



- SEPTEMBER 14<sup>TH</sup> – DEADLINE** – Submit **INTENT TO GRADUATE** form in the Graduate School Office to Beth Whitsett ([bwhitset@wakehealth.edu](mailto:bwhitset@wakehealth.edu)).
- DISSERTATION/THESIS FORMATTING REQUIREMENTS** – Review attached instructions for formatting your dissertation or thesis. It may also be helpful to review current ETD's (Electronic Thesis Dissertation) “**Steps to Prepare & Submit an ETD**” at <http://etd.wfu.edu/>.
- NOVEMBER 2<sup>ND</sup> – FORMAT REVIEW DEADLINE** – Schedule meeting with Beth Whitsett ([bwhitset@wakehealth.edu](mailto:bwhitset@wakehealth.edu)) in the Graduate School Office to discuss graduation requirements and allow review of your thesis/dissertation for formatting recommendations. Bring a copy of your document on laptop or thumb drive.
- ETD COPYRIGHT QUESTIONS** – Molly Keener, Scholarly Communication Librarian, is available for ETD copyright and embargo questions. She may be reached at [keenerm@wfu.edu](mailto:keenerm@wfu.edu).
- GRADUATE FACULTY** - All committee members **must** be on Graduate Faculty. Your Program Director may request temporary Graduate Faculty status for one committee member who is not on Graduate Faculty. This request, along with the member's CV, should be sent electronically to Dean Dwayne Godwin at [dgodwin@wakehealth.edu](mailto:dgodwin@wakehealth.edu) for approval. The Graduate Faculty directory may be found at <http://internal.graduate.wfu.edu/faculty/directory.html>.
- ACTION** – Distribute photocopies or electronic copies of your completed dissertation/thesis to your committee members approximately three weeks prior to the final defense date.
- ACTION** – Notify the Graduate School once your defense has been scheduled by sending an email to [bwhitset@wakehealth.edu](mailto:bwhitset@wakehealth.edu). Include the date, time, and location of your defense along with a copy of your title page with for a complete list of committee members to send out the official email notification and voting ballot.
- DECEMBER 12<sup>TH</sup> – DEFENSE DEADLINE**
- BALLOT** - Verify your committee's chair has submitted the results ballot to Graduate School Office within 2 days after the defense. This ballot should be submitted to Beth Whitsett at [bwhitset@wakehealth.edu](mailto:bwhitset@wakehealth.edu).
- 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](mailto:djones@wfu.edu) as well as through online services.
- DECEMBER 13<sup>TH</sup> – Final DEADLINE** to submit:
  - Graduation Fee** – Your graduation fee of \$100 has been added to your student account and maybe paid through your PeopleSoft Student Account.
  - ETD Student Advisor Agreement** - Submit the agreement form to the Graduate School office. It is important that the embargo you select matches your ETD submission with ProQuest.

- ETD** - Submit your dissertation/thesis online at <http://etd.wfu.edu/>. You will receive an email notification once it's been reviewed if formatting corrections are required. Final approval will also be sent via email.
- NOTE** – The following Actions must be completed prior to the receipt of your diploma, final transcript, or degree verification.
  - ACTION – Graduate School Exit Survey** – Please complete the following Exit Survey at <https://www.surveymonkey.com/r/KGGJJVF?sm=gS95qUfHP7PVV2P9Hj3XJA%3d%3d>.
  - ACTION – Survey of Earned Doctorate** – All **PhD students** must also complete the online survey at <https://sed.norc.org/doctorate/showRegister.do>.
  - ACTION** – Schedule appointment to take laptop by Academic Computing for cleanup and sign HIPAA Exit form.
  - ACTION – Cancel student insurance** or make arrangements for a continuation policy. Angie Adams ([aadams@wakehealth.edu](mailto:aadams@wakehealth.edu)) can assist you with this process.
 

**NOTE:** If you fail to cancel your student health insurance policy for the term AFTER you graduate, a premium will automatically post to your student account. **Ph.D. candidates** – the Graduate School supplement will discontinue the same month your stipend is discontinued.
  - ACTION** – Schedule an exit survey with Financial Aid – [finaid@wakehealth.edu](mailto:finaid@wakehealth.edu). This is required for all graduating students.
- HOLDS** - Check student account in PeopleSoft to verify there are no financial holds on your account. Transcripts and diplomas cannot be released until holds are removed.
- DIPLOMAS** may be picked up on or after December 30<sup>th</sup>. You will be notified via email when diplomas are available for pickup. If you wish your diploma mailed please send an email to Beth Whitsett at [bwhitset@wakehealth.edu](mailto:bwhitset@wakehealth.edu).

**ADDITIONAL ITEMS (If Applicable) –**

- Check with your Program/Department Administrative person to make sure all of your school travel has been closed out.
- Return all keys to the department/program.
- Return all library materials (for either campus).
- Request an “Authorization of Release of Medicine Records” from Employee Health to receive copies of your immunization record to take with you.
- Update your address and contact information: 1) student account in PeopleSoft, 2) Beth Whitsett - [bwhitset@wakehealth.edu](mailto:bwhitset@wakehealth.edu), and 3) HR/Payroll ([wakepayroll@wakehealth.edu](mailto:wakepayroll@wakehealth.edu)) for receipt of your W-2 for stipend recipients.

**GRADUATION CEREMONIES –**

You will be invited to the **Hooding & Awards Ceremony** and **Commencement** on May 18, and May 20, 2019, respectively. Watch for more information on graduation and the regalia order in early 2019.

SAMPLE



WAKE FOREST  
UNIVERSITY

GRADUATE SCHOOL of  
ARTS & SCIENCES

BIOMEDICAL SCIENCES

## MEMORANDUM

**TO:** Drs. xxx xx, xxx xx, xxx xx, xxx xx, xxx xx

**FROM:** Dwayne Godwin, PhD  
Dean, WFU Graduate School of Arts and Sciences

**DATE:** Current Date

**SUBJECT:** Final PhD or MS Examination: STUDENT NAME, PROGRAM OF STUDY

The final PhD or MS examination for Student Name scheduled for Day, Date, at Time PM in Location.

The examining committee shall consist of:

Dr. XXX, Chair, department  
Dr. XXX, Advisor, department  
Dr. XXX, department  
Dr. XXX, department  
Dr. XXX, department

A final copy of the dissertation or thesis has been given to each of you. Dr. XXXX (chair) is requested to poll the committee on day, date, to determine the acceptability of the dissertation or thesis. If the poll is less than unanimous, a meeting of the committee will be called to discuss the unacceptable aspects and to determine whether the examination should be postponed. Dr. XXXX (chair) is requested to notify the Graduate Office ([bwhitset@wakehealth.edu](mailto:bwhitset@wakehealth.edu)) and the student of the results of the poll.

*After the examination the **Chairman of the Committee** needs to notify Beth Whitsett ([bwhitset@wakehealth.edu](mailto:bwhitset@wakehealth.edu)) in the Graduate School Office of the outcome of the examination by completing the defense ballot.*