

Final Qualifying Exams: Take-Home Format - Checklist Winter 2025

| Check (√) | Date | Activity |
|--------------|--|---|
| | Before December 8 | Complete a self-audit of the Doctoral Plan of Work (compare the courses listed on plan to transcript to verify completion of required coursework). |
| | Before January 10 | Set a date and time for Oral Examination. Obtain date and time approvals from all Qualifying Examination Committee members. Request a room for the Oral Exam from the Divisional Testing Coordinator. |
| | By January 10 | Complete the Take-Home Exam Worksheet and save it. Submit the online Final Qualifying Examination Registration form and upload the worksheet to the submission . Request a room for the Oral Exam from the Divisional Testing Coordinator. |
| | January 21 – February 18 | Window for starting the written take-home examination: You must start the exam between January 21 – February 18. |
| | February 7 – March 7 | Window for ending the written take-home examination: You must end the exam between February 7 – March 7 (dependent on start date). |
| | No later than 30 days following completion of the Written Exam | The Oral Exam must be held within 15 to 30 days after completion of the written exam. The Oral Exam may not be held when WSU is closed or during Spring Break (March 10 through March 16). |