

STUDENT INFORMATION

LAST _____ FIRST _____ MIDDLE INITIAL _____

ADMIT TERM _____

PRELIMINARY REQUIREMENTS REQUIRED TO APPLY FOR GRADUATION

- Passing [Report of Comprehensive Examination](#) on file with the Graduate School
- [Committee Approval](#) on file with the Graduate School
- [Dissertation/Thesis Proposal Approval](#) on file with the Graduate School
- 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 by:
January 1 (Spring graduation), June 1 (Summer graduation), or October 1 (Fall graduation)
- Set defense date with your Committee and Program. Defense Date: _____
- Check out what the Office of [Career Services](#) has to offer you!

DEGREE COMPLETION

Due Date: _____

Reference [Application for Graduation and Degree Completion Dates and Deadlines](#)
Complete/submit items below to gradcompletion@mcw.edu on or by due date above

- [Committee & Program Director Final Recommendations](#) form
- PDF of Final Thesis
- Create and Submit [Thesis 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)
- [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 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.
- 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](#).