CHECKLIST FOR SEPTEMBER GRADUATES
COMPLETING A THESIS/DISSERTATION

☐ JUNE 3rd – 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.

☐ AUGUST 7th – 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.

☐ AUGUST 14th – Final DEADLINE to submit:
  ☐ Graduate Fee – Your graduate fee of $150 has been added to your student account and may be 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](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](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](mailto: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** - will be mailed after graduation to the forwarding address listed on the Commencement and Hooding Attendance form.

**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](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 15, and May 17, 2021, respectively. Watch for more information on graduation and the regalia.