

Clarkson University

Coulter School of Engineering

Graduate Completion Checklist

- M.E. M.S. Ph.D.

ALL Ph.D., M.E. M.S. Completions

- Completion Notice*
- Program Form*
- Notice of Graduate Student Withdrawing form*

M.S. Completions

- 2 copies of thesis for Graduate Office
will go to library archives
- 1 copy of thesis for department

All thesis copies should be “bound” in pressboard hole-punched covers – see graduate coordinator or departmental secretary for more information.

Ph.D. Completions

- 1 copy of dissertation for Provost Review
(will be sent to department for their records following approvals)
- 1 CD with electronic copy of dissertation
(for University archives)
- SED Survey* (Proof Page)
<http://survey.norc.org/doctorate>
- Submit electronic copy of dissertation to ProQuest for publishing

Students will be responsible for submitting their own dissertations to our publishing company, ProQuest, and paying any associated fees. More information can be found on your Graduate School website.

The website for ProQuest submissions is:
www.etsdadmin.com/clarkson

**Please see reverse for where to find the required forms*

Forms

1. Completion Notice – see your departmental secretary
2. Program Form – see your departmental secretary
3. Notice of Graduate Student Withdrawing form – see your graduate coordinator, departmental secretary, or the SAS website at www.clarkson.edu/sas/forms.
4. UMI (PROQUEST) Publishing Agreement form (PhD only) – see your graduate coordinator; electronic copies for completing are available upon request
5. SED Survey (PhD only) – see your graduate coordinator; electronic copies for completing are available upon request

Feel free to contact your graduate coordinator if you have any questions regarding any of the completion procedure.

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