

CHECKLIST FOR DECEMBER GRADUATES  
**COMPLETING A PROJECT**

- ☐ **COMMITTEE MEMBERS** - All committee members **must** be on Graduate Faculty. Your Program Director can request temporary Graduate Faculty status for one committee member. 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/>
  - ☐ **PRESENTATION** - Notify the Graduate School once your presentation has been scheduled by sending the details to [whitesl@wfu.edu](mailto:whitesl@wfu.edu). Include the date, time and location as well as a list of committee members.
  - ☐ **BALLOT** - Verify your committee's chair has submitted the results ballot to Graduate School Office within two days after your presentation.
  - ☐ Check with your department for any specific project requirements.
  - ☐ **DECEMBER 4<sup>TH</sup> PRESENTATION DEADLINE** - Last day to hold presentation for December graduation.
  - ☐ **DECEMBER 11<sup>TH</sup> - FINAL DEADLINE** to submit the following items:
    - ☐ **Graduation Fee** - Your graduation fee has been added to your student account and can be paid through DEAC.
    - ☐ **Graduate School Exit Survey** - Individual links will be sent via email for online submission.
  - ☐ **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.**