

**SHUTTLE SHEET REQUEST**  
*West Virginia University*  
*College of Education and Human Services*

Date: \_\_\_\_\_

To: *Office of Student Success*

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

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 NAME: \_\_\_\_\_ STUDENT ID NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ DEGREE: \_\_\_\_\_

(e.g., Ed.D., Masters – identify)

AREA OF EMPHASIS: \_\_\_\_\_

Major Field

Minor Field

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

TIME: \_\_\_\_\_

PLACE-BLDG: \_\_\_\_\_

PROGRAM: \_\_\_Dissertation \_\_\_Thesis \_\_\_Recital \_\_\_Problem Report \_\_\_Course Work

TITLE OF DISSERTATION OR THESIS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMMITTEE: (Names Typed)**

**SIGNATURES OF AGREEMENT TO ABOVE**

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

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

(Committee Chairperson)

(Department Chairperson)

**NOTE: No thesis or doctoral examinations are to be given without the committee chairperson present.**

*\*Publicity notification 3 weeks PRIOR to final defense by the Center for Student Advising and Records*

*Information regarding electronic theses/dissertations, including required electronic submission approval form is available from the WVU Library website <https://etd.lib.wvu.edu/>*