

SHUTTLE SHEET REQUEST FORM

(revised June 2018)

Must be submitted to the Office of Research and Graduate Education **at least 2 weeks** prior to date of defense.

Student Name: _____ WVUID#: _____

Degree: MHS MPH MS MSN DNP PHD

Graduate Program: _____ Date: _____

Please select: Thesis Dissertation Paper 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 terminated 1 week after the defense: _____

(Please note: Stipend termination date must be on or before the degree conferral date for a given semester.)

GRADUATE STUDENT DOCTORAL DISSERTATION OR MASTER'S THESIS ADVISORY COMMITTEE

By signing below, members certify that they:

1. **Received a draft copy** of the thesis/dissertation/paper/practicum (if applicable).
2. **Agreed to participate** in the defense. (All committee member must be present for the defense.)

Signatures of Graduate Student Advisory Committee:	Names of Committee Members (typed)	Graduate Faculty Status
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Chair	_____	_____
Co-Chair, if needed	_____	_____

This student has fulfilled all program specific requirements. For PhD programs, this includes a first-author 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
_____	_____	_____

Office Use Only		
Approval Date: _____	Copy of form submitted to Ron Power: _____ <i>(initials)</i>	
Date received _____ ; Initials _____	Entered in Database _____ ; Initials _____	Uploaded to SOLE _____ ; Initials _____

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 The Office of Research and Graduate Education, Erma Byrd Biomedical Sciences Research Center, Ground Floor, PO Box 9104

The shuttle sheet will then be prepared for the student to take to his/her defense for committee signatures after the presentation. Please return the shuttle sheet 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. The entire committee will sign this form at that time except for the mentor/committee chair who will sign lastly after revisions are complete. Download the ETD information packet here: <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 The Office of Research and Graduate Education, Erma Byrd Biomedical Sciences Research Center, Ground Floor, PO Box 9104
6. 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.

For All Graduate Students:

No defense or examination is to be given without all committee members present. (Contact this office for substitutions if needed for the defense). Student must be registered the semester he/she is to defend. Once committee and/or program director signatures have been obtained, submit form to the Office of Research and Graduate Education (jandria@hsc.wvu.edu) for the final signature by the Assistant VP for Graduate Education.