



GENERAL EXAMINATION SCHEDULING INSTRUCTIONS

Please complete this form and return it to your Academic Coordinator at the earliest possible date. After review by the department, your Academic Coordinator will forward this document to the Graduate School via myWSU. ***This scheduling form is due to the Graduate School no later than 10 business days prior to the proposed date of the examination for first attempt exams and no later than 15 business days prior to the proposed date for second attempt exams.***

Additionally, the student must enroll in at least 2 credits of their 700/701/702/or 800-level research course the semester in which they schedule their exam.

This form must include the location from which the student and each committee member will attend the exam. At minimum, at least one committee member must be in the same location as the student and the committee chair must have a visual presence for the duration of the exam. For WSU locations, please provide the campus, building, and room number. For other institutions of higher education, the institution name is sufficient. For all other locations, please provide the City/State or City/Country. In all cases, you must provide the specific method of attendance (in-person, AMS, Skype, etc.). It is the student's responsibility to work with their department to reserve the examination room/s and to arrange connections for the specified date and time.

Please refer to the Graduate School's Policies and Procedures for additional information regarding any examination type, available at <https://gradschool.wsu.edu/159-2/>.

SPECIAL INSTRUCTIONS: PRELIMINARY EXAMINATIONS

The student must have completed all graded coursework listed on the Program of Study, with the exception of 6 graded credits, at the time they schedule their preliminary examination. The allowed 6 credits includes both enrolled credits and credits in which the student has yet to enroll. Completion of this form by the Advisory Committee indicates that the student has the necessary preparation for the preliminary examination.

SPECIAL INSTRUCTIONS: NON-THESIS FINAL EXAMINATIONS

Prior to scheduling the final exam, the student must complete the application for graduation and submit the requisite fee in myWSU for the semester in which they plan to graduate. Completion of this form by the Advisory Committee indicates that the student's project is appropriate in format and content and that the student has the necessary preparation for the final examination. The student is not to attend the ballot meeting; however, location and method of connection is still required for all members of the committee.

SPECIAL INSTRUCTIONS: THESIS/DISSERTATION FINAL EXAMINATIONS

Prior to scheduling the final exam, the student must complete the application for graduation and submit the requisite fee in myWSU for the semester in which they plan to graduate. Completion of this form by the Advisory Committee indicates that a typed final draft, suitable in format and content for submission to the Graduate School, the WSU Libraries, and ProQuest, has been given preliminary approval. Any changes requested by the committee or the Graduate School are the responsibility of the student and must be made within 5 business days of the completed examination. Such edits are required for successful completion of the degree.

A draft of the thesis/dissertation in PDF format is due to the Graduate School at the same time as this examination scheduling form. Master's and doctoral candidates must upload their draft to ProQuest at www.dissertations.wsu.edu. Copyright, distribution, and binding decisions must be made (and optional services paid for in full) when uploading the draft; these selections will apply only to the final version approved by the Graduate School. All theses and dissertations must adhere to the Graduate School's formatting requirements, available at <https://gradschool.wsu.edu/forms>. The Graduate School strongly suggests all those sitting for a final defense use the Thesis/Dissertation Final Acceptance Checklist, also available on our forms website, for guidance on the final stages of the acceptance process.

Please submit this completed and signed form to your department's Academic Coordinator for review, department approval, and subsequent forwarding to the Graduate School

First Exam Attempt: _____ Second Exam Attempt: _____
 WSU ID: _____ DATE: _____
 NAME: _____
 INDICATE YOUR DEGREE: _____
 INDICATE YOUR PROGRAM: _____



EXAMINATION DETAILS:
 DATE: _____ TIME: _____ EXAMINATION TYPE: _____
EXAMS MUST BE HELD ON REGULAR BUSINESS DAYS (MON - FRI, NO HOLIDAYS) BETWEEN 8AM AND 5PM
 STUDENT LOCATION FOR EXAM: _____
PROVIDE CAMPUS, BUILDING, AND ROOM NUMBER

EXAM LOCATION: *You must provide the location for each committee member. For WSU locations, please provide the campus, building, and room number where the individual will attend. For other institutions of higher education, the institution name is sufficient. For all other locations, please provide the City/State or City/Country. In all cases, you must provide the specific method of attendance (in-person, AMS, Skype, etc.). The student must work with the department to reserve the examination room/s for the specified date and time.*

COMMITTEE CHAIR	LOCATION AND METHOD OF ATTENDANCE (IN PERSON, AMS, SKYPE, etc.)	SIGNATURE AND DATE
COMMITTEE MEMBER (PLEASE INDICATE IF SERVING AS CO-CHAIR)	LOCATION AND METHOD OF ATTENDANCE (IN PERSON, AMS, SKYPE, etc.)	SIGNATURE AND DATE
COMMITTEE MEMBER	LOCATION AND METHOD OF ATTENDANCE (IN PERSON, AMS, SKYPE, etc.)	SIGNATURE AND DATE
COMMITTEE MEMBER	LOCATION AND METHOD OF ATTENDANCE (IN PERSON, AMS, SKYPE, etc.)	SIGNATURE AND DATE
COMMITTEE MEMBER	LOCATION AND METHOD OF ATTENDANCE (IN PERSON, AMS, SKYPE, etc.)	SIGNATURE AND DATE
COMMITTEE MEMBER	LOCATION AND METHOD OF ATTENDANCE (IN PERSON, AMS, SKYPE, etc.)	SIGNATURE AND DATE

DEPARTMENT CHAIR SIGNATURE AND DATE _____
 MINOR DEPARTMENT CHAIR SIGNATURE AND DATE (If Applicable) _____
