**PHD GRADUATION CHECKLIST**

**AUGUST 2018**

Diploma Application Deadline: *Friday, July 6, 2018*
Final Defense/Exam (recommended): *Friday, July 6, 2018*
ETD Submission Deadline: *5pm, Friday, July 27, 2018*
Final Approval Form/Alumni/Survey Due: *Friday, August 3, 2018*

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
# MS Graduation Checklist

**August 2018**

Diploma Application Deadline: *Friday, July 6, 2018*

Final Defense/Exam (recommended): *Friday, July 6, 2018*

ETD Submission Deadline: *5pm, Friday, July 27, 2018*

Final Approval Form/Alumni/Survey Due: *Friday, August 3, 2018*

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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## Coursework Option

<table>
<thead>
<tr>
<th><strong>A</strong></th>
<th><strong>B</strong></th>
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<tbody>
<tr>
<td><strong>BEFORE DEFENSE</strong></td>
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<td>3. <strong>Request for Final Exam/Defense</strong> [if applicable]: Submitted to Student Services with all signatures at least 1 week before defense date</td>
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<td><strong>AFTER DEFENSE</strong></td>
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<td>6. <strong>ETD Submission</strong>: Submitted to the WISE Library, forms available at <a href="https://etd.lib.wvu.edu/">https://etd.lib.wvu.edu/</a> Signature Form [Suggestion: Bring to Defense]</td>
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<td>6. <strong>Graduate Student Survey</strong>: Emailed to you at the end of the semester</td>
<td>7. <strong>Alumni Form</strong>: Completed and submitted to department secretary</td>
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<td>7. <strong>Final Approval Form</strong>: Returned to Student Services</td>
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OPT: Please email Student Services for OPT recommendation letter after completion of steps 1-4

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.
**PHD GRADUATION CHECKLIST**  
**DECEMBER 2018**

Diploma Application Opens: *Tuesday, August 21, 2018*  
Diploma Application Deadline: *Friday, October 5, 2018*  
Final Defense/Exam (recommended): *Friday, November 9, 2018*  
ETD Submission Deadline: *5pm, Friday, December 7, 2018*  
Final Approval Form/Alumni/Survey Due: *Friday, December 14, 2018*

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](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/](https://etd.lib.wvu.edu/)  
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OPT: Please email Student Services for OPT recommendation letter after competition of steps 1-4
MS GRADUATION CHECKLIST
DECEMBER 2018

Diploma Application Opens: Tuesday, August 21, 2018
Diploma Application Deadline: Friday, October 5, 2018
Final Defense/Exam (recommended): Friday, November 9, 2018

ETD Submission Deadline: 5pm, Friday, December 7, 2018
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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

#### 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

#### 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

#### 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

#### 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
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**OPT**: Please email Student Services for OPT recommendation letter after competition of steps 1-4