GRADUATION CHECKLIST
FOR GRADUATE STUDENTS

ACADEMIC TASKS

- **Apply to Graduate** (Office of the Registrar).
- Review **Degree Works** with an advisor to ensure all degree requirements are met.
- **Upload a thesis or dissertation by the published deadline**, if applicable.
- Review your program's requirements and submit documentation of capstone project, internship report, or other major projects, if applicable.
- Review your degree program's policy and arrange to take a comprehensive exam, if applicable.

FINANCIAL TASKS

- Pay all campus balances due including library fines, parking tickets, student account (with **Cashier's Office**), student health center, etc.
- Return all borrowed equipment from your department, research lab, and student recreation centers.
- Complete Student Exit Loan Counseling if loans were received; see the email from **Financial Aid** or talk with your financial aid counselor.
- If you want to discuss your post-graduation finances such as budgeting, credit, etc. you may schedule free financial coaching appointments with the Financial Wellness Hub by clicking **here**!

GRADUATION TASKS

- Review [https://commencement.ecu.edu](https://commencement.ecu.edu) to find deadlines for important graduation tasks:
  - Order your cap & gown and purchase hood, **noting pick up dates/times**. Doctoral students rent commencement regalia by contacting the **Dowdy Student Store**.
  - RSVP to attend the main graduation ceremony by published deadline.
  - RSVP to attend your department or college recognition ceremony by published deadline.
- Complete Graduate Student Exit Survey (**GSES**). This will arrive in your ECU email.
- Update your personal email address and add your cell phone number in PiratePort under “My Information” so the University can stay in touch with you.
- Respond to Graduate School emails about walking in the hooding ceremony if you are an EdD, PhD or DrPh graduate. Look for emails from Tania Alvarez (alvarezt@ecu.edu).
- **PhD students only**: Complete the **Survey of Earned Doctorates (SED)**. Instructions emailed from Dean of Graduate School.

RESEARCH TASKS

- Consult with the Institutional Review Board to learn how to “close out” the studies in **ePIRATE** If you are the primary investigator on research studies.
- Discuss with your research mentor and/or the Institutional Review Board how to store data collected as a part of your research assistantship, thesis, or dissertation.
- Ensure you have followed any necessary exit procedures from your research lab & employment.

PERSONAL TASKS

- If you are planning to leave Greenville, review your lease to determine when to give your landlord notice that you will be moving out.
- Make an appointment with **Career Services** to polish your resume & get advice about job search.