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](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: 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
## May 2021

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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

**A 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

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.

## 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

**A 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