

# PHD GRADUATION CHECKLIST

## DECEMBER 2024

Diploma Application Opens: *Tuesday, August 20, 2024*  
Diploma Application Deadline: *Friday, October 11, 2024*  
Final Defense/Exam Deadline: *Friday, December 6, 2024*  
ETD Submission Deadline: *5pm ET, Friday, December 13, 2024*  
Final Approval Form/Alumni/Survey Due: *Friday, December 20, 2024*

All forms, which are listed in **Bold**, are found at <https://www.statler.wvu.edu/statler-student-services>  
[unless specified]

Submission to Student Services can be emailed to [Statler-StudentServices@mail.wvu.edu](mailto:Statler-StudentServices@mail.wvu.edu) or  
dropped off in 340 MRB

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### A. **BEFORE DEFENSE**

1. Apply for Graduation [**Diploma Application**] through your WVU Portal account
  2. Final **Plan of Study**: Updated and Submitted to Student Services at least 3 weeks before defense date
  3. **Request for Final Exam/Defense**: Submitted to Student Services with all signatures except the associate dean at least 3 weeks before defense date
  4. **Abstract for Final Defense**: Example on website, submitted to Student Services at least 3 weeks before defense date
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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 Data Form**: Completed and submitted online
  8. **Graduate Student Survey**: Online submission, 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](mailto:statler-scheduling@mail.wvu.edu) with the following details: event name; contact name, phone, email; expected number of attendees; preferred location(s); 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).

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### COURSEWORK OPTION

### THESIS/PROBLEM REPORT OPTION

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- 3 **Request for Final Exam/Defense** [if applicable]: Submitted to Student Services with all signatures except the associate dean at least 2 weeks before defense date
- 4 Not required

#### B AFTER DEFENSE

- 5 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 online
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# PHD GRADUATION CHECKLIST

## MAY 2025

Diploma Application Opens: *Tuesday, January 21, 2025*

Diploma Application Deadline: *Friday, March 14, 2025*

Final Defense/Exam Deadline: *Friday, April 25, 2025*

ETD Submission Deadline: *5pm ET, Friday, May 2, 2025*

Final Approval Form/Alumni/Survey Due: *Friday, May 9, 2025*

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