



**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**

**October 2010**

October 2010

Dear Graduate Students:

Welcome to graduate education at the Davis College of Agriculture, Natural Resources and Design. Each graduate student is responsible for meeting deadlines and making sure all requirements are fulfilled for his/her degree. This booklet should serve as a reference to you throughout your graduate studies. Included in these guidelines is useful information such as: graduate 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 we recommend referring to the WVU Graduate Resources Page, which can be accessed at <http://graduate.wvu.edu>. Your graduate academic program area may 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 as to specific program requirements.

For assistance or more information about graduate education at the Davis College please contact the Office of the Associate Dean (304) 293-2275, [dsmith3@wvu.edu](mailto:dsmith3@wvu.edu). For information about graduate records and requirements see Linda Tolka, 1004 Ag Sciences, (304) 293-2291, [ltolka2@wvu.edu](mailto:ltolka2@wvu.edu). We wish to be as helpful as possible to you throughout your educational experiences and will do our best to assist you in achieving your goals. 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.

Dennis K. Smith  
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## Reference List of Contacts for the Davis College of Agriculture, Natural Resources & Design

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### **Associate Dean of Academic Affairs**

Dr. Dennis K. Smith

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### **Assistant Dean of Academic Affairs**

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### **Associate Dean for Research**

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### **Graduate Student Records**

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### **Academic Affairs Administrative Assistant**

Mrs. Nancy Moody

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### **Division of Animal & Nutritional Sciences**

Dr. Matt Wilson

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### **Division of Design & Merchandising**

Dr. Barbara McFall

(304) 293-3482

[Barbara.McFall@mail.wvu.edu](mailto:Barbara.McFall@mail.wvu.edu)

### **Division of Forestry & Natural Resources**

Dr. Joe McNeel

(304) 293-4412

[jmcneel@wvu.edu](mailto:jmcneel@wvu.edu)

### **Division of Plant & Soil Sciences**

Dr. Barton Baker

### **Division of Resource Management**

Dr. Jerry Fletcher

(304) 293-5499

[Jerry.Fletcher@mail.wvu.edu](mailto:Jerry.Fletcher@mail.wvu.edu)

### **Graduate Major Contacts:**

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

Dr. Harry Boone

(304) 293-5451

[Harry.Boone@mail.wvu.edu](mailto:Harry.Boone@mail.wvu.edu)

#### **Agricultural and Resource Economics (MS)**

Dr. Peter Schaeffer

(304) 293-5572

[pschaef@wvu.edu](mailto:pschaef@wvu.edu)

#### **Agriculture, Forestry and Consumer Sciences (M Agr.)**

Dr. Dennis K. Smith

(304)293-2275

[dsmith3@wvu.edu](mailto:dsmith3@wvu.edu)

#### **Agronomy (Crop and Soil Sci. MS)**

Dr. Barton Baker

(304) 293-4817

[bbaker2@wvu.edu](mailto:bbaker2@wvu.edu)

#### **Animal & Food Sciences (PhD)**

Dr. Kenneth Blemings

(304) 293-1864

[kbleming@wvu.edu](mailto:kbleming@wvu.edu)

#### **Animal & Nutritional Sciences (MS)**

Dr. Kenneth Blemings

(304) 293-1864

[kbleming@wvu.edu](mailto:kbleming@wvu.edu)

#### **Applied & Environmental Microbiology (MS)**

Dr. Alan Sexstone

(304) 293-9240

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#### **Design & Merchandising (MS)**

Dr. Barbara McFall

(304-293-3482)

(304) 293-4817  
[bbaker2@wvu.edu](mailto:bbaker2@wvu.edu)  
**Entomology (MS)**  
Dr. Barton Baker  
(304) 293-4817  
[bbaker2@wvu.edu](mailto:bbaker2@wvu.edu)

**Forestry (MSF)**  
Dr. John Brooks  
(304) 293-5313  
[jrbrooks@mail.wvu.edu](mailto:jrbrooks@mail.wvu.edu)

**Forest Resources Science (PhD)**  
Dr. James P. Armstrong  
(304) 293-7603  
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**Genetics & Developmental Biology (MS & PhD)**  
Dr. Barton Baker  
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[bbaker@wvu.edu](mailto:bbaker@wvu.edu)

**Horticulture (MS)**  
Dr. Sven Verlinden  
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**Human Nutrition (MS)**  
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**Human & Community Development (PhD)**  
Dr. Peter Schaeffer  
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**Landscape Architecture (MLA)**  
Dr. Charlie Yuill  
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**Natural Resource Economics (PhD)**  
Dr. Peter Schaeffer  
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[pschaef@wvu.edu](mailto:pschaef@wvu.edu)

**Plant Pathology (MS)**  
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[Barbara.McFall@mail.wvu.edu](mailto:Barbara.McFall@mail.wvu.edu)

**Plant & Soil Sciences (PhD)**  
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**Recreation, Parks, & Tourism Resources (MS)**  
Dr. Chad Pierskalla  
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**Reproductive Physiology (MS & PhD)**  
Dr. Keith Inskeep  
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**Resource Management (PhD)**  
Dr. Peter Schaeffer  
(304) 293-5572  
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**Wildlife & Fisheries Resources (MS, PhD)**  
Dr. Kyle Hartman  
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**Wood Science and Technology (MSF, PhD)**  
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## **Graduate Programs**

### Master's Programs:

- Agricultural and Extension Education
- Agricultural and Resource Economics
- Agriculture, Forestry, and Consumer Sciences
- 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 Program Descriptions**

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 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 a 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, 23 computer based on the TOEFL examination if their native language is not English.

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, which usually begin in the Fall semester.

### **Master's Programs:**

- *Agricultural and Extension Education*  
A master's 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](mailto:Harry.Boone@mail.wvu.edu)
- *Agricultural and Resource Economics*  
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. Peter Schaeffer, (304) 293-5499; email: [pschaef@wvu.edu](mailto:pschaef@wvu.edu).

- *Agriculture, Forestry, and Consumer Sciences*  
The master of Agriculture, Forestry, and Consumer Sciences provides students with a broad-based working knowledge of all aspects of modern agriculture, forestry, and consumer sciences. 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. Dennis K. Smith (304) 293-2275; email: [dsmith3@wvu.edu](mailto:dsmith3@wvu.edu).
- *Agronomy*  
A master's 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, turfgrass management and farming. For additional information, contact D. Barton Baker, (304) 293-4817; email: [bbaker2@wvu.edu](mailto:bbaker2@wvu.edu).
- *Animal & 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. Ken Blemings (304) 293-1864; email [kbleming@wvu.edu](mailto:kbleming@wvu.edu).
- *Applied and Environmental Microbiology*  
The M.S. program 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. Barton Baker, (304) 293-4817; email: [bbaker2@wvu.edu](mailto:bbaker2@wvu.edu).

- *Design & Merchandising*

For additional information, Dr. Barbara McFall (304) 293-3482; email [Barbara.McFall@mail.wvu.edu](mailto:Barbara.McFall@mail.wvu.edu)

- *Entomology*

A master's in Entomology focuses on the scientific study of insects species, populations, community and ecosystem in respect to their morphology, ecology, behavior, physiology, ecology, taxonomy, and environmental and economic impacts. In addition, the program emphasizes 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. Barton Baker, (304) 293-4817; email: [bbaker2@wvu.edu](mailto:bbaker2@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. John Brooks at (304) 293-5313; email: [jrbrooks@mail.wvu.edu](mailto:jrbrooks@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. Barton Baker, (304) 293-4817; email: [bbaker2@wvu.edu](mailto:bbaker2@wvu.edu).

- *Horticulture*

A Master of Science Degree in Horticulture allows students to explore horticultural issues and problems in detail through advanced course work and research. The M.S. 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 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. Barton Baker, (304) 293-4817; email: [bbaker2@wvu.edu](mailto:bbaker2@wvu.edu).

- *Human Nutrition*

This program offers students a variety of opportunities in clinical and applied nutrition. Students can apply to be enrolled concurrently in the dietetic internship program, to become eligible to take the registration examination for a dietetics profession. In addition, the program prepares students for entering doctoral programs in nutrition, education, and nutritional biochemistry. For additional information, Dr. Ken Blemings (304) 293-1864; email [kbleming@wvu.edu](mailto:kbleming@wvu.edu).

- *Landscape Architecture*

For additional information, Dr. Charlie Yuill (304) 293-5674; email [Charlie.Yuill@mail.wvu.edu](mailto:Charlie.Yuill@mail.wvu.edu)

- *Plant Pathology*

Students pursuing a graduate degree in Plant Pathology engage in educations 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. Barton Baker at (304) 293-4817; email: [bbaker2@wvu.edu](mailto:bbaker2@wvu.edu).

- *Recreation, Parks, and Tourism Resources*

This program at the Davis College is the only National Recreation and Parks Association 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. Chad Pierskalla, (304) 293-6530, email: [Chad.Pierskalla@mail.wvu.edu](mailto:Chad.Pierskalla@mail.wvu.edu).

- *Reproductive Physiology*

The emphasis of this program 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 M.S. 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 the Chair of the Faculty of Reproductive Physiology, Dr. Keith Inskeep at [einskeep@wvu.edu](mailto:einskeep@wvu.edu), (304) 293-1936.

- *Wildlife and Fisheries Resources*

This program 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. Kyle Hartman at (304) 293-4797, email: [khartma2@wvu.edu](mailto:khartma2@wvu.edu).

## Doctoral Programs:

- *Agricultural and Environmental 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. Ken Blemings (304) 293-1864; email [kbleming@wvu.edu](mailto:kbleming@wvu.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. Jim Armstrong at (304) 293-7603 or [Jim.Armstrong@mail.wvu.edu](mailto:Jim.Armstrong@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. Contact the Chair of the Faculty in Genetics and Developmental Biology, For additional information, Dr. Barton Baker at (304) 293-4817; email: [bbaker2@wvu.edu](mailto:bbaker2@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, in general. All students in the program complete a core consisting of research methods, graduate seminars, and teaching practicum. Students choosing this major may focus on 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 Dr. Peter V. Schaeffer, (304) 293-5572 or [pschaef@wvu.edu](mailto:pschaef@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. Peter V. Schaeffer, (304) 293-5572 or [pschaef@wvu.edu](mailto:pschaef@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. Barton Baker at (304) 293-4817 or [bbaker2@wvu.edu](mailto:bbaker2@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. Peter V. Schaeffer, (304) 293-5572 or [pschaef@wvu.edu](mailto:pschaef@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 the Chair of the Faculty of Reproductive Physiology, Dr. Keith Inskip at (304) 293-1936 or [einskeep@wvu.edu](mailto:einskeep@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. Specific dates can be acquired from Linda Tolka, 1004 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 two months prior to graduation date, check with Linda Tolka for specific date.

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

Oral Defense must e 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 set deadline.

### Requirements for New or Returning Graduate Students

As a graduate student returning 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 whom you will select by the end of the first semester to 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 (5 to 6 chapters), 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.

**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 in this packet.

**Application for Graduation:** this application is available to you in the Associate Dean's office, and should be completed at registration or shortly thereafter. There is a graduation fee that must be paid to WVU Admissions and Records prior to graduation.

## **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 five for Doctoral students, must hold regular graduate faculty status (refer to the following list of graduate faculty). It is 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  
2010**

**CURRENT STATUS**

<b>NAME</b>	<b>REGULAR</b>	<b>ASSOCIATE</b>
BARNES, KIMBERLY	X	
BLEMINGS, KENNETH	X	
DAILEY, ROBERT	X	
DAWOOD, YUSOFF	X	
FELTON, GENE	X	
FINKEL, MITCHELL	X	
HILEMAN, STANLEY	X	
INSKEEP, KEITH	X	
JACZYNSKI, JACEK	X	
KENNEY, P. BRETT	X	
KHAN, FIRYAL	X	
KLANDORF, HILLAR	X	
FINKEL, MITCHELL	X	
FITCH, CINDY	X	
FORBES, BETTY		X
KRAUSE, MARIE	X	
LEWIS, PAUL	X	
MORITZ, JOSEPH S.	X	
MATAK, KRISTEN	X	
NAZ, RAJESH	X	
OSBORNE, PHILLIP		X
PARTINGTON, SUSAN	X	
SEMMENS, KENNETH J.	X	
PARTINGTON, SUSAN	X	
TOU, JANET	X	
VERNON, MICHAEL	X	
WAGNER, WAYNE		X
WILSON, MATTHEW E.	X	
WOLOSHUK, JEAN		X
YAO, JIANBO	X	

Revised 12/14/2010

**GRADUATE FACULTY IN DIVISION OF DESIGN & MERCHANDISING  
2010**

**CURRENT STATUS**

<b>NAME</b>	<b>REGULAR</b>	<b>ASSOCIATE</b>
BEACHAM, CINDY	X	
BURTON, KATHRYN	X	
DULANEY, JR., RON	X	
EASON, KATHRYN		X
GHADIMI, HODJAT	X	
LENTZ, HOLLY	X	
MacDONALD, NORA	X	
McFALL, BARBARA	X	

Revised 12/14/2010

**GRADUATE FACULTY IN DIVISION FORESTRY & NATURAL RESOURCES  
2010**

**CURRENT STATUS**

<b>NAME</b>	<b>REGULAR</b>	<b>ASSOCIATE</b>
ANDERSON, JAMES	X	
ARANO, KATHRYN	X	
ARMSTRONG, JAMES	X	
BROOKS, JOHN R.	X	
BURNS, ROBERT	X	
DAWSON-ANDOH, BEN	X	
DENG, JINYANG	X	
DEVALLANCE, DAVID	X	
EDWARDS, JOHN	X	
HARTMAN, KYLE	X	
HEITZMAN, ERIC	X	
KATZNER, TODD	X	
McGILL, DAVID	X	
McNEEL, JOSEPH	X	
MAZIK, PATRICIA	X	
MEROVICH, GEORGE		X
OPORTO, GLORIA	X	
PETTY, J. TODD	X	
PIATEK, KATHRYN	X	
PIERSKALLA, CHAD	X	
RENTCH, JAMES	X	
SMALDONE, DAVE	X	
SELIN, STEVEN	X	
SINGH, KAUSHLENDRA	X	
SPONG, BEN	X	
WHITMORE, ROBERT	X	
WANG, JINGXIN	X	
WOOD, PETRA	X	
WELSH, STUART	X	
ZEGRE, NICHOLAS	X	

**GRADUATE FACULTY IN DIVISION OF PLANT & SOIL SCIENCES  
2010**

**CURRENT STATUS**

<b>NAME</b>	<b>REGULAR</b>	<b>ASSOCIATE</b>
BAKER, BARTON		X
BIGGS, ALAN	X	
BISSONNETTE, GARY	X	
BRYAN, WILLIAM	X	
CHANDRAN, RAKESH	X	
DOELLING, JED	X	
HOGMIRE, HENRY		X
KOTCON, JAMES	X	
MacDONALD, WILLIAM	X	
McDONALD, LOUIS	X	
MORTON, JOSEPH	X	
PANACCIONE, DANIEL	X	
PARK, YONG-LAK	X	
PENA-YEWTUKHIW, EUGENIA	X	
RAYBURN, EDWARD	X	
SEXSTONE, ALAN	X	
SKOUSEN, JEFFREY	X	
THOMPSON, JAMES	X	
VERLINDEN, SVEN	X	
WENGER, SHARON	X	
WEST, TODD	X	

Revised 12/14/2010

**GRADUATE FACULTY IN DIVISION OF RESOURCE MANAGEMENT  
2010**

**CURRENT STATUS**

<b>NAME</b>	<b>REGULAR</b>	<b>ASSOCIATE</b>
BOONE, DEBORAH	X	
BOONE, HARRY	X	
BROWN, CHERYL	X	
BUTLER, PETER	X	
COLLINS, ALAN	X	
DOUGHERTY, MICHAEL	X	
D'SOUZA, GERARD	X	
FAULKNER, JOSHUA	X	
FLETCHER, JERALD	X	
GARTIN, STACY	X	
GEBREMEDHIN, TESFA	X	
HASENMYER, MICHEAL	X	
KYBER, E. ASHLEY	X	
LACOMBE, DONALD	X	
LAVERGNE, DOUGLAS	X	
MAUMBE, BLESSING	X	
McBRIDE, STEVEN		X
PHIPPS, TIM	X	
SCHAEFFER, PETER	X	
SMITH, DENNIS	X	
SPEROW, MARK	X	
STRAGER, MICHAEL	X	
YUILL, CHARLES	X	

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

### Instructions

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 office of Admissions & Records.

Return completed forms to the Transcript Unit of Admissions and Records.

### TO BE COMPLETED BY THE STUDENT:

Name: \_\_\_\_\_ Seven Hundred 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:

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 by individual graduate programs must be approved by the student's graduate committee and may be more limited than the WVU guidelines.

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 typewritten 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 in 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 accompanied by a letter signed by 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. 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. 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. The remaining credits must be comprised of coursework approved by the graduate committee.



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:

A maximum of 12 semester hour of transfer credit 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 by individual graduate programs must be approved by the student's graduate committee and may be limited.

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 typewritten 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 in 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 accompanied by a signed letter from the graduate committee.

Courses to be Completed at WVU

Course Number	Course Title	Sem. Hour	Grade

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

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

Approved by the Graduate Committee:

Name Typed	Signature	Affiliated College	Date
-Major Professor			

Approved by the Davis College Division Director:

\_\_\_\_\_ / \_\_\_\_\_  
 Name Typed Signature Date

Approved by the Student:

\_\_\_\_\_ / \_\_\_\_\_  
 Name Typed Signature Date

Approved by the Associate Dean for Academic Affairs:

\_\_\_\_\_ / \_\_\_\_\_  
 Name Typed Signature Date

**ACADEMIC STANDARDS**

4. To remain in good academic standing, a student must have an overall transcript GPA of 2.75 or higher. Students that fall below this level are subject to suspension by the Associate Dean of Academic Affairs at the end of each academic year.
5. To graduate a student must have a GPA of 3.0 or higher for coursework in the plan of study.
6. Appeals must be submitted to the Academic Standards Committee of the Davis College.

Submit to the Davis College Graduate Student Records Office (1004 Agricultural Sciences)

# 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 is obligated to the extent of teaching two three-hour courses per semester, or for the equivalent in laboratory classes, or for other forms of departmental assistance, except research assistance, amounting to a minimum of 12 hours a week.

Graduate Research Assistant: A graduate research assistant is a graduate student whose duties consist of assisting in the research of a faculty member with an obligation of 20 hours per week in any semester. Graduate Research Assistants' research may or may not correspond to the research conducted for their thesis or dissertation. The Division and the faculty advisor determine the graduate student's assignments.

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

**Animal & Veterinary Science:**

Dr. Matthew Wilson  
(304) 293-1935  
[Matt.Wilson@mail.wvu.edu](mailto:Matt.Wilson@mail.wvu.edu)

**Plant & Soil Sciences**

Dr. Barton Baker  
(304) 293-4817  
[bbaker@wvu.edu](mailto:bbaker@wvu.edu)

**Design & Merchandising**

Dr. Barbara McFall  
(304) 293-3482  
[Barbara.McFall@mail.wvu.edu](mailto:Barbara.McFall@mail.wvu.edu)

**Resource Management:**

Dr. Jerald J. Fletcher  
(304) 293-5499  
[jfletch@wvu.edu](mailto:jfletch@wvu.edu)

**Forestry & Natural Resources**

Dr. Joe McNeel  
(304) 293-4412  
[jmcneel@wvu.edu](mailto:jmcneel@wvu.edu)

## What It Means to Be a “Graduate Teaching Assistant” at WVU

(Information taken from: [http://graduateeducation.wvu.edu/current\\_students/faqs/ga\\_gta\\_faqs](http://graduateeducation.wvu.edu/current_students/faqs/ga_gta_faqs))

### **What is the “official” definition of a graduate teaching assistant?**

Technically, a graduate teaching assistant is a person who holds a graduate teaching assistantship and is obligated to the extent of teaching two three-hour courses per semester or the equivalent in laboratory classes or other forms of departmental assistance, except research assistance, amounting to a minimum of 12 clock hours per week. These assistantships are generally registered to academic units.

### **How many graduate assistantships does West Virginia University award per year?**

West Virginia University annually awards approximately 1,700 graduate assistantships supported from state appropriations, federal funds, private grants, and contracts. WVU also awards about 200 fellowships and traineeships derived from federal agencies and from industries and private foundations.

## **GTA Rights and Responsibilities**

### **How will I know if I have been awarded an assistantship? How will I know what my job as a graduate assistant is?**

Upon initial appointment, and prior to subsequent appointments, each graduate assistant must be provided with a letter of appointment which describe and clearly defines his/her work assignment, term of appointment, and expectations of the position.

### **As a graduate assistant, am I required to be a full-time student? Can I be a graduate assistant if I am not enrolled into a program?**

No one may be offered an assistantship unless he/she is a full time graduate student and until she/he has been accepted into a graduate or professional program. Non-degree students may not hold graduate assistantships.

### **How much time per week will my duties as a graduate assistant involve?**

The maximum work assignment associated with the assistantship, including any preparation time, should not exceed an average of 20 hours per week for the semester.

### **As a graduate assistant, will I receive a waiver of my tuition and fees? What are the time limits for receiving a waiver?**

All graduate assistants are provided with full waiver of tuition and mandatory fees – a fee waiver period for a master’s student is up to 3 years while that for doctoral students continuing beyond the masters is up to 5 years. Exceptions to these time limits may be requested from the Office of Graduate Education.

## **Terms of Employment**

### **What kinds of tasks would not be appropriate to my position as a graduate assistant?**

Graduate assistants should not be assigned clerical duties or other duties generally considered to be “hourly-rate activity.” Such assignments are reserved student assistants

who are treated as employees. A graduate assistantship must provide for the enhancement of the student's professional skills and knowledge.

**When do I need to attend WVU GTA Professional Development Workshop?**

All graduate teaching assistants, except those at the Health Sciences Center, are required to attend WVU GTA Professional Development Workshop in the first fall semester of their appointment. While attendance at this workshop is mandatory for all newly appointed GTAs, experienced GTAs and those from the Health Sciences are encouraged to participate.

**What are the usual terms of service for graduate assistants receiving a stipend?**

Stipends for graduate assistantships are generally stated in terms of nine- or twelve-month appointments and require service to the institution. The term of service normally runs from August 15 to May 15 for nine-month appointments or from August 15 to December 31 for the fall semester or January 1 until May 15 for spring semester. The total hours of work, as well as the particular days of service (e.g., weekends and/or holidays) required, must be made clear to the student by the appropriate graduate department at the time of assigning the assistantship.

**May I have more than one assistantship at a time?**

Students may not hold more than the total equivalent of one assistantship. This rule applies even if the appointment comes from several sources (e.g., graduate teaching assistantship, graduate research assistantship, graduate administrative assistantship, graduate residence hall assistantship, and/or teaching fellow).

**Policy on Remuneration for Graduate Assistants**

**How are the minimum salaries for graduate assistants set?**

Graduate assistant salaries must meet or exceed the University minimum on a 9-month equated basis as set by the Office of Academic Affairs, with the minimum salary for doctoral students set higher than the minimum for master's level students.

**What requirements are used to establish graduate teaching assistant salary ranges?**

Academic and other units are required to establish discipline-based salary ranges by student level (i.e., master's, doctoral, first-professional) for graduate assistants funded in their units.

**What criteria must international graduate teaching assistants meet to qualify for a Certificate of Eligibility?**

International students must meet financial support criteria from an assistantship and/or other sources in order to qualify for a Certificate of Eligibility (I-20 or IAP-66) and, subsequently, a student visa.

**Remission of Fees**

***Are graduate teaching assistants eligible for remission of fees? Which fees must graduate teaching assistants pay?***

Students appointed as graduate assistants are eligible to apply for remission of tuition and certain fees. All students must pay the Mountainlair construction, radio station, Daily Athenaeum, Technology, and Health Services fee. Payment of most other fees is at the graduate assistant's option.

## **Graduate Assistantship Insurance**

(Information taken from: [http://graduateeducation.wvu.edu/current\\_students/healthcare](http://graduateeducation.wvu.edu/current_students/healthcare))

### **Student Injury And Sickness Insurance Plan**

West Virginia University is well aware that a college education can be financially draining and that our graduate students often make considerable sacrifices in order to finance their education. We further recognize that one of the major threats to this investment is the high cost of medical care. Hospital and medical costs have increased dramatically in recent years and that without adequate protection, a serious injury or illness could prove financially disastrous.

It is for the above reasons that Provost Gerald E. Lang has determined that all WVU graduate assistants (GAs) in units reporting to the Provost (i.e., the "General" University) will be provided with an Injury and Sickness Insurance Plan. Cost of this coverage will be borne by the Provost's Office. All Graduate Assistants will be covered. Students may purchase optional coverage for spouses and/or dependents. Graduate Assistants with equal or better coverage through their spouse or parents may waive the WVU coverage.

Please visit the website at [http://graduateeducation.wvu.edu/current\\_students/healthcare](http://graduateeducation.wvu.edu/current_students/healthcare) for brochures, enrollment cards, coverage receipts, ID cards, claim status, and other services. If you have additional questions, the online campus representative, Carolyn Matthews, can be reached at 304-293-2315.

## **Research Compliance**

(more information at: [http://orc.research.wvu.edu/human\\_subjects\\_research\\_and\\_the\\_irb](http://orc.research.wvu.edu/human_subjects_research_and_the_irb))

### **Human Subjects Research and the IRBs**

The two WVU Institutional Review Boards for Protection of Human Research Subjects (IRB) ensure that human subject research at WVU is appropriate and conforms to federal regulations.

If students are conducting research dealing with human subjects then they should check with their advisor to determine if IRB protocols must be followed. Check the web address given above or contact the IRB office if you have questions.

IRB Office  
886 Chestnut Ridge Road, PO Box 6845  
304-293-7073

### **Animal Research and the ACUC**

The Animal Care and Use Committee (ACUC) ensures that vertebrate animal use at WVU is appropriate and conforms to federal regulations. Students who wish to use live vertebrate animals in their research must receive core training and comply with all rules and regulations of the ACUC prior to conducting any research on the animals. Refer to the web address above for additional information or please contact the ACUC Office or a Davis College ACUC member with any questions you might have.

ACUC Office  
886 Chestnut Ridge Road, PO Box 6845  
304-293-7073

ACUC members in the Davis College are:

Mr. Bill Jones  
(304) 293-7092

Dr. Darin Matlick  
(304) 293-2395

Dr. Margaret Minch  
(304-293-2406)

Dr. John Warren  
(304) 293-2631 ext. 4418

## FEES

### WVU GRADUATE TUITION AND FEES (2010 - 2011)

Graduate Majors (Non-Health Science) in	Resident	Non-Resident
All majors (Excluding majors below)	\$6,180	\$17,704
Business and Economics - Executive MBA (16 credit hrs. per semester)	\$8,726 \$23,296	\$22,356 \$50,670
Davis College of Agriculture, Natural Resources & Design	\$6,670	\$18,376
College of Engineering and Mineral Resources	\$7,080	\$19,106
College of Human Resources and Education (costs vary by major)	\$6,426 - \$6,776	\$18,074 - \$18,472
-Clinical Doctorate Audiology	\$8,772	\$20,842
-Elementary and Secondary Education	\$6,686	\$18,462
-Speech Pathology and Audiology	\$6,536	\$18,238
Perley Isaac Reed School of Journalism	\$6,434	\$18,056
- Integrated Marketing Communications (16 credit hrs. per semester)	\$13,376	\$22,976

#### Special Notes

Certain laboratory courses have additional fees each course.  
Individual programs may have additional fees.  
*Costs are subject to change.*

### **COST OF ATTENDANCE**

Cost of Attendance is an estimate of how much your educational costs are expected to be for an academic year (Fall and Spring semesters).

#### **2010-2011 Graduate Costs of Attendance (Amounts are subject to changes approved by the WV Higher Education Policy Commission)**

Category	Off Campus	
	In State	Out of State
Tuition & Fees	6,180	17,704
Books & Supplies	1,028	1,028
Room & Board	7,839	7,839
Transportation	1,235	1,235
Personal	990	990
Total	17,272	28,796

Note: These estimates include living costs, as well as direct educational costs. Included in these figures are tuition and fees, books and supplies, room and board, transportation, and personal expenses, all for a 9-month period. Each year the Financial Aid Office updates each component to reflect changes in the Consumer Price Index of the U.S. Department of Labor and the local "marketplace." You are encouraged to write the Financial Aid Office for current information on average costs of attending WVU.

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

(<http://www.libraries.wvu.edu/theses/>)

## Format Requirements

### Introduction

This guide describes the regulations governing the preparation of master's theses and doctoral dissertations to be submitted to West Virginia University in partial fulfillment of the requirements for any doctorate or masters degree conferred by the University, as issued by the Office of Academic Affairs and Research and the University Libraries. It gives the general requirements applicable to all fields of study and provides guidance on the arrangement, format and submission of the student's manuscript.

As of August 15, 1998, WVU requires the electronic submission of all theses and dissertations (ETDs). ETD exemptions will only be granted in rare instances. While this guide focuses on formats generally applicable to both paper and electronic documents, be advised that you must also consult the WVU Electronic Theses and Dissertations Web pages at <http://www.wvu.edu/~thesis/> to learn about the new program. Links have been provided, where applicable, to facilitate navigation to topics regarding electronic formats.

You have the responsibility to present to the major professor for final approval a well-written manuscript that is free from error. Copies of the thesis or dissertation submitted to the University Libraries must be of professional quality. The text and any tables, figures and graphics must be sufficiently clear, sharp, and large enough to be easily readable in print and electronic formats, and suitable for microfilming, photo-duplication or other means of reproduction.

The following are some publications of general interest to all graduate students:

- **Getting What You Came For: The Smart Student's Guide to Earning a Master's or Ph.D.**, by Robert L. Peters, Revised edition, Noonday Press, 1997.
- **How to Complete and Survive a Doctoral Dissertation**, by David Sternberg, St. Martin's Press, 1981.
- **The Ultimate Grad School Survival Guide**, by Lesli Mitchell, Peterson's, 1996.

The regulations herein described take precedence over previous publications issued by the Office of Academic Affairs and Research and the University Libraries. All program information is currently published and made available on the World Wide Web. Administrators, faculty and staff should make this information known to the student at the commencement of the thesis or dissertation writing.

In addition to the electronic filing of your thesis or dissertation, an ETD Submission Packet must be presented in person or by mail to the University Libraries. See the Submission Forms page for a list of packet items.

Packets are to be delivered to:

- The University Libraries Acquisitions Department, Downtown Library Complex, Rm. 2510 Wise Library.

Questions regarding the format of your thesis or dissertation or the submission process not adequately answered in this guide may be directed to the University Libraries; questions regarding the creation of your electronic document not adequately addressed may be directed to the Office of Information Technology, who will be pleased to give assistance.

## **Arrangement of Contents**

### **Organization of Document**

Proper arrangement and construction of the parts of a thesis or dissertation manuscript will likely vary according to the styles adopted by different disciplines. The following are suggestions concerning the organization of the manuscript. They should be taken as a norm from which deviations may be made under the guidance of your advisor or committee.

### **Document Divisions**

- The document is divided into front matter, body matter, and back matter. For an illustration, see ETD document division (jpeg).

**A thesis or dissertation manuscript should consist of the following parts:**

### **Front Matter**

- Title Page
  - Committee Members listing should appear on the title page.
  - Keywords listing should appear on the title page.
  - Notice of Copyright, if applicable, should appear on the title page (copyright is optional, but recommended).
- Abstract
- Dedication (optional)
- Acknowledgments
- Table of Contents
- List of Tables
- List of Figures
- List of Symbols, Abbreviations, or Nomenclature
- List of Multimedia Objects or Files

### **Body**

- Introduction
- Review of Literature
- Text of Investigation

- Summary and Conclusions
- Recommendations

## **Back Matter**

- Bibliography
- Appendix
- Curriculum Vitae (Resume)
- At the beginning of each chapter, place the word "Chapter," the chapter number, and the chapter title in large type.
- A Signature page should not be included in the ETD. The ETD title page format includes a citation of your committee members. Signature pages should only appear in printed complementary copies. The actual signatures will be provided via the [ETD Submission Signature Form](#).

## **Title**

Because library retrieval systems use words in the title to locate manuscripts, it is essential that a title provide a brief description of the contents of the work. Words should be substituted for formulas, symbols, Greek letters, and so on.

### **Title Page**

The title page should include the following:

- Title
- Author
- Type of Manuscript (thesis or dissertation)
- College/School
- Degree Conferred (Ph.D., M.A., M.S., etc.)
- Degree Program (as listed in the WVU Graduate Catalog or latest update)
- Department
- Committee Members Listing
- Place of Publication
- Year of Publication (year submitted for graduation)
- Keywords Listing (from your discipline)
- Copyright Notice

**The West Virginia University Guide to the Preparation of  
Master's Theses and Doctoral Dissertations**

**John H. Hagen**

**Thesis / Dissertation submitted to the  
College of Human Resources and Education  
at West Virginia University  
in partial fulfillment of the requirements  
for the degree of**

**Master of Science / Doctor of Philosophy  
in  
Library Science**

**Frances L. O'Brien, Ph.D., Chair  
Jing Qiu, Ph.D.  
Myra N. Lowe, M.S.L.  
Allyson McKee, M.S.L.  
John A. Cuthbert, Ph.D.**

**Department of Library Science**

**Morgantown, West Virginia  
2007**

**Keywords: Format, Manuscript Preparation, Graduate Programs  
Copyright 2007 John H. Hagen**

For a pdf version of the title page, see [sample title page](#).

- The institution of record (West Virginia University) must be cited on the title page of all thesis or dissertation submissions. In the event of joint programs (inter-university), both institutions may be cited; however, the secondary institution credit should be placed in the Department line and the Place of Publication line (as illustrated the above).

### **Abstract**

- The purpose of the abstract is to give a concise presentation so that the reader will be able to determine whether it is advisable to read the complete manuscript.

- The maximum suggested length of the abstract should be 350 words for dissertations, 150 words for theses. You may exceed the word limit in the electronic document itself, but keep in mind that the printed copy for ProQuest (formerly UMI) will need to be shortened.
- The abstract must have centered at the top of the first page the word ABSTRACT, the exact full title of the thesis or dissertation as it appears on the title page, followed on the next line by the full name of the candidate as it appears on the title page (see the illustration below).
- The following parts are found in an abstract, although not identified with subheadings:
  - Statement of Problem
  - Procedures or Methods
  - Results
  - Conclusions

[Sample Abstract Page]

**ABSTRACT**

**The West Virginia University Guide to the Preparation of  
Master's Theses and Doctoral Dissertations**

**John H. Hagen**

Start your abstract here. . .

- Use single spacing
- Word limits are no longer imposed.

For a pdf version of the abstract page, see [sample abstract page](#).

**Vita**

Center your name (as it appears on the title page). Include autobiographical information based on your academic and professional experience in paragraph or resume form.

**Electronic Format Requirements**

[Acceptable File Types](#)

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[Signature Page](#)

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[Submission Process](#)

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[Unacceptable](#)

[UMI](#)

## **Style Guide**

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[Style Sheet Templates](#)

[Reference Citations](#)

## General Information

### How to Create ETD Files

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### Intellectual Property Issues

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[Fair Use](#)

[Journal Policies](#)

[Patent](#)

[Plagiarism](#)

[Publishing Issues](#)

[ProQuest \(UMI\) Publishing](#)

[Web Distribution](#)

### ETD Submission Deadlines

- In accordance with WVU graduate program policy as specified in the [WVU Graduate Catalog](#), students are advised to follow the timeline established for graduates as indicated below.
- Hold the oral defense no later than this date. Students should gather committee signatures for the following documents:
  - Shuttle sheet (provided by the college /school / department)
  - [ETD Submission Signature Form](#)
  - [Traditional Signature Form](#) for inclusion in printed and bound complimentary copies
  - For details about the graduation and submission process see <http://www.libraries.wvu.edu/theses/submit-process.htm>
- 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](#)

#### Fall 2010

- ORAL DEFENSE (recommended) Friday, November 12, 2010
- DEADLINE FOR ETD SUBMISSIONS (final deadline) Friday, December 10, 2010

### **Spring 2011**

- ORAL DEFENSE (recommended) Friday, April 1, 2011
- DEADLINE FOR ETD SUBMISSIONS (final deadline) Friday, April 29, 2011

### **Summer 2011**

- ORAL DEFENSE (recommended) Friday, July 1, 2011
- DEADLINE FOR ETD SUBMISSIONS (final deadline) Friday, July 29, 2011

### **Fall 2011**

- ORAL DEFENSE (recommended) Friday, November 11, 2011
- DEADLINE FOR ETD SUBMISSIONS (final deadline) Friday, December 9, 2011

### **Spring 2012**

- ORAL DEFENSE (recommended) Thursday, March 29, 2012
- DEADLINE FOR ETD SUBMISSIONS (final deadline) Friday, April 27, 2012

### **Summer 2012**

- ORAL DEFENSE (recommended) Friday, June 28, 2012
- DEADLINE FOR ETD SUBMISSIONS (final deadline) Friday, July 27, 2012

## **Submission Process**

[Overview](#)

[Document Conversion](#)

[ETD Submission Steps](#)

[ETD Signature Form](#)

[Survey of Earned Doctorates](#)

[ProQuest \(UMI\) Agreement Form](#)

**WVU ETD Policy (pdf)** – <http://www.wvu.edu/~thesis/ETDpolicysummary.pdf>

## Resources

### Submission Checklists

As of August 15, 1998, WVU requires the [electronic](#) submission of all theses and dissertations (ETDs).

### ETDs

[Master's Thesis ETD Submission Checklist](#)

[Doctoral Dissertation ETD Submission Checklist](#)

### ETD Project Reports & Research Projects

[Master's Project Report ETD Submission Checklist](#)

[Doctoral Research Project ETD Submission Checklist](#)

### ETD Exemptions

[Master's Thesis ETD Exemption Checklist](#)

[Doctoral Dissertation ETD Exemption Checklist](#)

### Other Information

[Submission Deadlines](#)

[Submission Fees](#)

### Finding Theses & Dissertations

- Dissertation Abstracts Online (FirstSearch / UMI)  
Available via [All Databases](#)
- [Networked Digital Library of Theses and Dissertations: Browse / Search](#)  
A comprehensive search of all Electronic Thesis and Dissertation (ETD) sites worldwide
- [ProQuest Dissertation Express](#)  
UMI's Dissertation Express: Purchase dissertations and theses
- [ProQuest Dissertations & Theses @ West Virginia University](#)  
Full text digital library of latest two years of WVU dissertations and theses hosted by ProQuest (UMI). Free online access for the WVU community.

- [WVU eTD Collection](#)  
Browse and search the WVU eTD collection (1998 to present) in the WVU Institutional Repository.
- [WVU MountainLynx Catalog](#)  
Search print and electronic WVU theses and dissertations (1997 and prior are print documents; 1998 to present are electronic documents)

## Assistance for Electronic Theses and Dissertations

- [eTD Support](#)  
Technical support from WVU OIT
- [WVU Electronic Theses and Dissertations](#)  
The eTD initiative at WVU
- [WVU Guide to the Preparation of Master's Theses and Doctoral Dissertations](#)  
Guidance on the arrangement, format and submission of the student's manuscript

## Keyword Thesauri (pdf) –

<http://www.libraries.wvu.edu/theses/samples/keyword-thesauri.pdf>

## Samples

These sample pages are pdf (portable document format) files. To view these files you will need the [Acrobat Reader](#) (free).

### Sample Pages

[Abbreviated Title](#) (ETD Exemptions Only)

[Abstract](#)

[Patent Pending Letter](#) (ETD Exemptions Only)

ProQuest (UMI) Restriction Options

- [Master's Thesis \(see p. 3 of ProQuest booklet\)](#)
- [Doctoral Dissertation \(see p.3 of ProQuest booklet\)](#)

[Signature Page](#) (For Printed and Bound Copies Only)

[Title Page](#)

[All of the above images in one file](#)

[WVU ETD Style Sheet Template](#) (MS Word) - To save a copy either right click on the link and select "Save Target As" or click the link directly, then select "Save" from the dialogue box

## **Submission Forms**

Most of these forms are pdf (portable document format) files. To view these files you will need the [Acrobat Reader](#) (free).

### **Quick Submission Packets**

(all forms and information are included in one interactive file for ETD submission)\*

[Master's Thesis Submission Information Packet](#) (pdf)

[Doctoral Dissertation Submission Information Packet](#) (pdf)

\*Project Reports or Research Projects: see [Submission Checklists](#).

### **Submission Forms**

(complete alphabetical listing)

[ETD Exemption Request Form](#) (pdf) ([RTF](#))

[ETD Signature Form](#) (pdf)

[Online Submission Form - Submit Your ETD](#)

[Survey of Earned Doctorates](#) (pdf) | [Survey of Earned Doctorates Brochure](#) (pdf)

[UMI Master's Thesis Agreement Form](#) (pdf)

[UMI Doctoral Dissertation Agreement Form](#) (pdf)

Note: Forms may be printed in black and white or color, single or double sided. If you are unable to print these documents, the [University Libraries](#) can supply copies upon request.

## **Web Resource Links**

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

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

[Academic Journal Policy Database](#)

Listing of over 1,600 academic journal publishers with policies regarding ETDs and publishing as well as links to publisher Web sites

[Amazon](#)

Find and purchase electronic theses and dissertations indexed by Amazon / distributed by Proquest / UMI

### [Center for Literary Computing](#)

The CLC rethinks literary studies for the digital age, developing interdisciplinary research projects in the poetics of new media and the media ecology of literary institutions, using web technologies, multimedia, hypertext, audio/video, and virtual environments. Hosted by the WVU English Department.

### Citation Services

Tracks the number of citations and provides cross referencing for scholarly works including ETDS, journal articles, monographs, etc.

- Google Scholar
  - [WVU Community](#)
  - [Non-WVU Users](#)
- [Scopus](#) (Elsevier Publishers)
- Web of Science (Includes Arts, Humanities, Social Sciences and Sciences subject areas, sponsored by ISI / Thomson Publishers)
  - [Web of Science \(WVU Community\)](#)
  - [Non-WVU Users](#)

### [Council of Graduate Schools](#)

Dedicated to the improvement and advancement of graduate education

### [Council Of Graduate Schools Distinguished Dissertation Award](#)

Two awards and certificates of citation for dissertations that represent original work making significant contributions to their discipline. Must be nominated by [WVU](#).

### [Dissertation Abstracts Online \(WVU Community\)](#)

Includes abstract listings for Master's Theses and Doctoral Dissertations International, hosted by OCLC FirstSearch / Proquest / UMI

### [Editing / Proof Reading Services](#)

Contact Sohinee Roy (WVU Dept. of English) by email at [sroy7@mix.wvu.edu](mailto:sroy7@mix.wvu.edu)

### [Electronic Records Archives \(ERA\)](#)

Sponsored by the National Archives and Records Administration (NARA), this U.S. government project has partnered with schools such as West Virginia University to research, discover and standardize electronic records archiving methodologies, techniques and strategies for long term preservation.

### [Emerald/EFMD Outstanding Doctoral Research Awards](#)

Encouraging excellence in management research worldwide.

### 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.

- [WVU Community](#)

- [Non-WVU Users](#)

#### [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.

#### [Internet Detective](#)

A free online tutorial designed to help college and university students develop the critical thinking required for their Internet research. The tutorial offers practical advice on evaluating the quality of websites and highlights the need for care when selecting online information sources to inform university or college work.

#### [Journal of Dissertation](#)

Scientific Journals International welcomes doctoral dissertations and master's theses for publication consideration. Publications selected are made available via the open access model.

#### [Journal of Electronic Book](#)

Scientific Journals International welcomes manuscripts from researchers and writers in all disciplines. Publications selected are made available via the open access model.

#### [MIRACLE](#)

Making Institutional Repositories a Collaborative Learning Environment (program sponsored by the University of Michigan)

#### [MountainLynx](#)

WVU Libraries electronic catalog - find WVU holdings of electronic and print research materials

#### [Multidisciplinary Theses Server](#)

CCSD - Center for Direct Scientific Communication (France)

#### [NDLTD](#)

- Portals from the Networked Digital Library of Theses and Dissertations consortium
- Search ETDs worldwide & locate resources about ETD programs

#### [NDLTD ETD Awards](#)

ETD Awards recognize innovative theses and dissertation and leadership within the ETD community. These awards are presented each year at the annual ETD Symposium.

#### [OAster](#)

Freely available, difficult-to-access, academically-oriented digital resources sponsored by the University of Michigan

[PhdData.org](#)

Database of doctoral dissertations in progress around the world, an open academic community effort

[PhD Jobs](#)

A leading provider of postgraduates to companies at the forefront of innovation; graduates can post CVs and employers can list job vacancies

[ProQuest](#) (Proquest / UMI Information Learning Systems)

Can address any questions you may have regarding publishing services

[ProQuest Dissertation Express](#)

UMI's Dissertation Express: Purchase dissertations and theses

[ProQuest Dissertations & Theses @ West Virginia University](#)

Full text digital library of latest two years of WVU dissertations and theses hosted by ProQuest (UMI). Free online access for the WVU community.

[ProQuest Doctoral Dissertation Award](#)

Awards program for outstanding doctoral level research sponsored by ProQuest and the American Society for Information Science and Technology (ASIS&T).

[Scirus](#)

Search ETDs worldwide (hosted by Elsevier and the NDLTD)

[Survey of Earned Doctorates](#)

Provides survey data and analysis from the National Science Foundation regarding doctoral degrees granted

[U.S. Copyright Office](#)

The definitive source for copyright applications and questions from the Library of Congress

[Word Processing / Typing Services](#)

Contact Pat Sands at (304) 290-4171 or via the email link above

[WVU Academic Information Services](#)

Access to faculty and student program computing support

[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 Electronic Thesis and Dissertation Program](#)

As of August 15, 1998, WVU requires the electronic submission of all theses and dissertations (ETDs). WVU has moved away from the traditional paper format and is building a virtual collection of electronic scholarly works. Visit this site to learn more about this exciting and path breaking program.

### [WVU Electronic Institutional Document Repository](#)

- Browse, Search & Submit Documents
- [Collections](#) include Electronic Theses & Dissertations (eTD), Electronic Honors Theses (eHT) and Electronic Scholarly Resources Archive (eSRA).

### [WVU ETD Technical Support](#)

Access to support for computers, software, hardware, computing labs, workshops, walk-in clinics and consulting services.

### [WVU Graduate Catalog](#) (pdf)

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](#)

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

### [WVU Office of Information Technology](#)

Empowering the University Community through Information Technology

### [WVU Office of Research and Economic Development](#)

Generates and disseminates new knowledge, techniques, and other scholarly and creative works through basic and applied research

### [WVU Office of Sponsored Programs](#)

Committed to helping faculty and graduate students seek and obtain funding, submit proposals, administer awards, and comply with all federal, state and institutional requirements and policies at WVU

### [WVU Office of Technology Transfer](#)

Important policies, forms and other useful information on Intellectual Property and Technology Transfer activities at WVU

### [WVU Writing Center](#)

Free service which provides help for students to become better writers (sponsored by the WVU Department of English)

### [Yahoo](#)

Find and purchase electronic theses and dissertations indexed by Yahoo / distributed by Proquest / UMI

## Services

### **Advising & Submissions** **[- Contact Information -](#)**

Acquisitions Department ETD Support Staff

**John H. Hagen**  
**[Institutional Repository Programs Manager, ETD Program Coordinator](#)**  
**(304) 293-5267**  
Wise Library, Rm. 2510 **[John.Hagen@mail.wvu.edu](mailto:John.Hagen@mail.wvu.edu)**

Allyson McKee  
Head, Acquisitions Department  
(304) 293-2440  
Wise Library, Rm. 2510A

Office Hours for  
ETD Submission Packet Delivery

Monday - Friday 9:00 AM - 5:00 PM

Advising Schedule for  
Thesis and Dissertation Submissions

Monday - Friday 9:00 AM - 5:00 PM  
or by Appointment

To schedule an appointment, send email to **[John Hagen](#)**,  
or call (304) 293-5267

Address

West Virginia University Libraries  
Acquisitions Department  
Wise Library, Room 2510

Attn: John Hagen  
P.O. Box 6069  
1549 University Avenue  
Morgantown, WV 26506-6069

## Directions to Acquisitions Dept.

### To access the University Libraries Acquisitions Department:

Enter the Downtown Campus Library (DCL) from the University Ave. entrance and follow along the left (East) wall to the back of the DCL, you will see elevator # 2.

- Take the elevator to 2R, you will exit through the rear doors, then follow the corridor into the administrative wing.
- The Acquisitions Dept. is on the left just past the drinking fountains, Room 2510.
- Alternate route: take the center stairwell to the atrium on level two and follow the signs.

[Directions Handout \(pdf\)](#)

## ETD Support: Spring 2011

WVU Electronic Thesis and Dissertation Technical Support is provided by OIT Technical Support Services. In addition to providing **support by appointment**, the ETD Support Team also presents scheduled and **special request workshops** and provides technical support during **walk-in clinics** listed below during the week before each submission deadline.

The Spring 2011 submission deadline is **Friday May 6, 4pm.**

### Walk-in Clinics

ETD Walk-in Clinics are informal open-house opportunities to work on ETD preparation with ad hoc assistance from the ETD technical support team; participants are admitted to clinics on a first-come/first-served basis. The clinic schedule is subject to change - please check this online schedule [[oit.wvu.edu/training/etd/](http://oit.wvu.edu/training/etd/)] during the week before you plan to attend in case there have been any changes to times or locations.

### Clinic Notes:

- **Multiple locations:** Pay close attention to which clinic is in which lab.
- **Macintosh and WordPerfect** users who need assistance can make an appointment with a technical support team member at **One Waterfront Place** as those computer resources are not available in campus labs.
- **You can bring your own:** Students are welcome to bring their own laptops to clinics but the laptops must have full version of Adobe Acrobat installed (not just the free reader) for conversion on the laptop. Files might have to be transferred to a clinic

- computer for final submission since there might not be wireless network access available.
- **Come early:** Students who wish to complete their work in a single clinic should try to arrive within the first 90 minutes of a half-day clinic. Students are also welcome to bring general questions about the conversion or submission process to the clinics.
  - **Appointments are required for sessions at One Waterfront Place** - walk-in students cannot be accommodated at that location.

### Links:

- [www.wvu.edu/~thesis/](http://www.wvu.edu/~thesis/) is the authoritative web site for detailed information about the WVU ETD Program and ETD formatting guidelines.
- [eidr.wvu.edu](http://eidr.wvu.edu) to submit your ETD or to review others' ETDs
- **OIT Workshop Schedule** including **training/clinic lab locations**.
- **ETD Workshop Materials**

### ETD Technical Support Team

- Help Desk: **293-4444**. A team member will return your call or will email you by the end of the next working day. **Email is the preferred method of communication** so please tell the help desk the email address you prefer to use.
- Email us: **etd-tech@mail.wvu.edu** - be sure to email us from a valid WVU email address -or- put the word ETD, dissertation, or thesis in the subject line.
- The ETD Technical Support team offices are located in One Waterfront Place on Don Knotts Boulevard (South University Ave/Route 119), a twenty minute walk or ten minute drive south of the downtown campus. Team members can meet with students by appointment during established office hours for most of each academic term. Appointments must be made at least one week in advance and during established office hours or on appointment days. During Spring 2008, preferred office hours are Tuesday and Thursday afternoons. Additional directions to find assistance location will be provided upon appointment confirmation. Parking fees are the student's responsibility.

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

Remind all finishing graduate students to file an Application for Graduation and Diploma with the Associate Dean's office.

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 <http://www.wvu.edu/~thesis/>.

## **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. Please check the courses listed on the shuttle sheet for accuracy.

The final recommendation for the degree depends on:

1. The receipt of evaluated transfer credit from the Office of Admissions and Records. 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 Admissions and Records.

2. Removal of incomplete grades (by WVU Grade Modification Form sent to the major professor, Associate Dean and Admissions and Records).
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.

NOTE: For further information, consult the latest issue of the instruction sheet "Completion of Graduate Degree Programs, Instructions to Graduate Advisors and Department Chairs." (See page 18 of this Handbook or see Linda Tolka in Associate Dean's Office).

**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	Signature of Agreement
<i>(Use proper names and titles) example: John Doe, Ph.D.</i> -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* and submit it to the Associate Dean's Office 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 AND 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.

DATE

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 (1004 Agricultural Sciences)

**DAVIS COLLEGE OF AGRICULTURE, FORESTRY & CONSUMER SCIENCES  
WEST VIRGINIA UNIVERSITY**

**Ph.D. Qualifying Examination Report**

**MEMORANDUM**

TO: Dennis K. Smith, Associate Dean

FROM: \_\_\_\_\_  
*Chairperson of Doctoral Committee*

DATE: \_\_\_\_\_

RE: Qualifying Examination

This is to certify that \_\_\_\_\_, a Ph.D. candidate in \_\_\_\_\_, Davis College of Agriculture, Natural Resources and Design completed his/her qualifying examination (s) \_\_\_\_\_  
*Date*

Oral: Approved \_\_\_\_\_ Failed \_\_\_\_\_

Signatures of Committee Members:

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

Submit to the Student Records Office (1004 Agricultural Sciences) immediately following the final examination.

## 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 available from your Advisor or the Associate Dean's Office and submit it to the Associate Dean's Office.
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 for any Incompletes on the student's record.
  - (b) Grades must be submitted to the Associate Dean's Office 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: <http://www.libraries.wvu.edu/theses/submit-forms.htm>. All necessary forms can be downloaded from this website. All information is also available in this handbook.
  - 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. Information about the graduate programs and requirements is also available on the web at:  
<http://www.wvu.edu/~graduate/>

Revised 10-22-07

## 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. Qualifying Exam reporting forms are to be obtained from the Associate Dean's Office.

Doctoral candidates are allowed no more than five years after taking Qualifying Exam in which to complete remaining degree requirements.

2. **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.
3. **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.
4. **Application for graduation and diploma:**
  - (a) Submit application to the Associate Dean's Office before the deadline date of the semester or summer term you plan to graduate.
5. **Registration:** WVU is only permitted to graduate persons officially registered as students. Therefore, registration is essential in the term one expects to graduate.
6. **Incomplete Grades:**
  - (a) Grade modification forms must be submitted for any incompletes on the student's record.
  - (b) Grades must be submitted to the Associate Dean's Office for courses in which the student is currently enrolled.
7. **Filing Dissertation Electronically:**
  - a. Download, print and complete your Doctoral Dissertation ETD Submission Information Packet, available at URL:
  - b. [http://www.libraries.wvu.edu/theses/forms/Doctoral\\_Submission\\_Info\\_Packet.pdf](http://www.libraries.wvu.edu/theses/forms/Doctoral_Submission_Info_Packet.pdf).
  - c. \$65 cash, check, or money order payable to West Virginia University Libraries
  - 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.
- i. Deliver your ETD Submission Packet (in person or by mail) to the University Libraries at the Wise Library (Downtown Campus)

**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 (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.wvu.edu/~graduate/>

Revised 10-22-07

## Graduate Requirement Guide

1. Complete Graduate Plan of Study and submit.
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. Set defense date.
7. Present typewritten draft of thesis/ dissertation to committee members at least one month prior to defense.
8. Complete Shuttle Sheet request and submit two weeks prior to defense date for Master's students, 3 weeks prior to defense for Doctoral students.
9. Apply for graduation, fill out diploma form, and pay \$30 graduation fee.
10. During Defense, gather signatures of all committee members for signature pages to be bound in final copies of theses.
11. Submit thesis electronically.
12. Deliver ETD submission packet to John Hagen, 2510 Wise Library.  
See <http://www.libraries.wvu.edu/theses/> for details.