OFFICE OF RESEARCH AND GRADUATE EDUCATION
ROBERT C. BYRD HEALTH SCIENCES CENTER

GRADUATION REQUIREMENTS – MS

The following are requirements for graduation with the degrees of Doctor of Philosophy and Master of Science at the Health Sciences Center. Note, students in professional programs will have different requirements and should consult their program handbook as well.

MS COMPLETION REQUIREMENTS:

- ❑ GPA of 3.0 or better
- ❑ Completion of all curricular requirements as outlined on your plan of study and by your program Handbook
- ❑ Enrollment in the semester in which you complete all requirements for graduation
- ❑ Payment of all fees
- ❑ Required forms:
    - ❑ Thesis Committee approval form (if in the thesis track)
    - ❑ Plan of Study or Degree works certification
    - ❑ Shuttle Sheet request and Shuttle Sheet
- ❑ Less than 8 years elapse since beginning the program
- ❑ Electronic submission of thesis (if in the thesis track)
- ❑ Application for graduation and diploma
- ❑ Exit interview with your program official or person whom they designate (MS in Exercise Physiology and MS in Health Science do not do an exit interview)
- ❑ Complete the contact information post-graduation form required by your program

NOTES ON REQUIREMENTS:

Payment of fees – You cannot graduate with any outstanding balances on your student account. This includes parking tickets.

Enrollment requirement – Student must be enrolled in the semester in which they defend but do not necessarily need to be enrolled in the semester in which they officially graduate. Students who have completed all requirements for a degree (including the thesis or dissertation defense and submission of the ETD) prior to the beginning of the term (semester or summer session) of graduation do not need to enroll during that term.

Committee approval form – The names on this form should be the same as the names that will appear on your plan of study, shuttle sheet request form, and shuttle sheet. Any change in membership should have been documented with the Change of Committee Membership Form.

Time limits to degree:

PhD students - you must graduate within 5 years of passing your candidacy exam

M.S. students – graduation must be within 8 years of starting the degree.

Plan of Study form – The courses on this form will be matched with the courses on your transcript. If you have not taken all these courses, you must file a new, approved plan of study form. Programs with little to no curricular flexibility may certify completion of requirements via DegreeWorks.

Shuttle Sheet – this form documents your successful defense of your dissertation or thesis. All committee members must be present at this exam. This form must be returned to the Office of Research and Graduate Education within 24 h of the exam.

Electronic Submission of Dissertation or Thesis - All theses and dissertations must be submitted to the University in electronic format. This process is handled by the library and not the Office of Research and Graduate Education. Instructions on this process can be found at https://etd.lib.wvu.edu/.

Application for Graduation and Diploma – You will be advised each semester of the deadline date for receipt of this application. You apply online at the Office of the University Registrar. If the degree is not earned in that semester or session, you must notify the Office of Research and Graduate Education and submit a new application.

Exit Interview – Consult with the program director for the details of this interview. It may be conducted by the Assistant Vice President for Graduate Education or other person designated by your program. These interviews are an essential process of assessing program effectiveness. Your critical ideas are important to maintaining quality programs.

Contact Information – Your program needs to be able to contact you post-graduation for additional evaluation of the program as it relates to your next career step. They will provide you with a form for this purpose. You may be asked to provide information for 2 people with whom you do not live to ensure that we can stay in contact with you. If you are unsure of your next address or step, please remain in email contact and update your program when this information becomes available.

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