**PHD GRADUATION CHECKLIST**

**MAY 2020**

Diploma Application Opens: *Tuesday, January 21, 2020*

Diploma Application Deadline: *Friday, March 6, 2020*

Final Defense/Exam (recommended): *Friday, April 3, 2020*

ETD Submission Deadline: *5pm, Friday, May 1, 2020*

Final Approval Form/Alumni/Survey Due: *Friday, May 8, 2020*

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 completion 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
## May 2020

Diploma Application Opens: *Tuesday, January 21, 2020*
Diploma Application Deadline: *Friday, March 6, 2020*
Final Defense/Exam (recommended): *Friday, April 3, 2020*
ETD Submission Deadline: *5pm, Friday, May 1, 2020*
Final Approval Form/Alumni/Survey Due: *Friday, May 8, 2020*

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](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]

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](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: Please email Student Services for OPT recommendation letter after completion 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.
PHD GRADUATION CHECKLIST
AUGUST 2020

Diploma Application Opens: Tuesday, May 19, 2020
Diploma Application Deadline: Friday, July 10, 2020
Final Defense/Exam (recommended): Friday, July 10, 2020
ETD Submission Deadline: 5pm, Friday, July 31, 2020
Final Approval Form/Alumni/Survey Due: Friday, August 7, 2020

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 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](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

## August 2020

Diploma Application Opens: *Tuesday, May 19, 2020*

Diploma Application Deadline: *Friday, July 10, 2020*

Final Defense/Exam (recommended): *Friday, July 10, 2020*

ETD Submission Deadline: *5pm, Friday, July 31, 2020*

Final Approval Form/Alumni/Survey Due: *Friday, August 7, 2020*

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

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## Thesis/Problem Report Option

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## After Defense

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<td>6 <strong>Graduate Student Survey</strong>: Emailed to you at the end of the semester</td>
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<td>7 <strong>Final Approval Form</strong>: Returned to Student Services</td>
<td>8 <strong>Graduate Student Survey</strong>: Emailed to you at the end of the semester</td>
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