WAKE FOREST UNIVERSITY
GRADUATE SCHOOL of ARTS & SCIENCES

CHECKLIST FOR DECEMBER GRADUATES

COMPLETING A THESIS/DISSERTATION

- ☐ **SEPTEMBER 13th – DEADLINE** – Submit **INTENT TO GRADUATE** form to the Graduate School Office (dewolfe@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/.

- ☐ **ETD COPYRIGHT QUESTIONS** – Molly Keener, Scholarly Communication Librarian, is available forETD copyright and embargo questions. She may be reached at keenerm@wfu.edu.

- ☐ **GRADUATE FACULTY -** All committee members **must** be on Graduate Faculty. You may request **Temporary Graduate Faculty** status for a committee member who is not on Graduate Faculty. This request, along with the member's CV, should be sent electronically to Jennie McGuire, Enrollment Manager at Jennie.McGuire@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 dewolfe@wakehealth.edu. Include the date, time, and location of your defense along with a copy of your title page so the Graduate School can send out the official email notification and voting ballot to your committee.

- ☐ **DECEMBER 4th – 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 Denise Wolfe at dewolfe@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 as well as through online services.

- ☐ **DECEMBER 11th** – Final **DEADLINE** to submit:

  - ☐ **Graduation Fee** – Your graduation fee of $150 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 GraduateSchool 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'sbeen 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 (ACLAB_DL@wakehealth.edu).

  - ☐ **ACTION – Cancel student insurance** or make arrangements for a continuation policy. Student financials (studentfinancials@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 – only if a Federal student loan borrower**

  - ☐ Complete Federal online exit counseling at https://studentloans.gov/myDirectLoan/counselingInstructions.action?counselingType=exit. This is required for all graduating Federal loan borrowers.

  - ☐ Schedule an exit counseling meeting with Financial at (finaid@wakehealth.edu) if you would like to discuss loan repayment further.

- ☐ **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 January 8TH. If you wish your diploma mailed please send an email to Denise Wolfe at dewolfe@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/email and phone number** in: 1) student account in PeopleSoft, 2) Denise Wolfe at dewolfe@wakehealth.edu, and 3) HR/Payroll (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 16, and May 18, 2020, respectively. Watch for more information on graduation and the regalia order in early 2020.