Memo – December 2018 Graduation

Date: August 21, 2018

To: Health Sciences Center Graduate Students & Graduation Coordinators

From: Joe Andria, Health Sciences Graduate Programs
PO Box 9104, Room G 108, Erma Byrd Biomedical Research Center

Re: Fall/December 2018 Graduation – Friday, October 5th Deadline

Fall/December 2018 Graduation Application:
- Available – Tuesday, August 21st
- Deadline – Friday, October 5th
- Register online: http://registrar.wvu.edu/degree-certification-diplomas/graduation
- Students must apply during the term they intend to graduate

Graduate students planning to graduate in Fall/December 2018 must submit the online graduation application by Friday, October 5th.

The doctoral student is asked to select his/her committee members from a dropdown box. **Note:** If a committee member is not listed, the student should choose any name (does not matter who) from the list. The application will be changed administratively to reflect the correct committee when the application is approved by this office. (For added assurance, please notify Joe Andria of any corrections that need made to the list of your committee members: joe.andria@hsc.wvu.edu)

Students who wish to pick up their diploma need to enter the Registrar’s address on the application.

Office of the University Registrar
PO Box 6878
Morgantown, WV 26506

Diplomas will be mailed in the weeks following degree conferral (December 15th - official December conferral date). Students who have no financial holds on their accounts will receive email notification to their MIX account when their diploma has shipped. Tracking numbers will not be available. If a diploma is being mailed to an address outside of the United States, it may take an additional 4-6 weeks for delivery.

ETD (Electronic Thesis and Dissertation) Fall Submission Deadline: 5pm, Friday, December 7th, 2018
- ETD website: https://etd.lib.wvu.edu/
- ETD info packet: https://etd.lib.wvu.edu/files/submission_information_packet.pdf (copy & paste web link)
- Students are required to successfully defend their thesis or dissertation before submitting to the university library!
- PLEASE READ: If your degree program requires submission of an Electronic Thesis or Dissertation, **you must submit by the deadline above to be approved for December 2018 graduation/degree conferral.** Students who submit after the deadline will be deleted from the December 2018 graduation list and must reapply for May 2019 graduation.

Shuttle Sheet Request Form Deadline:
- 2-3 weeks before a dissertation/thesis defense
- For non-thesis MS students please submit as soon as possible
- Shuttle Sheet Request form & guidelines: http://www.hsc.wvu.edu/resoff/graduate-education/policies-and-forms/forms/

**IMPORTANT Note for Previous Graduation Applicants:**
Students who have applied for previous graduation cycles (e.g. May 2018, August 2018, etc.) **must reapply and resubmit** the online graduation application for December 2018. Previous graduation applications are no longer valid!

December Commencement Exercises:
December grads can elect to walk in December 2018 (university-wide ceremony) or May 2019 (college-specific ceremonies)
- Those who choose to participate in commencement exercises on Friday, December 15th, 2017 must register to walk.
- Registration to walk will be made available online at the university's “December Commencement” website: http://graduation.wvu.edu/december-commencement. The deadline to walk in December Commencement is December 6th.
- PhD recipients may elect to walk in the May Investiture and Graduation Ceremony. Please inform this office if you choose this option.

**Graduation Checklists:** Please refer to the checklist for graduation requirements: http://www.hsc.wvu.edu/resoff/graduate-education/policies-and-forms/forms/
Information for Most School of Medicine Graduates

- Students receiving graduate degrees in the following programs are invited to participate in School of Medicine and School of Pharmacy commencement exercises in May 2019:
  - Master’s degrees in Health Sciences, Biomedical Sciences, and Clinical and Translational Science
  - PhDs in any of the seven Biomedical Sciences and Health Services and Outcomes Research
  - MD/PhDs

- December graduates in these programs...
  - Will receive email communication (MIX and personal) in March 2019 which will provide instructions for registration
  - Can email Holly Legleiter (hlegleiter@hsc.wvu.edu) at any point between now and Spring 2019 to express your interest in participating in School of Medicine and School or Pharmacy commencement exercises
  - Are strongly encouraged to respond to our Alumni Survey that will be sent to your MIX email account in Fall 2018

- Students receiving an master’s degree in Exercise Physiology:
  - Will be invited to participate in the professional programs graduate ceremony; information for this ceremony will be sent by your program (and not our office)
  - Can expect to receive our Alumni Survey after graduation