



CHECKLIST FOR DECEMBER 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.**
- ☐ **October 1st COMMITTEE MEMBERS** - Send your defense committee to tatmanb@wfu.edu. Your committee must be approved by the Graduate School before your defense can take place. All defense committee members **must** be on Graduate Faculty; it is **your responsibility** to confirm they are eligible. If needed, your Program Director can request temporary Graduate Faculty status for **one committee member only** who is not on Graduate Faculty. Please see this [nomination form](#) for instructions.
- ☐ **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 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.
- ☐ **November 13th FORMAT REVIEW** - Deadline to submit your title page and one chapter electronically to tatmanb@wfu.edu.
- ☐ **COPYRIGHT & FAIR USE INFORMATION** - Review the information posted at [Copyright](#).
- ☐ **PUBLISHING EMBARGO** - Questions? Contact ZSR Copyright team at 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.
- ☐ **December 11th DEFENSE DEADLINE** - Last day to defend thesis/dissertation to graduate in December.
- ☐ **December 16th FINAL DEADLINE** for the following items:
 - ☐ **ETD Student Advisor Agreement** - Submit completed [ETD Agreement](#) to 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](#).

☐ **Name Pronunciation** - Complete a phonetic and recorded name pronunciation in Workday for the Hooding and Commencement Ceremony in May. Please see below for instructions:

1. Access your profile by clicking on your picture in the upper right hand corner and clicking View Profile
2. Click Actions on the left hand side of the page
3. Select Change My Name Pronunciation
4. Click the Microphone Icon to record an audio pronunciation
5. Click Submit

☐ **Holds** - Check Workday to verify there are no holds on your account. Diplomas cannot be released if there is a hold. Advising Holds for the following semester don't affect graduation and do not need to be removed.

☐ **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 Graduation Application.

☐ **GRADUATION** - December graduates will be invited to participate in the Hooding & Commencement Ceremony next May. An invitation will be sent to your personal email address.