

## Final Qualifying Exams: Traditional Format - Checklist Winter 2025

Check (√)	Date	Activity
	Before December 8	Complete a <u>self-audit</u> of the Doctoral Plan of Work (compare the courses listed on the plan to the transcript to verify completion of required coursework).
	Before January 29	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 29	Submit the Final Qualifying Examination Registration form to Academic Services ( <a href="#">via online form</a> ).
	By February 12	Familiarize yourself with computers and word-processing software (Microsoft Word) in the computer lab (room #114.6 in the College of Education).
	By February 12	An e-mail confirmation of approval for the Qualifying Examination Registration and audit of Doctoral Coursework sent to student and advisor.
	February 20 at 8:30 a.m.	Orientation in room 423.3 (Faculty Lounge), Education. The Written Examination will follow the orientation and testing continues on Friday. The orientation is mandatory. We announce the testing room location during orientation.
	February 20 and 21	Written Exams held: 9:00 a.m. to 12:00 p.m. and 1:00 to 4:00 p.m. Note: If the university (or building) is closed or moves to remote operations the examinations will be moved to February 27 and February 28.
	February 24 – March 7	Written Examination Grading Period
	March 17 through April 22	The student and the committee set the Oral Qualifying Examination specific date and time. The Oral Exam may not be held when WSU is closed or during Spring Break (March 10 through March 14).