**PHD GRADUATION CHECKLIST**  
DECEMBER 2022

Diploma Application Opens: *Tuesday, August 23, 2022*
Diploma Application Deadline: *Friday, October 14, 2022*
Final Defense/Exam Paperwork Deadline: *Friday, November 11, 2022 [steps 2 through 4]*
Final Defense/Exam Deadline: *Friday, December 2, 2022*
ETD Submission Deadline: *5pm EST, Friday, December 9, 2022*
Final Approval Form/Alumni/Survey Due: *Friday, December 16, 2022*

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]

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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-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

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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: After completion of steps 1-4, you can request the OPT recommendation letter through ISSS recommendation page. Please select Sarah Lowery for the advisor name.

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 2022

**Diploma Application Opens:** *Tuesday, August 23, 2022*

**Diploma Application Deadline:** *Friday, October 14, 2022*

**Final Defense/Exam Paperwork Deadline:** *Friday, November 18, 2022*

*steps 2 through 4

**Final Defense/Exam Deadline:** *Friday, December 2, 2022*

**ETD Submission Deadline:** *5pm EST, Friday, December 9, 2022*

**Final Approval Form/Alumni/Survey Due:** *December 16, 2022*

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]

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<th>THESIS/PROBLEM REPORT OPTION</th>
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1. **Before Defense**
   - 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 2 week before defense date
4. Not required

| **B**

5. **After Defense**
   - 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]
6. Not required
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

| **A**

1. **Before Defense**
   - 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 2 week before defense date
4. Abstract: Example on website, submitted to Statler-StudentServices@mail.wvu.edu when you submit Request for Final Exam

| **B**

5. **After Defense**
   - 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:** After completion of steps 1-4, you can request the OPT recommendation letter through ISSS recommendation page. Please select Sarah Lowery for the advisor.

Students must enroll for at least one credit hour of graduate credit in the semester which they are completing their degree.
**PhD Graduation Checklist**

**May 2023**

Diploma Application Opens: *Tuesday, January 17, 2023*
Diploma Application Deadline: *Friday, March 10, 2023*
Final Defense/Exam Paperwork Deadline: *Friday, March 31, 2023 [steps 2 through 4]*
Final Defense/Exam Deadline: *Friday, April 21, 2023*
ETD Submission Deadline: *5pm EST, Friday, April 28, 2023*
Final Approval Form/Alumni/Survey Due: *Friday, May 5, 2023*

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]

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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-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

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To reserve a room: send requests 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: After completion of steps 1-4, you can request the OPT recommendation letter through ISSS recommendation page. Please select Sarah Lowery for the advisor’s name.

Students must enroll for at least one credit hour of graduate credit in the semester which they are completing their degree.

DegreeWorks for graduate students is peculiar. Don’t worry about DegreeWorks as we fix it when we finalize your degree (at end of semester).
## MS Graduation Checklist

**May 2023**

- **Diploma Application Opens:** *Tuesday, January 17, 2023*
- **Diploma Application Deadline:** *Friday, March 10, 2023*
- **Final Defense/Exam Paperwork Deadline:** *Friday, April 7, 2023* [*steps 2 through 4*]
- **Final Defense/Exam Deadline:** *Friday, April 21, 2023*
- **ETD Submission Deadline:** *5pm EST, Friday, April 28, 2023*
- **Final Approval Form/Alumni/Survey Due:** *May 5, 2023*

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]

### Coursework Option

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<td>2</td>
<td><strong>Final Plan of Study:</strong> Updated and Submitted to Student Services with your Request for Final Exam</td>
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<td><strong>Request for Final Exam/Defense</strong> [if applicable]: Submitted to Student Services with all signatures at least 2 week before defense date</td>
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### Thesis/Problem Report Option

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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: After completion of steps 1-4, you can request the OPT recommendation letter through ISSS recommendation page. Please select Sarah Lowery for the advisor.
- Students must enroll for at least one credit hour of graduate credit in the semester which they are completing their degree.
- DegreeWorks for graduate students is peculiar. Don’t worry about DegreeWorks as we fix it when we finalize your degree (at end of semester).
**PHD GRADUATION CHECKLIST**

**AUGUST 2023**

Diploma Application Opens: *Tuesday, May 23, 2023*

Diploma Application Deadline: *Friday, July 7, 2023*

Final Defense/Exam Paperwork Deadline: *Friday, June 30, 2023 [steps 2 through 4]*

Final Defense/Exam Deadline: *Friday, July 21, 2023*

ETD Submission Deadline: *5pm EST, Friday, July 28, 2023*

Final Approval Form/Alumni/Survey Due: *Friday, August 4, 2023*

All forms, which are listed in **Bold**, are found at https://www.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/

   - Signature Form [Suggestion: Bring to Defense]
   - Survey of Earned Doctorates: 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

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Students must enroll for at least one credit hour of graduate credit in the semester which they are completing their degree.

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## MS Graduation Checklist
### August 2023

**Diploma Application Opens:** Tuesday, May 23, 2023  
**Diploma Application Deadline:** Friday, July 7, 2023  
**Final Defense/Exam Paperwork Deadline:** Friday, July 7, 2023*  
**Final Defense/Exam Deadline:** Friday, July 21, 2023  
**ETD Submission Deadline:** 5pm EST, Friday, July 28, 2023  
**Final Approval Form/Alumni/Survey Due:** Friday, August 4, 2023

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| 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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