THESIS INSTRUCTIONS - Review the documents posted at Graduation Requirements for formatting requirements and sample title pages. It may also be helpful to review current ETD’s (Electronic Thesis Dissertation) at ETDs @ WFU.

April 2nd FORMAT REVIEW - Deadline to submit your title page and one chapter electronically to whitesl@wfu.edu.

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 Graduate Faculty.

DEFENSE - Notify the Graduate School once your defense has been scheduled by sending the date, time, location and list of committee members to whitesl@wfu.edu. This will allow 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. Bound copies can be ordered through ProQuest or other online services.

April 23rd DEFENSE DEADLINE - Last day to defend thesis/dissertation to graduate in May.

April 30th 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 ETD Agreement to whitesl@wfu.edu. Verify the embargo you select and your title matches your ETD submission with ProQuest. Note the form requires your advisor’s signature in two sections.

- ETD - Submit online ETDs @ WFU. 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 SED survey.

- Holds - Check WIN to verify there are no holds on your account. Diplomas and final transcripts cannot be mailed if there is a hold on your account.

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