

# 2023-2024 INTERIM FINAL EXAMINATION SCHEDULING FORM

PDF FILLABLE FORM – Please complete electronically  
before submitting to your committee for signatures.



## GENERAL EXAMINATION SCHEDULING INSTRUCTIONS

Please complete this form and return it to your Academic Coordinator at the earliest possible date. After review by the graduate program, 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.***

This form must include the location from which the student and each committee member will attend the exam. For WSU locations, please provide the campus, building, and room. For those attending via Zoom, listing "Zoom" as their location is sufficient. It is the student's responsibility to work with their graduate program 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 interim examinations, available at <https://gradschool.wsu.edu/159-2/>.***

## SPECIAL INSTRUCTIONS: INTERIM FINAL EXAMINATIONS:

Students and their committee may request an interim final examination when extenuating circumstances prevent the exam from being scheduled during the regular semester. ***The committee chair must provide a rationale why the exam must take place during an interim period.***

The student must have enrolled in at least 2 credits of their 700-level or 800-level research course during the semester immediately prior to the proposed interim examination. ***Without exception, the student will be included in the graduating class of the semester following the interim examination.*** Additionally, the student must have applied for graduation for the term following the interim exam before submitting the interim final examination scheduling form.

An electronic copy of the thesis/dissertation, uploaded into ProQuest, is due no later than 10 business days prior to the exam (15 business days for a second attempt). Navigate to [dissertations.wsu.edu](https://dissertations.wsu.edu) and follow the instructions for upload. Students selecting optional services from ProQuest must pay for those services when uploading their thesis/dissertation draft.

The advisory committee is responsible for ensuring the student has completed or is completing in the semester immediately prior to the proposed interim examination, all requirements for the degree. ***Completion of this form by the advisory committee indicates that a complete final draft, suitable in content and format for submission to ProQuest and the Graduate School, has been given preliminary approval.*** Any changes requested by the committee, and/or the Graduate School, are the responsibility of the student and must be made within 5 business days of the examination.

The Vice Provost for Graduate and Professional Education, or their designated representative, will review all interim exam requests.

***Students must understand that taking an interim final examination necessitates that they graduate with their degree in the following academic semester. The Graduate School cannot approve exceptions to this policy. Enrollment in the semester following the interim final is not required.***

# 2023-2024 INTERIM FINAL EXAMINATION SCHEDULING FORM



WASHINGTON STATE  
UNIVERSITY

FIRST EXAM ATTEMPT:

SECOND EXAM ATTEMPT:

WSU ID: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

DEGREE: \_\_\_\_\_ PROGRAM: \_\_\_\_\_

## EXAMINATION DETAILS:

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ EXAM TYPE: \_\_\_\_\_

EXAMS MUST BE HELD ON REGULAR BUSINESS DAYS (MON-FRI, NO HOLIDAYS) BETWEEN 8AM AND 5PM

STUDENT'S EXAM LOCATION: \_\_\_\_\_ IRB: \_\_\_\_\_

SELECT INTERIM PERIOD: Fall 2023 (Nov. 20 – Nov. 22; Nov. 27 – Dec. 15; and Jan. 2 – Jan. 5, 2024)  
Spring 2024 (April 22 – May 10, 2024)  
Summer 2024 (July 29 – August 16, 2024)

## RATIONALE:

PROVIDED BY THE COMMITTEE CHAIR

RATIONALE APPROVAL: COMMITTEE CHAIR NAME

RATIONALE APPROVAL: COMMITTEE CHAIR SIGNATURE AND DATE

## THESIS/DISSERTATION TITLE:

**EXAM LOCATION:** You must provide the location for each committee member. For WSU locations, please provide campus, building, and room. For those attending via Zoom, listing "Zoom" as their location is sufficient. The student must work with their graduate program to reserve the examination room/s and to arrange for connections for the specified date and time.

\_\_\_\_\_  
COMMITTEE CHAIR

\_\_\_\_\_  
LOCATION FOR THIS EXAM

\_\_\_\_\_  
SIGNATURE AND DATE

\_\_\_\_\_  
COMMITTEE MEMBER (INDICATE IF SERVING AS CO-CHAIR)

\_\_\_\_\_  
LOCATION FOR THIS EXAM

\_\_\_\_\_  
SIGNATURE AND DATE

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COMMITTEE MEMBER

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LOCATION FOR THIS EXAM

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SIGNATURE AND DATE

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COMMITTEE MEMBER

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LOCATION FOR THIS EXAM

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SIGNATURE AND DATE

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DEPARTMENT CHAIR SIGNATURE AND DATE

\_\_\_\_\_  
MINOR DEPARTMENT CHAIR SIGNATURE AND DATE (If Applicable)

\_\_\_\_\_  
STUDENT SIGNATURE AND DATE

*By signing this form, I understand and accept that I will graduate in the semester following the interim exam, contingent upon meeting all other degree requirements.*

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