

## **Procedure for Certification of Graduate Degrees Completed in the Eberly College Arts and Sciences**

The Eberly College of Arts and Sciences certifies that students have fulfilled the requirements for degrees awarded at the graduate level of the College. The general degree requirements are stated in the WVU Graduate Catalog with each program having program-specific requirements unique to the discipline or degree program.

The College's Office of Graduate Records, under the direction of the Associate Dean of Research and Graduate Studies, in cooperation with the individual department or program, certifies that students have completed all general and program specific requirements.

### General Shuttle Sheet Protocol

The College's Office of Graduate Records prepares Shuttle Sheets for students who are degree candidates after it receives a signed Shuttle Sheet Request Form from the student's committee. A student's Shuttle Sheet lists outstanding requirements that must be completed by the student prior to graduation (including any Incomplete or Non-Reported course grades on the transcript, the date by which the thesis or dissertation must be submitted for graduation in the current semester, if applicable). The Shuttle Sheet is sent from the College's Office of Graduate Records to the department or program for the student to address.

Shuttle Sheets are returned to the College's Office of Graduate Records. Students also submit an Application for Graduation, for which there are University Admission and Records (A&R) and College deadlines. The College's Office of Graduate Records cross checks complete Shuttle Sheets against the student's transcript and plan of study. The College's Office of Graduate Records then generates a list of tentative graduates from these applications.

The College's Office of Graduate Records sends a list of tentative graduates to the department or program for verification that students in the program have completed all program requirements for the degree. The department or program verifies that the students on the tentative list have completed all degree requirements by checking complete Shuttle Sheets against the student's plan of study and official transcript from Banner. For departments or programs that require a thesis or dissertation, the department or program also verifies that the electronic thesis or dissertation has been accepted in final form by the published deadlines set by the University Libraries. The department or program notifies the College's Office of Graduate Records of students who have completed all degree requirements; these students remain on the graduation list. Students whose names are not verified by the department or program in writing as having completed all degree requirements are removed from the graduation list by the College's Graduate Records Office prior to the graduation as per A&S guidelines. The College's Office of Graduate Records then notifies A&R of a final list of eligible degree candidates. The failure of a department or program to provide notification as to which students remain on the graduation list will lead to the removal of all students from that department or program from the graduation list.

### Thesis and Dissertation Options

For departments or programs that require a thesis or dissertation, the student submits the “Request for Shuttle Sheet” to the department or program director prior to the defense of the dissertation or thesis. The Shuttle Sheet is to be signed by members of the examining committee before whom the student will defend his or her dissertation or thesis. Following an oral defense, the members of the student examining committee sign the Shuttle Sheet and indicate whether or not the student passed the oral defense. WVU Libraries certifies that the electronic copy of the thesis or dissertation has been accepted in final form and sends notice of this certification to the College’s Office of Graduate Records and the department’s or program’s office of graduate records. The College’s Office of Graduate Records sends a list of tentative graduates to the department or program for verification that the student has completed all program requirements for the degree. The department or program verifies that the students on the tentative list have completed all degree requirements by checking complete Shuttle Sheet against the student’s plan of study and transcript. This includes verifying that the electronic thesis or dissertation has been accepted in final form by WVU libraries. The failure of a department or program to provide this verification will lead to the removal of all students from that department or program from the graduation list.

### Non-Thesis and Dissertation Options

For departments or programs that do not require a thesis or dissertation as part of the degree requirements, the student submits the “Request for Shuttle Sheet” signed by the student’s advisor and chair of the student’s department or program to the College’s Office of Graduate Records. The College’s Office of Graduate Records sends a list of tentative graduates to the department or program for verification that the student has completed all program requirements for the degree. The department or program verifies that the students on the tentative list have completed all degree requirements by checking complete Shuttle Sheets against the student’s plan of study and transcript. The failure of a department or program to provide notification as to which students remain on the graduation list will lead to the removal of all students from that department or program from the graduation list.

### Specific Procedure for Issuance of Graduate Degrees:

1. For programs that require a thesis or dissertation, degree candidates must submit a draft of the dissertation or thesis at least two weeks prior to a tentative oral defense date. Departments or programs can set earlier submission dates. Upon submission of the draft to the examining committee, the student obtains signatures of the members of the examining committee and department chair, program director or graduate director on the “Request Form for Shuttle Sheet.”
2. For programs that require a thesis or dissertation, the student must submit the signed “Request Form for Shuttle Sheet” to the College’s Office of Graduate Records at least five weeks prior to commencement or the date for the award of a degree (which ever is earlier).
3. If the department or program does not have a thesis requirement for a degree, the “Request Form for Shuttle Sheet” must be submitted to the College’s Office of Graduate

Records at least three weeks prior to the commencement or the date for the award of a degree (which ever is earlier).

4. Oral defense of dissertation and theses must be scheduled at least three weeks prior to commencement or the award of a degree (which ever is earlier). Departments or programs are to consult the recommended dates for the oral defense posted by the University Libraries and to set defense dates to allow time for any revisions sought by the degree candidate's committee.
5. Signed Shuttle Sheets for degree candidates must be submitted by departments or programs in person to the College's Office of Graduate Records at least three weeks prior to commencement or the date for the award of the degree (which ever is earlier).
6. The completed and signed WVU Electronic Thesis and Dissertation Form is submitted to WVU libraries along with the thesis or dissertation, once in final form approved by committee (Note: The committee chair retains this form until all thesis or dissertation corrections are completed).
7. The College's Office of Graduate Records will use the completed Shuttle Sheets to compile a tentative list of candidates eligible for graduate degrees and send the list to the responsible department chair or program director.
8. The department chair or program director reviews the tentative list of candidates and provides a written list of those candidates who they have verified as having completed all degree requirements to the College's Office of Graduate Records. In the absence of such written verification by the College deadline, the College's Office of Graduate Records will remove the candidate's name from the list of candidates eligible to graduate from the Eberly College of Arts and Sciences for that semester.
9. Written submission of the list of candidates verified by the department chair or director certifies the following:
  - a. The department chair or program director confirms that degree candidates have met requirements for the electronic submission of dissertations and theses set by the University.
  - b. The department chair or program director confirms that the transcript correctly shows that all course and/or credit requirements for graduation have been completed.
  - c. The department chair or program director confirms that the degree candidate has completed any other deficiencies noted on the shuttle sheet.

As a double check **prior** to finalization of the list of degree candidates to graduate with Admissions and Records, the College's Office of Graduate Records will send a **written final list of eligible degree candidates** to the department chair or program director for their final review and written approval. Such written approval from the department chair or program director must be received by the College's Office of Graduate Records within 24 hours from the chair or director's receipt of the final list.

## **GRADUATION TIMELINE**

### **Within Two Weeks of the Beginning of the Semester**

Student submits Application for Graduation.

### **Five Weeks Prior to Commencement or the date for the award of a degree (which ever is earlier)**

Student in a program requiring a thesis or dissertation submits completed Request Form for Shuttle Sheet to ECAS Office of Graduate Records.

Student in a program requiring a thesis or dissertation submits a draft of the thesis or dissertation to their examining committees.

### **Three Weeks Prior to Commencement or the date for the award of a degree (which ever is earlier)**

Student in a program requiring a thesis or dissertation defends thesis or dissertation. Signed Shuttle Sheet is submitted to the College's Office of Graduate Records within 24 hours of the defense. WVU Electronic Thesis and Dissertation Form is submitted to WVU libraries along with the thesis or dissertation, once in final form approved by committee (Note: The committee chair retains this form until all thesis or dissertation corrections are completed. The electronic thesis or dissertation must be accepted by the library prior to the department chair's certification of degree and submission of list of candidates verified as eligible for degree one week prior to Commencement or the date for the award of a degree).

Student in a program not requiring a thesis or dissertation submits completed Request Form for Shuttle Sheet to the ECAS Office of Graduate Records. Signed Shuttle Sheet is submitted to the College's Office of Graduate Records within 24 hours of receipt by unit.

### **Two Weeks Prior to Commencement or the date for the award of a degree (which ever is earlier)**

The ECAS Office of Graduate Records provides department chairs and program directors with a tentative graduation list for their review.

### **One Week Prior to Commencement or the date for the award of a degree (which ever is earlier)**

Department chair or program director submits a list of candidates verified as eligible for degree to the College's Office of Graduate Records.