Welcome to Graduate School. You are about to embark on a life-changing experience. Earning your graduate degree is no small undertaking. It is an investment in your future. We understand the sacrifices of time, money and sleep you will make to achieve your goal. We want you to know that the Graduate Programs office is here to assist you. From application to graduation we are your go-to team for helping you find your way.

This booklet offers information on the many university resources available to you. Your particular program department will have much more information for you as well.

All required forms and guidelines may be found at ewu.edu/grad/graduate-student-forms.

At Eastern, we believe that graduate students greatly enrich the intellectual life of our university. Student success is our number one priority. As director of Graduate Programs, I am absolutely dedicated to supporting your progress. Please feel free to contact me if you have questions or concerns.

Again, welcome to Eastern Washington University Graduate Programs.

Sincerely,

Roberta A. Brooke, MIM
Director, Graduate Programs
Application for graduate degree candidacy is **required** of all graduate students who intend to complete the degree.

Application is made **after** completion of at least 15 credits and **before** one half of the minimum credits for the degree program.

You will make an appointment with your program advisor to discuss your progress to date and plan the remainder of your program at this time based on either the catalog requirements in place when you were admitted or with the current catalog requirements. Students whose candidacy application is approved will not be subject to any further change in their program, unless a candidacy contract change form is submitted to Graduate Programs.

You will also establish your second graduate committee member and determining if a Human Subject (IRB) must be filed.

⚠️ Must be submitted no later than the first Friday of the term before anticipated graduation.

Candidacy forms are found on the Graduate Programs website at **ewu.edu/grad/graduate-student-forms**: Application for Degree Candidacy.
Apply for Graduation

Apply to graduate online through EagleNET. Log in to EagleNET, click on the “student” tab and then click on “student records.”

Graduation Application Deadlines are:

- Spring quarter and semester: Jan. 15
- Fall and summer quarters and semesters: April 15
- Winter quarter: Oct. 15

If you miss the deadline a paper Graduation Application must be submitted. Available by request from the Graduate Programs office.

Please check EagleNET for current graduation fees. Go to Student Tab, Student Records, Apply to Graduate.

You will need to submit and pay for a separate graduation application for EACH graduate degree or certificate you are seeking.

Final Term

Graduate student policy states that students must be enrolled in a minimum of two credits in the term of the final oral examination (for summer the minimum is one credit).

This meets the state requirement of students using university resources (e.g. faculty consultation, laboratories, library resources, scheduling and completing oral exams).
Assigning of Third Committee Member

The third committee member is selected from a department outside the student’s primary academic area and is appointed to the committee by the Graduate Programs office to assure that an examination commensurate with the awarding of a graduate degree is being administered.

Graduate Programs will randomly assign all students scheduling an oral defense an approved third committee member and will notify students near the beginning of the term of intended graduation (the term entered on the candidacy form) unless the student or department has already identified a third.

TRA Form

A satisfactory completion of the comprehensive exam is required of all students in order to graduate.

If you are scheduling an oral defense, a Terminal Research Approval Form (TRA) needs to be submitted to the Graduate Programs office before you can schedule a final comprehensive examination.

TRA forms are found at ewu.edu/grad/graduate-student-forms: Terminal Research Approval Form.

The TRA form is due to the Graduate Programs office at least two weeks prior to your examination and must be signed by both your committee chair and your second committee member.
Schedule Comprehensive Examination

For all students doing an oral defense it is the students’ responsibility to arrange the time, date and location of their comprehensive examination with all three committee members.

Once the time, date and location of all three committee members have been arranged and confirmed then you can submit the final confirmation to Graduate Programs which will generate the final comprehensive exam report form to the student’s committee members. *This form verifies examination results and becomes a part of permanent student record.*

Time, date and location must be confirmed with Graduate Programs **two weeks prior** of scheduled examination date in order to ensure time for the Comprehensive Exam Report to be sent to committee members.

You must provide copies of your terminal documents to ALL three committee members at least **two weeks prior** to exam date. *If committee members do not receive the terminal documents with sufficient notice, committee members have the right to delay the student’s exam either further in the term or until the next term.*
Submitting your Thesis

You have 10 working days after your defense or by the last day of the quarter -whichever comes first - to submit four copies of your thesis on 100 percent cotton bond paper and one electronic copy to Graduate Programs.

Final paper copies will need the original signatures of the committee members on at least one original signature page.

Thesis binding fee is $96.50

Students will need to meet the form and style standards for binding. Guidelines are found on the Graduate Programs website at ewu.edu/grad/graduate-student-forms: Thesis Style Guidelines”

Graduation

- Fall, winter, spring and summer graduates may participate in the ceremony.
- To be included in the commencement bulletin you must have your graduation application posted by the spring graduation application deadline.
- Order cap, gown and hood four weeks prior to graduation from the EWU bookstore.
- Semester students’ ceremony will be held in May.
- Quarter students’ ceremony will be held in June.
Graduate Staff

Email us at gradprograms@ewu.edu

Admissions.......................................................... Kathy White, 359.7376
Post Admissions.................................................. Christi Wavada, 359.2491
Director ............................................................... Roberta Brooke, 359.6566
Administration.................................................... Leslie Swannack, 359.4675

Graduate Student Resources

Bookstore ............................................................. 152 PUB, 359.2542
Career Services .................................................. 114 Showalter Hall, 359.6365
Counseling Services
  Cheney campus .................................................. 225 Martin Hall, 359.2366
  EWU Spokane .............................................. EWU Center, room 101, 828.1394
Dean of Students .................................................. 320 PUB, 359.7924
Disability Support ................................................ 121 Tawanka Hall, 359.6871
Financial Aid ........................................................ 102 Sutton Hall, 359.2314
Healthcare .................... Cheney Medical Center, 19 N. 7th Street, 235.6151
Library ............................................................... JFK Library, 816 F Street, 359.7888
Parking and Transportation ................................. 101 Tawanka Hall, 359.7275
Recreation............ University Recreation Center, 1007 W Elm St., 359.4026
Student Services, EWU Spokane ............ EWU Center, room 101, 828.1394
Tech Support......................... Help Desk, JFK Library - Lower Level, 359.2247
University Police................................. 820 Washington Street, 359.4021
Writers’ Center.......................... JFK Library Learning Commons, 359.2779

EWU Graduate Programs | 206 Showalter Hall | Cheney, WA 99004
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