



Graduation Checklist

FOR GRADUATE STUDENTS

WE RECOMMEND STUDENTS REFER TO THIS CHECKLIST
AT LEAST ONE SEMESTER PRIOR TO GRADUATION



GRADUATE SCHOOL

EAST TENNESSEE STATE UNIVERSITY

ACADEMIC TASKS

- [Apply to Graduate](#) **one semester before** your intended graduation date. You must apply for each degree or certificate that you plan to earn. You must apply to graduate even if you do not plan to attend the ceremony.
- Review [Degree Works](#) with an advisor to ensure that all degree requirements are met.
- Schedule your thesis or dissertation defense by the [published deadline](#) (if applicable).
- Upload your thesis or dissertation by the [published deadline](#) (if applicable).
- Review your program requirements and submit any documentation for capstone project, internship, or other major projects, as applicable.

FINANCIAL TASKS

- Pay all campus balances including library fines, parking tickets, etc.
- Return all borrowed equipment from your department, research lab, library, and student recreation center.
- Return all borrowed library books from Sherrod Library.
- Complete Student Exit Loan Counseling if loans were received; see the email from Financial Aid.

GRADUATION TASKS

- Review the Graduation Ceremony Information [here](#) for important graduation tasks such as ordering your cap and gown, ceremony information, etc.
- Complete Graduate Student Exit Survey. This will arrive in your ETSU email.
- Update your personal information, including a personal email address, in GoldLink.
- Provide your contact information to [ETSU Alumni Office](#). Welcome to the ETSU National Alumni Association!

RESEARCH TASKS

- Consult with the [Office of Research and Sponsored Programs Administration](#) (ORSPA) to close out any sponsored fellowship awards, Data Use or Sharing Agreements, and agreements to transfer data from ETSU to another institution.
- Discuss with your research mentor, [Research Computing](#), and the [Institutional Review Board](#), as applicable, to learn how to store data collected as a part of your research assistantship, thesis, or dissertation.
- Discuss with your mentor next steps for publishing from your project, thesis, or dissertation.

PROFESSIONAL AND PERSONAL

- Make an appointment with [University Career Services](#) to polish your resume, receive job search advice, and get a professional headshot for LinkedIn.
- If you're planning to leave Johnson City, review your lease to determine when to give your landlord notice that you're moving out.
- Write a thank you note to a faculty member, mentor, or advisor who has made an impact on you.



CONGRATULATIONS GRADUATES!