

**THE GRADUATE SCHOOL
Deadlines and Procedures for Master's Degree**

All forms may be picked up in the Graduate School Office or downloaded via the web (<http://www.gradsch.wsu.edu/forms.htm>).

2005-2006

WITHOUT THESIS

Procedure	Under the Direction of	Deadline Date	Anticipated term of graduation
Obtaining an Advisor	Check with chair of major department/program	As soon as possible after admission to Graduate School	
Submit <i>Program of Study</i>	Advisor and chair of major department/ program/ Associate Dean of the Graduate School A copy of the approved program is sent to the major department.*	10-08-2004.....	Spring 2005
		03-04-2005.....	Summer 2005
		05-20-2005	Fall 2005
		01-20-2006	Spring 2006
Submit <i>Application for Degree</i> ^a	Associate Dean of the Graduate School	03-04-2005.....	Spring 2005
		06-24-2005.....	Summer 2005
		10-07-2005	Fall 2005
		03-03-2006	Spring 2006
Pay Graduation fee (\$50.00)	Cashier's Office, French Administration Building, Keep Receipt	Before date of final examination	
Schedule Final Examination and Ballot Meeting ^b	Associate Dean of the Graduate School	04-15-2005.....	Spring 2005
		07-08-2005.....	Summer 2005
		11-18-2005	Fall 2005
		04-14-2006	Spring 2006
Final Examination	Committee, Chair of Major Department, Associate Dean of the Graduate School	04-29-2005.....	Spring 2005
		07-22-2005.....	Summer 2005
		12-09-2005	Fall 2005
		04-28-2006	Spring 2006

NOTE:

*After program is approved, all subsequent program changes should be submitted on *program change forms*. Committee changes should be submitted to the Graduate School on *committee change forms*, signed by the Chair of the major department and Chair of the committee.

^a It is strongly advised that the application for degree be submitted **at least one semester before the final examination** is scheduled so that the student can be notified of graduate requirements ("*To-Do Lists*") before enrolling for the last semester. A new degree application is required if final oral is not taken during the current semester of application.

^b Submit completed scheduling form (including approved examination date, time and location) to the Graduate School Office, at least 10 working days prior to examination date.

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ENROLLMENT:

See **Policies and Procedures Manual** at <http://www.gradsch.wsu.edu/policiesprocedures.html>