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

☐ **GRADUATE SCHOOL HOODING & AWARDS CEREMONY** – Ceremony information and instructions will be sent from the Graduate School office and posted at Graduation. Note that tickets and parking passes are not required for this event.

☐ **UNIVESITY COMMENCEMENT** - Ceremony information in addition to instructions on ordering tickets and parking passes will be posted at Commencement. Tickets are required for all guests and must be ordered by the deadline posted. Be sure to check back for frequently for any updates.

☐ **April 1st FORMAT REVIEW -** Deadline to submit your title page and one chapter electronically to whitesl@wfu.edu.

☐ **April 8th REGALIA -** Deadline to place cap & gown order. You will receive an email with instructions.

☐ **April 14th 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 14th IN ABSENTIA FORM** - Deadline to submit to whitesl@wfu.edu if you will not be attending the Hooding & Awards ceremony and/or University Commencement.

☐ **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.

☐ **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 your 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.

☐ **COPYRIGHT, AUTHOR'S RIGHTS & YOUR ETD INFORMATION -** Review the videos posted at COPYRIGHT for information.

☐ **PUBLISHING 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 20th DEFENSE DEADLINE** - Last day to defend thesis/dissertation to graduate in May.

☐ **April 27ᵗʰ FINAL DEADLINE** for the following items:

    ☐ **Graduation Fee -** Your graduation fee has been added to your student account and can be paid through DEAC. This fee helps to defray some of the costs associated with graduation and is required of all graduates regardless of ceremony attendance.

    ☐ **ETD Student Advisor Agreement -** Submit completed [ETD Agreement](#) to whitesl@wfu.edu. Verify the selected embargo 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.](#)

    ☐ **Name Pronunciation -** Individual links will be sent via email for online submission. You must also complete a name pronunciation form and return to whitesl@wfu.edu.

    ☐ **Holds** - Check WIN to verify there are no holds on your account. Transcripts and diplomas cannot be released if there is a hold on your account.

* Electronic diplomas will be emailed to you shortly following graduation. Traditional diplomas will be mailed approximated 4 – 6 weeks following graduation to the address you submitted on your Intent to Graduate form.