SHUTTLE SHEET REQUEST FORM

SUBMIT DATE: Must be submitted at least 2 weeks prior	to date of defense.		
Student Name:		WVUID#:	
Degree: MHS MPH MS	☐ MSN ☐ DNP	☐ PHD	
Graduate Program:		Date:	
Please select:	aper 🗖 Practicum	Course Work Only	
Defense or Examination Scheduled:			
Date: Time:	Location:		
Title of Research Project:			
Unless an alternative date is provided here, stipend will be	e terminated 1 week after t	he defense:	
GRADUATE STUDENT DOCTORAL DISSERTATION OR MA	STER'S THESIS ADVISORY C	OMMITTEE:	
By signing below, the members certify that they have recand agree to participate in this defense.	eived a draft copy of the the	esis/dissertation/paper	/practicum, if necessary,
Signatures of Graduate Student Advisory Committee:	Names of Committee N	Леmbers (typed)	Graduate Faculty Status
Chair			
Co-Chair, if needed			
This student has fulfilled all program specific requirements. For	PhD programs, this includes the	ne publication of a first-au	uthor publication (published
or in press).			
Signature of Graduate Program Director	Printed/typed Name		Date
Signature of Assist VP for Graduate Education	Printed/typed Name		Date
Notes: No defense or examination is to be given without all committee must be registered the semester he/she is to defend.	members present. (Contact this of	fice for substitutions if neede	ed for the defense). Student
Once committee and/or program director signatures) have been (pphillips@hsc.wvu.edu) for the final signature by the Assistar		ce of Research and Graduate	Education
			Rev. 03/2017
Office Use Only Date received Convert this form submitted to Box	a Dower: (initials)		

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

SHUTTLE SHEET REQUEST PROCESS FOR STUDENTS COMPLETING DISSERTATION/THESIS DEFENSE OR DNP CAPSTONE

1. Submit the "Shuttle Sheet Request" 2-3 weeks before the defense.

Shuttle Sheet Request form:

http://www.hsc.wvu.edu/resoff/graduate-education/policies-and-forms/forms/

- 2. Complete fillable form online
- 3. Print
- 4. Gather committee signatures
- 5. Obtain "Graduate Program Director" signature

Note: (HSC Office of Research and Graduate Education will get Assistant VP signature)

6. Submit completed form to Graduate Education, HSC Research and Graduate Education, PO Box 9024

The shuttle sheet will then be prepared for the student to take to his/her defense for committee signatures after the presentation. Please return this form to HSC Office of Research and Graduate Education the next business day.

It is also recommended that students take the ETD signature forms to the defense for signatures as well. Download the ETD information packet here: https://etd.lib.wvu.edu/files/submission_information_packet.pdf. The entire committee will sign this form at that time except for the mentor/committee chair who will sign lastly after revisions are complete. https://etd.lib.wvu.edu/

SHUTTLE SHEET REQUEST PROCESS FOR STUDENTS COMPLETING COURSEWORK, PRACTICUM OR INTERNSHIP

1. Submit the "Shuttle Sheet Request" as early as possible.

Shuttle Sheet Request form:

http://www.hsc.wvu.edu/resoff/graduate-education/policies-and-forms/forms/

- 2. Complete fillable form online
- 3. Print
- 4. Gather committee signatures

Note: "Graduate Program Director" and "Assistant VP for Graduate Education" signatures are not required for this student

5. Submit completed form to Graduate Education, HSC Research and Graduate Education, PO Box 9024

The shuttle sheet will then be prepared for committee signatures. Please return this form to HSC Office of Research and Graduate Education the next business day.