

STUDENT INFORMATION

LAST _____ FIRST _____ MIDDLE INITIAL _____

MENTOR _____ ADMIT TERM _____

PRELIMINARY REQUIREMENTS REQUIRED TO APPLY FOR GRADUATION

- [Committee Approval](#) on file with the Graduate School
- [Dissertation/Thesis Proposal Approval](#) on file with the Graduate School
Waiver request with the Associate Dean of Students required if outline was approved less than 12 months from the scheduled defense
- Minimum 3.0 GPA and good academic standing in the final graduation term
- Submit Application for Graduation in [MCWconnect](#) according to these [dates and deadlines](#)
Banner Self-Service > Student > Student Records > Apply for Graduation

AFTER YOU APPLY FOR GRADUATION

- Submit [Application for Graduation Program Approval Form](#) 60 days prior to dissertation defense
- Set defense date with your Committee and Program. Defense Date: _____
- Reference DrPH Dissertation Guide and Dissertation Checklist-Responsibilities documents provided by the DrPH program.
- Optional Degree Completion Meeting: 30-minutes (virtual or in-person) to discuss this checklist, forms, and answer any questions. Email gradcompletion@mcw.edu to schedule
- Defense Announcement emailed to gradcompletion@mcw.edu one month prior to defense date
Reference [DrPH Dissertation Defense Announcement Template](#)
- Email your preliminary dissertation to your committee and Cc gradcompletion@mcw.edu two weeks prior to your defense. Two-Week Date: _____
- Check out what the Office of [Career Services](#) has to offer you!

DEGREE COMPLETION

Due Date (two-weeks after defense): _____

Complete/submit items below to gradcompletion@mcw.edu on or by due date above

- [Oral Defense Completion & Degree Recommendation Form](#)
- [DrPH Signature Page](#) (Edit template before printing)
- PDF of final dissertation (this version is used for publishing)
- [ProQuest Publishing Submission](#)
Reference [ProQuest Publishing Resources and Guidelines](#)
- [Dissertation/Thesis Binding Form](#)
- Printed copy/copies of final dissertation brought to the Graduate School Office H2200 according to final number listed on the Binding Form. See printing specifications listed on form.
- Photo for Commencement Book (picture with plain background wearing business attire)
- [Survey of Earned Doctorates](#) (SED). Register using your MCW email address. The SED is an annual census of research doctorate recipients from U.S. academic institutions that collects information on educational history, demographic characteristics, graduate funding source and educational debts, and postgraduation plans.
- [Post Completion Contact Information Survey](#). This is how we will contact you regarding graduation.

IMPORTANT INFORMATION

- Conferral Date (diploma/final transcript): _____
- Diploma Information: Your diploma will reflect your first name, middle initial, and last name, as well as any suffix listed in MCWconnect. If you have changed/will change your name, please submit a [Name Change Form](#) to the Office of the Registrar. An electronic CeDiploma is issued on your conferral date and the Registrar's Office will contact you about obtaining your physical copy.
- Unofficial and Official Transcripts can be requested via [MCWconnect](#) at no charge while you are still enrolled as a student: Banner Self-Service > Student > Student Records. After you graduate you can request transcripts [online](#) for a fee.
- The MCW Graduation Ceremony is held in May. Check the [Academic Calendar](#) for the date.
- Regalia (Hat, Tassel, Hood and Gown): Graduates will be sent a link to the email provided in the Post Completion Contact Information Survey in early Spring with the option to purchase regalia to keep and wear if attending Graduation events held in May.
- Student Health Insurance (if applicable): You are covered through the end of the month of your degree completion due date. If continuation of your insurance is needed beyond that, you can extend your coverage directly through add website here. Questions? Contact Diane VerHaagh dverhaagh@mcw.edu.
- Students retain access to their MCW email for 90 days post-graduation.
- MCW/Marquette Alumni Association Email Accounts: The MCW/Marquette Medical Alumni Association offers new MCW Alumni Email accounts upon graduation from MCW at no cost to you. Please note, your current email will not forward to your "@alumni.mcw.edu" account. If you would like to establish an [MCW alumni email account, please request here](#).
- Stay connected with MCW by joining [MCW Engage](#).