

Degree Clearance/Award of the degree: Your degree will be awarded on the **last working day of the month** in which you complete **all** requirements. If all forms, fees, and online submission of the dissertation are not submitted by the last working day, degree clearance will be delayed until *at least* the next month. After the final exam, a registration hold (OJ) will be placed on your record until you have been awarded your degree. **Note:** Award of your degree 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. The degree award is posted to your transcript approximately 3 weeks following the official conferral date. Diplomas are mailed within 4-6 weeks of your official conferral date. Please contact the Office of the Registrar directly with any questions regarding your diploma: onestop@umn.edu or (612) 624-1111.

Graduation Checklist for Doctoral Students

- Active status:**
 - Registered for the current semester (*summer registration not required if registered for the previous spring semester*)
 - Failure to register will result in the discontinuation of your active student status and will require application for readmission and registration before you proceed with completing your degree. More information is available at: http://www.grad.umn.edu/current_students/registration/index.html
- Final Oral Examination:**
 - Schedule with the Graduate School as soon as a date is set at, http://www.grad.umn.edu/current_students/finalschedule/.
 - Submit the Reviewers' Report form (attached), signed by your reviewers, to 316 Johnston prior to your examination.

The following must be completed **no later than the first business day** of the intended month of degree completion.

- Graduate School Application for Degree (attached):**
 - Submit to One Stop: 200 Fraser Hall (East Bank), 130 West Bank Skyway (West Bank), or 130 Coffey Hall (St. Paul).

The following must be submitted **on or before the last working day** of the month you intend to graduate.

- Your dissertation** **submitted online** and formatted according to *Preparing your Doctoral Dissertation (attached)*¹
- Fees paid online at time of submission:
 - \$65* Publishing
 - \$65* Copyright (optional)¹

The following must be submitted to the Graduate School, 316 Johnston Hall:

- Final Oral Examination Report form
- One signature page signed by your adviser(s)¹
- One copy of the title page¹
- Deposit Agreement for the University Digital Conservancy (attached)^{**}
- Complete the University of Minnesota Survey of Earned Doctorates at, www.grad.umn.edu/umnsed.

¹ Following this checklist fulfills the publishing company's requirements.

*All fees are subject to change without notice

**Students who wish to delay the release of the dissertation to ProQuest and the University Digital Conservancy may request a temporary hold using the Thesis or Dissertation Hold Request form found at, http://www.grad.umn.edu/current_students/forms/gs20.pdf.

Students unable to submit electronically must contact the Graduate School (gsdoc@umn.edu) for information regarding submitting in paper.

Contact Information:

Coordinator, Doctoral Degree Services
Phone: (612) 625-0168; email: gsdoc@umn.edu
Office hours: Monday-Friday; 8am-4:30pm
316 Johnston Hall
101 Pleasant St. SE
Minneapolis, MN 55455