

## Graduate Student Timeline

*Updated March 2020*

<b>MASTER'S THESIS .....</b>	<b>2</b>
MASTER'S THESIS PROPOSAL.....	2
MASTER'S THESIS DEFENSE.....	2
<b>COMPREHENSIVE EXAM .....</b>	<b>3</b>
SCHEDULING .....	3
ORAL DEFENSE.....	3
COMMITTEE RESPONSIBILITIES .....	3
<b>DISSERTATION.....</b>	<b>4</b>
SCHEDULING THE DISSERTATION PROSPECTUS DEFENSE.....	4
DISSERTATION DEFENSE .....	4

## Master's Thesis

### Master's Thesis Proposal

- Must be accepted before **November 20th** in the third semester of the M.A. program (pg. 20 of Handbook). Students should defend their thesis early enough, so that they can make revisions and have them accepted by November 20th. No required form for scheduling.
- After a successful prospectus defense, students must complete a “graduate prospectus defense” form, have it signed by all three members of the advisory committee and submit the form in the main office to have it placed in the student’s file.
- Student should apply for graduation. An application for graduation is due to the Eberly College of Arts and Sciences Graduate Records Office. An application for graduation will not be accepted for May graduation unless an approved thesis proposal is in the academic file. Although the College determines the final due date, the department requires that all applications for graduation be turned in by the end of the fall semester.

### Master's Thesis Defense

- Must be scheduled according to Eberly College’s deadline.
  - Must submit this form at least two weeks prior to the defense:  
<https://eberly.wvu.edu/files/d/5df6f5bb-f085-4f12-b780-d7e1cf7b63a3/2019-defense-date-declaration-form.pdf>
  - Must submit this form the day after a successful defense:  
<https://eberly.wvu.edu/files/d/86146614-84a1-4f3a-bf45-c94e61acf5e0/eberly-thesis-dissertation-defense-form.pdf>
  - Committee needs to sign this form at the defense (or after if thesis needs revisions): <https://etd.lib.wvu.edu/files/d/6aa1259c-c0da-4dbe-9fbf-a5815592dd15/signature.pdf>
  - Student needs to follow these steps to submit thesis:  
<https://etd.lib.wvu.edu/submitting-etds>
- Deadline to apply for graduation: <https://registrar.wvu.edu/graduation-diploma>
- Final thesis must be submitted to committee members at least **2 weeks** prior to the defense.
- “Theses and dissertations should be presented to the student’s graduate advisor or committee chairperson at least **one month before the end of the enrollment period** in which completion of all requirements is expected.”

# Comprehensive Exam

## Scheduling

- A student must formally notify the Director of Graduate Studies that they wish to sit for the comprehensive exam by the **second week of a given semester**. If the student plans to sit for the exam at the beginning of a semester, they must notify the DGS by the **mid-semester point of the previous semester**.
  - This form must be completed and submitted to notify the DGS:  
<https://soca.wvu.edu/files/d/0f5a7146-7b19-45e6-ae94-76d93636f65f/comprehensive-exam-committee-form.pdf>
- The written exam must be scheduled at least 21 days before the last day of finals week. Note this does not allow for question retakes and assumes no holidays occur during the time period when the exam is graded.
  - The student has **six consecutive days** to take the exam. Question re-takes receive **two days** per question. Written exam should be scheduled sooner than 21 days before the last day of finals week to accommodate possible re-takes.
  - Exam will be graded within **10 business days of the regular semester**. Thus, the oral exam must be scheduled at least 10 business days (typically 2 weeks assuming no holidays) after the written exam responses are submitted.

## Oral defense

- Form: <https://soca.wvu.edu/files/d/9c8ec674-74fb-4899-97b6-858b36be09dc/oral-defense-pass-fail-form.pdf>

## Committee responsibilities

- Advisory committee must submit exam questions to chair at least **6 weeks** prior to the exam.
- The chair will submit the approved exam questions to GPC at least **4 weeks** prior to the exam.
  - GPC has **10 working days** to approve the exam or request revisions.
- Exam needs to be finalized **2 weeks** prior to the exam date.
- Exam will be graded within **10 business days of the regular semester**.
- Committee must grade any exam question re-takes.
- Attend and evaluate the oral exam.
- Chair reports the results and evaluations to the graduate committee.

## Dissertation

### Scheduling the Dissertation Prospectus defense

- Should typically defend prospectus by the fall of their 4<sup>th</sup> year after successful completion of their comprehensive exams. No specific deadline for when the defense must be completed within a semester.
- Students should defend their dissertation proposal after the successful completion of comprehensive exams. After a successful defense, students must complete a “graduate prospectus defense” form, have it signed by all five members of the advisory committee and submit the form in the main office to have it placed in the student’s file.
- Students might complete comprehensive exams and a dissertation proposal defense in the same semester, provided they complete the comprehensive exam process by mid-semester.

### Dissertation Defense

- Must be scheduled according to Eberly College’s deadline.
  - Must submit this form at least two weeks prior to the defense:  
<https://eberly.wvu.edu/files/d/5df6f5bb-f085-4f12-b780-d7e1cf7b63a3/2019-defense-date-declaration-form.pdf>
  - Must submit this form the day after a successful defense:  
<https://eberly.wvu.edu/files/d/86146614-84a1-4f3a-bf45-c94e61acf5e0/eberly-thesis-dissertation-defense-form.pdf>
  - Committee needs to sign this form at the defense (or after if dissertation needs revisions): <https://etd.lib.wvu.edu/files/d/6aa1259c-c0da-4dbe-9fbf-a5815592dd15/signature.pdf>
  - Student needs to follow these steps to submit dissertation:  
<https://etd.lib.wvu.edu/submitting-etds>
  - Students cannot defend their dissertation proposal and their dissertation in the same semester.
- Deadline to apply for graduation: <https://registrar.wvu.edu/graduation-diploma>
- Final dissertation must be submitted to committee members at least **2 weeks** prior to the defense.
- “Theses and dissertations should be presented to the student’s graduate advisor or committee chairperson at least **one month** before the end of the enrollment period in which completion of all requirements is expected.”