

Student Check List for Graduation

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

All Students:

- Make sure that capstone seminar has taken place (MPS students make arrangements with department); OIGS does not need details of capstone.
- Submit "Graduation and Return Key Form" to OIGS.
(form available online and in OIGS-227 Bray) Note: students will need University Police signature for key return).

All MS & PHD's

- Pay Thesis Processing Fee at Cashier's office/submit proof of payment (form will be marked paid) to OIGS (form available online and in OIGS-227 Bray).
- Submit final draft for format review to OIGS at least five days before defense.
Guidelines: <http://www.esf.edu/graduate/documents/formatguidelines.pdf>
- Submit signed Thesis/Dissertation Approval Form (8a) to OIGS.
- Complete and return to OIGS the Library Approval Form.
- Submit final document to Google Forms (<https://goo.gl/forms/DNPGLu8nQHs88MxS2>)

PhD only

- Submit Survey of Earned Doctorates to OIGS (survey available online at: Online): <https://sed.norc.org/showRegister.do>

Other questions regarding degree completion can be directed to Suzette Vandenburg at 315-470-6595 or svandenburg@esf.edu

Website for forms: <http://www.esf.edu/graduate/graddegreq.htm>