**PhD Graduation Checklist**  
**December 2021**

Diploma Application Opens: *Tuesday, August 24, 2021*
Diploma Application Deadline: *Friday, October 15, 2021*

Final Defense/Exam Paperwork Deadline: *Friday, November 12, 2021 [steps 2 through 4]*
Final Defense/Exam Deadline: *Friday, December 3, 2021*
ETD Submission Deadline: *5pm EST, Friday, December 10, 2021*
Final Approval Form/Alumni/Survey Due: *Friday, December 17, 2021*

All forms, which are listed in **Bold**, are found at [https://www.statler.wvu.edu/statler-student-services](https://www.statler.wvu.edu/statler-student-services) [unless specified]

---

**A. Before Defense**

1. **Apply for Graduation** [Diploma Application] through your WVU Portal account [applications are only good for one semester]
2. **Final Plan of Study**: Updated and Submitted to Student Services with your Request for Final Exam
3. **Request for Final Exam/Defense**: Submitted to Student Services with all signatures at least 3 weeks before defense date for PhD Student
4. **Abstract**: Example on website, submitted to Statler-StudentServices@mail.wvu.edu when you submit Request for Final Exam

**B. After Defense**

5. **Defense Results**: The signed SHUTTLE SHEET is to be returned to Student Services within 24 hours after the defense [shuttle sheet is sent directly to committee chair]
6. **ETD Submission**: Submitted to the WISE Library, forms available at [https://etd.lib.wvu.edu/](https://etd.lib.wvu.edu/)
   - Signature Form [Suggestion: Bring to Defense]
   - Survey of Earned Doctorates: [https://sed-ncses.org/](https://sed-ncses.org/)
7. **Alumni Form**: Completed and submitted to department secretary
8. **Graduate Student Survey**: Emailed to you at the end of the semester
9. **Final Approval Form**: Returned to Student Services

---

To reserve a room: send requests by email to statler-scheduling@mail.wvu.edu with the following details: event name; contact name, phone, email; expected number of attendees; preferred location(s); preferred date(s) and time(s). Note: a two business day notification prior to an event is needed for proper processing.

**OPT**: After completion of steps 1-4, you can request the OPT recommendation letter through ISSS recommendation page. Please select Sarah Lowery for the advisor name.

Students must enroll for at least one credit hour of graduate credit in the semester which they are completing their degree.
MS GRADUATION CHECKLIST
DECEMBER 2021

Diploma Application Opens: Tuesday, August 24, 2021
Diploma Application Deadline: Friday, October 15, 2021
Final Defense/Exam Paperwork Deadline: Friday, November 19, 2021*
Final Defense/Exam Deadline: Friday, December 3, 2021
ETD Submission Deadline: 5pm EST, Friday, December 10, 2021
Final Approval Form/Alumni/Survey Due: Friday, December 17, 2021

All forms, which are listed in Bold, are found at https://www.statler.wvu.edu/statler-student-services [unless specified]

COURSEWORK OPTION

A BEFORE DEFENSE
1 Apply for Graduation [Diploma Application] through your WVU Portal account [applications are only good for one semester]
2 Final Plan of Study: Updated and Submitted to Student Services with your Request for Final Exam
3 Request for Final Exam/Defense [if applicable]: Submitted to Student Services with all signatures at least 2 week before defense date
4 Not required

B AFTER DEFENSE
5 Defense Results [if applicable]: The signed SHUTTLE SHEET is to be returned to Student Services within 24 hours after the defense [shuttle sheet is sent directly to committee chair]
6 Not required

THESIS/PROBLEM REPORT OPTION

A BEFORE DEFENSE
1 Apply for Graduation [Diploma Application] through your WVU Portal account [applications are only good for one semester]
2 Final Plan of Study: Updated and Submitted to Student Services with your Request for Final Exam
3 Request for Final Exam/Defense: Submitted to Student Services with all signatures at least 2 week before defense date
4 Abstract: Example on website, submitted to Statler-StudentServices@mail.wvu.edu when you submit Request for Final Exam

B AFTER DEFENSE
5 Defense Results: The signed SHUTTLE SHEET is to be returned to Student Services within 24 hours after the defense [shuttle sheet is sent directly to committee chair]
6 ETD Submission: Submitted to the WISE Library, forms available at https://etd.lib.wvu.edu/ Signature Form [Suggestion: Bring to Defense]
7 Alumni Form: Completed and submitted to department secretary
8 Graduate Student Survey: Emailed to you at the end of the semester
9 Final Approval Form: Returned to Student Services

To reserve a room: send requests by email to statler-scheduling@mail.wvu.edu with the following details: event name; contact name, phone, email; expected number of attendees; preferred location(s); preferred date(s) and time(s). Note: a two business day notification prior to an event is needed for proper processing.

OPT: After completion of steps 1-4, you can request the OPT recommendation letter through ISSS recommendation page. Please select Sarah Lowery for the advisor.

Students must enroll for at least one credit hour of graduate credit in the semester which they are completing their degree.
PhD Graduation Checklist
May 2022

Diploma Application Opens: Tuesday, January 18, 2022
Diploma Application Deadline: Friday, March 11, 2022
Final Defense/Exam Paperwork Deadline: Friday, April 1, 2022 [steps 2 through 4]
Final Defense/Exam Deadline: Friday, April 22, 2022
ETD Submission Deadline: 5pm EST, Friday, April 29, 2022
Final Approval Form/Alumni/Survey Due: Friday, May 6, 2022

All forms, which are listed in **Bold**, are found at https://www.statler.wvu.edu/statler-student-services
[unless specified]

---

A. **Before Defense**

1. Apply for Graduation **[Diploma Application]** through your WVU Portal account
[applications are only good for one semester]
2. Final **Plan of Study**: Updated and Submitted to Student Services with your Request for Final Exam
3. **Request for Final Exam/Defense**: Submitted to Student Services with all signatures at least 3 weeks before defense date for PhD Student
4. **Abstract**: Example on website, submitted to Statler-StudentServices@mail.wvu.edu when you submit Request for Final Exam

---

B. **After Defense**

5. Defense Results: The signed **SHUTTLE SHEET** is to be returned to Student Services within 24 hours after the defense [shuttle sheet is sent directly to committee chair]
6. **ETD Submission**: Submitted to the WISE Library, forms available at https://etd.lib.wvu.edu/
   - Signature Form [Suggestion: Bring to Defense]
   - Survey of Earned Doctorates: https://sed-ncses.org/
7. **Alumni Form**: Completed and submitted to department secretary
8. **Graduate Student Survey**: Emailed to you at the end of the semester
9. **Final Approval Form**: Returned to Student Services

---

To reserve a room: send requests by email to statler-scheduling@mail.wvu.edu with the following details: event name; contact name, phone, email; expected number of attendees; preferred location(s); preferred date(s) and time(s). Note: a two business day notification prior to an event is needed for proper processing.

OPT: After completion of steps 1-4, you can request the OPT recommendation letter through ISSS recommendation page. Please select Sarah Lowery for the advisor name.

Students must enroll for at least one credit hour of graduate credit in the semester which they are completing their degree.
# MS Graduation Checklist

**May 2022**

Diploma Application Opens: *Tuesday, January 18, 2022*

Diploma Application Deadline: *Friday, March 11, 2022*

Final Defense/Exam Paperwork Deadline: *Friday, April 8, 2022*

Final Defense/Exam Deadline: *Friday, April 22, 2022*

ETD Submission Deadline: *5pm EST, Friday, April 29, 2022*

Final Approval Form/Alumni/Survey Due: *Friday, May 6, 2022*

*steps 2 through 4

All forms, which are listed in **Bold**, are found at [https://www.statler.wvu.edu/statler-student-services](https://www.statler.wvu.edu/statler-student-services) [unless specified]

---

## Coursework Option

### BEFORE DEFENSE

1. **Apply for Graduation** [Diploma Application] through your WVU Portal account [applications are only good for one semester]

2. **Final Plan of Study**: Updated and Submitted to Student Services with your Request for Final Exam

3. **Request for Final Exam/Defense** [if applicable]: Submitted to Student Services with all signatures at least 2 week before defense date

4. **Not required**

### AFTER DEFENSE

5. **Defense Results** [if applicable]: The signed SHUTTLE SHEET is to be returned to Student Services within 24 hours after the defense [shuttle sheet is sent directly to committee chair]

6. **Not required**

7. **Alumni Form**: Completed and submitted to department secretary

8. **Graduate Student Survey**: Emailed to you at the end of the semester

9. **Final Approval Form**: Returned to Student Services

## Thesis/Problem Report Option

### BEFORE DEFENSE

1. **Apply for Graduation** [Diploma Application] through your WVU Portal account [applications are only good for one semester]

2. **Final Plan of Study**: Updated and Submitted to Student Services with your Request for Final Exam

3. **Request for Final Exam/Defense**: Submitted to Student Services with all signatures at least 2 week before defense date

4. **Abstract**: Example on website, submitted to [Statler-StudentServices@mail.wvu.edu](mailto:Statler-StudentServices@mail.wvu.edu) when you submit Request for Final Exam

### AFTER DEFENSE

5. **Defense Results**: The signed SHUTTLE SHEET is to be returned to Student Services within 24 hours after the defense [shuttle sheet is sent directly to committee chair]

6. **ETD Submission**: Submitted to the WISE Library, forms available at [https://etd.lib.wvu.edu/](https://etd.lib.wvu.edu/) Signature Form [Suggestion: Bring to Defense]

7. **Alumni Form**: Completed and submitted to department secretary

8. **Graduate Student Survey**: Emailed to you at the end of the semester

9. **Final Approval Form**: Returned to Student Services

---

To reserve a room: send requests by email to statler-scheduling@mail.wvu.edu with the following details: event name; contact name, phone, email; expected number of attendees; preferred location(s); preferred date(s) and time(s). Note: a two business day notification prior to an event is needed for proper processing.

**OPT**: After completion of steps 1-4, you can request the OPT recommendation letter through ISSS recommendation page. Please select Sarah Lowery for the advisor.

Students must enroll for at least one credit hour of graduate credit in the semester which they are completing their degree.
**PhD Graduation Checklist**

**August 2022**

Diploma Application Opens: *Tuesday, May 24, 2022*
Diploma Application Deadline: *Friday, July 8, 2022*

Final Defense/Exam Paperwork Deadline: *Friday, July 1, 2022 [steps 2 through 4]*
Final Defense/Exam Deadline: *Friday, July 22, 2022*
ETD Submission Deadline: *5pm EST, Friday, July 29, 2022*
Final Approval Form/Alumni/Survey Due: *Friday, August 5, 2022*

All forms, which are listed in **Bold**, are found at [https://www.statler.wvu.edu/statler-student-services](https://www.statler.wvu.edu/statler-student-services) [unless specified]

---

**A. Before Defense**

1. Apply for Graduation [**Diploma Application**] through your WVU Portal account [applications are only good for one semester]
2. Final **Plan of Study**: Updated and Submitted to Student Services with your Request for Final Exam
3. **Request for Final Exam/Defense**: Submitted to Student Services with all signatures at least 3 weeks before defense date for PhD Student
4. **Abstract**: Example on website, submitted to Statler-StudentServices@mail.wvu.edu when you submit Request for Final Exam

**B. After Defense**

5. Defense Results: The signed **SHUTTLE SHEET** is to be returned to Student Services within 24 hours after the defense [shuttle sheet is sent directly to committee chair]
6. **ETD Submission**: Submitted to the WISE Library, forms available at [https://etd.lib.wvu.edu/](https://etd.lib.wvu.edu/)
   - Signature Form [Suggestion: Bring to Defense]
   - Survey of Earned Doctorates: [https://sed-ncses.org/](https://sed-ncses.org/)
7. **Alumni Form**: Completed and submitted to department secretary
8. **Graduate Student Survey**: Emailed to you at the end of the semester
9. **Final Approval Form**: Returned to Student Services

---

To reserve a room: send requests by email to statler-scheduling@mail.wvu.edu with the following details: event name; contact name, phone, email; expected number of attendees; preferred location(s); preferred date(s) and time(s). Note: a two business day notification prior to an event is needed for proper processing.

**OPT**: After completion of steps 1-4, you can request the OPT recommendation letter through ISSS recommendation page. Please select Sarah Lowery for the advisor name.

Students must enroll for at least one credit hour of graduate credit in the semester which they are completing their degree.
# MS Graduation Checklist

## August 2022

Diploma Application Opens: *Tuesday, May 24, 2022*

Diploma Application Deadline: *Friday, July 8, 2022*

Final Defense/Exam Paperwork Deadline: *Friday, July 8, 2022*  
*steps 2 through 4*

Final Defense/Exam Deadline: *Friday, July 22, 2022*

ETD Submission Deadline: *5pm EST, Friday, July 29, 2022*

Final Approval Form/Alumni/Survey Due: *Friday, August 5, 2022*

---

All forms, which are listed in **Bold**, are found at [https://www.statler.wvu.edu/statler-student-services](https://www.statler.wvu.edu/statler-student-services) [unless specified]

## Coursework Option

<table>
<thead>
<tr>
<th>Before Defense</th>
<th>Thesis/Problem Report Option</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td><strong>A</strong></td>
</tr>
<tr>
<td>1 Apply for Graduation [Diploma Application] through your WVU Portal account [applications are only good for one semester]</td>
<td>1 Apply for Graduation [Diploma Application] through your WVU Portal account [applications are only good for one semester]</td>
</tr>
<tr>
<td>2 Final Plan of Study: Updated and Submitted to Student Services with your Request for Final Exam</td>
<td>2 Final Plan of Study: Updated and Submitted to Student Services with your Request for Final Exam</td>
</tr>
<tr>
<td>3 Request for Final Exam/Defense [if applicable]: Submitted to Student Services with all signatures at least 2 week before defense date</td>
<td>3 Request for Final Exam/Defense: Submitted to Student Services with all signatures at least 2 week before defense date</td>
</tr>
<tr>
<td>4 Not required</td>
<td>4 Abstract: Example on website, submitted to <a href="mailto:Statler-StudentServices@mail.wvu.edu">Statler-StudentServices@mail.wvu.edu</a> when you submit Request for Final Exam</td>
</tr>
</tbody>
</table>

## Thesis/Problem Report Option

<table>
<thead>
<tr>
<th>After Defense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B</strong></td>
</tr>
<tr>
<td>5 Defense Results [if applicable]: The signed <strong>SHUTTLE SHEET</strong> is to be returned to Student Services within 24 hours after the defense [shuttle sheet is sent directly to committee chair]</td>
</tr>
<tr>
<td>6 Not required</td>
</tr>
</tbody>
</table>

---

7 **Alumni Form**: Completed and submitted to department secretary

8 **Graduate Student Survey**: Emailed to you at the end of the semester

9 **Final Approval Form**: Returned to Student Services

---

To reserve a room: send requests by email to statler-scheduling@mail.wvu.edu with the following details: event name; contact name, phone, email; expected number of attendees; preferred location(s); preferred date(s) and time(s). Note: a two business day notification prior to an event is needed for proper processing.

OPT: After completion of steps 1-4, you can request the OPT recommendation letter through ISSS recommendation page. Please select Sarah Lowery for the advisor.

Students must enroll for at least one credit hour of graduate credit in the semester which they are completing their degree.