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

As a masters student you must submit the Program of Study form to your graduate program's academic coordinator at the beginning of the semester before you intend to take a final exam.

You may not take an exam in the same semester you submit your Program of Study. For example, if you plan to take a final exam in Fall 2024, your program form is due no later than 2/1/2024. Missing this deadline is grounds for the Graduate School to deny an examination request.

More Information is available here.

Graduation Semester	Form Deadline
Fall 2023	2/1/2023
Spring 2024	9/1/2023
Summer 2024	2/1/2024
Fall 2024	2/1/2024
Spring 2025	9/1/2024
Summer 2025	2/1/2025
Fall 2025	2/1/2025
Spring 2026	9/1/2025
Summer 2026	2/1/2026

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. 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.

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

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 at least 10 business days prior to the proposed examination date. For those completing a master's thesis, you must also upload a complete draft of your thesis to ProQuest by this deadline at www.dissertations.wsu.edu.

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

More information is available here.

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

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	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

If you are completing a master's thesis for your degree, you must update your ProQuest submission with your final thesis (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.

All final documents (final thesis, the *Hold Harmless* form, 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

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.

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