

CHECKLIST FOR AUGUST GRADUATES COMPLETING A THESIS/DISSERTATION

- ☐ **THESIS INSTRUCTIONS** - Review the Thesis Instructions document for formatting requirements and sample title pages. It may also be helpful to review current ETD's (Electronic Thesis Dissertation) at <http://etd.wfu.edu/> where you will also find information on submitting your ETD.
- ☐ **JULY 13th – FORMAT REVIEW DEADLINE** – submit your title page and one chapter via email to whitesl@wfu.edu.
- ☐ **ETD COPYRIGHT QUESTIONS** - Molly Keener, Scholarly Communication Librarian, is available for ETD copyright and embargo questions. She can be reached at keenerm@wfu.edu.
- ☐ **GRADUATE FACULTY** - All committee members must be on Graduate Faculty. Your Program Director can request temporary Graduate Faculty status for one committee member who is not on Graduate Faculty. This request, along with the member's CV, can be sent electronically to Dean Brad Jones for approval. The Graduate Faculty directory can be found at <http://internal.graduate.wfu.edu/faculty/directory.html>.
- ☐ **JULY 27th - DEFENSE DEADLINE** - Notify Graduate School once your defense has been scheduled by sending an email to whitesl@wfu.edu. We will need the date, time, and place as well as a list of committee members to send out the official notification and ballot.
- ☐ **BALLOT** - Verify your committee's chair has submitted the results ballot to Graduate School Office within 2 days after the defense.
- ☐ **BOUND COPIES** - Check with your department for any bound thesis/dissertation requirements. Copies can be ordered through ZSR Library by contacting Doris Jones djones@wfu.edu as well as through online services.
- ☐ **AUGUST 1st – Final Deadline** to submit the following items:
 - ☐ **Graduation Fee** – Your graduation fee of \$100 has been added to your student account and can be paid through DEAC.
 - ☐ **ETD Student Advisor Agreement** - Submit the agreement to the Graduate School office. It is important that the embargo you select matches your ETD submission with ProQuest.
 - ☐ **ETD** - Submit online <http://etd.wfu.edu/>. You will receive an email notification once it's been reviewed if formatting corrections are needed. Final approval will also be sent via email.
 - ☐ **Graduate School Exit Survey** – You will be emailed an individual link to complete your exit survey online.
 - ☐ **Survey of Earned Doctorate** – All **PhD students** must also complete the online survey at <https://sed.norc.org/doctorate/showRegister.do>
- ☐ **HOLDS** - Check WIN to verify there are no holds on your account. Transcripts and diplomas cannot be released until holds are removed.

*** Diplomas will be mailed approximately 4 – 6 weeks following graduation to the address previously submitted on your Intent to Graduate form.**

*** As an August graduate, you will be invited to return for graduation ceremonies in May 2019. An invitation with details will be sent to you in February.**