:

1. The student must enroll in INTERDIS 598 and submit to the IIDP Graduate Committee a formal program proposal as outlined in the course syllabus.
2. The student must have obtained at least a 3.30 GPA in all WSU graduate coursework since admission into the IIDP.
3. The proposal must be accepted by the IIDP Graduate Committee; decisions are usually made by the end of April. If the proposal is not acceptable, the student will be provided written feedback and receive an "I" grade for the course. The student will have until July 31 to revise and resubmit the proposal. If the
proposal is not accepted after the second submission, the student will receive an F grade for INTERDIS 598 and be recommended for disenrollment from the IIDP before the start of the fall academic semester.

Program Proposal

The program proposal is the qualifying examination for the Individual Interdisciplinary Doctoral Program. The proposal must be approved by each member of the student's faculty doctoral committee, the Department Chairs from which the doctoral committee members come, and be reviewed by the program coordinator of the Individual Interdisciplinary Doctoral Program, who will then submit the proposal to the IIDP Graduate Committee for continuation in the program.

It is important to remember this is not a research proposal. The program proposal is a comprehensive document demonstrating a cohesive interdisciplinary plan of doctoral study. This plan must include an introduction to the proposed areas of study and a coherent rationale for the integration of these areas; resources of faculty, disciplines and coursework available at WSU; plans for preliminary examinations and a brief dissertation proposal.

It is critical that the program proposal be comprehensive enough that the student's doctoral committee and the IIDP Graduate Committee are satisfied that the student will undertake a rigorous, well-defined doctoral program. It is also important to remember that specific elements in the proposal could change as the student matures in his or her study and as additional resources become available to him or her.

In the case of coursework, once a program proposal is officially approved, an official program of study must be prepared, signed by the doctoral committee and submitted to the Graduate School. After this submission, any changes in courses must be documented on a Program Change form, available on the Graduate School website, which is submitted to the Graduate School with the approval of the student’s doctoral committee and the IIDP program coordinator.

If a student wishes to completely change the focus of their program, the student must reapply to the IIDP program. Major committee changes, particularly the chair of the committee, will result in review of the student’s program by the program coordinator.

Elements Required in the Program Proposal

The program proposal will result in a 10- to 20-page written document and should include each of the following:

Summary:
A summary statement of no more than 250 words that describes the proposal objective, the need for the disciplines selected and a rationale for interdisciplinary study is required. This summary will be a part of the documentation sent to the IIDP Graduate Committee.

Introduction:
A brief description of the doctoral project indicating the knowledge areas needed to understand the academic areas involved, with citations of some of the relevant background literature. This is an overview of what will be described in detail in the remainder of the proposal.

**Interest Areas:**
This is the most difficult for scholars used to thinking “disciplinarily,” yet the most unique and interesting part of an Interdisciplinary proposal. This section requires identification and description of three areas to be covered throughout the doctoral process. The areas are distinguished from departments or degree-granting units. The latter provide resources, including coursework and faculty expertise for the Interdisciplinary student to learn and master the areas of study. Each area may require courses and expertise from several disciplines; no area will be synonymous with one discipline.

For example, if a degree spans the topic: “The History of Individual Rights as They Affect Press and Society in America,” the areas might look like this:

- Area 1: “Press and Society”
  - Draws from disciplines of Communications and Political Science.

- Area 2: “First Amendment Issues”
  - Draws from disciplines of History and Communications

- Area 3: “20th Century Politics”
  - Draws from disciplines of Political Science and History

No one area is equivalent to a particular discipline, such as History or Political Science. Nor will the student be expected to emerge with a doctorate in each of three disciplines. The student will master enough of each particular discipline to be able, at a minimum, to understand the basic foundations -- at the level, for example, of assuming critical engagement with disciplinary scholarship and journals, or having the expertise to teach a course in each discipline -- and to utilize those foundations toward sound interdisciplinary scholarship.

**Degree-Granting Units:**
Identify the three main disciplines (at minimum) that support and provide coursework in the interest areas. In the example above, the appropriate disciplines would be History, Political Science and Communications. Name these disciplines and justify why they are useful.

**Doctoral Committee:**
A list of the names and the departments of the chair and faculty on the doctoral committee, including a description of the specific contributions of each faculty member, must be identified.

**Proposed Coursework:**
A list of courses, including prefix, title, number of credits, and semester taken (*star all those courses yet to be taken) for the entire doctoral program of study. The course list should be arranged by interest area (see above). Each area may include courses from several disciplines. A good rule to remember is to include at least three courses from each of the three degree-granting
units drawn from. Research methods, S/F graded classes, and required interdisciplinary courses may be listed in a separate category.

**Justification for Interdisciplinary Approach:**
The student must provide an explanation of why the proposed program does not fit or is not available within any one department or existing doctoral program at WSU. The explanation should include why three interest areas are needed to understand the topic, rather than just one interest area. This is the most important element of the proposal. Special care should be paid to this section.

**Proposed Research:**
A brief description of the proposed topic of a dissertation as related to the overall doctoral program. A more detailed research proposal will be written during the preliminary examination process. The research will ideally represent one of any number of specific research projects that a student could draw from the doctoral foundation gained through his or her individual interdisciplinary program. For example, one dissertation topic that could emerge from the sample above would be: “The Editorial Evolution of H-bomb Battler Samuel H. Day, Jr.,” on the life and work of a twentieth-century journalist, taking into consideration the social and political context of his time. This section should not be more than three pages and should provide broad outlines of the area of study.

**Preliminary Examinations:**
The preliminary examination is organized around the topics, theory, and methods of the student’s research proposal and contains both written and oral portions. Describe the preliminary examination to be taken, including written and oral examinations. The examinations are often divided into separate, comprehensive examinations over each of the interest areas, and cover background information as well as scholarship relevant to future research. Preliminary examinations must be taken within four years of formal acceptance to the IIDP program.

**Timeline:**
The timeline should include the semester and year the student expects to: 1) complete coursework; 2) take preliminary examinations; 3) conduct and complete research; 4) graduate. The timeline should be realistic and reflect the true length of time the research will take.

**References**
A list of sources referenced in the program proposal.

**Signed Statement by Committee:**
We support that the program of study outlined by Student’s full name is interdisciplinary in nature and relies on theory and research from the fields of , , and . The topics of study could not be undertaken by any one discipline and is enriched by the association of the three.

________________________
Chair, NAME (Date)

________________________
NAME (Date)
Signed Statement by Department Chairs:
After approvals from the doctoral committee members have been secured, the student must contact the chair of each department from which he or she has a faculty person on the committee, provide them with a copy of the program proposal, and request their signature to the statements below. This certifies that the program cannot be completed solely within their department and acknowledges that the faculty member(s) from their department are available to serve on this committee.

I support Committee Member(s) Name(s) serving on the doctoral committee of the Individual Interdisciplinary Doctoral Program of Student's full name. This program involves a significant component of Discipline Area. However, both research interests and educational program include the study of disciplines that are not available within the scope of a single discipline. For this reason, an interdisciplinary degree program is the best option for this individual.

NAME
TITLE

One-Page Summary of Proposal:
After the development of the formal proposal is complete, the formal applicant will summarize the entire program proposal for submission to the IIDP Graduate Committee for final approval into the IIDP. The document must be no more than 1 page in length and follow the outline as indicated below.

Individual Interdisciplinary Doctoral Degree Proposal
"Your Name Here"

Research: “Your Title Here"

Doctoral Committee Members:
Faculty, Department, Committee Chair
Faculty, Department
Faculty, Department
Faculty, Department
Faculty, Department

Coursework Completed or Currently Taking: Department—Title of class, Title of class, etc. Department—Title of class, Title of class, etc. Department—Title of class, Title of class, etc.

Coursework to be taken:
Department—Title of classes
Department—Title of classes
Department—Title of classes
Preliminary examination areas:
Department 1, Department 2, Department 3

Timelines:
Semester Year: Program to Committee and to GSC, Semester Year: Take Preliminary Examination, Semester Year: Defense of Dissertation

Interdisciplinary nature of proposal:
In about 300 words, summarize the interdisciplinary purpose of this research/program

Letters: Letters supporting this application have been received in the Graduate School from each committee member and from chairs of the departments.

The Approval Process

The approval process entails the following steps:
1. Doctoral Committee Approval
2. Department Chair Approval from the participating departments
3. Dean of the Graduate School Approval
4. IIDP Graduate Committee Approval

An official letter will be sent to the student acknowledging the committee's decision. If approved, it is the student's responsibility to complete the official Program of Study, with all signatures, and submit this to the Graduate School.
THE PROGRAM COURSEWORK

Interdisciplinary Courses at WSU
The Graduate School currently offers three interdisciplinary graduate-level courses:

Interdisciplinarity (INTERDIS 591), 1 graded credit: Required for graduation from the Individual Interdisciplinary Doctoral Program. This course is designed for students interested in pursuing an Interdisciplinary doctorate or who are interested in interdisciplinary research. Students in the class engage in advanced discussion of interdisciplinarity and interdisciplinary scholarship. Students should plan to take this course the first fall of their enrollment. Prerequisite: graduate status.

Interdisciplinary Seminar (INTERDIS 598), 1 S/F credit: Required to complete the Qualifying Examination for an Individual Interdisciplinary Doctoral degree. This course is designed for students to complete the qualifying examination requirement and continue in the Individual Interdisciplinary Doctoral Program. Students receive assistance toward the development of an individual program proposal, which must be submitted to the IIDP Graduate Committee, and have opportunities to interact with interdisciplinary students and faculty. Students should plan on taking this course the first spring semester of their enrollment. Prerequisite: INTERDIS 591.

Preparation for College Teaching (INTERDIS 590), 2 credits: Recommended for any graduate student at WSU presently engaged in or planning to teach at the college level. Prerequisite: graduate status.

Course Requirements for the Individual Interdisciplinary Doctoral Degree
As a general rule, an Interdisciplinary doctoral student will take a minimum of three courses (three credits each) from each of the three departments integral to his or her doctoral program. While the three course minimum is not a rule, it is expected that a student’s program will involve significant coursework in the disciplines identified. This coursework should be in addition to readings or independent study courses. Individual Interdisciplinary doctoral students follow the requirements outlined for all doctoral students at WSU. Program and Graduate School requirements include a minimum of 72 semester hours for the Ph.D. at WSU. The student should refer to the Graduate School Policies and Procedures for the most recent course requirements, as well as a more detailed explanation of required credits for the Ph.D. The minimum number of semester hours required for the Ph.D. may be divided up as follows:

Core Courses for the Ph.D. in IIDP:
- Minimum of 34 semester hours of graded graduate-level courses beyond the bachelor’s degree, including:
  - Up to one-half of the 34 credit hours may be graded graduate transfer credits
  - INTERDIS 591—Interdisciplinarity (1 credit graded course)
  - Up to 9 semester hours of non-graduate graded credit (300- or 400-level)

Research:
- Minimum of 20 semester hours of doctoral research credits (INTERDIS 800)

Additional Studies:
- INTERDIS 598 (1 credit S/F course for Qualifying Examination)
• If a student needs additional credits beyond core course and research credits to make the 72 required semester hours, these may be filled with non-graded graduate credits, such as any S/F 500- and 600-level credit hours.

Following the approval of the program proposal, transfer credits will be officially screened for approval in the Graduate School. After the doctoral program is filed an addendum must be filed with any subsequent changes in coursework, using the appropriate form available from the Graduate School.

THE PRELIMINARY EXAMINATION

The preliminary examination is organized around the topics, theory, and methods of the student’s research proposal and contains both written and oral portions, as described below. The earliest a student can take preliminary examinations is at least two semesters after the program proposal has been approved. A student must register for a minimum of two credits of INTERDIS 800 credits at the beginning of the semester in which he or she intends to take his or her preliminary examination. The student also must schedule the preliminary examination with the Graduate School. The scheduled written and oral portions of the preliminary examination must be completed, along with the doctoral committee balloting, within a 30-day period, per Graduate School policy. Specifically, in the event of a failed preliminary examination attempt, the student will have one opportunity to retake the examination, per Graduate School policy:
http://gradschool.wsu.edu/CurrentStudents/PoliciesAndProcedures/Chapter8/DoctoralPolicies.html

The Research Proposal

In preparing for the preliminary examinations, the committee and student will agree upon a research proposal for the dissertation study. This proposal should clearly outline the research question or issues relevant for dissertation study, define how those questions shall be addressed, and place the research within the regional, historical, or theoretical context appropriate for the investigation. The research proposal should clearly explain how the investigation articulates with the three fields of study in the IIPD. Furthermore, the research proposal should be the document that guides the format and content of the written and oral examinations.

The student will write a research proposal for the committee. A copy should be sent to the program coordinator of the Individual Interdisciplinary Doctoral Program. The research design is the sole prerogative of the doctoral committee, working with the student. The research proposal should follow a format agreed upon by the student and his or her committee. The proposal may follow the format of the disciplines in which the committee chairperson and/or student are working. If the student’s research involves the use of human subjects (through surveys, interviews, etc.) or animal subjects, the student must receive university approval before beginning his or her research. Applications for approval to be sent to the appropriate university board are available in the Office of Research at WSU.

The Written Examination

After the Research Proposal has been submitted to the student’s doctoral committee, the content, format and schedule for the written examination will be determined by the student’s doctoral committee. The committee may be guided by an examination format normally utilized in the
committee chair’s department, introducing alterations in that format as appropriate for the individual student. The student’s formal preliminary examination begins the day that the written examination is presented to the student. If the examination is a paper to be completed at home, the examination period begins the day that the paper is due to the committee chair. After the written examination is reviewed, doctoral committee members will provide to the committee chair qualitative feedback related to any gaps or weaknesses in the student’s answers. The committee chair will provide the student with written feedback at least one week prior to the oral portion of the examination.

**The Oral Examination**

The oral examination is conducted by the entire doctoral committee. The program coordinator of the Individual Interdisciplinary Doctoral Program may also be present. During the oral examination, the student makes a formal presentation of his or her research proposal. In defense of that research proposal, the student may be asked to address specific methods or assumptions of the proposed research, any questions remaining after committee members have read the written examination, and any related to scholarship. At the close of the oral examination, the doctoral committee members will ballot on whether the student has passed or failed the preliminary examination.

**Responsibility of the Doctoral Committee**

It is the prerogative of the doctoral committee to talk with the student and determine the actual format of the examinations, subject to Graduate School regulations.

Because each “interest area” generally covers academic expertise drawn from more than one degree-granting unit, the committee members from various disciplines should collaborate in the writing of examination questions. The preliminary examination should cover all of the student’s interest areas of study (see pages 8-9 above). For example, the examination could be divided into four increments: the first three might include two to four sets of questions, each set covering one of the three interest areas, with the fourth increment consisting of questions requiring a synthesis of the three areas and or questions related directly to the research proposal.

The committee members may want to write individual questions based upon their specific expertise. The committee may then meet (without the student), bringing with them their individual questions. The committee will then proceed to select and/or compose questions for the examination, ensuring all of the areas for which the student is responsible are covered.

All of the committee members evaluate the written examination and communicate with the committee chair the results of their evaluation. Every member of the doctoral committee is required to be present at an oral preliminary examination.

**Responsibility of the Chair**

The chair will call any necessary meetings of the committee (without the student) to draft or review the written portion of the examination. **It is the responsibility of the committee chair to provide written qualitative feedback to the student regarding the committee’s evaluation of the written examination no later than one week prior to the oral portion of the examination.** In addition, the chair may advise the student in scheduling a room that can be proctored by departmental personnel, if an in-class examination format has been agreed upon. Arrangements to use a computer for written examinations, if desired, should be worked out between the student and chair of the committee.
Responsibility of the Student

A student must register for a minimum of two credits of INTERDIS 800 credits at the beginning of the semester in which he or she intends to take his or her preliminary examination. The student also must schedule the preliminary examination with the Graduate School. When the written examination is designed as an “on-campus” examination, the student should schedule a room, usually in the chair’s department. After completing the written examination and gaining the approval of his or her committee chair, the student must obtain a scheduling form from the Graduate School to schedule the oral examination (the student will have previously agreed upon a date and time with his or her doctoral committee members). Signatures are required from each member of the committee, and dates of both the written and oral portions of the examination are to be included. Currently, the form must be submitted to the Graduate School no less than ten working days before the oral examination. No more than thirty days should elapse between the written and the oral examinations, according to Graduate School policy.

The student should schedule a room for the oral examination, usually in the chairperson’s department. In the event of a preliminary examination failure, the student will have one opportunity to retake the entire preliminary examination after a waiting period of at least three months, according to the Graduate School policy (http://gradschool.wsu.edu/CurrentStudents/PoliciesAndProcedures/Chapter8/DoctoralPolicies.html)
Individual Interdisciplinary Doctoral Program

STEPS TO PREPARE FOR THE IIDP GRADUATE COMMITTEE MEETING

1. Complete Program Proposal

2. Submit Program Proposal to doctoral committee members

3. Meet with doctoral committee members to discuss Program Proposal

4. Submit Final Program Proposal to doctoral committee

5. Obtain signatures of approval from doctoral committee members

6. Submit Final Signed Program Proposal to Chairs of Degree-Granting Units

7. Chairs need to send Dr. Carris (carris@wsu.edu) a letter stating they have received a copy of the Program Proposal, they support formal acceptance of the student into IIDP as the student’s proposed Program Proposal is not achievable in their unit alone, and that they support the committee member from their unit who is agreeing to serve on the committee

8. Fill out Doctoral Program of Study form and obtain signatures from the committee

9. Submit signed Program of Study and Program Proposal to Dr. Carris before the IIDP Graduate Committee meeting. Also submit an electronic copy of the Program Proposal to Dr. Carris (carris@wsu.edu) to make available to the IIDP Graduate Committee members to read. (Following approval of the IIDP Graduate Committee, Dr. Carris will sign the Program of Study.)

10. Work with Dr. Carris to formulate a Summary sheet which will be verbally presented to the IIDP Graduate Committee. (The student does not attend this meeting of the IIDP Graduate Committee.)
INDIVIDUAL INTERDISCIPLINARY CHECKLIST

Student Name________________________ Student ID Number________________________

_____ Sent letter on conditional application procedure from Grad School to student

_____ Staff/Faculty working for degree? Date approved_________

_________________________________________________________________ Disciplines

ADMISSION DATE:____________________

Received from student

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Date</th>
<th>Item</th>
<th>Dept</th>
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<tr>
<td></td>
<td></td>
<td>Meet with Program Coordinator to discuss IIDP</td>
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<td></td>
<td></td>
<td>Brief description of proposed plan of study</td>
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<td>Committee</td>
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<td>Advisor (#1)</td>
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<td>Three departments? (Y/N) 2 are doc degree units</td>
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<td></td>
<td></td>
<td>Committee meeting</td>
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Comments:

TO GO TO IIDP GRADUATE COMMITTEE

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<tbody>
<tr>
<td>Plan of study filled out and signed by committee</td>
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<tr>
<td>Program approved</td>
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<tr>
<td>Letters from all dept chairs of committee members</td>
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<td>Final proposal with completed signature page</td>
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<tr>
<td>Approved by IIDP Graduate Committee</td>
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Comments:

PROGRAM

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<tbody>
<tr>
<td>Program of Study form signed and submitted</td>
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<tr>
<td>Committee meets to discuss prelims</td>
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<tr>
<td>Draft research proposal</td>
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<tr>
<td>Written and oral exam taken and passed</td>
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<tr>
<td>Proposal ok’ed by committee</td>
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<td>Final defense</td>
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<tr>
<td>Thesis submitted; copy to IIDP office</td>
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16
Individual Interdisciplinary Doctoral Degree Proposal
“Your Name Here”

Research: “Your Title Here”

Advisory Committee Members:
Faculty, Department, Committee Chair
Faculty, Department
Faculty, Department
Faculty, Department

Faculty, Department

Coursework Completed or Currently Taking:
Department—Title of class, Title of class, etc
Department—Title of class, Title of class, etc
Department—Title of class, Title of class, etc

Coursework to be Taken:
Department—Title of classes
Department—Title of classes
Department—Title of classes

Preliminary examination areas:
Department 1, Department 2, Department 3

Timelines:
Semester Year: Program to Committee and to GSC, Semester Year: Take Preliminary Examination,
Semester Year: Defense of Dissertation

Interdisciplinary nature of proposal:
In about 300 words, summarize the interdisciplinary purpose of this research/program

Letters: Letters supporting this application have been received in the Graduate School from each
committee member and from chairs of the departments.
IIDP Formal Proposal Signatures

Instructions:
For Signature Page for Committee Members:
  • Add your name at Student’s full name.
  • Add the three disciplines at the empty underlined spaces.
  • List your committee members’ names under each line for their appropriate signatures.

For Signature Page for Chair/Director of each discipline:
  • Fill in the name of the committee member or members from that particular disciplinary area.
  • Fill in your full name at Student’s Full Name.
  • Insert the name of the particular disciplinary area associated with this discipline/committee member.
  • Insert the name of the chair or director for that particular unit under the signature line.
  • Insert the title of the chair or director for that particular unit under the name

Signature Page for Committee Members:
We support that the program of study outlined by Student’s full name is interdisciplinary in nature and relies on theory and research from the fields of ________, ________, and ________. The topics of study could not be undertaken by any one discipline and is enriched by the association of the three.

____________________________  (Date)
Chair, NAME

____________________________  (Date)
NAME

____________________________  (Date)
NAME

____________________________  (Date)
NAME

____________________________  (Date)
NAME

Signature Page for Chairs of the three disciplines in your IIDP:

I support Committee Member(s) Name(s) serving on the advisory committee of the Individual Interdisciplinary Doctoral Program of Student’s Full Name. This program involves a significant component of Discipline Area. However, both research interests and educational program include the study of disciplines that are not available within the scope of a single discipline. For this reason, an interdisciplinary degree program is the best option for this individual.

____________________________
NAME

____________________________
TITLE