



**West Virginia University**



**DAVIS COLLEGE**

**Of**

**AGRICULTURE, NATURAL RESOURCES & DESIGN**



**A reference of guidelines, requirements, regulations, and procedures for  
M.S. and Ph.D. graduate students in the WVU Davis College**

Dear Graduate Students:

Welcome to graduate education in the Davis College of Agriculture, Natural Resources and Design, and thank you for joining the Davis College community. Your success is our top priority, so please do not hesitate to contact our office if you need any help. This booklet will serve as a reference for you throughout your graduate studies. It includes essential information on deadlines, requirements, program areas, required forms, a guide to preparing your thesis, Institutional Review Board information, as well as various checklists to help keep you on time and on track.

For detailed graduate information refer to the WVU Graduate Education page, which can be accessed at <https://graduate.wvu.edu/>. Davis college specific information on graduate education can be found at <http://www.davis.wvu.edu/current-students/graduate>. Your graduate academic program area will have specific procedures and requirements. Several graduate program guidelines are on-line on the Davis College web site: <http://www.davis.wvu.edu/>. Be sure to check with your graduate advisor for specific program requirements.

For assistance or more information about graduate education at the Davis College, please contact the Office of the Associate Dean (304) 293-2278, [Todd.Petty@mail.wvu.edu](mailto:Todd.Petty@mail.wvu.edu). For information about graduate records and requirements, see Wendy Daly, 4108 Ag Sciences, (304) 293-2291, [Wendy.Daly@mail.wvu.edu](mailto:Wendy.Daly@mail.wvu.edu). Please note that the information in this booklet is not inclusive and may change over time. If you are unsure of your graduate degree requirements, please see your advisor or the Associate Dean's Office.

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### Division of Animal & Nutritional Sciences

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### School of Design & Community Development

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### Division of Forestry & Natural Resources

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### Division of Plant & Soil Sciences

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### Division of Resource Management

Director  
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### Agricultural and Extension Education (MS & PhD)

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### Agricultural and Resource Economics (MS)

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### Agriculture, Natural Resources & Design (MAGR)

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### Agronomy (MS)

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### Animal & Food Science (PhD)

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### Applied & Environmental Microbiology (MS)

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### Design & Merchandising (MS)

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### Entomology (MS)

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### Forestry (MS)

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### Forest Resource Science (PhD)

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### Genetics & Developmental Biology (MS & PhD)

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**Horticulture (MS)**

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**Nutritional Food Science (MS)**

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**Natural Resource Economics (PhD)**

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## Graduate Admissions

Students from across the country and around the world travel to West Virginia University to work with the internationally recognized faculty of the Davis College of Agriculture, Natural Resources and Design. Master's and doctoral degree candidates pursue opportunities in varied programs. Research and educational centers supplement classroom instruction. To be considered for admission as a degree-seeking graduate student at WVU, an applicant must have a baccalaureate degree with a cumulative grade point average of at least 2.75 on a 4.0 scale. This is the minimum university standard. Specific degree programs frequently set higher standards and may set additional requirements, such as specific courses. The Davis College of Agriculture, Natural Resources and Design requires that the student must:

1. Have an adequate academic aptitude at the graduate level as measured by the Graduate Record Examination (GRE), or the New Medical College Admissions Test (New MCAT).
2. Provide three letters of reference from persons acquainted with the applicant's professional work, experience, or academic background.
3. Submit a written statement of 500 words or more indicating the applicant's goals and objectives relative to receiving a graduate degree.
4. International students have the additional requirement to submit a minimum score of 550 (paper based), 213 (computer based) and 79 (Internet test) on the TOEFL examination if their native language is not English.

WVU utilizes an on-line graduate application process. Go to <https://graduateadmissions.wvu.edu/> for further information and to apply for admission.

To assist students in continuing their education at the graduate level, many graduate programs offer research or teaching assistantships. West Virginia University annually employs 1,400 graduate students. All graduate assistants are eligible to apply for a remission of tuition and some fees. Programs encourage students to apply for these positions. Information on funding and assistantships can be found at <http://www.davis.wvu.edu/future-students/graduate/funding-and-assistantships>

## Graduate Programs

### Master's Programs:

- Agricultural and Extension Education
- Agricultural and Resource Economics
- Agriculture, Natural Resources and Design
- Agronomy (Crop Science or Soil Science)
- Animal Physiology
- Applied and Environmental Microbiology
- Design and Merchandising
- Entomology
- Forestry
- Genetics and Developmental Biology
- Horticulture
- Landscape Architecture
- Nutrition and Food Science
- Plant and Soil Sciences
- Plant Pathology
- Recreation, Parks, and Tourism Resources
- Reproductive Physiology
- Wildlife and Fisheries Resources

### Doctoral Programs:

- Agricultural & Extension Education
- Animal & Food Sciences
- Forest Resources Science
- Genetics and Developmental Biology
- Human & Community Development
- Natural Resource Economics
- Plant & Soil Sciences
- Resource Management
- Reproductive Physiology

### Graduate Certificates:

- Geographic Information Systems and Spatial Analysis

# Graduate Program Descriptions

## Master's Programs:

### *Agricultural and Extension Education*

A Master of Science program for persons desiring advanced study in teaching agriculture in public schools, or in communications and leadership, or extension education. Students in the curriculum take graduate courses in both technical and professional education. For additional information contact Dr. Harry Boone, (304) 293-5451; email: Harry.Boone@mail.wvu.edu

### *Agricultural and Resource Economics*

The Master of Science in Agricultural and Resource Economics is an applied economics program which deals with the analysis and understanding of natural resource, environmental, agribusiness, rural development, and international agricultural and development issues. Training in the area broadens intellectual horizons and helps prepare students for a variety of professional careers in business, government, and academia. Agricultural and resource economists work in a wide variety of careers including agricultural production and marketing, business management, consumer analysis, natural resource management, environmental assessment, energy economics, international trade, and economic development. For additional information contact Dr. Alan Collins, (304) 293-5486; email: alan.collins@mail.wvu.edu

### *Agriculture, Natural Resources and Design*

The Master of Agriculture, Natural Resources and Design provides students with a broad-based working knowledge of all aspects of modern agriculture, natural resources, and design. This is a 36 credit hour, non-thesis, multidisciplinary program offering the student flexibility in designing a program of study to fit his or her career needs. Contact Dr. Todd Petty (304) 293-2278; email: todd.petty@mail.wvu.edu

### *Agronomy*

A Master of Science in Agronomy provides advanced study in the production of forage crops, management of pastures and protection of soil and water resources. The Crop Science option emphasizes the characteristics and management of soils for growing plants, treating wastewater and reclaiming mined lands and other drastically disturbed sites. Agronomists qualify for a wide variety of occupations including soil survey and conservation, agricultural sales, extension, laboratory scientists, research, plant breeding, turf grass management and farming. For additional information, contact Dr. Daniel Panaccione, (304) 293-8819 email: daniel.panaccione@mail.wvu.edu

### *Animal and Nutritional Sciences*

The Master of Science in Animal and Nutritional Sciences allows maximum flexibility in courses and research problems. Students may emphasize physiology, production, nutrition, or food sciences. They may work with beef or dairy cattle, sheep, swine, poultry, or laboratory animals. Research problems on farm animals form the basis for many studies, but a comparative approach is emphasized. For additional information, contact Dr. Hillar Klandorf 293-1897; email hillar.klandorf@mail.wvu.edu

### *Applied and Environmental Microbiology*

The Master of Science in Applied and Environmental Microbiology provides advanced study in such areas as microbial ecology, soil microbiology, and the public health aspects of water and food microbiology. Emphasis is directed toward the role of microorganisms for treatment of wastes, cycling of elements and nutrients in soil and water, for production of food and industrial products, and as pathogens transmitted through food and water. This major is ideal for students seeking a career in human health, the pharmaceutical industry, environmental consulting, and food science. Employment opportunities include federal and state governmental agencies and laboratories, environmental consulting companies, the food safety and productions industry, and the clinical laboratories in the health care industry. For additional information, contact Dr. Daniel Panaccione at 304-293-8819 or daniel.panaccione@mail.wvu.edu



### *Design & Merchandising*

The Master of Science in Design and Merchandising focuses on research addressing design interaction and inclusive design; applications of new materials and technologies; new forms and new product design, environmental sustainability; and new developments in the history of design criticism and curation. Merchandising involves the commercial dissemination of these designs and extends research into the area of consumer behavior. For additional information, contact Judith Wasserman (304) 293-5435; email [judith.wasserman@mail.wvu.edu](mailto:judith.wasserman@mail.wvu.edu)

### *Entomology*

A Master of Science in Entomology focuses on the scientific study of insect species, populations, community and ecosystem in respect to their morphology, ecology, behavior, physiology, taxonomy, and environmental and economic impacts. In addition, the program emphasizes on integrated pest management in agronomy, forestry, and horticulture. Entomologists qualify for a wide variety of occupations including pest control consultant, seed and agrochemical industry, federal and state regulatory agencies, extension agencies and military. For additional information, contact Dr. Yong-Lak Park (304) 293-2882 or email: [Yong-Lak.Park@mail.wvu.edu](mailto:Yong-Lak.Park@mail.wvu.edu)

### *Forestry*

Candidates for Master of Science in Forestry may major in forest economics, forest biometrics, forest management, forest ecology, silviculture, or wood science. Students must complete 30 hours of approved study, six hours of which shall constitute a thesis. The program ordinarily requires two years of residence. For more information, contact Dr. Gregory Dahle at (304) 293-6292 or email: [gregory.dahle@mail.wvu.edu](mailto:gregory.dahle@mail.wvu.edu)

### *Genetics and Developmental Biology*

This is an interdisciplinary program involving the faculty and facilities of a number of departments in the various colleges and schools of the university. The objective of the program is to give students an increased level of understanding in modern methodologies employed in genetics and developmental biology to prepare graduates for a career in teaching and/or research. Students may concentrate in genetics or developmental biology. Contact Dr. Daniel Panaccione at (304) 293-8819 or email [daniel.panaccione@mail.wvu.edu](mailto:daniel.panaccione@mail.wvu.edu)

### *Horticulture*

A Master of Science in Horticulture allows students to explore horticultural issues and problems in detail through advanced course work and research. The Master of Science in horticulture builds and adds on to a foundation of course work in the life sciences such as botany, genetics, plant pathology, entomology, plant physiology, and a variety of horticulture courses to create a knowledge base that the student can use to study, mold, manage, and/or manipulate plants in intensively managed agricultural systems. Individuals who complete the degree should be able to independently research, investigate, and formulate solutions to horticultural problems. Horticulturists with M.S. degrees –beyond being prepared to apply for a Ph.D. degree – qualify for a wide variety of jobs and functions such as plant collections curator, horticultural educator, research technical, extension agent, government service, and be able to take on management positions in the horticultural services and productions industries. For additional information, contact Dr. Daniel Panaccione at (304)-293-8819 or email [daniel.panaccione@mail.wvu.edu](mailto:daniel.panaccione@mail.wvu.edu)

### *Human Nutrition- WVU Graduate Dietetic Internship*

The WVU Graduate-Dietetic Internship program is a two-year combined master's/ internship in dietetics. It provides the supervised practice experience that is required in order to be eligible to take the registration examination for dietitians. The combined program offers interns the opportunity to complete a Master of Science degree in addition to the required supervised practice component. The Masters of Science degree has the choice of a thesis or non-thesis track option. The programs supervised practice experiences will provide interns with approximately 1,200 hours of accredited supervised practice experience. The first year of the dietetic internship will consist mainly of graduate coursework at WVU. Courses for the first year typically include biochemistry, physiology, statistics, nutrition, and seminar. Second year coursework typically includes a nutrition course, research, and independent studies. Supervised practice placements for the internship begin the summer between the first and second year. Those interns completing research will

do so under the guidance of graduate nutrition faculty. Graduate faculty members areas of interest include nutritional biochemistry, food science, and community nutrition.

For additional information, Adam Burda at (304) 293-2651 or email at [amburda@mail.wvu.edu](mailto:amburda@mail.wvu.edu).

#### *Landscape Architecture*

The Master of Landscape Architecture curriculum is flexible for students who may want to develop specialized knowledge in areas such as environmental restoration, community design or environmental resource analysis methods. There are two program options. Students without design or technical science undergraduate degrees may enroll in a three-year program, which will provide a well-rounded design background suitable for entry into the landscape architecture profession. Students with appropriate undergraduate degrees may enroll in a two-year option, which will focus on one of the above specialty areas.

For additional information, Peter Butler, MLA at (304) 293-5462 or email [peter.butler@mail.wvu.edu](mailto:peter.butler@mail.wvu.edu)

#### *Plant Pathology*

Students pursuing a Master of Science in Plant Pathology engage in education and research in diseases of forest, fruit, vegetable and field crops, as well as emphases in fungal genetics, disease ecology and epidemiology, mycotoxins, disease physiology, mycorrhizal relationships, and chemical, biological and cultural controls. Students design coursework and research in conjunction with a faculty advisor. Plant pathologists qualify for a wide variety of occupations including crop consultants, pest management specialists, and industrial and agricultural research with private, state, federal and academic institutions. For additional information, please contact Dr. Daniel Panaccione at (304)-293-8819 or email [daniel.panaccione@mail.wvu.edu](mailto:daniel.panaccione@mail.wvu.edu)

#### *Recreation, Parks, and Tourism Resources*

This Master of Science in Recreation, Parks and Tourism Resources citation accredited program in the Mid-Atlantic region focusing on natural resource recreation tourism, and social dimensions in natural resource management. The program prepares students for careers in one of the largest and fastest growing sectors of the West Virginia economy: resource based recreation and tourism. Faculty and graduate students conduct applied research on the critical problem of integrating recreation, tourism, and other social considerations into the use of natural resources. For additional information, contact Dr. David Smaldone (304) 293-7404, or email [david.smaldone@mail.wvu.edu](mailto:david.smaldone@mail.wvu.edu)

#### *Reproductive Physiology*

The emphasis of this Master of Science in Reproductive Physiology is to provide a high quality apprenticeship in research in reproductive biology. In the past, many of the doctoral graduates from this program have gone directly into academic positions or research roles in government or industry. The Master of Science in Reproductive Physiology program provides the opportunity to become involved in research and scientific writing before commencing a doctoral program. Faculty members are located in the Division of Animal and Veterinary Sciences, and the Departments of Biology, Obstetrics and Gynecology, Physiology and Pharmacology. For more information, contact Dr. Hillar Klandorf at (304) 293-1897, or email: [hillar.klandorf@mailwvu.edu](mailto:hillar.klandorf@mailwvu.edu)

#### *Wildlife and Fisheries Resources*

This Master of Science in Wildlife and Fisheries Resources at WVU is recognized by the West Virginia University System Board of Trustees as a "Program of Excellence" and leads the successful candidate to professional certification as wildlife or fisheries scientists. The program prepares students for careers in wildlife and fisheries management, wildlife and fisheries biology, and ecology. Faculty and graduate students conduct applied research on the critical problems addressing wildlife and fisheries resources in the Appalachian region and other ecosystems. For more information, contact Dr. John Edwards at (304) 293-3796, or email: [john.edwards@mail.wvu.edu](mailto:john.edwards@mail.wvu.edu)

## **Doctoral Programs:**

### *Agricultural and Extension Education*

The objective of this program is to provide doctoral students the opportunity to study and conduct research with faculty in areas of excellence in the Division of Resource Management. All students in the program complete a core consisting of research methods, graduate seminars, and teaching practicum. This major prepares students for leadership responsibilities in teacher education, educational administration, program development and evaluation, and research as it pertains to agriculture and extension. For additional information contact Dr. Harry Boone at (304) 293-5451 or [Harry.Boone@mail.wvu.edu](mailto:Harry.Boone@mail.wvu.edu).

### *Animal Food Sciences*

Students entering this program may select research and classes to emphasize areas of interest appropriate to the Division of Animal & Nutritional Sciences. Areas include agricultural biochemistry, animal nutrition, animal physiology, and human nutrition and food sciences. For more information, contact Dr. Hillar Klandorf at 304-293-1897, or email: [hillar.klandorf@mailwvu.edu](mailto:hillar.klandorf@mailwvu.edu)

### *Forest Resources Science*

This program prepares students for an active role in the utilization or management of forests, the management of wildlife and fisheries resources, and the provision of recreational services. Students may choose to emphasize forest resources science, wood science, wildlife and fisheries resources, or recreation, parks and tourism resources. Contact Dr. Kyle Hartman at (304) 293-4797 or [kyle.hartman@mail.wvu.edu](mailto:kyle.hartman@mail.wvu.edu)

### *Genetics and Developmental Biology*

This is an interdisciplinary program involving the faculty and facilities of a number of departments in the various colleges and schools of the university. The objective of the program is to give students an increase level of understanding in modern methodologies employed in genetics and developmental biological work to prepare graduates for a career in teaching and/or research. Students may concentrate in genetics or developmental biology. For additional information, contact Dr. Daniel Panaccione at (304)-293-8819 or email [daniel.panaccione@mail.wvu.edu](mailto:daniel.panaccione@mail.wvu.edu)

### *Human and Community Development*

The objective of this program is to provide doctoral students the opportunity to study and conduct research with faculty in areas of excellence in the Division of Resource Management, in particular, and in other divisions in the Davis College of Agriculture, Natural Resources and Design. All students in the program complete a core consisting of research methods, graduate seminars, and teaching practicum. Students choosing this major may focus their studies and research in areas of education and human resources development, social and cultural improvement of the community, governmental issues and policy, economic growth and impact, or areas associated with the students' professional goals developed in consultation with their graduate advisory committee. For additional information contact Judith Wasserman at (304) 293-5435 or email [judith.wasserman@mail.wvu.edu](mailto:judith.wasserman@mail.wvu.edu)

### *Natural Resource Economics*

The objective of this program is to provide doctoral students the opportunity to study and conduct research with faculty in areas of excellence in the Division of Resource Management. All students in the program complete a core consisting of research methods, graduate seminars, and teaching practicum. Students entering this major may focus on natural resource and environmental and economics or economic development. For additional information, contact Dr. Alan Collins, (304) 293-5486 or [Alan.Collins@mail.wvu.edu](mailto:Alan.Collins@mail.wvu.edu).

### *Plant & Soil Sciences*

Students entering this program may select research and classes to emphasize areas of interest appropriate to the Division of Plant & Soil Sciences. Areas include environmental microbiology, crops and agronomy, horticulture, organic agriculture, plant pathology or soil science. For more information, contact Dr. Daniel Panaccione at (304)-293-8819 or email [daniel.panaccione@mail.wvu.edu](mailto:daniel.panaccione@mail.wvu.edu)

### *Resource Management*

The objective of this program is to provide doctoral students the opportunity to study and conduct research with faculty in areas of excellence in the Division of Resource Management, in particular, and in other divisions in the Davis College of Agriculture, Natural Resource and Design, in general. All students in the program complete a core consisting of research methods, graduate seminars, and teaching practicum. This major is designed primarily for students with a master's degree in the sciences or engineering. It consists of an applied economics foundation developed jointly by the student and the graduate advisory committee. For additional information, contact Dr. Alan Collins, (304) 293-5486 or Alan.Collins@mail.wvu.edu.

### *Reproductive Physiology*

The program in reproductive physiology is an interdisciplinary degree program, with faculty located in the Division of Animal and Veterinary Sciences, and the departments of Biology, Obstetrics and Gynecology, Pharmacology, Physiology, and the Division of Plant and Soil Sciences. The program has an internationally recognized faculty and a reputation for excellence in graduate education. For more information, contact Dr. Robert Taylor at (304) 293-1935 or email: rotaylor@mail.wvu.edu

## **Graduate Certificates:**

### *Geographic Information Systems and Spatial Analysis*

The Graduate Certificate in GIS and Spatial Analysis is designed to train students to meet the needs of the ever-growing geospatial technology field. It incorporates predictive modeling, data exploration, technical issues, programming, advanced spatial analysis, and remote sensing in the curriculum, making it the first of its kind in West Virginia. Most of the data and applications from the courses focus on ways to spatially analyze natural resource issues. The program is currently available in an online format or through traditional classes. For more information, contact Dr. Michael Strager at (304) 293-6463 or michael.strager@mail.wvu.edu

## Deadlines

*Note: It is the responsibility of the student to be aware of all set deadlines and to make sure they are met. All forms are available on the college webpage, and specific dates can be acquired on the Davis webpage or from Wendy Daly, 4108 Agricultural Sciences, (304) 293-2291.*

**Plan of Study** – completed by the end of first semester of study for M.S. students, by the end of the first year for Ph.D. students.

**Application for Graduation** – approximately three months prior to graduation date

**Shuttle Sheet Request** – must be submitted two weeks prior to final examination for Masters candidates and three weeks prior to final examination for Ph.D. candidates.

**Oral Defense** must be completed before ETD submission of thesis, which is usually required approximately two weeks before graduation.

**ETD Submission of Thesis/Dissertation** – must be submitted by the deadline each semester set by the WVU library.

## Requirements for New or Returning Graduate Students

As a graduate student coming to the Davis College for the first time, you may be wondering where to start. There are many requirements that you must fulfill in order to earn your graduate degree. The following describes some of the many required forms and processes.

**Graduate Committee:** a committee composed of faculty members who will oversee and review your research and course of study.

**Plan of Study:** a binding agreement between you and your committee members. This plan is required and specifies your intended course of study, total credit hours, proposed research topic, and members of your graduate committee. It should be completed and submitted for approval by the end of the first semester for M.S. students, or by the end of the first year for Ph.D. candidates.

**Qualifying Exam:** Oral and/or written qualifying examinations will be administered during the program by the Qualifying Examination Committee. Upon satisfactory completion of the qualifying examination and course requirements, the student will be eligible for admittance to candidacy for the Ph.D. degree program.

**Shuttle Sheet:** required form that indicates tentative clearance of you for graduation by checking courses listed and total hours for accuracy. This sheet should be completed two weeks prior to final examination date for M.S. students, three weeks prior to final examination date for Ph.D. candidates.

**Thesis:** depending on the intended degree, a thesis may be required for your Master's Degree. A thesis is a report of the designated research project that is usually composed of an introduction, literature review, methodology, results, and conclusions which must be approved by your committee members.

**Dissertation:** report of original research in partial fulfillment of doctoral degree requirements that must be completed and approved by your committee members.

**Institutional Review Board:** if you intend to use human subjects in your research, you must submit your intentions to the IRB for approval prior to proceeding with any experiment, survey, questionnaire, etc. This board was designed to prevent any possible human harm that might be brought about by research. In many cases exemptions may be granted by submitting an Application for Exemption.

**Animal Use and Care Committee:** if graduate research involves animals, the researcher may have to develop a protocol statement to the Animal use and Care Committee for approval. Check the ACUC web page for protocol submission forms and instructions.

**Defense:** prior to graduation and official submission of your thesis or dissertation, you must defend your research to the members of your committee. This will consist of presenting your research process and findings for examination and answering questions about your project. Committee members must sign the approval page to be included in your thesis or dissertation.

**Electronic Thesis Submission:** all theses and dissertations are required to be officially submitted electronically following your successful defense. A complete guide to electronic submission can be found at <https://etd.lib.wvu.edu/>.

**Application for Graduation:** The MS and the PhD applications are accessed in MIX. <http://registrar.wvu.edu/> and click on Instructions on the Electronic Graduate and Professional Graduation Application. This should be completed at the time of course registration or shortly thereafter.

## **Advising and Committee Selection**

### ADVISING

Faculty members advise the students in the Davis College. Upon entering graduate school, you will be assigned an advisor from your Division or academic discipline who may remain your advisor throughout your graduate career unless substitutions are made or another advisor is chosen.

### COMMITTEE SELECTION

Shortly after entering graduate school, you should choose the members of your graduate committee. The committee is typically composed of 3-5 faculty members. The majority of these, two of three for M.S. students and three of four for Doctoral students, must hold regular graduate faculty status (refer to the following list of graduate faculty). It's sometimes recommended that not all committee members be from the same discipline, and at least one must be from outside your department for Ph.D. candidates. Usually one of the members will serve as committee chair. Your committee must approve your plan of study, and you will defend to members of your committee. A substitution can be made at the time of defense for one your committee members in the event that he/she is unavailable, however, no more than one of your committee members may be substituted.

### GRADUATE FACULTY

Faculty in the Davis College may be regular or associate members of the graduate faculty.

#### Regular Membership

Regular members may chair students' committees or direct master's and doctoral research, theses, and dissertations.

#### Associate Membership

Associate members may not chair students' committees or direct master's theses and doctoral dissertation (or equivalent).

A list of current graduate faculty members (by division) follows:

**GRADUATE FACULTY IN DIVISION OF ANIMAL & NUTRITIONAL SCIENCES  
AND REPRODUCTIVE PHYSIOLOGY PROGRAM  
2017**

NAME	REGULAR	ASSOCIATE
BARNES, KIMBERLY	X	
BILLINGS, HEATHER		X
BLEMINGS, KENNETH	X	
BOWDRIDGE, SCOTT	X	
BOWEN, ELAINE	X	
BURDA, ADAM		X
CLEMMER, MELANIE		X
DAILEY, ROBERT	X	
FELTON, GENE	X	
FINKEL, MITCHELL		X
FITCH, CINDY	X	
HILEMAN, STANLEY	X	
HOLASKOVA, IDA		X
INSKEEP, KEITH	X	
JACZYNSKI, JACEK	X	
KENNEY, P. BRETT	X	
KLANDORF, HILLAR	X	
KNIGHTS, MARLON	X	
KRAUSE, MARIE		X
MARRA, MELISSA	X	
MATAK, KRISTEN	X	
MCFADDEN, JOSEPH	X	
MEADE, BARBARA		X
MORITZ, JOSEPH S.	X	
NAZ, RAJESH	X	
OLFERT, MELISSA	X	
SHAFFER, KEVIN		X
SHEN, CANGLIANG	X	
SIVANANDAN, LITHA	X	
TAYLOR, ROBERT	X	
TOU, JANET	X	
VERNON, MICHAEL		X
WILSON, MATTHEW E.		X
YAO, JIANBO	X	

Revised 7/28/2017



**GRADUATE FACULTY IN SCHOOL OF DESIGN & COMMUNITY DEVELOPMENT  
2017**

<b>NAME</b>	<b>REGULAR</b>	<b>ASSOCIATE</b>
BAKER JONES, KATIE	X	
BEACHAM, CINDY	X	
BLYTHE, JESSICA	X	
BOONE, DEBORAH	X	
BOONE, HARRY	X	
BUTLER, PETER	X	
DULANEY, RONALD	X	
GARTIN, STACY		X
GHADIMI, HODJAT	X	
HADDOX, CHRIS	X	
HASENMYER, MICHEAL	X	
JONES, KATIE	X	
KYBER, ASHLEY	X	
MacDONALD, NORA	X	
NELSON, CRAIG	X	
ORR, LISA	X	
WOLOSHUK, JEAN	X	
YANG, JENNIFER	X	
YUILL, CHARLES	X	

Revised 7/28/2017

**GRADUATE FACULTY IN DIVISION OF FORESTRY AND NATURAL RESOURCES  
2017**

<b>NAME</b>	<b>REGULAR</b>	<b>ASSOCIATE</b>
ADAMS, MARY BETH	X	
ANDERSON, JAMES	X	
BROWN, DONALD	X	
BURNS, ROBERT	X	
CHHIN, SOPHAN	X	
DAHLE, GREGORY	X	
DAWSON-ANDOH, BEN	X	
DENG, JINYANG	X	
DEVALLANCE, DAVID	X	
EDWARDS, JOHN	X	
GAZAL, KATHRYN	X	
GRUSHECKY, SHAWN	X	
HARTMAN, KYLE	X	
JINGJING, LIANG	X	
KELLY, CHARLENE	X	
LITUMA, CHRISTOPHER	X	
MAUMBE, KUDZAYI	X	
MAZIK, PATRICIA	X	
McGILL, DAVID	X	
McNEEL, JOSEPH	X	
OPORTO, GLORIA	X	
OWEN, SHELDON	X	
PETTY, J. TODD	X	
PIERSKALLA, CHAD	X	
RENTCH, JAMES	X	
ROTA, CHRISTOPHER	X	
SCHULER, JAMIE	X	
SELIN, STEVEN	X	
SINGH, KAUSHLENDRA	X	
SMALDONE, DAVE	X	
SPONG, BEN		X
STEPHAN, KIRSTEN	X	
WANG, JINGXIN	X	
WELSH, AMY	X	
WELSH, STUART	X	
WOOD, PETRA	X	
ZEGRE, NICHOLAS	X	
ZHOU, MO	X	

**GRADUATE FACULTY IN DIVISION OF PLANT & SOIL SCIENCES  
2017**

<b>NAME</b>	<b>REGULAR</b>	<b>ASSOCIATE</b>
BENEDITO, VAGNER	X	
BIGGS, ALAN	X	
CHANDRAN, RAKESH	X	
FRANK, DANIEL	X	
FREEDMAN, ZACHARY	X	
GRIGGS, THOMAS	X	
GUTENSOHN, MICHAEL	X	
JENKS, MATTHEW	X	
KASSON, MATTHEW	X	
KOTCON, JAMES	X	
KOVINICH, NIKOLA	X	
KU, KANG-MO	X	
MacDONALD, WILLIAM	X	
McDONALD, LOUIS	X	
MOON, YOUYOUN	X	
MORRISSEY, EMBER	X	
MORTON, JOSEPH	X	
PANACCIONE, DANIEL	X	
PARK, YONG-LAK	X	
PENA-YEWTUKHIW, EUGENIA	X	
RAHMAN, MAHFUZUR	X	
RAYBURN, EDWARD	X	
SKOUSEN, JEFFREY	X	
THOMPSON, JAMES	X	
VERLINDEN, SVEN	X	
WATERLAND, NICOLE	X	

Revised 7/28/2017

**GRADUATE FACULTY IN DIVISION OF RESOURCE ECONOMICS &  
MANAGEMENT  
2017**

<b>NAME</b>	<b>REGULAR</b>	<b>ASSOCIATE</b>
BROWN, CHERYL	X	
BYRD, ELIZABETH	X	
COLLINS, ALAN	X	
D'SOUZA, GERARD	X	
ELBAKIDZE, LEVAN	X	
ETIENNE, XIAOLI	X	
FLETCHER, JERALD	X	
GEBREMEDHIN, TESFA	X	
PHIPPS, TIM	X	
SCHAEFFER, PETER	X	
SINGH-KNIGHTS, DOOLARIE	X	
SPEROW, MARK	X	
STEPHENS, HEATHER	X	
STRAGER, MICHAEL	X	

Revised 7/28/2017

## APPLICATION FOR TRANSFER OF GRADUATE CREDIT TO WEST VIRGINIA UNIVERSITY

Credit earned at other institutions of higher education can only be credited toward graduate degrees at WVU if the institution is accredited at the graduate level. **The maximum transfer credit permitted is 12 semester hours in master's degree programs requiring 30 to 41 semester hours. Eighteen (18) semester hours will be accepted for degree programs requiring 42 or more semester hours.** Transfer credit is not restricted for doctoral students as doctoral degrees are not credit-hour accumulation degrees. The student is responsible for having an official transcript sent to the WVU Office of Admissions.

### TO BE COMPLETED BY THE STUDENT:

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Last Enrollment at WVU: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

(INSTITUTION FROM WHICH COURSES ARE TO BE TRANSFERRED)

Address of Institution: \_\_\_\_\_

### COURSE (S) (TO BE) COMPLETED

Department & Number	Course Title	Semester Hours	Equivalent WVU Course	Semester & Year To Be Completed

As the Chair or designate of this student's graduate program, I approve the use of the above course (s) to fulfill requirements for a graduate degree.

\_\_\_\_\_  
Graduate Program Chair Signature

Approved by:

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Associate Dean for Academic Affairs  
Davis College of Agriculture, Natural Resources & Design

*WEST VIRGINIA UNIVERSITY*  
DAVIS COLLEGE OF AGRICULTURE, NATURAL RESOURCES AND DESIGN

*Master's Degree*  
PLAN OF STUDY

Name \_\_\_\_\_ Student ID No. \_\_\_\_\_

Degree Sought \_\_\_\_\_

Planned Completion Date \_\_\_\_\_

Colleges and universities previously attended, dates attended, and degrees received:

\_\_\_\_\_ GPA \_\_\_\_\_  
 \_\_\_\_\_ GPA \_\_\_\_\_  
 \_\_\_\_\_ GPA \_\_\_\_\_

Courses accepted from other institutions towards DCANRD Master's Degree:

WVU guidelines state that a maximum of 12 semester hours of transfer credits from other institutions may be accepted for credit at WVU for graduate programs requiring 30-41 semester hours. Up to 18 semester hours of transfer credits can be accepted for graduate programs requiring 42 or more semester hours. The acceptance of transfer credits for individual graduate programs must be approved by the student's graduate committee.

Course	Institution	Semester Hour	Grade

DIRECTIONS

1. Due date – The Master's degree plan of study is required prior to or at the end of the first semester enrolled, excluding summer sessions. This form must be type written or computer generated, completed in full, and signed by the student and all members of his/her graduate committee.
2. When approved by the Davis College Associate Dean for Academic Affairs, it becomes a binding agreement among the student, committee, and the WVU Davis College of Agriculture, Natural Resources and Design.
3. Requests for changes to the plan of study must be approved by the Davis College Associate Dean for Academic Affairs. All changes to the plan of study (course additions, deletions, and replacements, etc.) must be submitted in writing and approved by all members of the graduate committee.

Courses to be Completed at WVU for this Degree

Course Number	Course Title	Credits	Grade

Total Graduate Credit Hours: \_\_\_\_\_

Credit Hours at 400 Level: \_\_\_\_\_ % of Total \_\_\_\_\_

Credit Hours at 500+ Level: \_\_\_\_\_ % of Total \_\_\_\_\_

**REQUIREMENTS**

1. Students must show at least 30 graduate level credits (400 level or above) on the plan of study.
2. No more than 40% of the total coursework on the plan of study may be at the 400 level.
3. Thesis Option: Research and thesis credits are limited to a total of 6 credits combined. Seminar, internship and independent study credits are limited to 6 total hours combined.
4. Non-Thesis Option: Research and problem report credits are limited to a total of 3 credits combined. Seminar, internship and independent study credits are limited to 12 total credits combined.





WEST VIRGINIA UNIVERSITY  
DAVIS COLLEGE OF AGRICULTURE, NATURAL RESOURCES AND DESIGN

*Doctorate Degree*  
PLAN OF STUDY

Name \_\_\_\_\_ Student ID No. \_\_\_\_\_

Degree Sought \_\_\_\_\_

Planned Completion Date \_\_\_\_\_

Colleges and universities previously attended, dates attended, and degrees received.

\_\_\_\_\_ GPA \_\_\_\_\_

\_\_\_\_\_ GPA \_\_\_\_\_

\_\_\_\_\_ GPA \_\_\_\_\_

Courses accepted from other institutions towards DCANRD Ph.D. Degree:

Course	Institution	Semester Hour	Grade

Directions

1. Due date – The Doctorate degree plan of study is required prior to or at the end of the first semester enrolled, excluding summer sessions. This form must be type written or computer generated, completed in full, and signed by the student and all members of his/her graduate committee.
2. When approved by the Davis College Associate Dean for Academic Affairs, it becomes a binding agreement among the student, committee, and the WVU Davis College of Agriculture, Natural Resources and Design
3. Requests for changes to the plan of study must be approved by the Davis College Associate Dean for Academic Affairs. All changes to the plan of study (course additions, deletions, and replacements, etc.) must be submitted in writing and approved by all members of the graduate committee.

Courses to be Completed at WVU

Course Number	Course Title	Sem. Hour	Grade

Total Graduate Credit Hours: \_\_\_\_\_

**Proposed Research Topic:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Graduate Assistantships

There are several opportunities for financial assistance and employment for students who attend graduate school in the Davis College. Students may be employed by the college or in the industries in which they hope to find permanent employment once they graduate. Valuable knowledge and experience can be gained by taking advantage of these opportunities. Also, tuition waivers are available to those students who qualify. West Virginia University annually awards about 1500 graduate assistantships, and about 200 fellowships. All graduate assistants and fellows are required to be full-time (nine hours or more) graduate students in fall and spring semesters, six hours in the summer. It is important to note that graduate assistants are expected to perform duties satisfactorily, as specified by the graduate professor to which they are assigned, unlike fellowships, which require no service in return.

Graduate Teaching Assistant: A person who holds a graduate teaching assistantship (GTA) is obligated to teach courses, laboratory classes, or, for other forms of instructional assistance, the equivalent of work not to exceed, on average, 20 hours per week. These assistantships are generally available only through the academic units. No graduate student can be appointed to a GTA position after the second week of the semester.

Graduate Research Assistant: A graduate research assistant (GRA) is a graduate student whose duties consist of assisting in the research of a faculty member with an obligation not to exceed, on average, 20 hours per week in any semester. Since graduate research assistantships are primarily funded by grants and other third party sources, and since the arrival of these funds at the University often does not coincide with the beginning of an academic semester, University policy is that the deadline for GRA appointments is no later than the end of the fifth week of classes. Exceptions to these deadlines generally will not be made unless extenuating circumstances exist. Requests for late appointments must be made in writing from the hiring unit, signed by the college/school dean, and sent to the Assistant Vice President for Graduate Education.

Graduate Fellow (Ph.D.): Fellowships are awarded on the basis of academic merit and require no service in return. Graduate fellows are expected to spend fulltime in pursuit of their studies, but may teach to the extent that the particular degree program requires.

Contact the Directors for more information about the availability of assistantships and fellowships:

## **Animal & Nutritional Sciences:**

Dr. Robert Taylor  
(304) 293-1983  
[rotaylor@mail.wvu.edu](mailto:rotaylor@mail.wvu.edu)

## **Design & Community Development**

Judith Wasserman  
(304) 293-5435  
[judith.wasserman@mail.wvu.edu](mailto:judith.wasserman@mail.wvu.edu)

## **Forestry & Natural Resources**

Dr. Robert Burns  
(304) 293-6781  
[robert.burns@mail.wvu.edu](mailto:robert.burns@mail.wvu.edu)

## **Plant & Soil Sciences**

Dr. Matthew Jenks  
(304) 293-4817  
[MAJENKS@mail.wvu.edu](mailto:MAJENKS@mail.wvu.edu)

## **Resource Economics & Management**

Dr. Gerard D'Souza  
(304)293-5490  
[gdsouza@wvu.edu](mailto:gdsouza@wvu.edu)

# WVU Guide to Preparation of Master's Theses and Doctoral Dissertations

## IMPORTANT WEB ADDRESSES

### WVU Electronic Theses and Dissertations

Your one-stop shop for guidance on the arrangement, format and submission of your manuscript. <http://thesis.wvu.edu>

### wvuScholar Institutional Repository System

Where your ETD will be deposited, and where you can browse past Electronic Theses and Dissertations. <http://wvuscholar.wvu.edu>

## ETD Submission Deadlines

### Fall 2017

#### ORAL DEFENSE

November 10, 2017

Hold the oral defense no later than this date. Students should gather committee signatures for the following documents:

- [Shuttle Sheet Request Form](#) – submit at least two weeks prior to your defense
- Shuttle sheet (provided by the college)
- ETD Submission Signature Form
- For details about the graduation and submission process see <https://etd.lib.wvu.edu/>

#### UNIVERSITY DEADLINE FOR ETD SUBMISSIONS (final deadline)

### Friday, December 1, 2017 at 5:00 p.m

- Includes final submission of approved ETD formats as well as receipt of the required fee(s) and forms by the University Libraries.
- For ETD forms and other vital information, see Submission Checklists: <https://etd.lib.wvu.edu/>

## Web Resource Links

[ASGS](#) (Association for Support of Graduate Students)

Contains many helpful resources and support services for the master's and doctoral student

[Google Scholar](#)

A Web search engine that enables you to search specifically for academic scholarly literature, including peer-reviewed papers, theses, dissertations, books, preprints, abstracts and technical reports from all broad areas of research.

[GradSchools.com](#)

The most comprehensive online source of graduate school information.

[Intensive English Program](#)

A WVU program in the Department of Foreign Languages which offers special services for international students needing to improve their English proficiency.

[WVU Curriculum Matrix](#)

The official University listing of Board approved degree programs organized by college and degree program (Bachelor's, Master's, Doctoral, Professional, and Non-Degree options).

WVU Davis College: <http://www.davis.wvu.edu/>

[WVU Davis College Graduate Student Association](#)

Bridging and enhancing the academic, intellectual and social opportunities of the graduate students of the Davis College.

[WVU Davis College Graduate Student Enhancement Grants](#)

College level grants ranging from \$500-\$1000 to support research and travel to conferences. Deadline to apply is March 1, 2018. Monies will be available from July 1, 2018 – June 30, 2019 so plan ahead.

[WVU Electronic Thesis and Dissertation Program](#)

[WVU Graduate Catalog](#)

Consult the WVU Graduate Catalog online for the latest information regarding graduate program policies

[WVU Libraries](#)

Online access to all your research needs

[WVU Office of Graduate Education and Life](#)

Access the WVU Office of Graduate Education web site for the latest information regarding graduate programs

West Virginia University  
Completion of Graduate Degree Programs  
**Instructions to Graduate Advisors and Department Chairs**

Remind all finishing graduate students to electronically submit the WVU Registrar's Application for Graduation and Diploma.

1. Check the student's record to be sure it is correct and complete. Then establish a date for the final examination that is mutually acceptable to the candidate and all committee members. Request a "Shuttle Sheet" at least **TWO weeks before a Scheduled final master's exam and THREE weeks before a doctoral exam**, sending a copy of the request to all committee members so they will be informed of the date, time, building and room. **No final examination is valid if given to a student PRIOR to clearance by the Associate Dean as indicated by the advisor's receipt of a Shuttle Sheet for the candidate.** Doctoral examinations are announced in the Calendar of Events published by the WVU News Service and are open to the public. Thus, they should be scheduled in a room that will accommodate visitors.

No doctoral or master's examinations will be given during final exam week.

2. Theses or dissertations must be at the completion stage before the final examination is scheduled. Each committee member should be furnished a copy of the completed draft of a thesis one month, and a dissertation two months, prior to the scheduled examination. This will allow each committee member sufficient time for review and recommendations.

Problem reports required in some master's degree programs are not a part of University requirements. Their preparation need only meet the requirements of the graduate program. They are deposited only with the Department unless otherwise specified by the College.

3. The results of the examination are to be recorded on the Shuttle Sheet, which must be returned to the Associate Dean's Office at least one week before the end of the semester or summer term. **The Shuttle Sheet must bear original signatures of ALL committee members** and be dated in the correct blank indicating "passed" or "failed." It is necessary to report failures. A student may have no more than three chances to pass the final examination before ultimate suspension from the degree program.
4. Remove incomplete grades at least one week before the graduation date.
5. Submit final grades for the current semester as soon as possible, but under no circumstances later than the specified deadline of the second day following the end of the final examination period.
6. Because so little time is allowed for preparing the graduation list for the Board of Trustees, no master's or no doctoral exam can be scheduled during the final week of the

semester in which the student is to receive his/her degree. All final examinations are to be conducted at WVU.

7. Before the end of each semester and summer term, the Associate Dean's Office circulates a tentative graduation list to all Directors of Divisions offering courses of study leading to graduate degrees. This list must be corrected and returned to the Associate Dean's Office on the date specified on the sheet. If a change is not required, the Associate Dean's Office must be informed of the "NO CHANGE" status. Even if there are no graduates for the period, the sheet must be signed and returned with these notations.
8. Information for any course taken by the graduating student at other institutions and transferred to WVU should be submitted to the Associate Dean's Office on or before the date the Shuttle Sheet is requested. Final grades for these courses as well as other courses must be in the Associate Dean's Office on the second day following the end of the final examination period. This is extremely important at the close of the second semester because the final listing of graduates for the Commencement program must reach the printer's office in sufficient time for processing.
9. Registration is necessary for graduation. A degree candidate cannot be graduated unless duly registered as a student at WVU. Furthermore, a person's legal rights as a student can be established only through registration, and finally, University funding by the Board of Trustees reflects only those academic services provided for students in registered course work. Thus, registration is essential and necessary during the term that graduation is anticipated.

IN SUMMARY, it is stressed that the Graduate Advisor must screen the record of the finishing graduate student during the final semester, remove all incomplete grades, return the signed Shuttle Sheet, and submit final grades for the current semester no later than the second day following the end of semester. Students whose grades are not received within one week after completion of these terms may not be graduated.

**Filing Dissertation Electronically:**

Dissertations and Theses will be submitted electronically. Students should review all information at <https://etd.lib.wvu.edu/>



## **Davis College of Agriculture, Natural Resources & Design Shuttle Sheet Instructions**

The release of this Shuttle Sheet indicates the tentative clearance of the student for graduation. The final recommendation for the degree depends on:

1. The receipt of evaluated transfer credit from the Office of University Registrar. Such transfer credit must have had the prior approval of the major professor of the student's graduate program.

The transcripts should be sent directly to the Office of University Registrar.

2. Removal of incomplete grades (by WVU Grade Modification Form sent to the major professor, Associate Dean and Office of University Registrar).
3. Receipt of the thesis or dissertation in the form required for electronic submission.
4. Receipt by the Associate Dean's Office of the signed Shuttle Sheet indicating the passing or failing of the final examination.

It is the responsibility of the student and major professor to provide this information to the Associate Dean's Office at the proper time. (One week prior to the end of each semester or summer term.)

5. Even if all of the above requirements are met, the student may still be removed from the graduation list if there are outstanding bills to the University.

**PLEASE MAKE SURE TO USE PROPER NAMES (NO NICKNAMES) AND TITLES OF COMMITTEE MEMBERS ON SHUTTLE SHEET REQUEST**

**Davis College of Agriculture, Natural Resources & Design**  
**SHUTTLE SHEET REQUEST**

**TO:** Associate Dean for Academic Affairs

**FROM:**

**DATE:**

The following student is anticipating graduation at the end of this semester or summer session. Please check the student's record and send a shuttle sheet to this office if degree requirements can be met.

The student's committee below has previously been approved. All members have received draft copies of the thesis or dissertation, and scheduling of the final examination is requested below.

Student's Name: \_\_\_\_\_ 700#: \_\_\_\_\_

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Area of Emphasis: \_\_\_\_\_

Examination Date: \_\_\_\_\_ Time: \_\_\_\_\_

Room Number and Building: \_\_\_\_\_

Anticipated Date of Graduation: \_\_\_\_\_

Program: \_\_\_\_\_ Dissertation \_\_\_\_\_ Thesis \_\_\_\_\_ Problem \_\_\_\_\_ Course Work

Title of Dissertation or Thesis: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Committee Members:

Name <i>(Use proper names and titles) example: John Doe, Ph.D.</i>	Signature of Agreement
-Major Professor	

Signature of Division Director:

\_\_\_\_\_

**NOTE:** No Doctoral examinations are to be given without a minimum of five of the committee members present. For Master's exam, a minimum of three committee members must be present. Substitutes to a committee may be approved by the Associate Dean.

Students should complete an *Application for Graduation and Diploma* on-line through their MIX account at registration or within two weeks thereafter.

Students **must be registered** for the semester in which they expect to graduate.

A *Shuttle Sheet* should be requested at least two (2) weeks **BEFORE** a scheduled final Master's examination and three (3) weeks **BEFORE** a Doctoral examination.

DAVIS COLLEGE OF AGRICULTURE, NATURAL RESOURCES & DESIGN  
WEST VIRGINIA UNIVERSITY

Ph.D. Promotion to Candidacy

**MEMORANDUM**

TO: Davis College, Associate Dean of Academic Affairs

FROM: Chairperson of Doctoral Committee

RE: Promotion to Ph.D. Candidacy

This is to certify that \_\_\_\_\_ ( \_\_\_\_\_ ) a Ph.D.  
candidate in \_\_\_\_\_, Davis College of  
Agriculture, Natural Resources and Design has completed his/her comprehensive qualifying  
examination(s) and met additional requirements, (if applicable) on \_\_\_\_\_ and is  
accepted as a candidate for a doctoral degree.

Signatures of Committee Members:

Printed Name	Date
Printed Name	Date
Printed Name	Date
Printed Name	Date
Printed Name	Date
Printed Name	Date

Submit to the Davis College Graduate Student Records Office (4108 Agricultural Sciences)

Davis College of Agriculture, Natural Resources and Design  
Check List for Master's Candidates

1. Confer with the major professor of your graduate or thesis committee to see if all requirements can be met by the end of the term or summer semester and develop a schedule for meeting remaining requirements.
2. **Application for graduation and diploma:**
  - (a) Fill out an Application for Graduation and Diploma Form on-line through your MIX account.
3. **Registration:** WVU is only permitted to graduate persons officially registered as students. Therefore, registration is essential in the term one expects to graduate.
4. **Thesis:** The master's thesis, if required, must be in the final stages of completion before the final examination is scheduled. A typewritten draft of the thesis must be presented to each committee member one month prior to the scheduled defense.
5. **Request for Shuttle Sheet:** The last day for the student's major professor or advisor to submit a request for the final examination is THREE weeks prior to the close of the term or summer term in which the student plans to complete his/her degree. **The Shuttle Sheet Request must be filed at least TWO weeks prior to the date of the examination with the Associate Dean's Office.** A final examination shall **NOT** be conducted until the student's record has been screened for completion of the degree requirements. The "Shuttle Sheet" along with a list of deficiencies, if applicable, will be sent to the major professor of the student's committee. All requirements must be met prior to the deadline.

Results of the final examination and acceptance of the thesis (if required) must be reported by the student's graduate advisor or committee major professor. The Associate Dean's Office should receive this information no later than one week before the end of the term or summer term in which the degree is expected to be granted.
6. **Incomplete Grades:**
  - (a) Grade modification forms must be submitted online for any Incompletes on the student's record.
  - (b) Grades must be submitted online for courses in which the student is currently enrolled.

**7. Filing Master's Theses Electronically:**

- a. Download, print and complete your Master's thesis ETD Submission Information Packet, available at URL: <https://etd.lib.wvu.edu/>. All necessary forms can be downloaded from this website.
  - b. \$40 cash, check, or money order payable to West Virginia University Libraries
  - c. Completed and signed UMI Master's Thesis Agreement Form
  - d. Extra copy of Title page: see Sample Title page at above website
  - e. Extra copy of Abstract (150 words maximum; see Sample Abstract at above website.
  - f. Copyright fee: \$55 check or money order payable to UMI (copyright is optional but recommended. UMI open access fee \$35.00
  - g. Deliver your ETD Submission Packet (in person or by mail) to the University Libraries at the Wise Library (Downtown Campus).
8. The following items should have been completed one week prior to the last day of the final term:
- a. Signed report of Final Examination (Shuttle Sheet)
  - b. Thesis filed electronically.
  - c. Evidence of meeting all other requirements for the degree except final grades. You must be sure that all instructors in courses which you are enrolled in your final term know that you are up for graduation. They need to know this to be sure to submit final grades no later than the second day following the final examination in the course.

If you have any questions, contact the Associate Dean's Office (4100 Ag Sci).

## Davis College of Agriculture, Natural Resources and Design Check List for Doctoral Graduates

1. **Qualifying Exam:** Qualifying Exam is to be administered after most formal coursework has been completed.
2. **Promotion to Candidacy:** Doctoral candidates are allowed no more than five years after PhD Promotion to Candidacy in which to complete remaining degree requirements.
3. **Dissertation:** Dissertations must be at the completion stage before the final examination is scheduled. Each committee member should be furnished a copy of the completed draft of a dissertation two months prior to the scheduled examination.
4. **Request for Shuttle Sheet:** Request must be submitted to the Associate Dean's Office at least **THREE (3)** weeks prior to the dissertation defense. **The Shuttle Sheet Request must be filed at least TWO weeks prior to the date of the examination with the Associate Dean's Office.** A final examination shall **NOT** be conducted until the student's record has been screened for completion of the degree requirements. The "Shuttle Sheet" along with a list of deficiencies, if applicable, will be sent to the major professor of the student's committee. All requirements must be met prior to the deadline.
5. **Application for graduation and diploma:**

Submit an online application for graduation in MIX before the WVU Registrar's deadline date of the semester you plan to graduate.
4. **Registration:** WVU is only permitted to graduate persons officially registered as students. Therefore, registration is essential in the term one expects to graduate.
5. **Incomplete Grades:**

Grade modification forms must be submitted electronically for any incompletes on the student's record.
6. **Filing Dissertation Electronically:**
  - a. Download, print and complete your Doctoral Dissertation ETD Submission Information Packet, available at URL:
  - b. The information packet can be found at: <https://etd.lib.wvu.edu/> under Submission information packet.
  - c. There is no longer a fee for ETD submissions! (Students will still have to pay if they want extras like bound copies or copyright registration, but they will pay this directly to Proquest as they upload their document.)
  - d. Completed and sign UMI Doctoral Dissertation Agreement Form
  - e. Extra copy of Title page: see Sample Title Page at above website

- f. Extra copy of Abstract (350 words maximum) see Sample Abstract at above website
- g. Publishing fee: \$40 check or money order payable to UMI (copyright is Optional but recommended).
- h. Completed and signed (Survey of Earned Doctorates print copies are available from the University Libraries or your college graduate coordinator.

**The entire submission (except for the signature sheet) is now paperless. Students will no longer need to turn in paperwork to the library. They will upload their scanned signature sheet as part of the online deposit process.**

**Title of Dissertation:** Dissertation titles should contain significant words describing, in common language, the subject matter of the dissertation—chiefly, nouns, verbs and strong adjectives.

The following items should have been completed one week prior to the last day of the final term:

- d. Signed report of Final Examination or Defense (Shuttle Sheet)
- e. Thesis filed electronically.
- f. Evidence of meeting all other requirements for the degree except final grades. You must be sure that all instructors in courses which you are enrolled in your final term know that you are up for graduation. They need to know this to be sure to submit final grades no later than the second day following the final examination in the course.

If you have any questions, contact the Associate Dean's Office. Information about the graduate programs and requirements is also available on the web at:

<http://www.davis.wvu.edu/current-students/graduate>

## Graduate Requirement Guide

1. Complete Graduate Plan of Study and submit to Associate Dean's office.
2. Choose topic for research project if thesis/ dissertation is required.
3. Select graduate committee members and schedule first meeting.
4. Present research intentions to Institutional Review Board, or complete application for exemption prior to proceeding with research.
5. Complete all course work requirements.
6. Apply for graduation on-line through your MIX account as follows:  
Click on the STAR tab > Click here to enter STAR > Click Student Services and Housing > Click Student Records > Click Apply to Graduate for Doctoral, Professional and Masters Students
7. Set defense date.
8. Present typewritten draft of thesis/ dissertation to committee members at least one month prior to defense.
9. Complete Shuttle Sheet Request and submit to the Associate Dean's office, at least two weeks prior to defense date for Master's students, 3 weeks prior to defense for Doctoral students.
10. During Defense, gather signatures of all committee members for signature pages to be bound in final copies of theses.
11. Submit thesis electronically. (<http://thesis.wvu.edu>)

**The entire submission (except for the signature sheet) is now paperless. Students will no longer need to turn in paperwork to the library. They will upload their scanned signature sheet as part of the online deposit process.**