

Final Qualifying Exams: Traditional Format - Checklist Winter 2026

✓	Date	Activity
	Before December 12	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). <u>DO NOT USE DEGREE WORKS</u>
	Before January 28	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 28	Submit the Final Qualifying Examination Registration form to Academic Services (via online form).
	By February 11	Familiarize yourself with computers and word-processing software (Microsoft Word) in the computer lab (Room TBA in the College of Education).
	By February 11	An e-mail confirmation of approval for the Qualifying Examination Registration and audit of Doctoral Coursework sent to student and advisor.
	February 19 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 19 and 20	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 26 and February 27.
	February 23 – March 6	Written Examination Grading Period
	March 9 through April 27	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 16 through March 20).