

All FORMS for graduate education are available at the Graduate School website <http://www.gradschool.wsu.edu/Forms/>.

All related DEADLINES are found

here: http://gradschool.wsu.edu/documents/2015/07/ddlns_proc_doctoral.pdf

1. **Notify me, Kelly Hewitt, of your intent to graduate at your earliest opportunity.**
2. **You must be registered** for a minimum of 2 credits of 800 in the semester you defend.
3. **Review your Program of Study** and ensure that all courses on your Program of Study are completed. If you need a copy, please let me know. Review your committee to be sure it is accurate. If changes need to be made to your POS, please complete and submit a 'Change of Program' or 'Change of Committee' form found at the FORMS website above. Consult with Theresa regarding your proposed changes in advance to ensure they do not cause problems.
4. **Apply (or reapply) for your degree** by the deadline. This is done online – read more about it here at the FORMS website above (scroll to 'Application for Degree').
 - a. *Deadlines are: Oct 4 for Fall 2019 graduates; March 6 for Spring 2020 graduates; June TBD for Summer 2020 graduates.*
 - b. If you didn't finish in the semester you first applied, you will need to re-apply, but you will not have to re-pay the fee. In this case, please contact Kelly Hewitt for the appropriate form.
5. **Review your To-Do list carefully** to ensure all requirements have been met. This document will be emailed to you by the Graduate School. It is triggered by your degree application and is a manual reconciliation of your program of study against your transcript by the Graduate School, and also notes any other miscellaneous clearance requirements.
6. **Submit Final Exam Scheduling Form** no later than 10-working-days prior to the exam.
 - a. *The last day to defend is: November 7 for fall 2019, April 24 for Spring 2020, July 31 for Summer 2020. **Regardless of circumstances, you may NOT defend during final exam week.***
 - b. The scheduling forms are on the FORMS website above.
7. **Submit an electronic draft copy of your thesis or dissertation with your scheduling form** to the Graduate School. Go to: <http://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-submission-guidelines.pdf> for directions.
 - a. Please review the Final Dissertation/Thesis Acceptance Checklist [pdf].
 - b. PhD candidates are also required to file the [Hold Harmless and Copyright Agreement \[pdf\]](#) and Survey of Earned Doctorates <https://sed-ncses.org/login.aspx> along with their final dissertation.
8. **Please submit a digital copy of the final draft of your thesis or dissertation to serve as the 'Public Display Copy' no later than 5 working days in advance of your exam date to Kelly Hewitt, kelly.hewitt@wsu.edu, who will load it to the SharePoint site and serve as the 'public view' copy.** The faculty will be notified of its availability with your exam announcement. You do not need to provide a hard copy for this purpose.
9. **Schedule an Exit Interview for a date after your exam** with the Director of MPS.
10. **Make arrangements for commencement and diploma.**

- a. The commencement website is <http://commencement.wsu.edu>. Please note the deadlines for cap/gown ordering.
- b. Update your mailing address. Diplomas are mailed approximately ten weeks after commencement. In the event that you move during that time, be sure to update your new mailing address at My.WSU.
 - i. Note: There is a specific “Diploma Mailing” link under “Maintain other Addresses” you will need to update in addition to the regular mailing and permanent addresses.
 - ii. Review your Student Account in My.WSU to verify that you do not have any outstanding charges that could result in a diploma hold.

Upon completion of your exam:

1. **Complete your Exit Interview upon completion of your degree requirements** with the Director. Contact Dr. Neff for an appointment.
2. **Complete and return the Exit Survey to Kelly Hewitt at kelly.hewitt@wsu.edu**
3. **Provide the MPS office with copy(ies) of your thesis/dissertation** within 10 working days of your final exam.
4. **Clear your desk/office.** You can retain your assigned desk/office through the end of the term. If you move out prior, please let your department main office know.
5. **Turn in all keys before you leave.** Turn them in to your supervisor or department main office accordingly.
6. **Return any items you have check out.**
7. **Provide your contact information and post-graduate information.** Before you depart please complete and return the attached post-graduation information form to **Kelly Hewitt, kelly.hewitt@wsu.edu**
8. This information will help us stay in touch with you and also respond to related surveys regarding our graduates.