Things to do to Graduate

- **First:** contact Hope Stewart : (304)293-5606 or hope.stewart@mail.wvu.edu for information on what forms you will need, procedures, deadlines and questions.

- The Department maintains Plans of Study and Milestone Sheets for each graduate student. Check with your Graduate Program Chair (Geology/Dr. Vesper and Geography/Dr. Harris) at the beginning of the semester to make sure that your Plan of Study is up to date, and the ECAS Graduate Office has a signed copy. Also make sure that you have completed a milestone sheet for each requirement: Prelims (Geology PhD only), Comps (PhD only), Proposal, and Thesis/Dissertation Defense.

- Visit Graduate forms online: http://eberly.wvu.edu/graduate_programs/forms for Eberly College of Arts and Sciences forms you will need to fill out for graduation. All forms must be typed, and are now on line so they can be typed into and printed out. Completed forms are returned to Hope by the deadlines given you. **NOTE: Departmental Deadlines supersede ANY OTHER DEADLINES.**

- Check with Admissions and Records (293-2124) to make sure you are an active student. You must sign up for at least one credit hour (either Geog 780 or 797; or Geol 697) in the semester you are graduating.

- **For MA/MS:** Applications are now online and electronically submitted from here: http://registrar.wvu.edu/academic_information/

- **For PhD only:** Applications are now online and electronically submitted from here: http://registrar.wvu.edu/academic_information/doctoralgrad_app

- Download the shuttle Sheet Request form at the link given above and obtain the necessary signatures. For out-of-town committee members, signatures may be faxed or scanned and attached. This sheet specifies the date, time and title of your defense and must be signed by all committee members and department chair. Signatures can be faxed or scanned on this form. When complete – turn it in to Hope. **It MUST be turned in no closer than two weeks prior to your defense date.**

- All Shuttle Sheet Request Forms and Plans of Study must be submitted by the given deadline in order to be accepted for graduation. The Plan of Study requires original signatures so make sure you allow enough time to obtain them.

- **Post a notice** for your defense at least two weeks prior to the date. Notices must be posted on the various bulletin boards throughout Brooks Hall as well as emailed via the departmental listserv (geo-dept@listserv.wvu.edu).

- The ECAS Graduate Office will prepare a blue shuttle sheet, based upon your shuttle sheet request form. It will provide a list of any outstanding course incompletes – for example, in research hours. This will be sent to your committee chair, who will make sure necessary paperwork is completed and return the signed sheet to Hope. **You cannot defend without the blue shuttle sheet.**

- All students who will be graduating should be done defending and all blue shuttle sheets and any grade modification forms must signed and turned in by the given deadline.

- The Department requires you to complete and return an Exit Survey/Completion Report in order to finalize graduation. Check with your committee chair, program chair or grad committee chair for a copy of this form.

- The last step is to prepare and submit your ETD (Electronic Thesis/Dissertation). Your ETD submission MUST be APPROVED by the Departmental Deadline. Once you have done this, you should receive a “confirmation” email – forward this message to Hope and the Department Chair. Forms and info on how to complete the ETD are available from: Molly Dolan (3-6643 ) molly.dolan@mail.wvu.edu http://www.wvu.edu/~thesis

- Deferring: If you aren’t sure you are going to graduate, but think you might – go ahead and submit an application. You can always defer up until approximately 3 weeks prior to graduation (deadline for deferral will be given to you). **You will need to submit another Application for Graduation in the semester you defer to.**

- If you have any questions or concerns – I’m here to help you -- contact me (Hope) at 293-5606 or hope.stewart@mail.wvu.edu.
DEADLINES FOR GRADUATION IN MAY 2013

NOTE: Departmental Deadlines supersede all others! If they are not met, you won’t graduate.

| Application for Graduation *note: the online form becomes "live" Jan. 7th | Monday 01/28/13 MIDNIGHT | Monday 01/28/13 MIDNIGHT | Department & College Deadlines Supersede WVU Deadline |
| Shuttle Sheet Request Forms Plan of Study | Friday 4/12/2013 NOON | Friday 4/12/13 4:45 PM |
| Dissertation and Thesis Defense completed and Blue Shuttle Sheets turned in & Grade Modifications submitted | Friday 4/26/13 NOON | Friday 4/26/13 4:45 PM |
| ETD Submission Approved | Friday 05/03/13 MIDNIGHT | Friday 05/03/13 MIDNIGHT |
| Graduates Certified by Dept | Friday 05/10/13 NOON | Friday 05/10/13 4:45 PM |