

**PROCEDURES FOR PROCESSING DISSERTATIONS/THESES  
AND SCHEDULING OF FINAL EXAMINATIONS**

**Procedures for scheduling final examinations:**

1. Review the *Graduate School Policies and Procedures Manual*.
  - Student must be enrolled and registered for the required number (2) of 700/800 credits during the semester in which the final oral examination is taken.
  - The "Application for Degree" must be on file in the Graduate School before the final oral examination may be scheduled and fee(s) paid.
2. The Final Examination Scheduling Form is to be completed by the Thesis Committee indicating that a dissertation/thesis, suitable in format for submission to the Library, has been given preliminary approval.
3. The Graduate School schedules the student's examination upon receipt of the completed "Final Examination Scheduling Form." *The signed scheduling form must be submitted to the Graduate School at least 10 working days prior to the examination date. A copy of the dissertation/thesis must accompany the scheduling form for a preliminary check. (Digital is fine) This copy is immediately returned to the student. **This check does not constitute final acceptance!** If you have questions concerning acceptability of format for final acceptance, please contact the Dissertation/Thesis Acceptance Clerk.*

**Procedures for processing dissertations/thesis:**

*Before the final examination . . .*

1. At least five working days prior to the oral defense, doctoral and thesis master's candidates must:
  - Deliver a complete copy of the dissertation/thesis to the Department or Program chair. This copy can serve as the public copy and be displayed at a public place designated by the department.
2. Departmental requirements for the number of copies of the dissertation/thesis to be distributed *prior* to the examination and *after* the examination varies. Check with your department to ascertain department requirements.
3. All fees must be paid [i.e., graduation fee (all students), microfilming fee (all doctoral candidates), and copyright fee (available for doctoral candidates only)] before submitting Application for Degree. The Application for Degree must be on file before scheduling Final Exam.

*After passing the final examination . . .*

1. A signed dissertation/thesis must be submitted in digital format within five working days of the final oral examination. Please use the attached "Final Dissertation/Thesis Acceptance Checklist" when preparing copies for submission. To view Dissertation & Thesis guideline, please go to [www.dissertations.wsu.edu](http://www.dissertations.wsu.edu).
2. All students must submit a completed "Hold Harmless Agreement/Copyright Acknowledgement" form with the dissertation/thesis. In addition, all doctoral candidates must submit a completed and signed "Dissertation Agreement" form and should submit a completed and signed "Survey of Earned Doctorates" (strongly recommended).

PLEASE TYPE OR PRINT LEGIBLY

ID# \_\_\_\_\_

**DISSERTATION/THESIS ACCEPTANCE/FINAL EXAMINATION SCHEDULING FORM**

CANDIDATE: \_\_\_\_\_ DEGREE: \_\_\_\_\_

DISSERTATION/THESIS TITLE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The Dissertation/Thesis Committee is responsible for insuring that the student has completed or is registered for all requirements for the degree to which he/she aspires, has followed an appropriate format, and the content is acceptable.

Completion of this form by the Dissertation/Thesis Committee indicates that a final typed draft, suitable in **content** and **format** for submission to the Library, has been given preliminary approval. Responsibility (including financial) for changes in format after the Final Oral/Acceptance Form is signed rests with the Department or Program rather than the student. Changes in the dissertation/thesis due to changes in content are always the responsibility of the student.

**Verification that the graduate student has received approval for use of human subjects or animals in research is required *before* scheduling the final oral examination. Please attach a photocopy of approval.**

Please return this form to the Graduate School at the earliest possible date, but not later than 10 working days prior to the desired examination date. A digital copy of the dissertation/thesis must be sent to the Graduate School ([mohnemus@wsu.edu](mailto:mohnemus@wsu.edu)) in addition to this form. This copy will be reviewed by the Graduate School and comments returned to the student.

**PRELIMINARY APPROVAL OF DISSERTATION/THESIS BY DISSERTATION/THESIS COMMITTEE**

<u>Dissertation/Thesis Committee:</u>	<u>Signatures:</u>	<u>Date:</u>
_____, Chair	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
(Signature, Chair Major Dept.)	(Signature, Chair Minor Dept.)	

**This exam will be held via or include: Single Campus \_\_\_\_\_ WHETS \_\_\_\_\_**  
**Video Conference \_\_\_\_\_ Telephone Conference \_\_\_\_\_**

\_\_\_\_\_  
(Please provide an address for the committee attending away from a WSU campus.)

**Other** \_\_\_\_\_  
("Other" requires approval by the Graduate School)

The above signed individuals approve the following place, date and time of examination:

\_\_\_\_\_ (Building and Room Number ) \_\_\_\_\_ (Date and Time)

