



## GRADUATE SCHOOL -- GRADUATION DEADLINES

All items must be submitted to the Graduate School office

Degree Completion semester:	Fall 2007	Spring 2008	Summer 2008	Fall 2008
<b>Application for Degree/Exit Survey</b> must be received no later than.....	September 13	February 18	February 18* June 20	September 18
<b>Oral Defense:</b> held no later than .....	November 30	May 5	July 18	December 5
<b>Graduation Requirements:</b> notification of the following no later than..... Recommendation For Degree Form Comprehensive Exams Result <i>Prior semester</i> Incomplete Grades Submission of ETD***	December 7	May 12	July 25	December 12
<b>University Commencement**</b>	December 16	TBA	None	TBA
<b>Hooding Ceremony</b>	December 16	None	None	TBA

\*Master's students who file by the spring deadline will have their name appear in the spring commencement program, and the optional inclusion of their thesis title, if desired. Your name may only appear in ONE commencement program

\*\*Students should check with their academic college as to time, date, and place

\*\*\*See reverse side for information on Electronic Theses & Dissertation (ETD) submission

### Graduation Requirements:

All items are explained in detail in the *Graduate Bulletin* and website. <http://webs.wichita.edu/gradsch>

- Formal admission to the appropriate degree program.
- Satisfactory completion of conditions of admission.
- An approved Plan of Study on file in the Graduate School.
- Satisfactory completion of prerequisite, tool or language courses.
- An Application for Degree/Exit Survey Form on file with the Graduate School.
- Appropriate enrollment in the semester of graduation.
- Removal of all *prior semester* incomplete grades, including thesis hours.
- Completion of all requirements (courses, project, comprehensive exams, thesis, dissertation, validations, etc.).
- Submission of the ETD following approval by Graduate School.
- Cumulative graduate GPA of at least 3.0 for all WSU courses on the Plan of Study and for all WSU graduate work.

### Graduation and Commencement Information:

Degrees are conferred at the close of summer (July), fall (December), and spring (May) semesters. Official transcripts and diplomas are available approximately eight weeks after conferral, and may be ordered from the transcript office. Their website is: <http://www.wichita.edu/on-line/registrar/trans.asp>

Commencement ceremonies are held only in December and May. Participation is allowed as follows:

Degree Awarded in:	You will walk in this Commencement:
Master's in December	December
Master's in May	May
Master's in July	Preceding May or Following December
Doctoral in December	December
Doctoral in May	May
Doctoral in Summer	December following award

## **Electronic Theses and Dissertation (ETD)**

Effective the fall semester of 2006, the Graduate School requires all theses and dissertations to be submitted in an approved digital format. The Electronic Theses and Dissertation (ETD) is similar to its paper predecessor; however, rather than printing a hard copy for submission to the Graduate School, the thesis/dissertation is converted to a Portable Document Format (pdf) file for electronic submission to the Graduate School. No bound copies will be required from the student, however, all students will be required to make an appointment with the degree audit specialist for a format check of a paper copy of the thesis/dissertation. Once approved by the degree audit specialist, the student will be given further instruction and will be required to convert their document to a PDF. After final approval has been given by the Graduate School, the PDF will be uploaded to the Blackboard Learning System using the Digital Dropbox. A copy will be saved on a CD by the Graduate School and given to the student and the entire committee. The final copy of your ETD will be sent to the university library. Effective the summer semester of 2007, the WSU Libraries will catalog the electronic thesis and dissertations and make the documents available through the Shocker Open Access Repository (SOAR), for worldwide distribution. Approximately six months after submission of the document, it will be accessible and viewable at: <http://soar.wichita.edu/dspace/handle/10057/67>.

### **Cost**

The fee associated with submitting the ETD is **\$40.00**, and covers the cost to process the ETD and have it microfilmed as the WSU libraries archival copy.

### **Format**

Students are responsible for having their thesis/dissertation formatted as described in the [Guide to the Preparation of Theses and Dissertations](#) available in the University Bookstore at a cost of \$5.00, or on-line at no cost on the Graduate School website. <http://webs.wichita.edu/gradsch>

Formatting requirements for the ETD are consistent with the above mentioned guide, with two exceptions:

1. The left margins are not required to be 1 ½ inches as required for a bound copy. Margins can be 1 inch all around. All other formatting requirements remain the same.
2. Beginning Summer 2007 semester, the **copyright page is REQUIRED**. (see page 10 in Fall 2006 Guide to the Preparation of Theses and Dissertations)

### **Blackboard**

All students who have submitted an Application For Degree for any given semester will be automatically enrolled in the Blackboard course: *Graduate School ETD*. Students can review that course at any time for additional deadline information, and other links.

Blackboard can be accessed through the internet. You will need to have an internet connection and an internet browser (preferably the newest version of Internet Explorer or Netscape Navigator). You can access Blackboard through the *myWSU* portal at <http://mywsu.wichita.edu>. To log in to the portal, you will need your *myWSU* ID number number and password.