

AUGUST 19, 2009

**DEPT. REPS, CHAIRS, AND GRADUATE
COORDINATORS:**

ENCLOSED ARE THE DEADLINE DATES FOR **DECEMBER 2009 GRADUATION** AND THE GRADUATION FORMS FOR YOUR RECORDS. REMEMBER THAT ALL FORMS CAN BE FOUND AT WWW.WVU.EDU, THEN GO TO ACADEMICS, CHOOSE THE EBERLY COLLEGE OF ARTS AND SCIENCES, THEN CHOOSE GRADUATE PROGRAMS, THEN FORMS.

ALL **GRADUATION FORMS** SHOULD BE **TYPED** OR completed ON THE WVU.EDU WEBSITE. **NO** GRADUATION FORMS WILL BE ACCEPTED IN **PEN OR PENCIL**.

ALL GRADUATION FORMS MUST BE GIVING TO THE **DEPARTMENT REPRESENTATIVE** TO SIGN AND MAKE COPIES FOR THE STUDENT FILE. FORMS NOT SIGNED BY THE DEPARTMENT REPRESENTATIVE WILL BE SENT **BACK**.

REMEMBER TO TELL ALL GRADUATE STUDENTS TO PAY THE GRADUATION FEE OF **\$39.00** AT **STUDENT ACCOUNTS** LOCATED IN THE BASEMENT OF STEWART HALL. IF A STUDENT HAS ALREADY PAID THE GRADUATION FEE HE/SHE NEEDS TO CONTACT STUDENT ACCOUNTS SO THE FEE CAN BE ROLLED OVER.

**DECEMBER 2009 GRADUATION DATES AND
DEADLINES**

**TUESDAY, SEPTEMBER 8, 2009 IS THE
DEADLINE DATE FOR ALL APPLICATIONS FOR
GRADUATION TO BE RECEIVED IN OUR
OFFICE.**

**FRIDAY, NOVEMBER 6, 2009 ALL SHUTTLE
SHEET REQUEST FORMS AND PLANS OF STUDY
NEED TO BE SUBMITTED IN ORDER TO BE
QUALIFIED FOR DECEMBER GRADUATION.
THIS MEANS THAT BY THIS DATE ALL
STUDENTS PLANNING ON GRADUATING SHOULD
HAVE A SHUTTLE SHEET REQUEST ON FILE.**

**WEDNESDAY, NOVEMBER 18, 2009 ALL
STUDENTS WHO WILL BE GRADUATING SHOULD
BE DONE **DEFENDING ALL THESES AND
DISSERTATIONS.** ALL **BLUE SHUTTLE SHEETS**
NEED TO BE SIGNED AND RETURNED TO THE
DEPARTMENT REPRESENTATIVES SO THEY CAN
MAKE COPIES AND SEND THEM TO ME **WITHIN
24 HOURS** OF THE STUDENTS DEFENSE.**

**FRIDAY, DECEMBER 4, 2009 ALL PAPERWORK
IS DUE TO **THE COLLEGE GRADUATE OFFICE.**
THIS MEANS ALL **BLUE SHUTTLE SHEETS,
PLAN OF STUDY, AND GRADE MODIFICATIONS**
NEED TO BE SUBMITTED BY THIS TIME IN
ORDER FOR YOUR STUDENT TO BE ELIGIBLE
FOR DECEMBER GRADUATION.**

FRIDAY, DECEMBER 11, 2009 ALL **THESES**
AND **DISSERTATIONS** MUST BE SUBMITTED TO
WVU LIBRARIES.

FRIDAY, DECEMBER 11, 2009 A **DECEMBER**
TENTATIVE GRADUATION LIST WILL BE SENT
TO **DEPARTMENT CHAIRS** FOR THEIR REVIEW
OF STUDENTS ELIGIBLE FOR GRADUATION.

FRIDAY, DECEMBER 18, 2009 **DEPARTMENT**
CHAIRS ARE TO EMAIL **DR. FRED KING** AND
KIMBERLY DIXON A LIST OF STUDENTS WHO
ARE ELIGIBLE TO GRADUATE FROM THEIR
PROGRAMS.

AGAIN, THANK YOU FOR ALL YOU
COOPERATION AND LET'S HAVE A GREAT FALL
SEMESTER. IF YOU HAVE ANY PROBLEMS OR
QUESTIONS PLEASE DON'T HESITATE TO CALL
ME AT 293-2505 EXT. 5212 OR EMAIL ME AT
KIMBERLY.DIXON@MAIL.WVU.EDU.