



Graduate School

WASHINGTON STATE UNIVERSITY

Spring 2018 – Spring 2019 Deadlines and Procedures for Doctoral Degree

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

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

Procedure	Deadlines														
1. Obtain an advisor/committee chairperson	As soon as possible after admission to the Graduate School														
<p>2. Submit Program of Study Request form to the Graduate School via your Academic Coordinator! Doctoral students must submit the Program of Study Request form <u>before the end of their third semester of study</u> (October 1 deadline for fall; March 1 deadline for spring). NOTE: Students who have recently completed their Master’s degree at WSU and plan to continue for a Ph.D. <u>may</u> want to file their Program of Study early: one full semester before taking the Preliminary Exam.</p> <p>Preparation of the Program of Study form is the responsibility of the student, advisor, and doctoral committee. Department approves the form before submitting to the Graduate School.</p>	<table border="0"> <thead> <tr> <th><u>If your third Semester is:</u></th> <th><u>Submittal Deadline is:</u></th> </tr> </thead> <tbody> <tr> <td>Spring 2018</td> <td>3/1/2018</td> </tr> <tr> <td>Summer 2018</td> <td>3/1/2018</td> </tr> <tr> <td>Fall 2018</td> <td>10/1/2018</td> </tr> <tr> <td>Spring 2019</td> <td>3/1/2019</td> </tr> <tr> <td>Summer 2019</td> <td>3/1/2019</td> </tr> <tr> <td>Fall 2019</td> <td>10/1/2019</td> </tr> </tbody> </table>	<u>If your third Semester is:</u>	<u>Submittal Deadline is:</u>	Spring 2018	3/1/2018	Summer 2018	3/1/2018	Fall 2018	10/1/2018	Spring 2019	3/1/2019	Summer 2019	3/1/2019	Fall 2019	10/1/2019
<u>If your third Semester is:</u>	<u>Submittal Deadline is:</u>														
Spring 2018	3/1/2018														
Summer 2018	3/1/2018														
Fall 2018	10/1/2018														
Spring 2019	3/1/2019														
Summer 2019	3/1/2019														
Fall 2019	10/1/2019														
<p>3. Preliminary Examination (doctoral students only). NOTE: Preliminary exams may be taken throughout the semester except during final exam week.</p> <p>You <u>must</u> have an approved Doctoral Program of Study on file with the Graduate School to schedule a Preliminary exam.</p>	<p>Complete this exam <i>at least</i> 4 months (1 semester) prior to taking a Final Oral Examination/ defense.</p> <p>*Schedule after approval and completion of your program of study.</p>														
<p>3a. Schedule Preliminary Exam (doctoral students only). Submit exam form at least 10 working days before exam date. NOTE: Preliminary exams can be taken throughout the semester except no prelims can be held during final exam week.</p> <p>*Student should have 6 graded credits (or less) left to complete on their program of study coursework. This includes credits for which the student is currently enrolled (or further documentation is required).</p> <p>Taking your prelim for the second time? You must submit the Preliminary Exam Scheduling form at least 3 weeks (15 working days) in advance if you are re-taking your Preliminary exam.</p>	<p>Submit to the Graduate School: no later than 10 working days (2 weeks) prior to the date you wish to take the preliminary examination.</p> <p>LAST DATE for PRELIM (during semester):</p> <table border="0"> <tbody> <tr> <td>Spring 2018</td> <td>4/27/2018</td> </tr> <tr> <td>Summer 2018</td> <td>7/27/2018</td> </tr> <tr> <td>Fall 2018</td> <td>12/07/2018</td> </tr> <tr> <td>Spring 2019</td> <td>4/26/2019</td> </tr> </tbody> </table> <p>Preliminary Exam details are at: https://gradschool.wsu.edu/chapter-eight-c/ (#2)</p>	Spring 2018	4/27/2018	Summer 2018	7/27/2018	Fall 2018	12/07/2018	Spring 2019	4/26/2019						
Spring 2018	4/27/2018														
Summer 2018	7/27/2018														
Fall 2018	12/07/2018														
Spring 2019	4/26/2019														

4. Applying to Graduate

Apply for Degree in MyWSU (to Graduate). This deadline is also the last day to apply for a **Graduate Certificate**. If a student does not apply by the initial deadline, their name will not appear in the Commencement Program.

All students pay a \$50 graduate processing fee, valid for one year only. Payment is made at the time of completing/submitting the [online Application for Degree \(MyWSU\)](#).

*You must apply by the initial Deadline for your name to appear in the Commencement Program for that semester. If you miss the deadline, your name will not appear in the Commencement Program.

OR..... (see next section!)

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 (emailed 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. Submit completed Final Exam Scheduling Form no later than **10 working days prior to the exam date**. Completed means ALL signatures, thesis title, date/time/location(s) identifying where each committee member will attend the exam must be clearly provided on the scheduling form.

Semester of Graduation	*App Deadline
Spring 2018	3/2/2018
(applications open:	10/9/2017)
w/\$50 late fee:	3/3/18 – 3/31/18
w/\$75 late fee:	4/1/18 – 4/20/18
Summer 2018	5/25/2018
(applications open:	1/1/2018)
w/\$50 late fee:	5/26/18 – 6/30/18
w/\$75 late fee:	7/1/18 – 7/27/18
Fall 2018	10/5/2018
(applications open:	6/11/18)
w/\$50 late fee:	10/6/18 – 10/31/18
w/\$75 late fee:	11/1/18 – 11/16/18
Spring 2019	3/1/2019
(applications open:	10/8/2018)
w/\$50 late fee:	3/2/19 – 3/31/19
w/\$75 late fee:	4/1/19 – 4/19/19

You must UPDATE your Application for Degree using the following steps:

- i. Email Gradschool@wsu.edu
- ii. Subject Line: Your name – UPDATE App for Degree
- iii. In body of email, provide:
 1. Name
 2. WSU Student ID# (very important)
 3. Type of degree (master or doctoral) & Program (e.g. Ph.D. in Biology)
 4. NEW semester for graduation (spring, summer, fall), and year
- iv. **WATCH for an email** from the Graduate School. Complete and return the form so we can update you.

Graduation	*Scheduling Deadline
Spring 2018	4/6/2018
Summer 2018	7/13/2018
Fall 2018	11/1/2018
Spring 2019	4/5/2019
Summer 2019	7/12/2019

<p>At the same time, doctoral students need to submit an electronic copy of the final draft dissertation to ProQuest.</p> <p>For submission guidelines and formatting requirements, see https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-submission-guidelines.pdf</p> <p>2nd Attempt Exams: Taking your exam for the second time? You must submit your completed scheduling form <i>no later than 15 working days</i> (three weeks) before exam date.</p>	<p>Fall 2019 11/7/2019</p> <p>*assumes you are taking the exam on last possible date</p>														
<p>6. Conduct Final Examination (Last possible date) We have extended the time to defend to the last possible date, but we do not encourage you to wait until the last date to defend. We are unable to make exceptions beyond these deadlines. 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.</p>	<table border="1"> <thead> <tr> <th><u>Semester of Graduation</u></th> <th><u>Exam Deadline</u></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>	<u>Semester of Graduation</u>	<u>Exam Deadline</u>	Spring 2018	4/20/2018	Summer 2018	7/27/2018	Fall 2018	11/16/2018	Spring 2019	4/19/2019	Summer 2019	7/26/2019	Fall 2019	11/22/2019
<u>Semester of Graduation</u>	<u>Exam Deadline</u>														
Spring 2018	4/20/2018														
Summer 2018	7/27/2018														
Fall 2018	11/16/2018														
Spring 2019	4/19/2019														
Summer 2019	7/26/2019														
Fall 2019	11/22/2019														
<p>7. Submit all required final documents to the Graduate School (French Administration Building, Room 324-J)</p> <p>Final dissertations must be submitted within 5 working days of a successful defense. Submission includes uploading a copy to the library at dissertations.wsu.edu and bringing 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 and proof of completed <u>S</u>urvey of <u>E</u>arned <u>D</u>octorates (SED) (Certificate preferred) by 5:00 p.m. on the 5th workday following your successful defense.</p> <p>Visit the Graduate School forms web page for:</p> <ul style="list-style-type: none"> • Graduation (preparation) Checklist • Thesis/Dissertation Submission Guidelines & Required Formatting • Thesis/Dissertation MSWord Template • Final Checklist and any other Graduate School forms you may need. 	<p>If exam is held on final day listed above:</p> <table border="1"> <thead> <tr> <th><u>Graduation Semester</u></th> <th><u>Final Docs Deadline</u></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>	<u>Graduation Semester</u>	<u>Final Docs Deadline</u>	Spring 2018	4/27/2018	Summer 2018	8/3/2018	Fall 2018	11/27/2018	Spring 2019	4/26/2019	Summer 2019	8/2/2019	Fall 2019	12/3/2019
<u>Graduation Semester</u>	<u>Final Docs Deadline</u>														
Spring 2018	4/27/2018														
Summer 2018	8/3/2018														
Fall 2018	11/27/2018														
Spring 2019	4/26/2019														
Summer 2019	8/2/2019														
Fall 2019	12/3/2019														

<p>8. Doctoral students who want to participate in Commencement Must have all requirements completed by noon on this date. There are NO exceptions. This includes your dissertation cleared by the Graduate School (ALL formatting requirements completed). Final dissertations are due within 5 working days of the successful defense.</p>	<p>Final Clearance for Commencement for doctoral students by 12 NOON!</p> <table border="1"> <tr> <td>Spring 2018</td> <td>Wednesday, 5/2/2018</td> </tr> <tr> <td>Fall 2018</td> <td>Wednesday, 12/5/2018</td> </tr> <tr> <td>Spring 2019</td> <td>Wednesday, 5/1/2019</td> </tr> <tr> <td>Fall 2019</td> <td>Wednesday, 12/4/2019</td> </tr> <tr> <td>Spring 2020</td> <td>Wednesday, 5/6/2020</td> </tr> </table>	Spring 2018	Wednesday, 5/2/2018	Fall 2018	Wednesday, 12/5/2018	Spring 2019	Wednesday, 5/1/2019	Fall 2019	Wednesday, 12/4/2019	Spring 2020	Wednesday, 5/6/2020		
Spring 2018	Wednesday, 5/2/2018												
Fall 2018	Wednesday, 12/5/2018												
Spring 2019	Wednesday, 5/1/2019												
Fall 2019	Wednesday, 12/4/2019												
Spring 2020	Wednesday, 5/6/2020												
<p>9. Commencement Dates</p> <p>Commencement is an event separate from your Graduate School requirements.</p> <p>If you wish to attend Commencement, please register at http://commencement.wsu.edu. For policies regarding graduation participation as a graduate student, visit http://gradschool.wsu.edu/chapter-ten/</p>	<table border="1"> <thead> <tr> <th>Graduation Semester</th> <th>Commencement Date</th> </tr> </thead> <tbody> <tr> <td>Spring 2018</td> <td>5/5/2018</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>	Graduation Semester	Commencement Date	Spring 2018	5/5/2018	Fall 2018	12/8/2018	Spring 2019	5/4/2019	Fall 2019	12/7/2019	Spring 2020	5/9/2020
Graduation Semester	Commencement Date												
Spring 2018	5/5/2018												
Fall 2018	12/8/2018												
Spring 2019	5/4/2019												
Fall 2019	12/7/2019												
Spring 2020	5/9/2020												