

## CHECKLIST FOR DECEMBER GRADUATES COMPLETING A THESIS OR DISSERTATION

- ☐ **THESIS INSTRUCTIONS** - Review the [Thesis Instructions](#) for formatting requirements and sample title pages. It may also be helpful to review current ETD's (Electronic Thesis Dissertation) at [ETD's @ WFU](#) where you will find information on submitting your ETD. **This step will save you considerable time later.**
- ☐ **NOVEMBER 4<sup>TH</sup> – FORMAT REVIEW DEADLINE** – Submit your title page and one chapter via email to [whitesl@wfu.edu](mailto:whitesl@wfu.edu).
- ☐ **ETD COPYRIGHT QUESTIONS** - Molly Keener, Scholarly Communication Librarian, is available for ETD copyright and embargo questions. She can be reached at [keenerm@wfu.edu](mailto:keenerm@wfu.edu).
- ☐ **GRADUATE FACULTY** - 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, can be sent electronically to Dean Brad Jones for approval.
- ☐ **DECEMBER 4<sup>TH</sup> – DEFENSE DEADLINE** - Notify Graduate School once your defense has been scheduled by sending an email to [whitesl@wfu.edu](mailto:whitesl@wfu.edu). We will need the date, time, and place as well as a list of committee members to send out the official notification and ballot.
- ☐ **BALLOT** - Verify your committee's chair has submitted the results ballot to Graduate School Office within two days after the defense.
- ☐ **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](mailto:djones@wfu.edu) as well as through online services.
- ☐ **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.
  - ☐ **ETD Student Advisor Agreement** – Submit your completed [agreement](#) to the Graduate School office via email to [whitesl@wfu.edu](mailto:whitesl@wfu.edu). It is important that the embargo you select matches your ETD submission with ProQuest.
  - ☐ **ETD** - Submit online [ETD's @ WFU](#). You will receive an email notification once it's been reviewed if formatting corrections are needed. Final approval will also be sent via email. **Notifications will be sent to the email address used for your ProQuest registration.**
  - ☐ **Graduate School Exit Survey** – Individual links will be sent via email for online submission.
  - ☐ **Survey of Earned Doctorate** – All **PhD students** must also complete the online survey at <https://sed-ncses.org/login.aspx>
- ☐ **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.**