

EXIT INSTRUCTIONS AND MATERIALS

Whether or not you decide to participate in the actual ceremony, it is very important that you **carefully** read the enclosed material thoroughly. This packet contains the **mandatory** documentation to officially exit from Wesleyan upon successful completion of your degree requirements.

All graduate students must officially exit in person through the Office of Graduate Student Services.

If you have any questions concerning the contents of this packet, or exit requirements in general, please call or drop by the office.

DEADLINES

If you anticipate completing all degree requirements in time for Commencement, you should be aware of the following important deadlines. Please take into account that all graduating students must officially “exit” through this office.

April 2nd Approved Final Title Form (from Exit Packet) for Thesis due in Graduate Office by 4:00 p.m. Be aware that after this date, titles cannot be changed. This form must be **typed and signed** by your faculty adviser. Commencement Participation Form, and Degree Verification (from Exit Packet) is due in Graduate Office by 4:00 p.m.

May 7th LAST POSSIBLE DAY to submit M.A. Theses and /or Ph.D. Dissertations (Due in this office by 4:00 p.m.).

All Ph.D. candidates work with their research team regarding the Defense of the Dissertation. All forms distributed in their Exit Packets, and two copies of their dissertation, must be submitted to the Graduate Office before 4:00 p.m. on May 7, 2010. All fees for microfilming, binding, etc. must be paid at this time. **All Checks are made out to: Wesleyan University, Grad Student Services.**

Commencement is held in the morning with a rehearsal of all graduate students prior to the procession. **All students wishing to participate in the Commencement ceremony on Sunday, May 23, 2010, must attend the mandatory rehearsal in Woodhead Lounge, Rm. 184, Exley Science Center.** A Champagne Reception will be held Post-Commencement at Woodhead Lounge for family, friends and Faculty Mentors.

If you have any questions, or would like any additional information, please stop by the office. Please keep us informed of your plans.

EXIT PROCEDURES

The Office of Graduate Student Services and the Graduate Council ask that you read the enclosed materials as soon as possible. If you have any questions, please call Barbara Schukoske at extension 2224. It is extremely important that you are clear about what is expected of you as you finalize the requirements for your degree, if it is being awarded at Commencement on May 24, 2009.

Enclosed you will find the following documents which should be read carefully:

- ❖ Candidate's calendar – April – May 2010
- ❖ Publishing Your Dissertation booklet (please obtain this from the Office of Graduate Student Services directly).
 - a. University Microfilm Information
 - b. Dissertation Agreement & Copyright Registration
- ❖ Survey of Earned Doctorates Form (see PDF version in “Exit Forms”)
- ❖ Writing of the Dissertation Specifications at Wesleyan University
- ❖ Approved Title Document Form
- ❖ Margins – Paper – Binding – Fees
- ❖ Participation & Rehearsal Form Reply
- ❖ Approval of Dissertation
- ❖ Approval of Defense of Dissertation

Reminder:

Each candidate is expected to deposit **TWO** copies of the Dissertation with the Office of Graduate Student Services for Wesleyan University. You are responsible for paying for the binding of **one** of these two copies. Both copies are to be printed on **Minimal 20-lb. Weight, 25% cotton fiber bond paper**. Any other copies are considered “personal” copies and are solely the student's responsibility. If ordering personal copies see www.Acmebook.com and click on “Thesis Printing and Binding” and follow their instructions.. **Wesleyan's two dissertations are due in the Graduate Office on or before May 7, 2010.**

Composition of Examination Committee:

Each examination committee is to be designated by the department chairperson with the graduate student's research advisor. The second reader should be a member of the department and chair the examination and dissertation committee. The third reader will usually be a department faculty member, but need not be. The dissertation must be acceptable and approved before an oral examination is granted to the student.

2010**2010****APRIL**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Approved Final Title for Thesis Or Dissertation, Commencement Participation. Form, and Degree Verification due in OGSS by 4:00 p.m. MA. Oral Exam Begin	3
4	5 M.A. Oral Exams	6 MA. Oral Exams	7 M.A. Oral Exams	8 M.A. Oral Exams	9 M.A. Oral Exam	10
11	12 M.A. Oral Exams	13 M.A. Oral Exams	14 M.A. Oral Exams	15 M.A. Oral Exams	16 M.A. Oral Exams	17
18	19 M.A. Oral Exams	20 M.A. Oral Exams	21 M.A. Oral Exam	22 M.A. Oral Exam	23 M.A. Oral Exams	24
25	26 M.A. Oral Exams	27	28	29	30	

2010

2010

MAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 M.A. Oral Exams	4 M.A. and Ph.D. Exams End at 5:00 p.m.	5	6	7 ^{Ph.D.} Dissertations Due in Grad Office by 4:00 p.m. <i>LAST DAY to submit documents</i>	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 Commencement (Graduation Rehearsal Before Ceremony)	24 <hr/> 31	25	26	27	28	29
30						

WESLEYAN UNIVERSITY

NAME: _____

APPROVED TITLE OF DOCUMENT

Faculty Adviser's Signature: _____

My title, **TYPED** below in its **exact** state, is approved and will not be changed from the original title page submitted for binding. I understand that this information will be printed in the Commencement Program (Archive shelving).

Full Title

**Note: typing out title on the computer and taping it to this form is recommended.

Shortened Title (If Applicable)

YOU MUST RETURN THIS FORM **IN PERSON** TO THE GRADUATE OFFICE **NO LATER THAN APRIL 2nd, 2010 AT 4:00 P.M.** TO HAVE YOUR TITLE INCORPORATED INTO THE OFFICIAL COMMENCEMENT PROGRAM.

REQUIREMENTS FOR THE WRITING OF THE DISSERTATION

The candidate is required to present TWO copies of the thesis (or fully completed project of creative work) to the Office of Graduate Student Services when formally “exiting”. **The last day to hand in dissertations is Friday, May 7, 2010 by 4:00 p.m.** A thesis or project submitted must have written approval (on forms provided by this office) of not less than two instructors in the appropriate department. Theses are to be neatly and accurately printed on letter-size **bond** paper, with accurate pagination.

- Margins:** Inner Margin: One and one-half inches (1 ½”)
Outer, Upper and Lower Margins: One and one-quarter inches (1 ¼”)
- Paper:** Both copies are to be printed or typewritten on minimum 25% cotton fiber bond paper of a 20-pound weight. The color choices range from cream to pure white.
- Binding:** Two copies (original and second copy for Wesleyan archives) of unbound thesis should be submitted in manila envelopes. After the oral examination and the commencement ceremony, each copy of the thesis will be bound at a cost of \$15.00 (subject to change without notification). CD pockets or jewel cases for the back of your dissertation are available at an additional charge of \$25.50 for a pocket and \$31.50 for a jewel case (cost includes the binding of the thesis/dissertation).

It is expected that, in the composition of the thesis, the student will observe the procedure current in her/his major field of study for the publication of the results of research. (S)he should keep in mind the importance of precision and clarity in the use of English, as well as actions and conventional methods of documentation. The thesis should contain enough general material to make it understandable to graduate students and faculty members in allied fields.

SAMPLE OF TITLE PAGE

Wesleyan ♦ University

**FROM ADMISSION TO EXITING:
THE GRADUATE STUDENT EXPERIENCE
AT WESLEYAN UNIVERSITY**

By

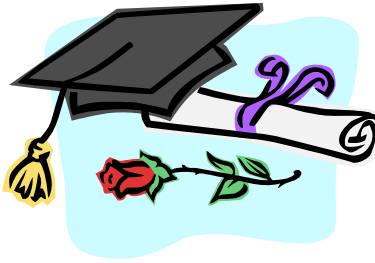
Barbara Winter Schukoske

Faculty Advisor: Dr. Allison M. Insall

**A Dissertation submitted to the Faculty of Wesleyan University in partial fulfillment of the
requirements for the degree of Doctor of Philosophy**

Middletown, Connecticut

May 2010



PARTICIPATION IN COMMENCEMENT

TO: Prospective Graduate Degree Recipients

RE: Participation in Formal Graduation Ceremony and Rehearsal on Sunday, May 23, 2010.

MANDATORY address POST Commencement:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

_____ I will participate in rehearsal prior to the ceremony on May 23, 2010, held in the Woodhead Lounge, Exley Science Center.

I will have my name read at the ceremony and march with my group, having purchased my academic attire.

OR

_____ I will **not** be participating in rehearsal and will not march in the ceremony on May 24, 2009. **My diploma may be forwarded to me at the above address, along with my transcript indicating the awarding of my degree.**

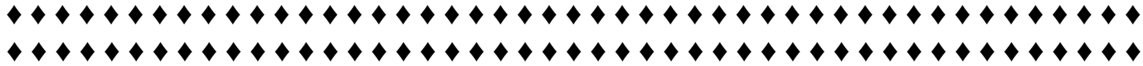
PLEASE RETURN THIS FORM TO THE OGSS BY FRIDAY, APRIL 2nd, 2010

DEGREE VERIFICATION FORM

TO: Prospective 2009 Degree Recipients
FROM: Office of Graduate Student Services
RE: Legal Name and Degree Verification

Please indicate your legal name (please PRINT clearly) as you want it to appear on your diploma and in the Commencement Program.

(First Name) (Middle Name) (Last/Family Name) (Jr., III, VI –if applicable)



DEGREE VERIFICATION (This is information of degree awarded PRIOR to Wesleyan)

Type of *Last* Degree Received: _____
(examples: B.A., B.S., M.A. etc..)

Year Awarded: _____

Institution: _____
(please indicate country, if outside of U.S.)

Signature: _____

***Please return the Degree Verification form
no later than 4:00 p.m. on April 2nd, 2010!!***

FORMS TO BRING TO YOUR DEFENSE:

- ❖ “Approval of Dissertation” Form
- ❖ “Defense of Dissertation” Form

It is the **student’s responsibility** to bring these forms to the Defense.

WHAT TO BRING WITH YOU WHEN YOU OFFICIALLY “EXIT” THROUGH THE OFFICE OF GRADUATE STUDENT SERVICES:

- ❖ Two “Wesleyan” copies of your dissertation
- ❖ Your checkbook (you will need a minimum of two separate checks)
- ❖ Completed “Approval of the Dissertation” Form
- ❖ Completed “Defense of the Dissertation” Form
- ❖ Two additional copies of your abstract of the dissertation (**not to exceed 350 words**), each with a copy of the title page. Each title page should have your adviser’s name clearly typed on it.
- ❖ Completed “Survey of Earned Doctorate” Form. **THIS IS NOT OPTIONAL, it is mandatory.**
- ❖ Completed University Microfilms “Doctoral Dissertation Agreement” Form, found in the back of *Publishing Your Dissertation: How To Prepare Your Manuscript for Publishing*. **ALSO mandatory.**

WRITING OF THE DISSERTATION – SPECIFICATIONS

In order to be as clear as possible about our system, the Graduate Council emphasizes the following principal points with regard to the dissertation.

1. Wesleyan requires the candidate to submit **TWO** copies of his/her document. The maximum pages in one volume are 300, any dissertation over 300 pages will be subject to higher binding fees.
2. All fees are to be paid in full on the date that you formally “exit”. You will not be held responsible for the binding or binding fee of the second Wesleyan copy. Each department will incorporate this copy into its library.
3. Extra copies of the authors thesis/dissertation can be ordered through Acmebook.com and are the responsibility of the author/student.
4. **DUE DATE:** To be included in the graduation exercise this year, the student should have completed the dissertation by May 7, 2010. **Official Title of the dissertation should be submitted to the Graduate Office by April 2, 2010, to ensure inclusion in the Commencement Program.** The sheets of both Wesleyan copies should be assembled as a separate unit, with abstracts. They should be delivered to the Office of Graduate Student Services, 128 Science Tower, Wesleyan University, Middletown, CT 06459, Attention: Barbara Schukoske. **All prospective candidates must make an appointment with the Office of Graduate Student Services to exit. “Drop-in’s” are not acceptable. Those intending to exit must have an appointment to do so. Please call Barbara Schukoske at extension 2224 to make your appointment between April 2nd and May 6th, 2010. Please be considerate and do not schedule your interview on the last day (May 7, 2010).**
5. Abstract of Dissertation: Even if not included in the dissertation itself, two (2) additional copies of the author’s abstract of the dissertation (not to exceed 350 words) should be prepared according to the specifications and submitted to the OGSS at the same time as the official copies. Two additional copies of the title page should be submitted at this time, as well.
6. **Fees*:**
 - a) Full publishing services fee includes
Dissertation abstract listing in four media. \$65.00

b) Copyright registration fee plus the cost of two positive microfilm copies required by the Copyright Office.	\$65.00
c) One positive microfilm copy required to be Submitted to Wesleyan University.	<u>\$17.00</u>
TOTAL	\$147.00

The Dissertation Agreement and Copyright Form requires your signature. This agreement form covers publication by University Microfilms in lieu of any other form of publication.

****All fees subject to change without notice.**

ALL CHECKS SHOULD BE MADE PAYABLE TO:

OGSS – Wesleyan University

NOTE: The two Wesleyan Copies are for Olin Library and the library closest to your department (i.e. Science Library, Music Library, etc...). If your advisor or department would like a copy of your dissertation, you will need to order extra copies through www.Acmebook.com All personal copies are the sole responsibility of the student.

WESLEYAN UNIVERSITY

APPROVAL OF DISSERTATION

Candidate: _____

Title of Dissertation:

I approve this dissertation and recommend that it be accepted as a partial fulfillment of the requirements of the degree of Doctor of Philosophy in

_____ .

Date: _____

Committee – In – Charge:

Supervisor of Research

Departmental Reader

Chairperson of Committee

WESLEYAN UNIVERSITY

DEFENSE OF THE DISSERTATION

Candidate: _____

Date: _____

Present:

The Examination Committee voted to recommend the candidate for the degree of Doctor of
Philosophy in

_____.

Chairperson of Examination

IMPORTANT NOTICE!!!

YOU MUST PAY YOUR STUDENT
ACCOUNT IN FULL TO RECEIVE
YOUR DIPLOMA AND OFFICIAL
TRANSCRIPT.

Failure to do so will result in a hold on
your diploma. Your diploma and official
transcript will only be released to you
once your student account has been paid
in full.

