Graduation Requirements 2017  
Doctor of Philosophy Candidates

The Office of Graduate Student Services and the Graduate Council suggest that students carefully read the exit requirements. The graduate degree candidate is responsible for adhering to the requirements outlined in this document.

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• Specifications for the Preparation of the Doctor of Philosophy Dissertation  
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Paper Forms (Required)

• Approved Title of Dissertation Form (print)  
• Completion of Course Requirements Form (print)  
• Approval of Dissertation Form (print)  
• Exam/Defense of the Dissertation w/ Committee Form (print)

Electronic Forms and Upload (Required)

• PhD Survey of Earned Doctorate electronic form:  
  https://sed-ncses.org

• Diploma/Commencement Information electronic form:  
  https://docs.google.com/a/wesleyan.edu/forms/d/1HWTSPl8qwqLkgAoOmTElRqvVP5dArzHcPjEpba1185A/viewform

• WesScholar metadata Form:  
  https://goo.gl/forms/E4BH8pF5G9kJBAEq1

• WesScholar link to upload dissertation (instructions on page six):  
  https://wesfiles.wesleyan.edu/courses/Grad_Thesis_Dropbox.xapp

• ProQuest/UMI http://www.proquest.com/products-services/pqdtglobal.html  
  ProQuest/UMI is optional and recommended. Uploads must be complete within 24 hours of the Exit appointment.

• Complete the Graduate Student Exit Survey (you will receive an email with the link to the online survey after the exit period closes)
SCHEDULE OF IMPORTANT DATES

By April 14, 2017, 4 pm: Submit the paper forms to the Office of Graduate Student Services and submit the electronic forms listed below.

1. Diploma/Commencement Information Form – electronic - link to form: https://docs.google.com/a/wesleyan.edu/forms/d/1HWTSpm8qwLkqAoOmTElRqvVP5dArzHcPjEpba1185A/viewform
2. Approved Title of Dissertation Form - print and get signed.
3. Completion of Course Requirements Form - print and get signed.

May 12, 2017, 4pm: Exit Period for Ph.D. Candidates Ends

Required exit materials:
1. Approval of Dissertation form- print and get signed.
2. Approval of Exam/Defense of Dissertation w/ Committee Form - print and get signed.
3. WesScholar metadata form and upload (electronic)
4. Proquest/UMI submission (Proquest is optional and recommended. Uploads must be done within 24 hours of exit appointment.)
5. Completed Survey of Earned Doctorate (electronic)

May 28, 2017: Commencement

- 9 am – Reception for graduates and families, Lobby of Exley Science Center
- 10 am – Mandatory rehearsal for graduates and line up for procession, Lobby of Exley Science Center

Important:

Your student account must be paid in full in order to receive your diploma or an official transcript.
Specifications for the Preparation and Submission of the Doctor of Philosophy Dissertation

Submission for binding is electronic.

Abstract - An Abstract is required and may be included as the last of the preliminary pages. Total words should not exceed 350.

Margins - The minimum acceptable margins for all pages of the thesis are 1.5 inch on the left and 1.25 inch on the top, bottom, and right.

Font and Point Size - Recommended fonts include Arial, New Times Roman, and Helvetica with a point size of either 11 or 12.

Spacing - The text of the dissertation should be double spaced. Long quotations, footnotes, appendices, and references may be single spaced.

Photographs and Graphics - Photographs and graphics in the dissertation should be printed or photocopied directly on the paper as high quality images. Scanned images must print clearly. If color is used, only color laser or color photocopy printing is acceptable.

Use of Material Copyrighted by Others - Any material included that goes beyond "fair use" requires written permission from the copyright owner. It may be useful to include the permission(s) in the thesis as an appendix.

Pagination - Preliminary pages (i.e., acknowledgments, table of contents, abstract, etc.) are to be numbered consecutively using lower case Roman numerals. All pages of the text, appendices (if any), and references must be numbered consecutively using Arabic numerals.

Landscape pages - The top of a landscape pages should be at the left margin (1.5), the bottom at the right margin (1.25). The page number is to be in the same relative position as on the portrait pages.

Sequence of the Main Components of the Dissertation - The appropriate order of the major sections of the thesis are as follows: title page, acknowledgements, table of contents, text, appendices (if any), and references. The order of the appendices and the references may be reversed if the appendices are lengthy.

Footnote, Endnotes, and References - The format that is accepted in your discipline or that which is prescribed by your advisory committee should be followed.
Photocopied Journal Articles in the Dissertation - When appropriate, photocopied articles already published in journals may be included in a thesis. Photocopying must conform to the margins noted above. An original letter from each journal granting permission for the inclusion of the photocopied article in the thesis must be submitted to the Office of Graduate Student Services. In requesting a letter of permission, it is important to tell the journal that the thesis will become part of the permanent collection of Wesleyan University Libraries. The journal usually will require that the journal be the first publisher of the article.

Bound Copies of the Thesis – One copy of the thesis will be printed, bound, and added to the University Archives collection. The student’s department is responsible for the cost of binding the archival copy of the thesis.

Additional bound copies of the thesis for the department may be ordered by the department; the department is responsible for the printing/binding cost of department copies. The bound copy for the department will be delivered to the department within six months of Commencement.

Students wishing to purchase bound copies of their thesis will go directly to HFGroup (Acme Binding) [http://acmebinding.com](http://acmebinding.com) to order their copies through the web-site. Students are responsible for the cost of printing and binding personal copies.

In the composition of the dissertation, it is expected that the student will observe the procedure current in her/his major field of study for the publication of the results of research. Students 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 dissertation should contain enough general material to make it understandable to graduate students and faculty members in allied fields. It is recommended that you use your full legal name on the abstract and on the title page. Please ensure that your name appears exactly the same way in all places. Individual graduate departments may have additional requirements regarding the format of the thesis.
FROM ADMISSION TO EXITING:

THE GRADUATE STUDENT EXPERIENCE

AT WESLEYAN UNIVERSITY

By

John J. Smith

Faculty Advisor: Dr. Susan Meyer Jones

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 2017
Submission of Graduate Student Work to Olin Library, WesScholar, and UMI/Proquest

**Physical copy**

One print copy of the work of every graduate student is sent to the University Archives in Olin Library. A brief catalog record is available in the Wesleyan online catalog, including author name, title, year, and department. There is no option for restricting readership of graduate student work for in-person researchers. Students retain the copyright to their work.

**WesScholar**

WesScholar ([http://wesscholar.wesleyan.edu](http://wesscholar.wesleyan.edu)) is Wesleyan University’s online institutional repository. Graduate students are required to submit a pdf version of their thesis or dissertation to WesScholar. Information about the work (metadata) will be entered and the pdfs will be available for download. For students who do not wish their work to be available by download, embargoes may be placed on work for a period of time of up to five years. Graduate students or faculty advisors may request an embargo at the time of thesis submission or any time up to five years after submission. The embargo period may not exceed five years from the time of submission.

**Policies on graduate student work in WesScholar**

1. Metadata for each work (the catalog information—author name, title, year, etc.) will be added to WesScholar.

2. The full text of the student work will be added to WesScholar in the form of a pdf.

3. A student may request that his or her work be embargoed for up to five years. This may be because of a pending publication or patent issue. WesScholar administrators will notify faculty advisors when a student requests an embargo after submitting the thesis. After the embargo period ends, the thesis will be made available in WesScholar.

4. Faculty members will have the opportunity to place an embargo on an advisee’s work if the content of the work compromises laboratory or other research to be published by the faculty member. This embargo will supersede a student-imposed embargo if it is greater than the student-imposed restrictions. WesScholar administrators will contact faculty advisors prior to adding student work to WesScholar to remind faculty of the option to embargo.

**ProQuest/UMI: Uploading Your Dissertation to ProQuest Dissertation & Theses Global**

You have the option of uploading your dissertation to the ProQuest Dissertation & Theses Global (DT Global) ([http://www.proquest.com/products-services/pqdtglobal.html](http://www.proquest.com/products-services/pqdtglobal.html)). This database simplifies searching for dissertations and theses via a single access point to explore an extensive collection of 3.8 million graduate works, with 1.7 million (and growing) in full text. Designated as an official offsite repository for the U.S. Library of Congress, DT Global offers comprehensive historic and ongoing coverage for North American works and significant and growing international coverage from a multiyear program of expanding partnerships with international universities and national associations.

Dissertations that are submitted to ProQuest may be made available immediately or placed under embargoes for an extended period of time.

If you wish to upload your dissertation, you must do so WITHIN 24 HOURS OF YOUR EXIT APPOINTMENT WITH THE GRADUATE OFFICE. You must upload the same PDF that you uploaded to WesScholar. IT IS NOT POSSIBLE TO REVISE OR REPLACE THE PDF AFTER IT IS SUBMITTED.
Office of Graduate Student Services, Wesleyan University

You may, however, ask at a later date to have your dissertation withdrawn and removed from the ProQuest database.

After your dissertation has been uploaded, a Wesleyan administrator will review the submission, and if it has been successfully completed, will accept it for delivery to ProQuest.

To sign up for an account at ProQuest and upload your work (also help and resources): http://www.etdadmin.com/cgi-bin/main/home

For more information:

ProQuest Dissertation & Theses Global (DT Global) FAQ: http://www.proquest.com/products-services/dissertations/ProQuest-Dissertations-FAQ.html

Instructions for submitting graduate student work and metadata to WesScholar

Submission is a two-step process.

1. Fill out the proper submission form.
2. Upload your abstract and work pdfs to WesFiles.

Step 1: You must fill out the metadata form

PhD students should use this WesScholar metadata form: https://docs.google.com/a/wesleyan.edu/forms/d/1ZlfVbyio9oYmku1_bklyytsOnld77OUzBvEgEtgb1wo/edit#

Step 2: Upload your abstract and work pdfs to WesFiles

1. Please name your file as follows, depending on your individual work:
   • Abstract: your last name_first intial_abstract
     Example: doe_j_abstract
   • Thesis: your last name_first intial_thesis
     Example: doe_j_thesis
   • Dissertation: your last name_first intial_dissertation
     Example: doe_j_dissertation
   • Supplemental files: your last name_first intial_supplemental[add a number]
     Examples: doe_j_supplemental1
doe_j_supplemental2

2. Click on this link to access a dropbox space in WesFiles, then follow the instructions listed below for successful upload: https://wesfiles.wesleyan.edu/courses/Grad_Thesis_Dropbox.xapp

3. The dropbox gives you the option of uploading files from your local machine, or copying files from your WesFiles home directory. Select what is most appropriate. This example shows an upload from the local machine.
4. This next screen shows the upload interface. To start, click the “Add File“ button so that you can select both your thesis file and abstract file to upload separately.

5. For the first file, click the first “Choose File” button to locate the first file on your local machine. Next, click the second “Choose File” button to locate the second file on your local machine.

6. You should now see each file name listed next to a “Choose File” button.

Next, click the “Start Upload” button.

Note: If a file is large, it will take some time to upload. If the thesis file size is greater than 1 GB in size, please contact Special Collections and Archives to make other arrangements for submitting your thesis.
7. Once your files have uploaded, you will see them listed, as below.

You’re done!

Please direct all questions about the submission process to Leith Johnson, ljohson@wesleyan.edu, 860-685-3863.
Exit Appointment Information

The student is responsible for scheduling an exit appointment with the Office of Graduate Student Services and for bringing all required forms to the appointment. Exit appointments must take place before 4pm, May 12, 2017.

Students must bring the following to the scheduled exit appointment in the Office of Graduate Student Services:

1. Signed Approval of Dissertation form
2. Signed Approval of Exam/Defense of Dissertation w/ Committee form

Students must have completed electronic submission of the following before the exit appointment:

3. Survey of Earned Doctorate
4. WesScholar metadata and upload
Name of Student: ________________________________

Signature of Faculty Advisor: ________________________________

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.

It is recommended that you type and print the title and tape it into the section below. This will ensure that the spelling and punctuation is correct.

Full Title

________________________________________
________________________________________
________________________________________
________________________________________

Shortened Title (if applicable)

________________________________________
________________________________________
________________________________________
________________________________________

This form must be submitted to the Office of Graduate Student Services before April 14, 2017, 4pm
PhD Completion of Course Requirements Form

Please attach a copy of the student’s unofficial transcript or academic history report

Date: __________________________

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

WESID ___________________________ Department ___________________________ email ___________________________

CHECK IF COMPLETED CERTIFICATE IN MOLECULAR BIOPHYSICS: _______

I have reviewed the attached transcript/academic history for this graduate student, and certify that they have completed and met all course requirements for the Ph.D. degree in the department indicated above.

Academic Advisor Signature: __________________________________________ Date 

Academic Advisor Printed Name: __________________________________________

Department Chair Signature: __________________________________________ Date 

Department Chair Printed Name: __________________________________________

This form must be submitted to the Office of Graduate Student Services before April 14, 2017, 4pm
APPROVAL OF DISSERTATION

Name of Student: 

Date: _______________ WESID _______________

TITLE OF DISSERTATION: 

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

Subject

COMMITTEE MEMBERS:

Supervisor of Research

Departmental Reader

Chair of Committee

This form must be submitted to the Office of Graduate Student Services no later than May 12, 2017, 4pm
EXAM/DEFENSE OF THE DISSERTATION with Committee

STUDENT NAME: ____________________________________________________________

DATE OF EXAM/DEFENSE: ______________________________

PRESENT AT THE EXAM/DEFENSE:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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

________________________________________________________________________

Subject

________________________________________________________________________

Chair of Exam/Defense

NOTE: Departments often require a public defense which does not elicit feedback or require changes to the dissertation. There is no requirement for a signed form about the public defense.

This form must be submitted to the Office of Graduate Student Services no later than May 12, 2017, 4pm