




Deadlines and Procedures for Master's Degree: Spring 2020 →

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>1. Obtain an advisor/committee chairperson</p>	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 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> <tr><td>Spring 2021</td><td>9/1/2020</td></tr> <tr><td>Summer 2021</td><td>2/1/2021</td></tr> <tr><td>Fall 2021</td><td>2/1/2021</td></tr> </tbody> </table>	Graduation Semester:	Submission Deadline	Spring 2020	9/1/2019	Summer 2020	2/1/2020	Fall 2020	2/1/2020	Spring 2021	9/1/2020	Summer 2021	2/1/2021	Fall 2021	2/1/2021																								
Graduation Semester:	Submission Deadline																																						
Spring 2020	9/1/2019																																						
Summer 2020	2/1/2020																																						
Fall 2020	2/1/2020																																						
Spring 2021	9/1/2020																																						
Summer 2021	2/1/2021																																						
Fall 2021	2/1/2021																																						
<p>3. Applying to Graduate</p> <p>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>	<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>3/7/2020 – 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> <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>10/10/20 – 10/31/2020</td> </tr> <tr> <td>w/ \$75 late fee:</td> <td>11/1/20 – 11/15/2020</td> </tr> <tr> <td>Spring 2021</td> <td>3/5/2021</td> </tr> <tr> <td>(applications open:</td> <td>10/12/2021)</td> </tr> <tr> <td>w/ \$50 late fee:</td> <td>3/6/2021 – 3/31/2021</td> </tr> <tr> <td>w/ \$75 late fee:</td> <td>4/1/2021 – 4/23/2021</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>	Semester of Graduation	*App Deadline	Spring 2020	3/6/2020	(applications open:	10/7/2019)	w/ \$50 late fee:	3/7/2020 – 3/31/2020	w/ \$75 late fee:	4/1/2020 – 4/24/2020	Summer 2020	5/29/2020	(applications open:	1/1/2020)	w/ \$50 late fee:	5/25 – 6/30/2020	w/ \$75 late fee:	7/1 – 7/26/2020	Fall 2020	10/9/2020	(applications open:	6/8/2020)	w/ \$50 late fee:	10/10/20 – 10/31/2020	w/ \$75 late fee:	11/1/20 – 11/15/2020	Spring 2021	3/5/2021	(applications open:	10/12/2021)	w/ \$50 late fee:	3/6/2021 – 3/31/2021	w/ \$75 late fee:	4/1/2021 – 4/23/2021	Summer 2021	5/28/2021	(applications open:	1/1/2021)
Semester of Graduation	*App Deadline																																						
Spring 2020	3/6/2020																																						
(applications open:	10/7/2019)																																						
w/ \$50 late fee:	3/7/2020 – 3/31/2020																																						
w/ \$75 late fee:	4/1/2020 – 4/24/2020																																						
Summer 2020	5/29/2020																																						
(applications open:	1/1/2020)																																						
w/ \$50 late fee:	5/25 – 6/30/2020																																						
w/ \$75 late fee:	7/1 – 7/26/2020																																						
Fall 2020	10/9/2020																																						
(applications open:	6/8/2020)																																						
w/ \$50 late fee:	10/10/20 – 10/31/2020																																						
w/ \$75 late fee:	11/1/20 – 11/15/2020																																						
Spring 2021	3/5/2021																																						
(applications open:	10/12/2021)																																						
w/ \$50 late fee:	3/6/2021 – 3/31/2021																																						
w/ \$75 late fee:	4/1/2021 – 4/23/2021																																						
Summer 2021	5/28/2021																																						
(applications open:	1/1/2021)																																						

<p>4. NEED to UPDATE your Application for Degree?</p> <p>Already paid your fee but discovered you cannot complete your requirements for the semester in which you applied? Please</p> <p style="text-align: center;"></p> <p>See directions in the right-hand column</p> <p>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.</p>	<p>You must UPDATE your Application for Degree using the following steps:</p> <ol style="list-style-type: none"> i. Email gradschool@wsu.edu ii. Subject Line: Your name - UPDATE App for Degree iii. In body of email, provide: <ol style="list-style-type: none"> 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. 																
<p>5. ALL Master's degree students must submit a Final Exam Scheduling form! Submit:</p> <ul style="list-style-type: none"> • *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 <p>*Completed means all signatures, thesis title, date/time/location(s) identifying where each committee member will attend the exam. <i>Including research protocol permissions.</i></p>	<table border="1"> <thead> <tr> <th><u>Graduation</u></th> <th>**Scheduling Deadline</th> </tr> </thead> <tbody> <tr> <td>Spring 2020</td> <td>4/24/2020</td> </tr> <tr> <td>Summer 2020</td> <td>7/17/2020</td> </tr> <tr> <td>Fall 2020</td> <td>11/5/2020</td> </tr> <tr> <td>Spring 2021</td> <td>4/9/2021</td> </tr> <tr> <td>Summer 2021</td> <td>7/16/2021</td> </tr> <tr> <td>Fall 2021</td> <td>11/ 4/2021</td> </tr> <tr> <td>Spring 2022</td> <td>4/8/2022</td> </tr> </tbody> </table> <p>**assumes you are taking the exam on last possible date</p>	<u>Graduation</u>	**Scheduling Deadline	Spring 2020	4/24/2020	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	Spring 2022	4/8/2022
<u>Graduation</u>	**Scheduling Deadline																
Spring 2020	4/24/2020																
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																
Spring 2022	4/8/2022																

<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 2020</td> <td>5/8/2020</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> <tr> <td>Spring 2022</td> <td>4/22/2022</td> </tr> <tr> <td>Summer 2022</td> <td>7/29/2022</td> </tr> </tbody> </table>	<u>Semester of Graduation</u>	<u>Exam Deadline</u>	Spring 2020	5/8/2020	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	Spring 2022	4/22/2022	Summer 2022	7/29/2022
<u>Semester of Graduation</u>	<u>Exam Deadline</u>																		
Spring 2020	5/8/2020																		
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																		
Spring 2022	4/22/2022																		
Summer 2022	7/29/2022																		
<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 2020</td> <td>5/15/2020</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> <tr> <td>Spring 2022</td> <td>4/29/2022</td> </tr> <tr> <td>Summer 2022</td> <td>8/5/2022</td> </tr> </tbody> </table>	<u>Graduation Semester</u>	<u>Final Docs Deadline</u>	Spring 2020	5/15/2020	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	Spring 2022	4/29/2022	Summer 2022	8/5/2022
<u>Graduation Semester</u>	<u>Final Docs Deadline</u>																		
Spring 2020	5/15/2020																		
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																		
Spring 2022	4/29/2022																		
Summer 2022	8/5/2022																		
<p>8. Commencement Dates</p> <p>Commencement is an event separate from your Graduate School requirements.</p> <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>For Spring 2020, Commencement will be held on 8/8/2020.</p> <p>If you wish to attend Commencement, please register at the Grad Fair or visit: http://commencement.wsu.edu.</p>	<table border="1"> <thead> <tr> <th><u>Graduation Semester</u></th> <th><u>Commencement Date</u></th> </tr> </thead> <tbody> <tr> <td>Spring 2020</td> <td>8/8/2020</td> </tr> <tr> <td colspan="2">For more information, please see the Commencement Website</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> <tr> <td>Spring 2022</td> <td>5/7/2022</td> </tr> </tbody> </table>	<u>Graduation Semester</u>	<u>Commencement Date</u>	Spring 2020	8/8/2020	For more information, please see the Commencement Website		Fall 2020	12/12/2020	Spring 2021	5/ 8/2021	Fall 2021	12/11/2021	Spring 2022	5/7/2022				
<u>Graduation Semester</u>	<u>Commencement Date</u>																		
Spring 2020	8/8/2020																		
For more information, please see the Commencement Website																			
Fall 2020	12/12/2020																		
Spring 2021	5/ 8/2021																		
Fall 2021	12/11/2021																		
Spring 2022	5/7/2022																		