PHD GRADUATION CHECKLIST
AUGUST 2019

Diploma Application Opens: Tuesday, May 21, 2019
Diploma Application Deadline: Friday, July 5, 2019
Final Defense/Exam (recommended): Friday, July 5, 2019
ETD Submission Deadline: 5pm, Friday, July 26, 2019
Final Approval Form/Alumni/Survey Due: Friday, August 2, 2019

All forms, which are listed in Bold, are found at http://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.norc.org/doctorate
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: Please email Student Services for OPT recommendation letter after competition of steps 1-4
## MS Graduation Checklist
### August 2019

Diploma Application Opens: *Tuesday, May 21, 2019*

Diploma Application Deadline: *Friday, July 5, 2019*

Final Defense/Exam (recommended): *Friday, July 5, 2019*

ETD Submission Deadline: *5pm, Friday, July 26, 2019*

Final Approval Form/Alumni/Survey Due: *Friday, August 2, 2019*

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### 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 1 week before defense date

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**B AFTER DEFENSE**

4. 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]

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### 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 1 week before defense date

4. Abstract: Example on website, submitted to 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/](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

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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: Please email Student Services for OPT recommendation letter after competition of steps 1-4
PHD GRADUATION CHECKLIST
DECEMBER 2019

Diploma Application Opens: Tuesday, August 20, 2019
Diploma Application Deadline: Friday, October 4, 2019
Final Defense/Exam (recommended): Friday, November 8, 2019
ETD Submission Deadline: 5pm, Friday, December 6, 2019
Final Approval Form/Alumni/Survey Due: Friday, December 13, 2019

All forms, which are listed in **Bold**, are found at [http://statler.wvu.edu/statler‐student‐services/](http://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](mailto: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.norc.org/doctorate](https://sed.norc.org/doctorate)
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: Please email Student Services for OPT recommendation letter after competition of steps 1-4

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 2019

**Diploma Application Opens:** *Tuesday, August 20, 2019*

**Diploma Application Deadline:** *Friday, October 4, 2019*

**Final Defense/Exam (recommended):** *Friday, November 8, 2019*

**ETD Submission Deadline:** *5pm, Friday, December 6, 2019*

**Final Approval Form/Alumni/Survey Due:** *Friday, December 13, 2019*

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

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<th>COURSEWORK OPTION</th>
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