



## 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](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.