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**Office of Academic Services**

EAD 716

Phone: 817-735-0489

sphacademics@unthsc.edu

**Office of Academic Services**

CEEAD 716

Phone: 817-735-2401

[sph@unthsc.edu](mailto:sph@unthsc.edu)

**Graduation Checklist**

The following information should be used to guide you through the graduation process. All forms are available on the School of Public Health Current Students page under Forms. **All forms should be typed** and all materials should be submitted directly to the SPH Office of Academic Services (see Academic Calendar for deadlines) via email, unless otherwise noted.

**Graduation Checklist (for all students)**

❒ Intent to Complete Certificate Form (*certificate students*) or Intent to Graduate Form (*degree-seeking students*)

❒ Graduating Student Survey (e-mail will be sent to you from the SPH Office of Academic Services)

**Degree-seeking students**: You must file an Intent to Graduate form with the SPH Office of Academic Services on

time in order to continue with the graduation, commencement, and degree conferral process. Filing this form on

time ensures that you received emails from the SPH-Office of Academic Affairs regarding degree conferral and CPH

examination verification, the Office of Student Development regarding the commencement ceremony and regalia, and

the Office of the Registrar regarding your diploma and official transcript.

**Degree-seeking students only**:

❒ Diploma and Commencement Information Form (Email from Student Development)—This is also your regalia order form!

**Additional Graduation Requirements for PhD students:**

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❒ PhD Dissertation Defense Form (submit to the SPH Office of Academic Services via email)

**Submit these forms to the UNTHSC Lewis Library**

❒ Electronic copy of the Dissertation and abstract.

❒ Electronic Document Filing Form

If you have any questions, please contact the Office of Academic Services at 817-735-0489 or email

sphacademics@unthsc.edu.

Congratulations on your academic achievement!