

CHECKLIST FOR MAY GRADUATES  
COMPLETING A THESIS OR DISSERTATION

- THESIS INSTRUCTIONS** - Review the information posted on [Graduation](#) 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 on [Graduation](#). Tickets and parking passes are not required for this event.
  
- March 20<sup>th</sup> FORMAT REVIEW** - Deadline to submit your title page and one chapter electronically to [tatmanb@wfu.edu](mailto:tatmanb@wfu.edu).
- March 27<sup>th</sup> REGALIA** - Deadline to place cap & gown order online (link will be emailed). 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 10<sup>th</sup> 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 [tatmanb@wfu.edu](mailto:tatmanb@wfu.edu).
  
- 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 Senior Associate Dean Tony Marsh 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 [tatmanb@wfu.edu](mailto:tatmanb@wfu.edu) (at least two weeks before your defense). 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 information posted at [Copyright](#).
  
- PUBLISHING EMBARGO** - Questions? Contact ZSR Copyright team at [copyright@gg.wfu.edu](mailto:copyright@gg.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 17<sup>th</sup> DEFENSE DEADLINE** - Last day to defend thesis/dissertation to graduate in May.
  
- April 24<sup>th</sup> FINAL DEADLINE** for the following items:
  - ETD Student Advisor Agreement** - Submit completed [ETD Agreement](#) to [tatmanb@wfu.edu](mailto:tatmanb@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 [tatmanb@wfu.edu](mailto:tatmanb@wfu.edu).
  - Holds** - Check Workday to verify there are no holds on your account. 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 approximately 4 – 6 weeks following graduation to the address you submitted on your Intent to Graduate form.