

CHECKLIST FOR DECEMBER GRADUATES COMPLETING A THESIS/DISSERTATION

- ☐ **THESIS INSTRUCTIONS** - Review the Thesis Instructions document for formatting requirements and sample title pages. You may also want to review current ETD's (Electronic Thesis Dissertation) at <http://etd.wfu.edu/> where you will find detailed information on submitting your ETD.
 - ☐ **NOVEMBER 2ND – 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.
 - ☐ **DEFENSE COMMITTEE** - All members must be on Graduate Faculty <http://internal.graduate.wfu.edu/faculty/directory.html>. Your Program Director can request temporary Graduate Faculty status for one committee member who is not. This request, along with proposed committee member's CV, should be sent electronically to Dean Brad Jones for approval.
 - ☐ **DECEMBER 5th – DEFENSE DEADLINE** - Notify the Graduate School once your defense has been scheduled by sending an email to whitesl@wfu.edu. I will need the date, time, and location as well as a list of committee members to send out the official notification and ballot.
 - ☐ **BALLOT** - Verify the chair of your committee has submitted the results ballot to Graduate School Office within two days of your 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.
 - ☐ **DECEMBER 12TH** – Final Deadline to complete 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. The embargo you select must match your ETD submission with ProQuest.
 - ☐ **ETD** - Submit online <http://etd.wfu.edu/>. You will receive an email 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 sent an individual link to complete your online survey.
 - ☐ **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 a December graduate, you will be invited to return for graduation ceremonies in May 2019. An invitation with details will be sent to you in February.**