

## Final Qualifying Exams: Traditional Format - Checklist Winter 2024

Check-off	Date	Activity
	Before December 8	Complete a self-audit of your Doctoral Plan of Work (compare the courses listed on your plan to your transcript to verify completion of required coursework).
	Before January 24	Set a date and time for Oral Examination. Obtain date and time approvals from all Qualifying Examination Committee members.
	By January 24	Complete the online submission of the <i>Final Qualifying Examination Registration form</i> .
	By February 8	Familiarize yourself with computers and word-processing software (Microsoft Word) in the computer lab (room #384 in the College of Education).
	By February 7	E-mail confirmation of approval for the Qualifying Examination Registration and audit of Doctoral Coursework sent to student and advisor.
	February 15 at 8:30 a.m.	Orientation in room 423.3 (Faculty Lounge), Education. The Written Examination will follow the orientation and testing continues Friday. The orientation is mandatory. We announce the testing room location during orientation.
	February 15 and 16	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 22 and February 23.
	March 4 through April 22	The student and the committee set the Oral Examination specific date and time. The Oral Exam may not be held

		when WSU is closed or during Spring Break (March 11 through March 17).
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