

West Virginia University

Department of Biology

<https://eberly.wvu.edu/students/graduate>

Graduate student checklist and reporting instructions:

- Program of Study – Due by the end of the 2nd semester
  - Email a PDF of the entire POS document including the 1) 5-page research plan, 2) plan for coursework, and 3) signature sheet including signatures of all committee members to the Associate Chair for Graduate Studies within 48 hours of completion.
  
- Candidacy Exam (PhD only) – Due by the end of the 3rd semester
  - Upon successful completion, the student and/or research advisor fills out the [Eberly College Doctoral Candidacy Form](#) and sends it to the Associate Chair for Graduate Studies in the Biology Department for their signature.
  - The Associate Chair for Graduate Studies will then submit the signed form to ECAS Director of Graduate Studies, retaining a copy for the program.
  - The form should be submitted within two business days following formal admission to candidacy.
  
- Proposal defense (PhD only) – Due by the end of the 4th semester
  - Upon successful completion, have your research advisor email the Associate Chair for Graduate Studies the date and time of your defense and the names of your committee members.
  
- Thesis/Dissertation defense – Due by the end of the 6th semester for MS and 10<sup>th</sup> semester for PhD
  - Ensure that you are registered for at least one credit hour during the semester you plan to graduate.
  - Ensure that all of your POS requirements have been met.
  - Check important dates for thesis/dissertation forms and fees.
  - Complete the application for graduation and diploma (via STAR).
  - Submit your Thesis/Dissertation to your committee at least 3 (MS) or 4 (PhD) weeks before the defense.
  - See the Biology office staff to schedule a room for your oral defense.
  - Complete and email the “Thesis and Dissertation Defense Date Declaration Form” to the Associate Chair for Graduate Studies before the college deadline and at least 2 weeks prior to the defense.
  - Ensure that your defense date and time are added to the University calendar, and that your defense occurs before the college deadline.
  - Ensure that announcement flyers are posted. If you wish to have Mickey assist with this, she will need your information at least 2 weeks in advance.
  - Deliver the signed paper copy of the “Thesis and Dissertation Oral Defense Form” to the Associate Chair for Graduate Studies within 24 hours of completion. Be sure to bring this form to your defense!
  - Once approved, submit the ETD signature page signed by all committee members. You will need to keep a scanned PDF copy for yourself. See the ETD website (below) for further instructions.
  - To be eligible to graduate the ETD must be submitted and accepted by Wise Library prior to their deadline (<https://etd.lib.wvu.edu>).
  - Have your research advisor email the Associate Chair for Graduate Studies the date and time of your oral defense within 24 hours of completion.

Some useful links:

Graduate catalog: <http://catalog.wvu.edu/graduate/eberlycollegeofartsandsciences/biology/#text>

Graduate education and life: <https://graduateeducation.wvu.edu/>

Forms and Processes: <https://eberly.wvu.edu/students/graduate/graduation-forms-and-process>

Degree Regulations: [http://catalog.wvu.edu/graduate/advisingcoursesdegrees/degree\\_regulations/](http://catalog.wvu.edu/graduate/advisingcoursesdegrees/degree_regulations/)

Adding defense date to University calendar: <https://graduateeducation.wvu.edu/current-students/dissertation-defense-calendar-submission-procedure>

ETD website: <https://etd.lib.wvu.edu/home>

ETD instructions: <https://etd.lib.wvu.edu/submitting-etds>

Travel and Research Programs: <https://eberly.wvu.edu/students/graduate/graduate-and-doctoral-travel-and-research-programs>