

CAHNRS Graduate Center: Preparing to Graduate

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

[Deadlines and Procedures for Doctoral Degree](#)

[Thesis and Dissertation Formatting and Submission \(via Proquest\) 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.
- **Register for [commencement](#)** and order regalia; review deadlines on the website.
- **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 the final exam section of your program handbook on your department's website.](#) Generally speaking, your final draft is due to your committee no less than 1 month in advance of your selected exam date; your scheduling form is due no less than 10 working days in advance of your selected exam date.
- **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. A draft of your thesis/dissertation must also be loaded to [Proquest](#) at this time.
- **ZOOM arrangements:** Students may **not** arrange the ZOOM meeting. For meeting security, the advisor is required to make the ZOOM arrangements to ensure full host control of the meeting; they must send the meeting invite/details to the Academic Coordinator when the scheduling form is due.
- **Send a PDF of your draft thesis/dissertation to your Academic Coordinator** at the same time you submit your scheduling form. This is in addition to what is uploaded to Proquest.
- 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 visit with a WSU International Programs Student Advisor [during open advising](#) at least 4 months in advance of their exam date to strategize their OPT application. The OPT application window opens 90 days prior to program end date (final exam or last date of assistantship). Once the OPT application is submitted, it takes about 30-45 days for approval; likewise, J-1 international students interested in post [Academic Training](#) should do the same.

Semester of Graduation:	Application for Degree Deadline*	Final Exam Deadline
Spring 2023	3/3/2023	4/21/2023
Summer 2023	5/26/2023	7/28/2023
Fall 2023	10/6/2023	11/17/2023