

# EWU GRADUATE STUDENT SUMMARY GUIDE TO POLICIES & PROCEDURES

**All required forms and guidelines can be found at [www.ewu.edu/grad](http://www.ewu.edu/grad)**

Procedure	Action	Deadline	Explanation	Consequences/Information
<b>Apply for candidacy and select graduate faculty committee members. *</b>	Student approaches advisor to formalize graduate program plan, discuss second committee member, and determine if Human Subject (IRB) must be filed. Program approval for candidacy indicated by student and two graduate program faculty signatures on candidacy form. Form then submitted to Graduate Studies Office for review.	After completion of 15 graduate credits and before completing one-half the <u>minimum</u> credits in degree program. In all cases application must be submitted by the second Friday of the quarter prior to intended graduation.	Supports timely progress to degree completion; protects students from degree requirement changes; begins IRB review, if needed. Approved candidacy applications acknowledged by letter of advancement from Graduate Dean.	Inaccurate or incomplete candidacy application delays advancement. Late submission requires a written appeal to Dean of Graduate Studies and possible delay in graduation. Lack of IRB can invalidate research.
<b>Submit Graduation Application &amp; fee*</b>	Apply to graduate online through EagleNet. Log in to EagleNet, click on the "Student" tab, and then click on "Student Records."	Second Friday of the quarter prior to intended graduation (earlier is recommended.)	Allows for timely review of student's program prior to graduation.	Late submission delays graduation until next quarter, and incurs fee. Late applicants must submit a paper application.
<b>Register in final quarter of program for at least 2 credits</b> (one credit minimum summer term only)	Consult with advisor or graduate program director about remaining requirements.	Quarter of program completion.	Meets state requirement of registration for students using university resources.	Only currently registered students are eligible to complete a graduate program.
<b>Select outside member for comprehensive examination*</b>	Review Approved Third Member policy in catalog; Graduate Studies Office selects from approved graduate faculty unless otherwise specified by department policy.	Graduate Studies Office notifies student near the beginning of the quarter of intended graduation (the quarter entered on the candidacy) unless student has already identified a member of the graduate faculty as the third	Provides rigor, procedural guidance, and helps ensure examination is comprehensive	Late candidacy application delays selection of outside member required for comprehensive exam to be held
<b>Submit Terminal Research Approval form</b>	Committee chair <u>and</u> second committee member sign form and submit to Graduate Studies Office.	Must be received in Graduate Studies Office at least two weeks prior to the exam, earlier is recommended. Exam schedule may be submitted on this form.	Indicates committee approval to proceed with comprehensive examination based on review of drafts.	Comprehensive examination cannot be scheduled without receipt of form in Graduate Studies Office, or if any "X" grades are on student record for prior terms
<b>Schedule comprehensive examination</b>	Student arranges date, time and location agreed to by <u>all</u> committee members and then notifies Graduate Studies Office.	Graduate Studies Office must be notified two weeks prior to scheduled date and after receipt of Terminal Research Approval Form	Allows time for notice and comprehensive exam report form to be sent to committee members.	Failure to schedule may lead to cancellation or invalidation of examination.
<b>Provide approved Thesis, Research Report, or other terminal document draft</b>	Student provides a copy to all comprehensive examination committee members.	Two weeks prior to examination each committee member must have a copy of the document.	Allows faculty sufficient time to review document and prepare for comprehensive examination	Comprehensive examination could be canceled if documents not provided by deadline.
<b>Complete Comprehensive Examination</b>	Committee Chair, or other designated participant in exam submits form to Graduate Studies Office.	Original comprehensive exam report form due in Graduate Studies office immediately following exam.	Verifies examination results; becomes part of permanent student record.	Lack of original form will delay program and degree completion.
<b>Thesis students only— Submit 4 copies on 100% cotton bond paper and the \$63 thesis binding fee, also submit 1 electronic copy as a Microsoft Word *.docx file (Math students may submit LaTeX version of thesis)</b>	Graduate Studies Office must receive the following: 1. Final paper copies with chair and internal committee member signatures on thesis signature page 2. Completed Graduate Electronic Thesis Submission Form 3. An email with the electronic copy as an attachment to gradthesis@ewu.edu	Ten working days after defense or by the last day of the quarter--whichever comes first.	Paper and electronic copies to meet form and style standards, for binding, and then distribution to student, department, EWU library, and EWU Institutional Repository.	Possible delay in graduation to following quarter, delay in binding of thesis.
<b>Attend Commencement</b>	Verify completion of application for graduation; order cap, gown, and hood four weeks prior to graduation from EWU bookstore.	All participants in June Commencement must meet posted <u>spring</u> graduation application deadline to be included in bulletin.	Fall, winter, spring, and summer graduates may participate in ceremony.	Participation encouraged; one ceremony and one bulletin published annually.

\* Contact program advisor about any changes to candidacy or committee.