

# 2023-2024 INTERIM PRELIMINARY EXAMINATION SCHEDULING FORM

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



WASHINGTON STATE  
UNIVERSITY

## 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 PRELIMINARY EXAMINATIONS:

Students and their committee may request an interim preliminary 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 completed all graded coursework listed on their approved Program of Study, with the exception of 6 graded credits, at the time they schedule their interim preliminary examination. The allowed 6 credits include both enrolled credits and credits in which the student has yet to enroll.

Additionally, the student must have enrolled in at least 2 credits of their 800-level research course during the semester immediately prior to the proposed interim examination. Completion of this form by the Advisory Committee indicates that the student has the necessary preparation for the preliminary examination.

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

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

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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: \_\_\_\_\_

SELECT INTERIM PERIOD: Fall 2023 (Dec. 11 – Dec. 15; and Jan. 2 – Jan. 5, 2024)

Spring 2024 (April 29 – 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

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## OTHER DETAILS:

If this preliminary exam included a written portion for the major and/or minor, check the appropriate boxes and indicate the dates of these exams. Graduate School policy requires all aspects of the examination (written, oral, and/or ballot meeting) be completed within 30 days.	Written Examination (Major): _____ Date: _____
	Written Examination (Minor): _____ Date: _____

**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
COMMITTEE MEMBER	LOCATION FOR THIS EXAM	SIGNATURE AND DATE
COMMITTEE MEMBER	LOCATION FOR THIS EXAM	SIGNATURE AND DATE
COMMITTEE MEMBER	LOCATION FOR THIS EXAM	SIGNATURE AND DATE
COMMITTEE MEMBER	LOCATION FOR THIS EXAM	SIGNATURE AND DATE

DEPARTMENT CHAIR SIGNATURE AND DATE

STUDENT SIGNATURE AND DATE

MINOR DEPARTMENT CHAIR SIGNATURE AND DATE (If Applicable)

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