



Graduate School Student Checklist for Graduation

In addition to successful completion of coursework and faculty requirements, students are required to complete additional paperwork before the degree will be awarded.

Forms may be submitted as email attachments to esfgrad@esf.edu. Where signatures are required, email approvals or electronic signatures will also be accepted.

ALL GRADUATE STUDENTS

- Present your Capstone Seminar online or in person. Arrangements must be made through your department. You do not need to submit any special paperwork to the Graduate School for this step; your major professor will confirm that it has been completed when signing you off for graduation.
- Submit signed Graduation and Return Key Form to the Graduate School. Students will need a University Police signature for key return. If you have keys, take the completed form with you when you return them. If you do not have keys simply email the completed form to upolice@esf.edu and the confirmation will be forwarded to our office.

ALL M.S. AND Ph.D. STUDENTS

- Mail/fax/drop off the Thesis Processing Fee and form to the Cashier's office (102 Bray Hall). If paying with a credit card, you will need to do this in person (or fax the information to 315-470-6897 for security reasons). Please include the card number, expiration date, and ZIP code on the form. The cashier will email us a copy of the receipt.
- Email a PDF draft of your thesis or dissertation for format review to the Graduate School at esfgrad@esf.edu at least five days before you defend. Please follow ESF's formatting guidelines found here: <http://www.esf.edu/graduate/documents/formatguidelines.pdf>
- Submit signed Thesis/Dissertation Approval form (8a) to the Graduate School.
- Upload final thesis or dissertation document to the Moon Library portal.

Ph.D. ONLY

- Complete Survey of Earned Doctorates.

Questions regarding degree completion should be directed to the Graduate School at 315-470-6599 or esfgrad@esf.edu or stop by our office at 227 Bray Hall Monday through Friday, between 8 a.m. - 4:30 p.m.

Other forms: <http://www.esf.edu/graduate/current/graddegreq.php>