**PHD GRADUATION CHECKLIST**
**MAY 2019**

Diploma Application Opens: *Tuesday, January 15, 2019*
Diploma Application Deadline: *Friday, March 1, 2019*
Final Defense/Exam (recommended): *Friday, April 5, 2019*
ETD Submission Deadline: *5pm, Friday, April 26, 2019*
Final Approval Form/Alumni/Survey Due: *Friday, May 3, 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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**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

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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]
   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

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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
**MS GRADUATION CHECKLIST**

**MAY 2019**

Diploma Application Opens: *Tuesday, January 15, 2019*

Diploma Application Deadline: *Friday, March 1, 2019*

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

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

Final Approval Form/Alumni/Survey Due: *Friday, May 3, 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]

### 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

**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]

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

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

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

### 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

**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

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