



## Deadlines and Procedures for Doctoral Degree (Spring 2019 →)

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

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

Procedure	Deadlines																				
<p><b>1. Obtain an advisor/committee chairperson</b></p>	As soon as possible after admission to the Graduate School																				
<p><b>2. Submit Program of Study Request form to the Graduate School via your Academic Coordinator!</b> 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). <b>NOTE:</b> 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="1"> <thead> <tr> <th><b>If your third Semester is:</b></th> <th><b>Submittal Deadline is:</b></th> </tr> </thead> <tbody> <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> <tr><td>Spring 2020</td><td>3/1/2020</td></tr> <tr><td>Summer 2020</td><td>3/1/2020</td></tr> <tr><td>Fall 2020</td><td>10/1/2020</td></tr> <tr><td>Spring 2021</td><td>3/1/2021</td></tr> <tr><td>Summer 2021</td><td>3/1/2021</td></tr> <tr><td>Fall 2021</td><td>10/1/2021</td></tr> </tbody> </table>	<b>If your third Semester is:</b>	<b>Submittal Deadline is:</b>	Spring 2019	3/1/2019	Summer 2019	3/1/2019	Fall 2019	10/1/2019	Spring 2020	3/1/2020	Summer 2020	3/1/2020	Fall 2020	10/1/2020	Spring 2021	3/1/2021	Summer 2021	3/1/2021	Fall 2021	10/1/2021
<b>If your third Semester is:</b>	<b>Submittal Deadline is:</b>																				
Spring 2019	3/1/2019																				
Summer 2019	3/1/2019																				
Fall 2019	10/1/2019																				
Spring 2020	3/1/2020																				
Summer 2020	3/1/2020																				
Fall 2020	10/1/2020																				
Spring 2021	3/1/2021																				
Summer 2021	3/1/2021																				
Fall 2021	10/1/2021																				
<p><b>3. Preliminary Examination</b> (doctoral students only). <b>NOTE:</b> 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><b>3a. Schedule Preliminary Exam</b> (doctoral students only). Submit exam form at least 10 business days before exam date. <b>NOTE:</b> 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 <a href="#">Preliminary Exam Scheduling</a> form at least 3 weeks (15 business days) in advance if you are re-taking your Preliminary exam.</p> <p>Preliminary Exam details: <a href="https://gradschool.wsu.edu/chapter-eight-c/">https://gradschool.wsu.edu/chapter-eight-c/</a> (#2)</p>	<p>Submit to the Graduate School: no later than 10 business days (2 weeks) prior to the date you wish to take the preliminary examination.</p> <p><b>LAST DATE for PRELIM (during semester/session):</b></p> <table border="1"> <tbody> <tr><td>Spring 2019</td><td>4/26/2019</td></tr> <tr><td>Summer 2019</td><td>7/26/2019</td></tr> <tr><td>Fall 2019</td><td>12/06/2019</td></tr> <tr><td>Spring 2020</td><td>5/1/2020</td></tr> <tr><td>Summer 2020</td><td>7/31/2020</td></tr> <tr><td>Fall 2020</td><td>12/11/2020</td></tr> <tr><td>Spring 2021</td><td>4/30/2021</td></tr> <tr><td>Summer 2021</td><td>7/30/2021</td></tr> </tbody> </table>	Spring 2019	4/26/2019	Summer 2019	7/26/2019	Fall 2019	12/06/2019	Spring 2020	5/1/2020	Summer 2020	7/31/2020	Fall 2020	12/11/2020	Spring 2021	4/30/2021	Summer 2021	7/30/2021				
Spring 2019	4/26/2019																				
Summer 2019	7/26/2019																				
Fall 2019	12/06/2019																				
Spring 2020	5/1/2020																				
Summer 2020	7/31/2020																				
Fall 2020	12/11/2020																				
Spring 2021	4/30/2021																				
Summer 2021	7/30/2021																				

#### 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 \$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.

#### Semester of

<u>Graduation</u>	<u>*App Deadline</u>
<b>Spring 2019</b>	<b>3/1/2019</b>
(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	
<b>Summer 2019</b>	<b>5/24/2019</b>
(applications open: 1/1/2019)	
w/\$50 late fee: 5/25/19 – 6/30/19	
w/\$75 late fee: 7/1/19 – 7/26/19	
<b>Fall 2019</b>	<b>10/4/2019</b>
(applications open: 6/10/2019)	
w/\$50 late fee: 10/5/19 – 10/31/19	
w/\$75 late fee: 11/1/19 – 11/15/19	
<b>Spring 2020</b>	<b>3/6/2020</b>
(applications open: 10/7/2019)	
w/\$50 late fee:	
3/2/2020 – 3/31/2020	
w/\$75 late fee:	
4/1/2020 – 4/24/2020	

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

**i.** Email [gradschool@wsu.edu](mailto: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 (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.

**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.

For submission guidelines and formatting requirements, see <https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-submission-guidelines.pdf>

**2<sup>nd</sup> 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 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

(continued next page)

<u>Graduation</u>	<u>*Scheduling Deadline</u>
Spring 2019	4/5/2019
Summer 2019	7/12/2019
Fall 2019	11/7/2019
Spring 2020	4/10/2020
Summer 2020	7/17/2020
Fall 2020	11/5/2020
Spring 2021	4/9/2021
Summer 2021	7/16/2021
Fall 2021	11/ 4/2021

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

<u>Graduation</u>	<u>Exam Deadline</u>
Spring 2019	4/19/2019
Summer 2019	7/26/2019
Fall 2019	11/22/2019
Spring 2020	4/24/2020
Summer 2020	7/31/2020
Fall 2020	11/20/2020
Spring 2021	4/23/2021
Summer 2021	7/30/2021
Fall 2021	11/19/2021

If exam is held on final day listed above:

<u>Graduation Semester</u>	<u>Final Docs Deadline</u>
Spring 2019	4/26/2019
Summer 2019	8/ 2/2019
Fall 2019	12/3/2019
Spring 2020	5/ 1/2020
Summer 2020	8/ 7/2020
Fall 2020	12/1/2020
Spring 2021	4/30/2021
Summer 2021	8/ 6/2021
Fall 2021	11/30/2021

<ul style="list-style-type: none"> <li>• Thesis/Dissertation MSWord Template</li> <li>• Final Checklist and any other Graduate School forms you may need.</li> </ul>															
<p><b>8. Doctoral students who want to participate in Commencement</b>        Must have all requirements completed by noon on this date. There are NO exceptions. This includes your dissertation cleared by the Graduate School (<b>ALL</b> formatting requirements completed).         Final dissertations are due within 5 business days of the successful defense.</p>	<p><b>Final Clearance for Commencement for doctoral students by 12 NOON!</b></p> <table border="1"> <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> <tr><td>Fall 2020</td><td>Wednesday, 12/9/2020</td></tr> <tr><td>Spring 2021</td><td>Wednesday, 5/5/2021</td></tr> <tr><td>Fall 2021</td><td>Wednesday, 12/8/2021</td></tr> </table>	Spring 2019	Wednesday, 5/1/2019	Fall 2019	Wednesday, 12/4/2019	Spring 2020	Wednesday, 5/6/2020	Fall 2020	Wednesday, 12/9/2020	Spring 2021	Wednesday, 5/5/2021	Fall 2021	Wednesday, 12/8/2021		
Spring 2019	Wednesday, 5/1/2019														
Fall 2019	Wednesday, 12/4/2019														
Spring 2020	Wednesday, 5/6/2020														
Fall 2020	Wednesday, 12/9/2020														
Spring 2021	Wednesday, 5/5/2021														
Fall 2021	Wednesday, 12/8/2021														
<p><b>9. Commencement Dates</b></p> <p>Commencement is an event separate from your Graduate School requirements.</p> <p>If you wish to attend Commencement, please register at <a href="http://commencement.wsu.edu">http://commencement.wsu.edu</a>. For policies regarding graduation participation as a graduate student, visit <a href="http://gradschool.wsu.edu/chapter-ten/">http://gradschool.wsu.edu/chapter-ten/</a></p>	<table border="1"> <thead> <tr> <th>Graduation Semester</th> <th>Commencement Date</th> </tr> </thead> <tbody> <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> <tr><td>Fall 2020</td><td>12/12/2020</td></tr> <tr><td>Spring 2021</td><td>5/ 8/2021</td></tr> <tr><td>Fall 2021</td><td>12/11/2021</td></tr> </tbody> </table>	Graduation Semester	Commencement Date	Spring 2019	5/4/2019	Fall 2019	12/7/2019	Spring 2020	5/ 9/2020	Fall 2020	12/12/2020	Spring 2021	5/ 8/2021	Fall 2021	12/11/2021
Graduation Semester	Commencement Date														
Spring 2019	5/4/2019														
Fall 2019	12/7/2019														
Spring 2020	5/ 9/2020														
Fall 2020	12/12/2020														
Spring 2021	5/ 8/2021														
Fall 2021	12/11/2021														