

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> 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.

CONGRATULATIONS GRADUATES!

