

Congratulations on preparing to schedule your final examination. **Please read this letter in its entirety.**

Within the first few weeks of **your final quarter**, a third member will be assigned to your orals committee. Your third member will be listed on your electronic transcript (on EagleNet). Please check your transcript periodically to see if the third member information has been added to your record. Please note that during spring quarter it may take several weeks before all third member assignments are made.

If your third member assignment has not been made after the first few weeks of the quarter, please contact our office to verify your graduation term. Please note that you must have applied to graduate before a third member assignment will be made. **You may apply to graduate online through EagleNet. The application is located under the "Student" tab, "Student Records" link.** The online application is not available for late applications; if your application is late please submit a paper application. If a late application is accepted, a \$12.53 late fee will be assessed.

Follow these steps for arranging and scheduling your final exam during your final quarter. All necessary forms may be found at <http://www.ewu.edu/grad/graduate-student-forms.xml>

1. Prior to doing any scheduling, meet with your advisor to determine that your project is completed and that your advisor has given you permission to proceed with scheduling your orals and contacting your committee members.
2. **Contact ALL THREE committee members to identify possible times for your exam. Confirm the date, time, and location with all three committee members. The time must work for ALL members of your committee.**
3. **As soon as a date is confirmed but no later than two weeks prior to the confirmed exam date** submit the Terminal Research Approval Form to the Graduate Studies Office Showalter Hall Room 206.
4. **As soon as a date is confirmed but no later than two weeks prior to the confirmed exam date** inform the Graduate Studies Office at gradprograms@ewu.edu of your scheduled date, time, and location.
5. **No later than two weeks prior to the confirmed exam date** provide each of your three committee members with a copy of your final document/project/thesis.
6. Upon completion of your oral examination return the original signed Comprehensive Exam Report Form to the Graduate Studies Office.
7. Students presenting a thesis must submit four required copies to the Graduate Studies Office, Showalter Hall Room 206, within 10 working days of successfully defending their thesis or by the last day of the quarter, **whichever comes first.**

Failure to comply with deadlines could result in the rescheduling of the comprehensive examination or possible postponement of exams until a future quarter

If you have any questions, please contact the Graduate Studies office at 509.359.6566.