

CHECKLIST FOR MAY GRADUATES
COMPLETING A THESIS OR DISSERTATION

- ☐ **THESIS INSTRUCTIONS** - Review the document posted at <https://graduate.wfu.edu/graduation-requirement-checklist-reynolda-campus/> 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/>.
- ☐ **Early March COMMENCEMENT TICKET ORDERS** - Details for ordering tickets including parking passes will be available at <https://commencement.wfu.edu/>. Tickets are required for all guests attending Commencement on May 18th. **Tickets and parking passes are NOT required for the Graduate School Hooding & Awards ceremony on May 16th.**
- ☐ **March 9th- 10th STUDENT THESIS BOOT CAMP** - Details on sessions and registration information <https://pdc.wfu.edu/event/14121/>
- ☐ **April 3rd FORMAT REVIEW** - Deadline to submit your title page and one chapter electronically to whitesl@wfu.edu.
- ☐ **April 17th SPECIAL NEEDS** - Notify the Graduate School office if either you or any of your guests require special assistance for either ceremony by sending an email to whitesl@wfu.edu.
- ☐ **April 17th IN ABSENTIA FORM** - Deadline to submit to whitesl@wfu.edu if you will not be attending Commencement and/or Hooding.
- ☐ **COMMITTEE MEMBERS** - 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, must be sent electronically to Dean Brad Jones for approval. The Graduate Faculty directory can be found at <https://graduate.wfu.edu/faculty-search/>
- ☐ **DEFENSE** - Notify the Graduate School once your defense has been scheduled by sending the details to whitesl@wfu.edu. Include the date, time, and location as well as a list of committee members allowing the Graduate School office to send out the official notification and voting ballot. Verify your committee's chair has submitted the ballot to the Graduate School office within two days of your defense.
- ☐ **ETD COPYRIGHT AND EMBARGO** - Questions? Contact Molly Keener at keenerm@wfu.edu.
- ☐ **BOUND COPIES** - Check with your department for any bound thesis/dissertation requirements. Copies can be ordered through ZSR Library by contacting djones@wfu.edu as well as through online services.
- ☐ **April 22nd DEFENSE DEADLINE** - Last day to defend thesis/dissertation to graduate in May.
- ☐ **April 29th FINAL DEADLINE** for the following items including all program requirements:
 - ☐ **Graduation Fee** - Your graduation fee has been added to your student account and can be paid through DEAC. This fee covers all expenses related to graduation (diplomas, regalia for ceremony attendees, etc) and is required of all graduates regardless of ceremony attendance.

☐ **ETD Student Advisor Agreement** - Submit completed form to the Graduate School office. Verify that the embargo you select matches your ETD submission with ProQuest. **Note the form requires your advisor's signature in two sections.**

☐ **ETD** - Submit online <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.

☐ **Graduate School Exit Survey** - Individual links will be sent via email for online submission.

☐ **Survey of Earned Doctorate** - PhD students must complete the online survey <https://sed-ncses.org/login.aspx>

☐ **Name Pronunciation** – Hooding ceremony attendees only - Individual links will be sent via email for recorded online submission. In addition, submit the name pronunciation form posted at <https://graduate.wfu.edu/graduation-requirement-checklist-reynolda-campus/> to whitesl@wfu.edu.

☐ **Holds** - Check WIN to verify there are no holds on your account. Regalia cannot be distributed if there is a hold on your account.

☐ **May 11th – 14th CAP & GOWN DISTRIBUTION** - Come to the Graduate School office 118 Reynolda Village **Monday through Thursday 9:00 am – 4:00 pm** to pick up your regalia. If you will be out of town, you may have someone pick up your things if all requirements are met and your student account is clear

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