

EECS Graduate Students Information, Deadlines and To-Do List

	Task	Description and procedures:	Annual deadlines:	Attachment:
1.	Graduate Admission	Spring Deadline is July 1 st ; Fall Deadline is January 10 th .	Deadlines exist each semester.	Website to apply; http://gradschool.wsu.edu/apply/
2.	EECS Grad Student Orientation	Dr. Saberi and I hold an Orientation for new EECS Graduate Student.	1 st Week of Fall Semester	
3.	FERPA Training	Communicate with all TA's on Shira's TA Assignment List.	Beginning of each semester; January & August	https://www.ronet.wsu.edu/main/apps/ferpatest.asp
4.	ITA Exam (if applicable)	Contact: Andy O'Fallon at the beginning of spring and fall semester. For all International TA's.	Beginning of each semester; January & August	Website; http://ip.wsu.edu/ialc/international-tas.html
5.	Training on discrimination and sexual harassment prevention	Complete Training On-line for all RA's and TA's.	Beginning of each semester; January & August	Website; http://hrs.wsu.edu/dshp
6.	Responsible Conduct of Research Training	Complete Training On-line for all RA's and TA's.	Beginning of each semester; January & August	Website; https://myresearch.wsu.edu/login.aspx?ReturnUrl=%2f

7.	All EECS Doctoral Students; Qualifying Exams	Spring & Fall Semester; deadlines set by the Chair of the Area of QE being completed.	Spring & Fall Semester	Qualifying Exam Policy in our EECS Graduate Program Handbook, page 19 Website; http://school.eecs.wsu.edu/uploads/files/Graduate_Study/EECS_Handbook_6-23-15_edit.pdf
8.	RA & TA Renewal	To renew the assistantship each semester and evaluate the student	Due by; November for spring renewal and March for fall renewal	See Renewal Form attached
9.	Program of Study submission	See the Graduate School Deadlines and Procedures	See Deadlines	Website; http://gradschool.wsu.edu/documents/2015/02/deadlines-and-procedures-for-masters-degree-2.pdf (MS) http://gradschool.wsu.edu/documents/2015/02/deadlines-and-procedures-for-doctoral-degree-2.pdf (PhD)
10.	Preliminary Examination (PhD Only)	Schedule with the Grad School at least 10 working days prior to Prelim date.	See Deadlines	Preliminary Examination Scheduling Form at; http://gradschool.wsu.edu/documents/2014/12/preliminary-exam-scheduling-form.pdf
11.	Final Defense or Exam (MS & PhD)	Schedule with the Grad School at least 10 working days prior to Prelim date.	See Deadlines	Final Defense and Exam Scheduling Form at; http://gradschool.wsu.edu/facultystaff-resources/18-2/
12.	Exit Interview	Meet with Dr. Saberi, Dr. Dang & Sidra	Last Month of the semester	See attached; Exit Survey
13.	Academic Year Evaluation	Required by the Grad School Office	At the end of spring semester	See attached; EECS Graduate Student Annual Evaluation