

CHECKLIST FOR MAY GRADUATES
COMPLETING A THESIS OR DISSERTATION

- ☐ **THESIS INSTRUCTIONS** - Review the information posted at [Graduation Requirements](#) for formatting requirements and **sample title pages**. It will also be helpful to review published ETD's (Electronic Thesis Dissertation) at [ETDs @ WFU](#). **This step will save you considerable time later.**
- ☐ **GRADUATE SCHOOL OF ARTS & SCIENCES HOODING & COMMENCEMENT CEREMONY** – Ceremony information and instructions will be sent from the Graduate School office and posted at [Graduation](#) . Tickets and parking passes are not required for this event.
- ☐ **March 24th FORMAT REVIEW** - Deadline to submit your title page and one chapter electronically to whitesl@wfu.edu.
- ☐ **March 24th REGALIA** - Deadline to place cap & gown order online at [Herff Jones](#). Enter Wake Forest Univ Grad School of Arts and Sciences. Your order will be delivered directly to you. All ceremony participants must wear regalia which will include the following degree color scheme:
 - PhD - Black hood with blue trim and black tassel
 - MS - Black hood with gold trim and gold tassel
 - MA, MAHS - Black hood with white trim and white tassel
 - MAED - Black hood with light blue trim and light blue tassel
 - MFA - Black hood with brown trim and brown tassel
- ☐ **April 14th SPECIAL NEEDS** - Notify the Graduate School office if either you or any of your guests require special assistance for the Hooding & Commencement 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 & Commencement ceremony.
- ☐ **COMMITTEE MEMBERS** - All defense 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 distribute 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 & FAIR USE INFORMATION** - Review the the information posted at [Copyright](#).
- ☐ **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 14th DEFENSE DEADLINE** - Last day to defend thesis/dissertation to graduate in May.
- ☐ **April 21st FINAL DEADLINE** for the following items:
 - ☐ **ETD Student Advisor Agreement** - Submit completed [ETD Agreement](#) to whitesl@wfu.edu. Verify the selected embargo and title matches your ETD submission to ProQuest. **Note the form requires your advisor's signature in two sections.**
 - ☐ **ETD** - Submit online [ETDs @ WFU](#). You will receive an email notification once your ETD has been reviewed if formatting corrections are needed. Final approval will also be sent via email. **Notifications will be sent to the email address used when creating your ProQuest account.** Do not file for copyright through ProQuest or other sources until you review [Copyright](#) and determine if necessary.
 - ☐ **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 posted at [Graduation](#) 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.
- ☐ **DIPLOMAS** - 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.