



Graduate School

WASHINGTON STATE UNIVERSITY

2017-18 INTERIM EXAMINATION INSTRUCTIONS for FINAL EXAMS

Student and Committee: Please follow the instructions below when scheduling an *interim* final exam

An Interim Final Exam may be requested in extenuating circumstances. The **student's committee chair must provide a rationale for why the exam can only be scheduled during the period of time selected.**

The student must be enrolled in at least two research (700, 702, or 800) credits during the semester ***before*** the interim examination. Example: If taking an exam during the fall interim exam period (during the month of December), student must be registered for fall semester and would graduate with the spring class.

The student will be included in the graduation class of the semester ***following*** the interim exam (no exceptions). The student must Apply for Degree for the following semester ***before*** scheduling this exam.

The student's committee requests the examination be scheduled, with the student's advisor completing the 'Rationale' section and signing, both beside the Rationale ***and*** as the committee chair (in the section where all committee signatures are listed).

All requests will be reviewed.

This form must be returned to the Graduate School at least ***10 working days*** prior to the interim examination date (15 days if this is a second exam). The student must have an approved program of study on file. In the case of a second examination, the examination date must be at least three (3) months after the failed examination. **At this same time**, an electronic copy of the dissertation/thesis must be submitted (see specific instructions below). **This check does not constitute final acceptance!**

- Master's candidates should send their draft thesis (in PDF format) to gradschool@wsu.edu. Please place student's name & 'draft thesis' in subject heading.
- Doctoral candidates must upload their draft to UMI/ProQuest at <http://www.dissertations.wsu.edu>, and choose the appropriate publishing method (Traditional or Open Access). Publishing fees (all doctoral candidates), and copyright fee (optional for doctoral candidates only) must be paid to UMI/ProQuest before scheduling the final exam.
- Second exams: When scheduling a re-examination (second/final attempt), the student must turn in a completed Scheduling Form a **minimum of 15 working days** before the date of the exam.

Signatures of the committee and department approve the date, time and *place(s) for the examination.

Additionally, the signatures convey to the Graduate School that a final electronic draft (suitable in content and format to the Graduate School (thesis)/ProQuest(dissertations)) has been given preliminary approval by the committee members. Responsibility (including financial) for changes in format after the final Oral/Acceptance Form is signed, rests with the department/program rather than the student. Changes in the thesis/dissertation due to changes in content are *always* the responsibility of the student. The Committee is responsible for insuring the student has completed or is registered for all requirements for the degree, has followed appropriate format, and that the thesis/dissertation content is acceptable for defense. *Location(s) must include: all campuses involved and the building ***and*** room for each campus/location. Please identify the committee members at each location.

2017-18 INTERIM EXAMINATION SCHEDULING FORM for FINAL EXAMS

Please read and follow the instructions provided on the instruction page preceding this document

WSU Student ID#: _____

Candidate's Name (PRINT) _____

Candidate's signature: _____ Dept/Program _____

Candidate's location for exam: _____

Dissertation/Thesis Title: _____

Check One: Final Examination: Master's (NON-Thesis) ____ Master's –Thesis ____ Doctoral ____

Check if Applicable: Second Examination ____ (must file at least 15 working days before the examination date)

Check One: Fall Interim Exam Period: Nov. 27 – Dec. 20, 2017 OR Jan. 2-5, 2018 ____ Note: NO exams 12/21/17 – 1/1/18 (closed)

Spring Interim Exam Period: April 23 – May 11, 2018 ____ Summer Interim Exam Period: July 30 – August 17, 2018 ____

Rationale: _____

Committee Chair Name: _____ Signature/Date _____

Verification that the graduate student has received approval for use of human subjects or animals in research is required before scheduling the final oral examination. Please include a photocopy of approval or forward via email to gradschool@wsu.edu

Student must check one:

____ Verification attached/emailed (Submit verification with exam) **OR:** ____ I did not use humans (including surveys), animals or biohazardous materials in my research

This exam will be held via: ____ Single Campus ____ AMS ____ Other Technology (specify): _____

Additional Information regarding exam environment below (attach additional pages, if necessary):

Committee Member: (Print names)	Location during exam	Signature & Date Signed
_____ Chair	_____	_____
_____ Co-Chair (<u>circle</u> if co-chair)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The major and/or minor examination shall consist of: (check one or both)

____ Written Examination (Major)	_____ (Time)	_____ (Date)	_____ (Places)
____ Written Examination (Minor)	_____ (Time)	_____ (Date)	_____ (Places)
____ Oral Examination	_____ (Time)	_____ (Date)	_____ (Places)

Signature, Chair, Major Department

Signature, Chair, Minor Department

If only a written examination is given, the discussion and Ballot Meeting will be held at: (Students do not attend the Ballot Meeting)

Date _____ Time _____ *ALL Locations must be provided