MS & PhD GRADUATION CHECKLIST
MAY 2018

Diploma Application Deadline: Friday, March 2, 2018
Final Defense/Exam (recommended): Friday, April 6, 2018
*Coursework Masters can defend until Friday, April 27, 2018*
ETD Submission Deadline: 5pm, Friday, April 27, 2018
Final Approval Form/Alumni/Survey Due: Friday, May 4, 2018

All forms, which are listed in Bold, are found at [http://statler.wvu.edu/statler-student-services/][1] [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
      a. at least 1 week before defense date for MS Student
      b. 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/][2]
      Signature Form [Suggestion: Bring to Defense]
      Survey of Earned Doctorates: [https://sed.norc.org/doctorate][3] [PhD only]
   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 recommendation letter – steps 1-4 must be completed before letter is written
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 competition 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]

### COURSEWORK OPTION

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<tbody>
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<td><strong>Apply for Graduation</strong> [Diploma Application] through your WVU Portal account [applications are only good for one semester]</td>
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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>3</td>
<td><strong>Request for Final Exam/Defense</strong> [if applicable]: Submitted to Student Services with all signatures at least <strong>1 week before</strong> defense date</td>
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<td>4</td>
<td><strong>Defense Results</strong> [if applicable]: The signed <strong>SHUTTLE SHEET</strong> is to be returned to Student Services within <strong>24 hours</strong> after the defense [shuttle sheet is sent directly to committee chair]</td>
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### THESIS/PROBLEM REPORT OPTION

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<td>6</td>
<td><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>7</td>
<td><strong>Alumni Form</strong>: Completed and submitted to department secretary</td>
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<td><strong>Graduate Student Survey</strong>: Emailed to you at the end of the semester</td>
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OPT: Please email Student Services for OPT recommendation letter after completion of steps 1-4