



## Fall 2017 – Spring 2019 Deadlines and Procedures for Master’s 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																																		
<b>1. Obtain an advisor/committee chairperson</b>	As soon as possible after admission to the Graduate School																																		
<b>2. Submit Program of Study Request form to the Graduate School via your Academic Coordinator</b> no later than the semester <i>before</i> the semester in which you take your Final Exam (dates listed at right).  *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.	<table> <thead> <tr> <th><u>Semester:</u></th> <th><u>Submission Deadline</u></th> </tr> </thead> <tbody> <tr><td>Spring 2018</td><td>9/1/2017</td></tr> <tr><td>Summer 2018</td><td>2/1/2018</td></tr> <tr><td>Fall 2018</td><td>2/1/2018</td></tr> <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> </tbody> </table>	<u>Semester:</u>	<u>Submission Deadline</u>	Spring 2018	9/1/2017	Summer 2018	2/1/2018	Fall 2018	2/1/2018	Spring 2019	9/1/2018	Summer 2019	2/1/2019	Fall 2019	2/1/2019																				
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<b>3. Submit Application for Degree form (Graduation) to the Graduate School.</b> You do this online in your MyWSU portal. This deadline is also the last day to apply for a <b>Graduate Certificate</b> .  All students pay a \$50 graduate processing fee, valid for one year only. Payment is made at the time of completing/submitting the <a href="#">online Application for Degree using myWSU</a> .  *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.  <b>(cont’d next page!)</b>  <b>OR.....(see next section)</b>	<table> <thead> <tr> <th><u>Semester</u></th> <th><u>*App Deadline</u></th> </tr> </thead> <tbody> <tr> <td><b>Spring 2018</b></td> <td><b>3/2/2018</b></td> </tr> <tr> <td colspan="2">(applications open 10/09/2017)</td> </tr> <tr> <td>w/ \$50 late fee:</td> <td>3/3/18 – 3/31/18</td> </tr> <tr> <td>w/ \$75 late fee:</td> <td>4/1/18 – 4/20/18</td> </tr> <tr> <td><b>Summer 2018</b></td> <td><b>5/25/2018</b></td> </tr> <tr> <td colspan="2">(applications open: 1/1/2018)</td> </tr> <tr> <td>w/ \$50 late fee:</td> <td>5/26/18 – 6/30/18</td> </tr> <tr> <td>w/ \$75 late fee:</td> <td>7/1/18 – 7/27/18</td> </tr> <tr> <td><b>Fall 2018</b></td> <td><b>10/5/2018</b></td> </tr> <tr> <td colspan="2">(applications open 6/11/18)</td> </tr> <tr> <td>w/ \$50 late fee:</td> <td>10/6/18 – 10/31/18</td> </tr> <tr> <td>w/ \$75 late fee:</td> <td>11/1/18 – 11/16/18</td> </tr> <tr> <td><b>Spring 2019</b></td> <td><b>3/1/2019</b></td> </tr> <tr> <td colspan="2">(applications open: 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> </tbody> </table>	<u>Semester</u>	<u>*App Deadline</u>	<b>Spring 2018</b>	<b>3/2/2018</b>	(applications open 10/09/2017)		w/ \$50 late fee:	3/3/18 – 3/31/18	w/ \$75 late fee:	4/1/18 – 4/20/18	<b>Summer 2018</b>	<b>5/25/2018</b>	(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	<b>Fall 2018</b>	<b>10/5/2018</b>	(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	<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
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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 \$50 graduation fee is good for one calendar year.

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
- 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 working days) prior to the exam date.
- **2<sup>nd</sup> Attempt Exams:** Retaking the final exam? You must submit the completed scheduling form 3 weeks (15 working 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](mailto: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.**

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

<u>Graduation Semester</u>	<b>**Scheduling Deadline</b>
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
Fall 2019	11/7/2019

#### 6. Conduct Final Examination (Last possible date)

We have extended the time to defend to the last possible date. We are unable to make exceptions beyond these deadlines. *We do not encourage you to wait until the last date to defend.* 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.

<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

**7. Submit all required final documents to the Graduate School**

French Administration Building, Room 324-J

Final theses must be submitted **within 5 working days** of a successful defense. Submission includes uploading a copy to the library at [dissertations.wsu.edu](http://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 5<sup>th</sup> workday following your successful defense.

All forms are found on the [Graduate School forms web page](#).

**Master's students who plan to participate in Commencement** in the May (Spring) ceremony can complete their degree requirements in either Spring OR Summer.

<http://gradschool.wsu.edu/chapter-ten/>

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.

If exam is held on final day listed above:

<b>Graduation Semester</b>	<b>Final Docs Deadline</b>
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

**Commencement Date:**

Fall 2017	12/9/17
Spring 2018	5/5/18
Fall 2018	12/8/2018
Spring 2019	5/4/2019
Fall 2019	12/7/2019
Spring 2020	5/9/2020