MS & PhD GRADUATION CHECKLIST
DECEMBER 2016

Diploma Application Deadline: Friday, October 7, 2016
Oral Defense (recommended): Friday, November 4, 2016
*Coursework Masters can defend until Friday, December 2, 2016
ETD Submission Deadline: 5pm, Friday, December 2, 2016
Final Approval Form/Alumni/Survey Due: Friday, December 16, 2016

All forms, which are listed in Bold, are found at http://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:** 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/
      Signature Form [Suggestion: Bring to Defense]
      Survey of Earned Doctorates: https://sed.norc.org/doctorate [PhD only]
   7. **Alumni Form:** Completed and submitted to department secretary
   8. **Graduate Student Survey:** Completed and returned to Student Services [sent with your shuttle sheet]
   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 see Student Services, 141 ESB, for recommendation letter – steps 1-4 must be completed before letter is written