



Doctoral 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																				
<p>Obtain an Advisor/Committee Chair Refer to your graduate program's student handbook for more information.</p>	<p>As soon as possible after admission to the Graduate School.</p>																				
<p>Submit a Program of Study to the Graduate School Doctoral students must submit the Program of Study form to their graduate program's academic coordinator during their third semester.</p> <p>A graduate student cannot take an exam in the same semester they submit their Program of Study. If you plan to take a prelim exam in Fall 2022, your program form is due by the Spring 2022 deadline. Missing this deadline is grounds for the Graduate School to deny an examination request.</p> <p>More information is available here.</p>	<table border="1"> <thead> <tr> <th>Third Semester</th> <th>Form Deadline</th> </tr> </thead> <tbody> <tr><td>Fall 2023</td><td>10/1/2023</td></tr> <tr><td>Spring 2024</td><td>3/1/2024</td></tr> <tr><td>Summer 2024</td><td>3/1/2024</td></tr> <tr><td>Fall 2024</td><td>10/1/2024</td></tr> <tr><td>Spring 2025</td><td>3/1/2025</td></tr> <tr><td>Summer 2025</td><td>3/1/2025</td></tr> <tr><td>Fall 2025</td><td>10/1/2025</td></tr> <tr><td>Spring 2026</td><td>3/1/2026</td></tr> <tr><td>Summer 2026</td><td>3/1/2026</td></tr> </tbody> </table>	Third Semester	Form Deadline	Fall 2023	10/1/2023	Spring 2024	3/1/2024	Summer 2024	3/1/2024	Fall 2024	10/1/2024	Spring 2025	3/1/2025	Summer 2025	3/1/2025	Fall 2025	10/1/2025	Spring 2026	3/1/2026	Summer 2026	3/1/2026
Third Semester	Form Deadline																				
Fall 2023	10/1/2023																				
Spring 2024	3/1/2024																				
Summer 2024	3/1/2024																				
Fall 2024	10/1/2024																				
Spring 2025	3/1/2025																				
Summer 2025	3/1/2025																				
Fall 2025	10/1/2025																				
Spring 2026	3/1/2026																				
Summer 2026	3/1/2026																				
<p>Schedule Preliminary Exam <i>You must have an approved Program of Study on file with the Graduate School to schedule your preliminary exam (see above).</i></p> <p>Submit your exam form at least 10 working days prior to the proposed exam date. You must have no more than 6 graded credits of outstanding and/or in-progress coursework remaining on your Program of Study to schedule your preliminary exam.</p> <p><i>Second attempt preliminary exam scheduling forms are due 15 working days prior to the proposed date of the exam.</i></p> <p>More information is available here.</p>	<table border="1"> <thead> <tr> <th>Semester</th> <th>Form Deadline</th> </tr> </thead> <tbody> <tr><td>Fall 2023</td><td>11/22/2023</td></tr> <tr><td>Spring 2024</td><td>4/12/024</td></tr> <tr><td>Summer 2024</td><td>7/12/2024</td></tr> <tr><td>Fall 2024</td><td>11/20/2024</td></tr> <tr><td>Spring 2025</td><td>4/11/2025</td></tr> <tr><td>Summer 2025</td><td>7/11/2025</td></tr> </tbody> </table>	Semester	Form Deadline	Fall 2023	11/22/2023	Spring 2024	4/12/024	Summer 2024	7/12/2024	Fall 2024	11/20/2024	Spring 2025	4/11/2025	Summer 2025	7/11/2025						
Semester	Form Deadline																				
Fall 2023	11/22/2023																				
Spring 2024	4/12/024																				
Summer 2024	7/12/2024																				
Fall 2024	11/20/2024																				
Spring 2025	4/11/2025																				
Summer 2025	7/11/2025																				
<p>Complete Preliminary Exam Students may take their preliminary exams at any point during the semester, Monday – Friday, between 8am and 5pm, excluding holidays. Preliminary exams may not be held during finals week.</p> <p>See the above deadlines for scheduling your preliminary exam.</p> <p>More Information is available here.</p>	<table border="1"> <thead> <tr> <th>Semester</th> <th>Last Day for Prelim Exams</th> </tr> </thead> <tbody> <tr><td>Fall 2023</td><td>12/8/2023</td></tr> <tr><td>Spring 2024</td><td>4/26/2024</td></tr> <tr><td>Summer 2024</td><td>7/26/2024</td></tr> <tr><td>Fall 2024</td><td>12/6/2024</td></tr> <tr><td>Spring 2025</td><td>4/25/2025</td></tr> <tr><td>Summer 2025</td><td>7/25/2025</td></tr> </tbody> </table>	Semester	Last Day for Prelim Exams	Fall 2023	12/8/2023	Spring 2024	4/26/2024	Summer 2024	7/26/2024	Fall 2024	12/6/2024	Spring 2025	4/25/2025	Summer 2025	7/25/2025						
Semester	Last Day for Prelim Exams																				
Fall 2023	12/8/2023																				
Spring 2024	4/26/2024																				
Summer 2024	7/26/2024																				
Fall 2024	12/6/2024																				
Spring 2025	4/25/2025																				
Summer 2025	7/25/2025																				

Apply for Graduation

You must have an approved Program of Study on file with the Graduate School, have passed your preliminary exam, 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/>

Apply for Graduation (continued from above)

See above for details regarding the application for graduation.

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. Students whose latest Application for Graduation fee is more than one calendar year old will be required to reapply for graduation within myWSU and pay this fee again.

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 upload a complete draft of your dissertation to ProQuest at www.dissertations.wsu.edu) at least 10 working days prior to the proposed examination date.

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

More information is [available here](#).

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 is [available here](#).

Semester of Graduation	Application Deadline
Fall 2023	10/6/2023
App available on	6/12/2023
+\$50 late fee	10/7 – 10/31
+\$75 late fee	11/1 – 11/17
Spring 2024	3/1/2024
App available on	10/9/2023
+\$50 late fee	3/2 – 3/31
+\$75 late fee	4/1 – 4/19
Summer 2024	5/31/2024
App available on	1/1/2024
+\$50 late fee	6/1 – 6/30
+\$75 late fee	7/1 – 7/26
Fall 2024	10/4/2024
App available on	6/10/2024
+\$50 late fee	10/5 – 10/31
+\$75 late fee	11/1 – 11/22
Spring 2025	3/7/2025
App available on	10/14/2024
+\$50 late fee	3/8 – 3/31
+\$75 late fee	4/1 – 4/18
Summer 2025	5/30/2025
App available on	1/1/2025
+\$50 late fee	5/31 – 6/30
+\$75 late fee	7/1 – 7/25

Semester	Form Deadline
Fall 2023	11/2/2023
Spring 2024	4/5/2024
Summer 2024	7/12/2024
Fall 2024	11/7/2024
Spring 2025	4/4/2025
Summer 2025	7/11/2025

Semester	Last Day for Final Exams
Fall 2023	11/17/2023
Spring 2024	4/19/2024
Summer 2024	7/26/2024
Fall 2024	11/22/2024
Spring 2025	4/18/2025
Summer 2025	7/25/2025

Final Document Submission

You must update your ProQuest submission with your final dissertation (including revisions from your committee and the Graduate School). Also, you must upload your completed *Hold Harmless* form and your *Thesis/Dissertation Approval* form into myWSU. Your committee chair must approve your *Thesis/Dissertation Approval* form within myWSU. Your academic coordinator will electronically deliver the approved form to the Graduate School.

Students graduating from a PhD program must also complete the *Survey of Earned Doctorates* (SED) using the link found at www.gradschool.wsu.edu/forms. You must upload your SED completion certificate into myWSU.

All final documents (final thesis, the *Hold Harmless* form, SED completion certificate, and the *Thesis/Dissertation Approval* form along with myWSU approval by your committee chair) are due 10 business days after your final exam.

Example Final Exam Date	Example Deadline
4/4/2024	4/18/2024

Commencement Participation

Doctoral students wishing to participate in commencement must have applied for graduation. You (and the faculty member hooding you) must also register for the ceremony at the Graduation Fair or at <https://commencement.wsu.edu>.

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