Graduate School
Student Checklist for Graduation

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

Forms should be submitted as email attachments to **gradservices@esf.edu** or in person to 227 Bray Hall.

ALL GRADUATE STUDENTS

- ☐ Present your public Capstone Seminar. Arrangements for this must be made through your department. The time and date of presentation for MS (thesis track) and PhD students defense must be confirmed with grad school. For selecting a room for the presentation and thedefense on the campus premises, one can place a scheduling request on ESF Spaces.
- ☐ 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 send the final graduate form to the Graduate School or email to gradservices@esf.edu

ALL M.S. AND Ph.D. STUDENTS

- ☐ Pay the Thesis Processing Fee in the Cashier's office (102 Bray Hall) or send the receipt of payment to gradservices@esf.edu
- ☐ Email a PDF draft of your thesis or dissertation for format review to the Graduate School at gradservices@esf.edu at least two weeks before you defend. Please follow ESF's formatting guidelines found here: https://www.esf.edu/graduate/documents/formatguidelines.pdf
- ☐ Submit signed Thesis/Dissertation Approval form to the Graduate School after your final thesis/ dissertation has been approved.
- ☐ Email final thesis or dissertation document to gradservices@esf.edu by the deadline.

Ph.D. STUDENTS ONLY

- ☐ Complete Survey of Earned Doctorates.

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

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