

CHECKLIST FOR AUGUST 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. **It is highly recommended to download the sample title page and plug in your specific information into the highlighted lines to ensure formatting is .**
- July 10th FORMAT REVIEW** - Deadline to submit your title page and one chapter electronically to 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 reader 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.
- 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.
- July 31st DEFENSE DEADLINE** - Last day to defend thesis/dissertation to graduate in August.
- August 7th 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 survey](#).
 - Name Pronunciation** - Complete a phonetic and recorded name pronunciation in Workday for the Hooding and Commencement Ceremony. 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 until holds are removed. **Note: Advising holds for the following semester will not affect your graduation.**

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 – There is no official graduation ceremony in August. August graduates will be invited to participate in the Hooding & Commencement Ceremony next May. An invitation will be sent to your personal email address.