

CHECKLIST FOR DECEMBER 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** - Be sure your program has informed 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 Program Director has submitted all required materials to the Graduate School office within two days of your defense.
- ☐ Check with your department for any specific project requirements.
- ☐ **DECEMBER 12<sup>th</sup> PRESENTATION DEADLINE** - Last day to present project to graduate in December.
- ☐ **DECEMBER 17<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.

**TRANSCRIPTS** - Following conferral of degrees (**December 19**), there will be a brief period of review. During this time, your transcript may not show final grades or degree completion. We will contact you when final transcripts are ready to be requested; if you order before we contact you and the transcript is incomplete, you risk having to pay again for a replacement, so it is highly recommended for you to wait for confirmation.

**DIPLOMAS** - Electronic diplomas will be sent via email shortly following graduation. Traditional diplomas will be mailed approximately 4 - 6 weeks following graduation to your Diploma Mailing (Student) address.

- If Diploma addresses are not designated in Workday, causing diplomas to be sent to the incorrect address and lost, graduates will be responsible for ordering a replacement at their expense.

**CEREMONY** - December graduates will be invited to participate in the Hooding & Commencement Ceremony next May. If you have indicated that you plan to attend, an invitation will be sent to your personal email address.