Deadlines for Masters Degrees

Masters students must complete these actions by their associated deadlines to proceed through their degree program. If you have any questions, please contact the Graduate School at gradschool@wsu.edu.

**All forms are submitted to your graduate program's academic coordinator unless stated otherwise.

Degree Program Action	Deadline to Complete
Obtain an Advisor/Committee Chair Refer to your graduate program's student handbook for more information.	As soon as possible after admission to the Graduate School.

Submit a Program of Study to the Graduate School

Masters students must submit the Program of Study form to their graduate program's academic coordinator at the beginning of the semester before they intend to take a final exam.

A graduate student cannot take an exam in the same semester they submit their Program of Study. For example, if you plan to take a final exam in Fall 2022, your program form is due no later than 2/1/2022. Missing this deadline is grounds for the Graduate School to deny an examination request.

More information: https://gradschool.wsu.edu/chapter-seven-c/

Graduation Semester	Form Deadline
Spring 2021	9/1/2020
Summer 2021	2/1/2021
Fall 2021	2/1/2021
Spring 2022	9/1/2021
Summer 2022	2/1/2022
Fall 2022	2/1/2022

Apply for Graduation

You must have an approved Program of Study on file with the Graduate School and have at least a 3.0 cumulative graduate GPA to apply for graduation.

You may apply for graduation within myWSU by selecting the Academic Advising tile and clicking on Apply to Graduate. All applicants pay a $60 processing fee which is valid for one calendar year.

Directions are available at https://gradschool.wsu.edu/graduation-application/

Updating Graduation Date

Students who have applied to graduate but are unable to complete their requirements may update their application for graduation. Send an email with your name, WSU ID number, and new graduation term to gradschool@wsu.edu. The Graduate School will send you a form to update your graduation term. Return the completed form to gradschool@wsu.edu for processing. Students whose Application for Graduation fee is more than one calendar year old will be required to reapply within myWSU and pay this fee again.

Semester of Graduation	Application Deadline
Spring 2021	**3/5/2021**
App available on	10/12/2020
+$50 late fee	3/6 – 3/31
+$75 late fee	4/1 – 4/24
Summer 2021	**5/28/2021**
App available on	1/1/2021
+$50 late fee	5/29 – 6/30
+$75 late fee	7/1 – 7/30
Fall 2021	**10/1/2021**
App available on	6/14/2021
+$50 late fee	10/2 – 10/31
+$75 late fee	11/1 – 11/19
Spring 2022	**3/4/2022**
App available on	10/11/2021
+$50 late fee	3/5 – 3/31
+$75 late fee	4/1 – 4/22
Summer 2022	**5/27/2022**
App available on	1/1/2022
+$50 late fee	5/28 – 6/30
+$75 late fee	7/1 – 7/29
Fall 2022	**10/7/2022**
App available on	6/13/2022
+$50 late fee	10/8 – 10/31
+$75 late fee	11/1 – 11/18

Schedule Final Exam

You must have applied for graduation to schedule a final exam.

Meet with your committee to identify a final exam date well in advance. Submit your exam form and email a complete draft of your thesis in PDF format to gradschool@wsu.edu at least 10 working days prior to the proposed exam date.

Second attempt final exam scheduling forms and drafts are due 15 working days prior to the proposed date of the exam.

More information: https://gradschool.wsu.edu/chapter_sevene/

Semester	Form Deadline
Spring 2021	4/9/2021
Summer 2021	7/16/2021
Fall 2021	11/4/2021
Spring 2022	4/8/2022
Summer 2022	7/15/2022
Fall 2022	11/3/2022

Complete Final Exam

Students must take their final exam by these deadlines. Exceptions cannot be made to extend these dates. The exam must be Monday – Friday, between 8am and 5pm, excluding holidays.

See the above deadlines for scheduling your final exam.

More Information: https://gradschool.wsu.edu/chapter_sevene/

Semester	Last Day for Final Exams
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
Fall 2022	11/18/2022

Final Document Submission

You must upload your final thesis (including revisions from your committee and the Graduate School) at https://dissertations.wsu.edu. Also, you must email your Hold Harmless form to gradschool@wsu.edu. Your myWSU upload of your thesis title, abstract, and signature pages must be approved by your committee and delivered to the Graduate School.

All final documents (final dissertation, Hold Harmless, SED, and myWSU upload approved by your committee) are due 5 working days after your final exam.

Example Final Exam Date	Example Deadline
4/5/2022	4/12/2022

Commencement Participation

Masters students wishing to participate in commencement must have applied for graduation. You must also register for the ceremony at the Graduation Fair or at https://commencement.wsu.edu.

*WSU commencement ceremonies are currently held virtually.

For more information, please see https://commencement.wsu.edu.