

# PHD GRADUATION CHECKLIST

## MAY 2021

Diploma Application Opens: *Tuesday, January 19, 2021*  
Diploma Application Deadline: *Friday, March 12, 2021*  
Final Defense/Exam (recommended): *Friday, April 9, 2021*  
ETD Submission Deadline: *5pm EST, Friday, April 30, 2021*  
Final Approval Form/Alumni/Survey Due: *Friday, May 7, 2021*

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

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### 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](mailto:Statler-StudentServices@mail.wvu.edu) when you submit Request for Final Exam
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### 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
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To reserve a room: send requests by email to [statler-scheduling@mail.wvu.edu](mailto: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.

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### COURSEWORK OPTION

### THESIS/PROBLEM REPORT OPTION

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# PHD GRADUATION CHECKLIST

## AUGUST 2021

Diploma Application Opens: *Tuesday, May 18, 2021*

Diploma Application Deadline: *Friday, July 9, 2021*

Final Defense/Exam (recommended): *Friday, July 9, 2021*

ETD Submission Deadline: *5pm EST, Friday, July 30, 2021*

Final Approval Form/Alumni/Survey Due: *Friday, August 6, 2021*

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# PHD GRADUATION CHECKLIST

## DECEMBER 2021

Diploma Application Opens: *Tuesday, August 24, 2021*

Diploma Application Deadline: *Friday, October 15, 2021*

Final Defense/Exam (recommended): *Friday, November 19, 2021*

ETD Submission Deadline: *5pm EST, Friday, December 10, 2021*

Final Approval Form/Alumni/Survey Due: *Friday, December 17, 2021*

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