☐ **JANUARY 24TH – 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 for ETD 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.

☐ **APRIL 24TH – 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.

☐ **MAY 6TH – 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 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/KGGJIVF?sm=gS95qUfHP7PVV2P9Hj3XjA%3d%3d](https://www.surveymonkey.com/r/KGGJIVF?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](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](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 - an email will be sent after Commencement when available for pick up. If you wish your diploma mailed, please send an email to Denise Wolfe (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.