# Deadlines and Procedures for Doctoral Degree (Spring 2020)

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

All documents are submitted to the Graduate School through your Academic Coordinator.

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Obtain an advisor/committee chairperson</strong></td>
<td>As soon as possible after admission to the Graduate School</td>
</tr>
<tr>
<td><strong>2. Submit Program of Study Request form to the Graduate School</strong></td>
<td><strong>If your third Semester is:</strong></td>
</tr>
<tr>
<td>through your Academic Coordinator!</td>
<td><strong>Submittal Deadline is:</strong></td>
</tr>
<tr>
<td><em><strong>Semester of study</strong></em> (October 1 deadline for fall; March 1 deadline for spring). <strong>NOTE:</strong> Students who have recently completed their Master's degree at WSU and plan to continue for a Ph.D. may want to file their Program of Study early: one full semester before taking the Preliminary Exam.</td>
<td>Spring 2020 3/1/2020</td>
</tr>
<tr>
<td></td>
<td>Summer 2020 3/1/2020</td>
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<td></td>
<td>Fall 2020 10/1/2020</td>
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<td></td>
<td>Spring 2021 3/1/2021</td>
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<td>Summer 2021 3/1/2021</td>
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<td></td>
<td>Fall 2021 10/1/2021</td>
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<td></td>
<td>Spring 2022 3/1/2022</td>
</tr>
<tr>
<td></td>
<td>Summer 2022 3/1/2022</td>
</tr>
<tr>
<td><strong>3. Preliminary Examination</strong> (doctoral students only). <strong>NOTE:</strong> Preliminary exams may be taken throughout the semester except during final exam week.</td>
<td>Complete this exam at least 4 months (1 semester) prior to taking a Final Oral Examination/ defense.</td>
</tr>
<tr>
<td></td>
<td><strong>Schedule after approval and completion of your program of study.</strong></td>
</tr>
<tr>
<td><strong>3a. Schedule Preliminary Exam</strong> (doctoral students only). Submit your exam form at least 10 business days before your exam date. <strong>NOTE:</strong> Preliminary exams can be taken throughout the semester except no prelims can be held during final exam week.</td>
<td>Submit to the Graduate School: no later than 10 business days (2 weeks) prior to the date you wish to take the preliminary examination.</td>
</tr>
<tr>
<td></td>
<td><strong>LAST DATE to take a PRELIM (within the semester/session):</strong></td>
</tr>
<tr>
<td></td>
<td>Spring 2020 5/1/2020</td>
</tr>
<tr>
<td></td>
<td>Summer 2020 7/31/2020</td>
</tr>
<tr>
<td></td>
<td>Fall 2020 12/11/2020</td>
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<tr>
<td></td>
<td>Spring 2021 4/30/2021</td>
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<tr>
<td></td>
<td>Summer 2021 7/30/2021</td>
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<tr>
<td></td>
<td>Fall 2021 12/10/2021</td>
</tr>
</tbody>
</table>

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.

NOTE: All documents are submitted to the Graduate School through your Academic Coordinator.
Preliminary Exam details:  
[https://gradschool.wsu.edu/chapter-eight-c/] (#2)

| LAST DATE to take a PRELIM (within the semester/session): |
|-----------------|-----------------|
| Spring 2022     | 4/29/2022       |
| Summer 2022     | 7/29/2022       |

4. Applying to Graduate  
Apply for Degree in MyWSU (to Graduate). You do this online in your MyWSU portal.

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 $60 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.

<table>
<thead>
<tr>
<th>Semester of Graduation</th>
<th>*App Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2020</td>
<td>3/6/2020</td>
</tr>
<tr>
<td>(applications open:</td>
<td>10/7/2019)</td>
</tr>
<tr>
<td>w/$50 late fee:</td>
<td>3/7 – 3/31/2020</td>
</tr>
<tr>
<td>w/$75 late fee:</td>
<td>4/1 – 4/24/2020</td>
</tr>
<tr>
<td>Summer 2020</td>
<td>5/29/2020</td>
</tr>
<tr>
<td>(applications open:</td>
<td>1/1/2020)</td>
</tr>
<tr>
<td>w/$50 late fee:</td>
<td>5/25 – 6/30/2020</td>
</tr>
<tr>
<td>w/$75 late fee:</td>
<td>7/1 – 7/26/2020</td>
</tr>
<tr>
<td>Fall 2020</td>
<td>10/9/2020</td>
</tr>
<tr>
<td>(applications open:</td>
<td>6/8/2020)</td>
</tr>
<tr>
<td>w/$50 late fee:</td>
<td>10/10 – 10/31/2020</td>
</tr>
<tr>
<td>w/$75 late fee:</td>
<td>11/1 – 11/20/2020</td>
</tr>
<tr>
<td>Spring 2021</td>
<td>3/5/2021</td>
</tr>
<tr>
<td>(applications open:</td>
<td>10/12/2020)</td>
</tr>
<tr>
<td>w/$50 late fee:</td>
<td>3/6 – 3/31/2021</td>
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<tr>
<td>w/$75 late fee:</td>
<td>4/1 – 4/24/2021</td>
</tr>
<tr>
<td>Summer 2021</td>
<td>5/28/2021</td>
</tr>
<tr>
<td>(applications open:</td>
<td>1/1/2021)</td>
</tr>
</tbody>
</table>

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 graduation fee is valid for one year [from the initial payment].

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 <semester/yr>

iii. In body of email, provide:

1. Name

2. WSU Student ID# (very important)

3. Type of degree (master or doctoral) & Program

Updated 1/30/2020
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.

5. **Submit completed Final Exam Scheduling Form** no later than 10 business 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.

At this same time, doctoral students must submit an electronic copy of the final draft dissertation to ProQuest.


2nd Attempt Exams:
Taking your exam for the second time? You must submit your completed scheduling form **no later than 15 business days** (three weeks) before exam date.

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.

7. **Submit all required final documents to the Graduate School**
(French Administration Building, Room 324-J)

Final dissertations must be submitted **within 5 business days** of a successful defense. Submission includes uploading a copy to the library at [dissertations.wsu.edu](http://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 Survey of Earned Doctorates (SED) (Certificate

<table>
<thead>
<tr>
<th>Graduation</th>
<th>Scheduling Deadline</th>
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<tbody>
<tr>
<td>Spring 2020</td>
<td>4/10/2020</td>
</tr>
<tr>
<td>Summer 2020</td>
<td>7/17/2020</td>
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<tr>
<td>Fall 2020</td>
<td>11/5/2020</td>
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<tr>
<td>Spring 2021</td>
<td>4/9/2021</td>
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<tr>
<td>Summer 2021</td>
<td>7/16/2021</td>
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<tr>
<td>Fall 2021</td>
<td>11/4/2021</td>
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<tr>
<td>Spring 2022</td>
<td>4/8/2022</td>
</tr>
</tbody>
</table>

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

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<thead>
<tr>
<th>Semester of Graduation</th>
<th>Exam Deadline</th>
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<td>7/30/2021</td>
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<td>Fall 2021</td>
<td>11/19/2021</td>
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<td>Spring 2022</td>
<td>4/22/2022</td>
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<tr>
<td>Summer 2022</td>
<td>7/29/2022</td>
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</tbody>
</table>

If exam is held on final day listed above:

<table>
<thead>
<tr>
<th>Graduation Semester</th>
<th>Final Docs Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2020</td>
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<tr>
<td>Summer 2020</td>
<td>8/7/2020</td>
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<tr>
<td>Fall 2021</td>
<td>11/30/2021</td>
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</tbody>
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preferred) by 5:00 p.m. on the 5<sup>th</sup> workday following your successful defense.

Visit the [Graduate School forms web page](#) for:
- Graduation (preparation) Checklist
- Thesis/Dissertation Submission Guidelines & Required Formatting
- Thesis/Dissertation MSWord Template
- Final Checklist and any other Graduate School forms you may need.

## 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 business days of the successful defense.

## 9. Commencement Dates

Commencement is an event separate from your Graduate School requirements.

If you wish to attend Commencement, please register at [http://commencement.wsu.edu](http://commencement.wsu.edu). For policies regarding graduation participation as a graduate student, visit [http://gradschool.wsu.edu/chapter-ten/](http://gradschool.wsu.edu/chapter-ten/)

<table>
<thead>
<tr>
<th>Final Clearance for Commencement for doctoral students by 12 NOON!</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2020</td>
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<td>Fall 2020</td>
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<tr>
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<tr>
<td>Fall 2021</td>
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<tr>
<td>Spring 2022</td>
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<table>
<thead>
<tr>
<th>Graduation Semester</th>
<th>Commencement Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2020</td>
<td>5/9/2020</td>
</tr>
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<td>Fall 2020</td>
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