

JHGC Guide: Preparing to Graduate

[Deadlines and Procedures for Master's Degree](#)

[Deadlines and Procedures for Doctoral Degree](#)

[Thesis and Dissertation Formatting and Submission Requirements](#)

[Thesis and Dissertation Word Template](#)

[Scheduling Exam: Doctoral/Thesis Final, Non-thesis Final, and Preliminary Exams](#)

- **Review and refer to the documents above for full details.**
- **Apply to graduate by the deadline;** the Graduate School will audit your Program of Study to ensure all coursework has been completed, and this will be noted on your to-do list in myWSU. The advising module in myWSU is not functional for graduate students.
- **Early in the term you plan to finish,** update your committee with your graduation plans, target dates for drafts, chapters, final draft etc., and proposed presentation/exam date(s). Review your program handbook for any special procedures.
- **You must be enrolled in a minimum of 2 credits** of 700/702/800 in order to take your final exam.
- **Exam scheduling forms are due no less than 10 working days in advance of the selected exam date;** send your completed and signed form to your Academic Coordinator for upload to myWSU > Graduate School.
- **Send a PDF of your draft thesis/dissertation to your Academic Coordinator** at the same time you submit your scheduling form.
- Remember, assistantships and associated tuition waivers are contingent upon continued full-time enrollment and appointment for the duration of the term: Aug 16-Dec 31 or Jan 1-May 15
- Summer exams are an extra expense for you or your advisor; do your best to finish during the regular exam deadlines for Spring and Fall academic semesters.

Interim exams:

- An [Interim final Exam](#) may be requested in extenuating circumstances. The committee chair must provide a rationale why the exam can only be scheduled during one of the periods on the form. Please do your best to finish during the regular term deadlines.

International Students:

- Reduced Credit Load (RCL) status allows an international student to enroll parttime (if not on assistantship) for the purpose of defense, i.e. less than 10 credits in the Fall or Spring, or less than 3 credits in the Summer. Contact the WSU International Programs office in advance for details and application. All coursework must be finished to be eligible for RCL (unless your final defense seminar is for credit). International students will still be required to pay health insurance.
- F-1 international students interested in [Optional Practical Training](#) (OPT) should contact WSU International Programs office at least 4 months in advance of their exam date to strategize their OPT application (requires application at least 3 months in advance); likewise, J-1 international students interested in post Academic Training should do the same. Contact the International Programs office to make an appointment with one of [their](#) advisors.

Semester of Graduation:	Application for Degree Deadline*	Final Exam Deadline
Summer 2021	5/28/2021	7/30/2021
Fall 2021	10/1/2021	11/19/2021
Spring 2022	3/4/2022	4/22/2022
Summer 2022	5/27/2022	7/29/2022
Fall 2022	10/7/2022	11/18/2022

**late fees apply if you miss this deadline*