



Deadlines and Procedures for Master's 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																																						
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 no later than the semester <i>before</i> the semester in which you take your Final Exam (dates listed at right).</p> <p><small>*Programs/Departments with previous authorization to submit Master's Degree Programs of Study at a date other than what is listed: See the program's handbook for specific deadline.</small></p>	<table> <thead> <tr> <th>Graduation Semester:</th> <th>Submission Deadline</th> </tr> </thead> <tbody> <tr><td>Spring 2019</td><td>9/1/2018</td></tr> <tr><td>Summer 2019</td><td>2/1/2019</td></tr> <tr><td>Fall 2019</td><td>2/1/2019</td></tr> <tr><td>Spring 2020</td><td>9/1/2019</td></tr> <tr><td>Summer 2020</td><td>2/1/2020</td></tr> <tr><td>Fall 2020</td><td>2/1/2020</td></tr> </tbody> </table>	Graduation Semester:	Submission Deadline	Spring 2019	9/1/2018	Summer 2019	2/1/2019	Fall 2019	2/1/2019	Spring 2020	9/1/2019	Summer 2020	2/1/2020	Fall 2020	2/1/2020																								
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<p>3. 4. Applying to Graduate Apply for Degree in MyWSU (to Graduate). You do this online in your MyWSU portal.</p> <p>This deadline is also the last day to apply for a Graduate Certificate.</p> <p>If a student does not apply by the initial deadline, their name will not appear in the Commencement Program.</p> <p>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 using myWSU.</p> <p><small>*You <u>must</u> 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 <u>not</u> appear in the Commencement Program.</small></p> <p>OR.....(see next section)</p> <p>(cont'd next page!)</p>	<table> <thead> <tr> <th>Graduation Semester</th> <th>*App Deadline</th> </tr> </thead> <tbody> <tr> <td>Spring 2019</td> <td>3/1/2019</td> </tr> <tr> <td>(applications open:</td> <td>10/8/2018)</td> </tr> <tr> <td>w/\$50 late fee:</td> <td>3/2/19 – 3/31/19</td> </tr> <tr> <td>w/\$75 late fee:</td> <td>4/1/19 – 4/19/19</td> </tr> <tr> <td>Summer 2019</td> <td>5/24/2019</td> </tr> <tr> <td>(applications open:</td> <td>1/1/2019)</td> </tr> <tr> <td>w/\$50 late fee:</td> <td>5/25/19 – 6/30/19</td> </tr> <tr> <td>w/\$75 late fee:</td> <td>7/1/19 – 7/26/19</td> </tr> <tr> <td>Fall 2019</td> <td>10/4/2019</td> </tr> <tr> <td>(applications open:</td> <td>6/10/2019)</td> </tr> <tr> <td>w/\$50 late fee:</td> <td>10/5/19 – 10/31/19</td> </tr> <tr> <td>w/\$75 late fee:</td> <td>11/1/19 – 11/15/19</td> </tr> <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>3/2/2020 – 3/31/2020</td> </tr> <tr> <td>w/\$75 late fee:</td> <td>4/1/2020 – 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> </tbody> </table>	Graduation Semester	*App Deadline	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	Summer 2019	5/24/2019	(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	Fall 2019	10/4/2019	(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	Spring 2020	3/6/2020	(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	Summer 2020	5/29/2020	(applications open:	1/1/2020)
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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 \$60 graduation fee is good for one calendar year.

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 you can be updated.

5. ALL Master's degree students must submit a Final Exam Scheduling form! Submit:

- *Completed **Final Exam Scheduling Form** no later than 2 full weeks (10 business days) prior to the exam date.
- **2nd Attempt Exams:** Retaking the final exam? You must submit the completed scheduling form 3 weeks (15 business days) in advance.
- **Draft Thesis:** Thesis track master's students must submit an electronic draft of their final thesis (formatted in as complete a form as it will be before formal defense). Send your thesis draft to gradschool@wsu.edu in pdf format. In the email, provide your name, WSU student ID, and exam date. For submission guidelines and formatting requirements, see <https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-submission-guidelines.pdf>

*Completed means all signatures, thesis title, date/time/location(s) identifying where each committee member will attend the exam. ***Including research protocol permissions.***

Graduation ****Scheduling Deadline**

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 last possible date**

<p>6. Conduct Final Examination (Last possible date)</p> <p>We have extended the time to defend to the last possible date. We are unable to make exceptions beyond these deadlines. <i>We do not encourage you to wait until the last date to defend.</i> 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 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> <tr><td>Spring 2020</td><td>4/24/2020</td></tr> <tr><td>Summer 2020</td><td>7/31/2020</td></tr> <tr><td>Fall 2020</td><td>11/20/2020</td></tr> <tr><td>Spring 2021</td><td>4/23/2021</td></tr> <tr><td>Summer 2021</td><td>7/30/2021</td></tr> <tr><td>Fall 2021</td><td>11/19/2021</td></tr> </tbody> </table>	<u>Semester of 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
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<p>7. Submit all required final documents to the Graduate School French Administration Building, Room 324-J</p> <p>Final theses must be submitted within 5 business days of a successful defense. Submission includes uploading a copy to the library at dissertations.wsu.edu and delivering 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 by 5:00 p.m. on the 5th workday following your successful defense.</p> <p>Use the Final Acceptance Checklist to ensure completion.</p> <p>All forms are found on the Graduate School forms web page.</p>	<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 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> <tr><td>Spring 2020</td><td>5/ 1/2020</td></tr> <tr><td>Summer 2020</td><td>8/ 7/2020</td></tr> <tr><td>Fall 2020</td><td>12/1/2020</td></tr> <tr><td>Spring 2021</td><td>4/30/2021</td></tr> <tr><td>Summer 2021</td><td>8/ 6/2021</td></tr> <tr><td>Fall 2021</td><td>11/30/2021</td></tr> </tbody> </table>	<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
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<p>Master's students who plan to participate in Commencement in the May (Spring) ceremony can complete their degree requirements in either Spring OR Summer.</p> <p>http://gradschool.wsu.edu/chapter-ten/</p> <p>If you wish to attend Commencement, please register at the Grad Fair or visit: http://commencement.wsu.edu. Commencement is an event separate from your Graduate School requirements.</p>	<table border="1"> <thead> <tr> <th><u>Graduation Semester</u></th> <th><u>Commencement Date</u></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>	<u>Graduation Semester</u>	<u>Commencement Date</u>	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						
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