Current Term:

Degree Completion Semester:	Fall 2021	Spring 2022	Summer 2022
Application for Degree/Exit Survey, Plan of Study/Revisions must be submitted no later than……..	September 13	February 14	February 14* June 20
Request to Schedule Oral Defense should be submitted no later than... (see below for more information)	November 12	April 15	July 8
Oral Defense: held no later than ...	November 24	April 29	July 21
Graduation Requirements: See list of requirements below. Notification of completion of all must be received by the Graduate School no later than…………………………..	December 3	May 6	July 29
University Commencement**	December 12	May 14	None

*Master's students planning to complete their degree in the summer, who file by the spring deadline, will have their name printed in the spring commencement program, and the optional inclusion of their thesis title, if desired.
NOTE: Doctoral students must be hooded and their degrees awarded in the ceremony following degree completion; therefore Summer doctoral candidates will participate in the following Fall ceremony, rather than the preceding Spring ceremony. Exceptions can be made if doctoral students have successfully defended their dissertation, and the defense paperwork is on file in the Graduate School before the Spring ceremony. Contact the Degree Audit Specialist for details.

** Check online at: (www.wichita.edu/commencement) for specific details about your Commencement ceremony.

Request to Schedule Oral Defense
When you are ready to schedule your oral defense, this form must be submitted in order to have your defense approved by the Graduate School. The form should be submitted at least **two weeks before** your planned defense date. At the same time, you should distribute copies of your thesis or dissertation to all members of your committee to allow them ample time to review your document. The REQUEST TO SCHEDULE ORAL DEFENSE FORM is available on our website and in the Graduate School office. See the forms link below.

Graduation Requirements   All forms are available online: **www.wichita.edu/gradforms**

All items are explained in detail in the *Graduate Catalog* and website: www.wichita.edu/gradschool
- 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, PSIT completion notification, etc.).
- Submission of the ETD following approval by Graduate School.
    - See reverse side for information on Electronic Theses & Dissertation (ETD) submission.
- Cumulative graduate GPA of at least 3.000 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 fall (December), spring (May), and summer (July) semesters. Official transcripts and diplomas are available approximately eight weeks after conferral and may be ordered from the transcript office. Their website is: www.wichita.edu/transcripts

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

   * Exceptions can be made if doctoral students have successfully defended their dissertation,
     and the defense paperwork is on file in the Graduate School before the Spring ceremony.
     Contact the Degree Audit Specialist for details.

Electronic Theses and Dissertations (ETD)

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 submitting a hard copy to the Graduate School, the thesis/dissertation is converted to a Portable Document Format (pdf) for electronic submission to the Graduate School on the Blackboard Learning System. No bound copies will be required from the student; however, an appointment with the degree audit coordinator is required for a format check of a paper copy, payment of the submission fee, and to sign the required Access Agreement form. Once approval has been given by the degree audit coordinator, the student will receive instructions regarding PDF conversion and will be given access to the *GRADUATE SCHOOL ETD* course in the Blackboard Learning System. A CD copy will be given to the student, the committee chair, the student's major department, and will be sent to the university library. WSU Libraries will catalog the electronic theses and dissertations and make them available through the Shocker Open Access Repository (SOAR), for worldwide distribution. All submissions will be accessible and viewable six months after the official degree conferral date at: http://soar.wichita.edu/dspace/handle/10057/67.

Cost

The fee associated with submitting the ETD is **$50.00**, and covers the cost to process the ETD and have it stored 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 online at no cost through the Graduate School website at www.wichita.edu/gradforms

The manual provides full size sample pages. Students viewing the manual on the website are advised to print out at least the sample pages prior to preparing their document, since headings, subheadings, and spacing can appear differently when viewed in printed format.

Blackboard
Blackboard can be accessed through the internet. 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 and password.

PLACE YOUR ORDER for Official Transcripts and Diploma Delivery
at the Transcript window in Jardine Hall: (316) 978-3055 or www.wichita.edu/transcripts