

CHECKLIST FOR DECEMBER GRADUATES  
COMPLETING A THESIS OR DISSERTATION

- ☐ **THESIS INSTRUCTIONS** - Review the [Thesis Instructions](#) for formatting requirements and sample title pages. It may also be helpful to review current ETD's (Electronic Thesis/Dissertation) at <http://etd.wfu.edu/> where you will find information on submitting your ETD. **This step will save you considerable time later.**
- ☐ **NOVEMBER 14<sup>th</sup> – FORMAT REVIEW DEADLINE** – Submit your title page and one chapter via email to [tatmanb@wfu.edu](mailto:tatmanb@wfu.edu).
- ☐ **ETD COPYRIGHT QUESTIONS** - Hu Womack, Instruction and Graduate School Support Librarian, is available for ETD copyright and embargo questions. He can be reached at [womack@wfu.edu](mailto:womack@wfu.edu).
- ☐ **GRADUATE FACULTY** - 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, can be sent electronically to the Graduate School Senior Associate Dean for approval.
- ☐ **DECEMBER 12<sup>th</sup> - DEFENSE DEADLINE** - Notify the Graduate School once your defense has been scheduled by sending an email to [tatmanb@wfu.edu](mailto:tatmanb@wfu.edu) at least 2 weeks before your defense. We will need the **date, time, and place** as well as a **list of committee members** to send out the official notification and ballot.
- ☐ **BALLOT** - Verify your committee's chair has submitted the results ballot to the Graduate School office within two days after the defense.
- ☐ **BOUND COPIES** - Check with your department for any bound thesis/dissertation requirements. Copies can be ordered through online services such as Thesis On Demand and Lulu as well as ProQuest when you submit your ETD.
- ☐ **DECEMBER 17<sup>th</sup> – Final Deadline** to submit the following items:
  - ☐ **ETD Student Advisor Agreement** – Submit your completed [agreement](#) to the Graduate School office via email to [tatmanb@wfu.edu](mailto:tatmanb@wfu.edu). It is important that the embargo you select matches your ETD submission with ProQuest.
  - ☐ **ETD** - Submit online <http://etd.wfu.edu/> to ProQuest. You will receive an email notification once it's been reviewed if formatting corrections are needed. Final approval will also be sent via email. **Notifications will be sent to the email address used for your ProQuest registration.**
  - ☐ **Graduate School Exit Survey** – Individual links will be sent via email for online submission.
  - ☐ **Survey of Earned Doctorate** – All **PhD students** must also complete the online survey at <https://sed-ncses.org/>
- ☐ **HOLDS** - Check Workday to verify there are no holds on your account. Diplomas cannot be released until holds are removed.

**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.