

## 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 9 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 and time with your Committee and Program. Notify [gradcompletion@mcw.edu](mailto:gradcompletion@mcw.edu)  
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](mailto:gradcompletion@mcw.edu) to schedule
- Defense Announcement emailed to [gradcompletion@mcw.edu](mailto:gradcompletion@mcw.edu) one month prior to defense date  
Reference [DrPH Dissertation Defense Announcement Template](#). Due Date: \_\_\_\_\_
- Email your preliminary dissertation to your committee and Cc [gradcompletion@mcw.edu](mailto: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](mailto:gradcompletion@mcw.edu) on or by due date above

- [Committee & Program Director Final Recommendations](#) form
- PDF of Final Dissertation
- Submit your PDF dissertation with [ProQuest](#) for publishing.
- 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 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](mailto: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](#).