



WAKE FOREST  
UNIVERSITY

GRADUATE SCHOOL of  
ARTS & SCIENCES

CHECKLIST FOR FALL 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 who is not on Graduate Faculty. This request, along with the member's CV, must be sent electronically to Senior Associate Dean Tony Marsh for approval.
  
- PRESENTATION** - Notify the Graduate School once your presentation has been scheduled (and at least two weeks before the presentation) by sending **the date, time, location, and list of committee members** to [tatmanb@wfu.edu](mailto:tatmanb@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.
  
- Check with your department for any specific project requirements.
  
- DECEMBER 13<sup>th</sup> PRESENTATION DEADLINE** - Last day to present project to graduate in Fall.
  
- DECEMBER 18<sup>th</sup> FINAL DEADLINE** for the following items:
  - Graduate School Exit Survey** - Individual links will be sent via email for online submission.
  - Holds** - Check Workday 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.**