

STUDENT INFORMATION

LAST _____ FIRST _____ MIDDLE INITIAL _____

PROGRAM _____ MENTOR _____ ADMIT TERM _____

CHECK THOSE THAT APPLY

- ☐ Concentration in Basic and Translational Science ☐ Medical Scientist Training Program (MSTP)
☐ F-1 International Student

PRELIMINARY REQUIREMENTS REQUIRED TO APPLY FOR GRADUATION

- ☐ Passing [Qualifying Examination Report](#) on file with the Graduate School
- ☐ [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 proposal was approved less than 18 months from the scheduled defense or 12 months for students admitted prior to Spring 2020
- ☐ Successful completion of the following courses: Bioethics 10222 and Bioethics 10444
- ☐ 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
Joint degree PhD Biomedical Engineering students also need to apply at Marquette University

AFTER YOU APPLY FOR GRADUATION

- ☐ Submit [Application for Graduation Program Approval Form](#) 60 days prior to dissertation defense
- ☐ Register for 9 credits of Doctoral Dissertation in your final term or continuation if already completed
- ☐ Coordinate committee and program to set defense date/time and notify
gradcompletion@mcw.edu. Defense Date: _____ Public Defense Start Time: _____
- ☐ For defense set-up, reference [PhD Dissertation Defense Guide](#)
- ☐ F-1 International Students contact internationalstudent@mcw.edu to discuss Optional Practical Training (OPT)
- ☐ 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 [PhD Dissertation Defense Announcement Template](#). Due Date: _____
- ☐ 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.

- ☐ [Committee & Program Director Final Recommendations](#) form
- ☐ PDF of Final Dissertation
- ☐ Create and Submit [Dissertation Submission with ProQuest](#) for Publishing
[Reference publishing guides, embargo options, and optional added cost options for open access, copyright, and bound copies of your dissertation.](#)

- ☐ Photo for Commencement Book (picture with plain background wearing business attire)
- ☐ [Survey of Earned Doctorates](#) (SED). Register using your MCW email address
- ☐ [Post Completion Contact Information Survey](#)
This is how we will contact you regarding graduation
- ☐ For tax purposes, in myOracle, be sure to update your information before you graduate
Reference [Maintain Personal Information Instructions](#).

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 or paid "student" status end date if determined otherwise by your Department Administrator/Advisor. If health insurance is needed beyond end date, students are eligible to contact UHC directly to enroll in their own short-term policy (see: www.uhone.com) for additional information. Questions? Contact Diane VerHaagh dverhaagh@mcw.edu.
- Continuing in a paid "student" status beyond your degree completion due date is an option that needs to be discussed with your Program Department Administrator and Advisor. Graduate students can stay on in a paid "student" status up to 60 days after degree completion if funding is provided by the lab/department. This may not be applicable for international students applying for OPT. Student Insurance is covered through the end of the month your paid "student" status ends. You must notify Diane VerHaagh dverhaagh@mcw.edu of your new completion date to ensure your student insurance is extended. Note, this is not an extension of your degree requirements, it is only an extension of your stipend and health insurance.
- 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](#).