

Degree Progression Checklist

Degree info: <http://catalog.wvu.edu/graduate/eberlycollegeofartsandsciences/biology/>

All forms available at: <https://eberly.wvu.edu/students/graduate/graduation-forms-and-process>

WVU Calendar: <https://cal.wvu.edu>.

1. Program of Study (end of 2nd semester)

Required documents (1):

Program of Study in Biology form (handbook Appendix C)

☐ submitted

- Send written POS to your committee at least 1 week prior to meeting

- Signed POS form emailed to Associate Chair of Graduate Studies (within 48 hours)

2. Candidacy Exam (Ph.D. only) (end of 5th semester)

Required documents (1):

Eberly College Doctoral Candidacy Form

☐ submitted

- Register for at least 3 BIOL797 credits

- Upon successful completion, send Eberly College Doctoral Candidacy Form to Associate Chair for Graduate Studies (within 48 hours)

3. Proposal Examination (Ph.D. only) (end of 7th semester)

- Written proposal provided to the committee at least two weeks prior to oral presentation

- Notify Associate Chair of Graduate Studies of the outcome of the proposal examination (within 48 hours)

4. Pre-Thesis Defense Semester

- In the semester prior meet with your committee for defense approval and set a defense date.

- Confirm credit requirements are met (check with Associate Chair of Graduate Studies)

5. Thesis Defense

Required documents that all have critical deadlines (3):

Thesis and Dissertation Defense Declaration Form

☐ submitted

Thesis and Dissertation Oral Defense Form

☐ submitted

Electronic Thesis and Dissertation

☐ submitted

Before Oral defense:

- Registered for at least one credit hour. Confirm ISSS if you are an international student.

- **Check important dates (issued every semester by Eberly)**

- Confirm defense date with your entire committee

- See Biology office staff to schedule a room for your oral defense.

- Add your defense date to **University events calendar** (*required*)

☐ submitted

- Complete the online application for graduation and diploma.

- Complete and email the "Thesis and Dissertation Defense Date Declaration Form" to the Associate Chair for Graduate Studies (check deadline).

- Submit your Thesis to your committee at least 3 (MS) or 4 (Ph.D.) weeks before the defense.

- Post defense flyers. Dept. of Biology Office can assist (requires information 2 weeks in advance)

After oral defense:

- Signed "[Thesis and Dissertation Oral Defense Form](#)" to the Associate Chair for Graduate Studies (within 48 hours)
- Submit the signed "[Electronic Thesis and Dissertation](#)" (ETD) signature page to the library.
 - Signed after all required edits to the thesis are made
 - You will need to keep a scanned PDF copy for yourself.
 - Can select for an optional hold of the thesis publication
- Student completes Biology exit survey (<https://biology.wvu.edu/students/graduate-students/forms-and-policies>).
- Complete survey of earned doctorates (Ph.D. only: <https://sed-ncses.org/>)