

Registration requirement: You must hold active student status in The Graduate School (GS) in order to defend and graduate. If you are not active, you **must** apply for Change of Status/Readmission. If readmitted, you **must** register before you will be permitted to schedule your final oral examination and graduate. For more information about the registration requirement, registration options, and filing for readmission, see the GS website at: http://www.grad.umn.edu/current_students/registration/active_status.html

Final Oral Examination: After obtaining your graduation packet, distribute a draft of your dissertation and abstract to the dissertation reviewers and other members of your final oral committee. All members must have at least two weeks to read the dissertation. Schedule the final oral examination with the committee **and** The Graduate School, 316 Johnston Hall, **at least** one week in advance. The Reviewers' Report Form, signed by the reviewers, must also be returned to 316 Johnston Hall at least one week before the examination. After review and clearance, The Graduate School will send the Final Oral Examination Report Form to the chair of the committee.

Degree Clearance: Graduate School degrees are awarded on the **last** working day of each month. If all forms, fees, and one unbound copy of the dissertation are not submitted by the last working day, graduation will be delayed until *at least* the next month. After being cleared to graduate, a registration hold (OJ) will be placed on your record until you have been awarded your degree. **Note:** Graduating before the end of the term in any month may affect eligibility benefits (assistantships, visa requirements, student loans, housing, etc.). Please check with the appropriate office if you have any questions.

Graduation Checklist

- Active status:** Registration in The Graduate School every fall and spring.
- Graduate Application for Degree:** Submit to One Stop, 200 Fraser Hall (Minneapolis campus) or 130 Coffey Hall (St. Paul campus), **on or before the first working day of the month you intend to graduate.**

The following must be submitted to The Graduate School, 316 Johnston Hall **on or before the last working day of the month you intend to graduate.**

- Final Oral Examination Report Form
- One copy of dissertation abstract (signed by advisor; see specifications in the attached Dissertation Formatting Guidelines), this abstract will be forwarded to UMI for Microfilming.
- One unbound copy of the dissertation (typed and printed according to specifications in the attached Dissertation Formatting Guidelines)
- One copy of the signed Doctoral Dissertation Agreement form (inside "Publishing your Dissertation" booklet) along with two copies of the title page of your dissertation
- The microfilm fee of \$75* (check or money order **only**, payable to the University of Minnesota). If you wish to copyright the thesis, there is an additional fee of \$65* (use one combined check for \$140)
- Survey of Earned Doctorates

NOTE: Following this checklist will fulfill the publishing company's requirements listed in the document titled *Publishing Your Dissertation*.

*All fees are subject to change without notice.

Award of the degree: Degree will be awarded on the **last** working day of the month in which you complete **all** requirements (e.g., if you apply by the first working day of June for June graduation and you do not complete all of the necessary requirements by the end of June, the next possible month for degree clearance will be July). The degree award is posted to your transcript approximately 3 weeks following the official conferral date. Diplomas are mailed within 4 months of your official conferral date. Please contact the Office of the Registrar directly with any questions regarding your diploma: helpingU@umn.edu or (612) 624-1111.

Commencement Ceremony: Attendance is encouraged, but not required. You must submit the Commencement Attendance Approval Form (included in this packet), signed by your Adviser and Director of Graduate Studies, to 316 Johnston Hall.

Commencement dates and deadlines:

http://www.grad.umn.edu/current_students/degree_completion/commencement/index.html

YOUR PARTICIPATION IN THE COMMENCEMENT CEREMONY DOES NOT IMPLY THAT YOU HAVE OFFICIALLY GRADUATED.

Contact Information:

Coordinator, Doctoral Degree Services
316 Johnston Hall, Office hours: Monday-Friday; 8am-4:30pm
Phone: (612) 625-0168; email: gsdoc@umn.edu
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