



INSTRUCTIONS FOR SCHEDULING FINAL EXAMINATIONS (Master's thesis or Ph.D./Ed.D.) and THESIS (master's)/DISSERTATION (doctoral) DRAFT SUBMITTAL

Procedures for scheduling final examinations:

1. Review the Graduate School *Policies and Procedures Manual* (Chapter 7: Master's; Chapter 8: Doctoral)
 - Approved program of study (for this degree) must be on file at the Graduate School.
 - Student must be enrolled and registered for the required number (2) of 700/800 credits during the semester in which the final oral examination is taken.
 - Apply for Degree. The "Application for Degree" must be on file in MyWSU and the graduation fee(s) paid before the final oral examination may be scheduled. *Contact the Graduate School to UPDATE your Application from a previous semester.
2. The Final Examination Scheduling Form information is to be completed by the student with assistance from the department's Academic Coordinator; this includes the reservation of all rooms at all locations. The student's committee members *sign the scheduling form* and by doing so, indicate they agree to attend at the date/time/location; that the student is ready for this exam; and that a dissertation/thesis, suitable in format for submission, has been given preliminary approval. **The student must obtain the department-level signature on the scheduling form.**
3. The Graduate School schedules the student's examination upon receipt of the completed "Final Examination Scheduling Form." The signed scheduling form must be submitted to the Graduate School at least **10 working days** prior to the examination date (**15 working days** if a Graduate Mentor is requested). An electronic copy of the dissertation/thesis must be submitted at the same time (see specific instructions below). **This submission does not constitute final acceptance of the document.**
 - Master's candidates must send the draft (**in PDF format**) to gradschool@wsu.edu.
 - Doctoral candidates must upload the 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.

Instructions for the Student: Processing dissertations/theses

Before the final examination:

1. At least five working days prior to the oral defense, doctoral and thesis master's candidates must deliver a complete copy of the dissertation/thesis to the Department or Program Chair. This copy can serve as the public copy and be displayed at a public place designated by the Department.

2. Check with your department to ascertain the requirements for the number of copies of the dissertation/thesis to be distributed prior to the examination and after the examination.

After passing the final exam, submit the following to the Graduate School within 5 days:

1. An approved dissertation/thesis in digital format. Please use the attached "Final Dissertation/Thesis Acceptance Checklist" when preparing copies for submission. View WSU's [Dissertation and Thesis Guidelines](#).
2. A completed [Hold Harmless Agreement/Copyright Acknowledgement Form](#).
3. Copies of your thesis/dissertation title page, abstract, and original signature page on 100% cotton paper.
4. For doctoral students: A completed "[Survey of Earned Doctorates](#)" form, or printed acknowledgement certificate if [submitted online](#). You may also forward the email containing your SED Certificate completion notice to the WSU Graduate School at: gradschool@wsu.edu

***ALL STUDENTS:** Please use the attached "Final Dissertation/Thesis Acceptance Checklist to ensure you have turned in all necessary documents. Your degree cannot be awarded unless all final documents have been submitted and your thesis/dissertation has been approved.

You must choose one:

1st Attempt – DUE at G.S.: minimum of 10 working days before exam; 15 days if a Graduate Mentor is requested

2nd Attempt – DUE at G.S.: minimum of 15 working days before exam ID# _____

Dissertation/Thesis Acceptance/Final Examination Scheduling Form

Candidate: _____ Degree: _____

Dissertation/Thesis Title: _____

The Dissertation/Thesis Committee is responsible for ensuring that the student has completed and has registered for all requirements for the degree to which he/she has been admitted. Completion of this form by the Dissertation/Thesis Committee indicates that a final typed draft, suitable in content and format for submission to ProQuest/the Graduate School, has been given preliminary approval. Changes in the dissertation/thesis after the final defense are always the responsibility of the student and must be made within 5 working days immediately following the examination.

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

Check one: Verification attached/emailed OR: I did not use humans (including surveys), animals or biohazardous materials
(Must check one or the other) in my research

Please return this form to the Graduate School at the earliest possible date, but no later than 10 working days prior to the desired examination date. A final draft of your master’s thesis/doctoral dissertation must be *electronically* submitted (PDF) at this same time (see instructions provided). This draft will be reviewed by the Graduate School for formatting compliance and will be returned to the student before the exam.

Preliminary Approval of Dissertation/Thesis By Dissertation/Thesis Committee

Dissertation/Thesis Committee:	Signatures:	Date Signed:
_____ Chair	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Chair/Director Signature, Major Dept: _____ **Minor Dept:** _____

This exam will be held via or include: Single Campus _____ AMS _____ Global Campus _____ Other _____

Other: _____

“Other” requires approval by the Graduate School. **ALL** dissertations/theses require a public defense.

Please provide the name & location for each committee member attending away from a WSU campus –attach add’l page if needed.
The above signed individuals approve the following place, date and time of examination:

_____ Building(s) and Room Number(s) (for all locations)

_____ Date and Time (begin and end between 8am–5pm Pacific)

FINAL DISSERTATION/THESIS ACCEPTANCE CHECKLIST

Conformance and completeness checklist for **ALL** dissertations/theses:

- Title of document must agree with abstract title
- Degree title and degree granting agency must conform to official approved documents (as found in Faculty Senate)
- First, middle, last name on title page must be identical to abstract page and must agree with WSU transcript
- Degree month and year on title page and abstract must agree with Grad School announcement
- Signature page is page number "ii"
- Signatures on signature page must agree with members listed on Grad School record
- Main body of thesis/dissertation is double spaced (beginning at introduction/chapter 1)
- Page numbers must be in the same location throughout entire document
- Degree abbreviation appears after name on abstract and is printed on one side only
- Abstract body contains 350 words (or less) and is printed on one side

All students must also submit:

- One set of the title page, abstract and original signature page; all on 100% cotton paper to the Graduate School.
- [Hold Harmless Agreement/Copyright Acknowledgement Form.](#)
- Letters from publishers granting permission if you used copyright material
- Approval for use of human subjects (IRB), animals (IACUC) OR biohazardous materials used in research (forward the approving email, along with your name & WSU ID# to gradschool@wsu.edu).

Doctoral students must also submit:

- Completed and signed "[Survey of Earned Doctorates](#)" or printed acknowledgement certificate (if submitted [online](#), please forward Certificate to gradschool@wsu.edu via email. Be sure to include your WSU ID# in the email so we can match it to your record.

Hometown News Release for Graduate Students

Name

First _____ Last _____

Male ___ Female ___ Email Address _____

List reason for news release

Graduation__ Scholarship__ Award__

Amount and name of scholarship or award

If graduating, title of dissertation or thesis

Program of study and degree earned

Post-graduation plans

Degrees from other colleges

Other information you would like to share (awards and honors received during studies)

Parent information

Mother's name and address

Father's name and address

Hometown

City _____ State _____

List of hometown daily or weekly newspapers

Submit form to hometownnews@wsu.edu