Graduate Completion Checklist

□ Certificate □ ME □ MS □ Ph.D.

STEP 1: View the COMPLETION INFORMATION webpage for all forms/completion information

STEP 2: All Students (applies to all Program Degrees) complete below:

- Confirm your AGD (Expected Graduation Date) in Peoplesoft
- Completion Notice (Final Signature from Dean of Graduate School is obtained by Grad Coordinator)
- Laboratory Clearance Sign-Off form (if applicable)
- Academic Program Form

STEP 3: Identify your Program Track below for additional Requirements (Noting: Certificate students and students completing Comprehensive Exam have no additional requirements except what are listed under “All Students”)

**DISSERTATIONS (PhD):**

- Submit Electronic copy of Dissertation to ProQuest www.etdadmin.com/clarkson
- 1 CD/electronic copy to Graduate Coordinator
- Completed SED Survey & Submit Certificate Survey of Earned Doctorates
- Copyright Permission Form

**THESIS (MS):**

- 2 copies of Thesis Hard Bound with Label
- 1 CD/electronic copy to Grad Coordinator
- Copyright Permission Form

*Check with your Department to verify if they require Department Copy

**Project:**

- Submit copy of Project to Grad Coordinator

**IMPORTANT NOTES:**

- All forms are to be handed into the Graduate Coordinator by the Completion Deadline date
- Your Bound Thesis is to be delivered to the Graduate Coordinator (Note: make sure your Thesis is properly bound using Pressboard Report Cover) - View ACCO Sample
- Any questions please direct to your Graduate Coordinator

Feb 2019