

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: ☐ Thesis ☐ Dissertation ☐ Paper ☐ Practicum ☐ Course Work Only

Defense or Examination Scheduled:

Date: _____ Time: _____ Location: _____

Title of Research Project: _____

GRADUATE STUDENT DOCTORAL DISSERTATION OR MASTER'S THESIS ADVISORY COMMITTEE:

By signing below, the members certify that they have received a draft copy of the thesis/dissertation/paper/practicum, if necessary, and agree to participate in this defense.

Signatures of Graduate Student Advisory Committee:	Names of Committee Members (typed)	Graduate Faculty Status
_____ (Chair)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This student has fulfilled all program specific requirements. For PhD programs, this includes the publication of 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
_____	_____	_____

Notes: 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 (if applicable) have been obtained, please make one copy of this form for the student's personal records and one copy for the program director prior to submitting to the Office of Research and Graduate Education. A final copy will be placed in the student's file in their graduate program's office and in the Office of Research and Graduate Education once all signatures have been obtained.

Rev. 10/2015

**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/PhDPrograms/Biomedical-Sciences/pages/Home/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 Lea Ann Defenbaugh, HSC Research and Graduate Education, 2272 HSC-South, 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. 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/PhDPrograms/Biomedical-Sciences/pages/Home/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 Lea Ann Defenbaugh, HSC Research and Graduate Education, 2272 HSC-South, 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.

Rev. 10/2015