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
☐ Complete exit survey: Research programs: https://www.surveymonkey.com/r/W7LZ58V
Professional programs: https://www.surveymonkey.com/r/WYKLSKF

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”)

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 a Department Copy

MS & ME PROJECT:
☐ Submit copy of Project to Grad Coordinator

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

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

May 2021