

## Ph.D. Student Forms and Deadlines

<b>Procedure</b>	<b>Department</b>	<b>Action</b>	<b>Deadline</b>
Obtain an Advisor/Committee Chairperson	Your Respective Department	Upon arrival on campus please meet with the the chair of your department. They will work with you until your committee chair is chosen during your second semester.	Suggested <b>2nd semester</b> -No later than one semester preceding Preliminary Exam, Orals or Final Exam.
Submit Program of Study to the Graduate School	The Graduate School (335-1446) French Ad 324	Go to the Graduate School Forms and Guidelines Website <a href="http://www.gradsch.wsu.edu/forms.htm#deadline">http://www.gradsch.wsu.edu/forms.htm#deadline</a> and select the Program of Study in either PDF or Word.	Suggested <b>2nd semester</b> -No later than one semester preceding Preliminary Exam, Orals or Final Exam.
The Area Research Paper	Your Respective Department	Each student is expected to complete a substantial research paper during the second year of course work.	<b>4th semester</b>
Written Field Examination	Your Respective Department	Each student must take and pass a Written Field Exam in the student's area of concentration.	<b>5th Semester</b> (or in the case of Accounting or Finance, the 6th semester).
Schedule Preliminary Examination	The Graduate School (335-1446) French Ad 324 and your respective department.	Go to the Graduate Schools Forms and Guidelines Website <a href="http://www.gradsch.wsu.edu/forms.htm#deadline">http://www.gradsch.wsu.edu/forms.htm#deadline</a> and select Preliminary Exam in either PDF or Word.	<b>5th or 6th Semester</b> by published Graduate School Deadline which follows: No later than 10 working days (2 weeks) prior to the exam.
Preliminary Oral Examination	The Graduate School (335-1446) French Ad 324 and your respective department.	Work with your committee members to ensure that your preliminary examination has been scheduled and prepare for the exam.	<b>5th or 6th Semester</b> by published Graduate School Deadline which follows--At least 4 months (one semester) prior to Final Oral Examination.
Dissertation Proposal Defense	Your Respective Department	Work with your committee members to ensure that your dissertation proposal has been scheduled and prepare for the defense.	<b>5th Semester or later</b>
Submit Application for Degree	The Graduate School (335-1446) French Ad 324	Go to the Graduate School Forms and Guidelines Website <a href="http://www.gradsch.wsu.edu/forms.htm#deadline">http://www.gradsch.wsu.edu/forms.htm#deadline</a> and complete the Application for Degree form in either PDF or Word.	<b>8th Semester</b> (by published deadline). See Graduate School Deadlines and Procedures forms at <a href="http://www.gradsch.wsu.edu/forms.htm#deadline">http://www.gradsch.wsu.edu/forms.htm#deadline</a> . (Generally the semester you plan to Graduate).
Submit Final Exam Scheduling Form	The Graduate School (335-1446) French Ad 324	Go to the Graduate School Forms and Guidelines Website <a href="http://www.gradsch.wsu.edu/forms.htm#deadline">http://www.gradsch.wsu.edu/forms.htm#deadline</a> and complete the Final Exam Scheduling form in either PDF or Word.	<b>8th Semester</b> (by published deadline). See Graduate School Deadlines and Procedures forms at <a href="http://www.gradsch.wsu.edu/forms.htm#deadline">http://www.gradsch.wsu.edu/forms.htm#deadline</a> .

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			(Generally the semester you plan to Graduate).
Dissertation Proposal Defense	Your Respective Department	Work with your committee members to ensure that your dissertation has been scheduled and prepare for the exam.	<b>8th Semester</b>
Conduct Final Examination	The Graduate School (335-1446) French Ad 324 and your respective department.	Work with your committee members to ensure that your dissertation has been scheduled and prepare for the exam.	<b>8th Semester</b> (Must be completed within 3 years of passing preliminary oral examinations.)
Pay Graduation Fee (\$50) and Microfilm Fee (\$75). There is also an optional (\$65) Copyright Fee for Doct	The Graduate School (335-1446) French Ad 324	Pay appropriate fees at cashier's window in French Admin building.	<b>8th Semester</b>
To Do List	The Graduate School (335-1446) French Ad 326	Upon receipt of the Application for Degree the Graduate School will generate a "To Do" List based on your program of study. If you have any questions please schedule an appointment with Grad Programs at 335-7617.	<b>8th Semester</b>
The Grad Salute (an opportunity for potential graduates to check degree applications, register to walk in the commencement ceremony, etc.	The Graduate School (335-1446) French Ad 324	Attend the Grad Salute at the Bookie prior to Graduation.	<b>8th Semester</b>