I am a PhD student. What forms should I fill out to graduate?

- Information about the Graduate School’s deadlines and requirements are on their web site.
- Deadlines for Degree Completion are at this link: [http://www2.binghamton.edu/grad-school/new-and-current-students/academics/deadlines-degree-completion.html](http://www2.binghamton.edu/grad-school/new-and-current-students/academics/deadlines-degree-completion.html)
- Graduating PhD students should follow the guidelines on the “Checklist for Completion of Degree Requirements” located in the Graduate School’s manual. This is a link: [http://www2.binghamton.edu/grad-school/manual/index.html](http://www2.binghamton.edu/grad-school/manual/index.html)
  - The checklist is under the section “Academic Policies: Doctoral Degrees”. It is the 11th link on the right.
- In order to graduate in the current semester you must complete the on-line “GAD” form. The “GAD” form (Graduate Application for Degree) is an on-line form on the Graduate School’s web site. Information and a link to the form is on this webpage: [http://www2.binghamton.edu/commencement/spring/students/graduation-checklist.html](http://www2.binghamton.edu/commencement/spring/students/graduation-checklist.html)
  - The link only works from the specific link under the semester listing that is coming up next. If the link goes to the “commencement” web page, the form for the current semester is not on-line yet for you to fill out.
- The Recommendation of Award of Degree Form needs to be signed by all the committee members. Take it to your defense so the committee can either sign it there or make arrangements for how the signing will be accomplished if there are some dissertation revisions needed to be done before the committee will sign.
  - You can get your Recommendation for Award of Degree form from the Watson Graduate Coordinator or from the ECE department secretary.
  - Give this form to your advisor to sign. Your advisor should give the signed form to the ECE secretary. The secretary will have the Graduate Director sign the form. A copy will be made for the ECE office and the original form will be given to the Graduate Coordinator. The Graduate Coordinator will submit this form to the Graduate School.