



# GRADUATE SCHOOL DOCTORAL DEGREE COMPLETION PROCEDURES

- ⇒ At least 2 terms before your Preliminary Oral Exam, file a **Degree Program Form** with 316 Johnston Hall.
- ⇒ After completion of all Preliminary Written Exams **and** at least 1 week before the Preliminary Oral Exam, submit the **Preliminary Written Examination Report Form** to 316 Johnston Hall.
- ⇒ At least one week prior to the exam, schedule the Preliminary Oral Exam with the Graduate School. The Preliminary Oral Exam must take place at least one full academic term before the Final Oral Defense.
- ⇒ Within one working day of completion of the Preliminary Oral Exam, submit the signed **Preliminary Oral Examination Report Form** to 316 Johnston Hall.
- ⇒ Submit the **Thesis Proposal Form** to 316 Johnston Hall, the term **after** passing the Preliminary Oral Examination.
- ⇒ After the Graduate School has approved the Thesis Proposal, request a **Graduation Packet**, which includes the **Reviewer's Report Form** from 316 Johnston Hall.
- ⇒ By the first working day of the intended month of graduation, submit an **Application for Degree** (included in your Graduation Packet) to the Registrar's office.
- ⇒ At least one week prior to the exam, schedule the Final Oral Defense and submit the **Reviewer's Report Form** to 316 Johnston Hall. (Exam must be held within 5 years of passing the Preliminary Oral Examination.)
- ⇒ No later than one working day following completion of the Final Oral Defense, return the signed **Final Oral Examination Report Form** to 316 Johnston Hall.

## PHD's and EdD's only

- ⇒ Submit the final copy of the thesis and other required paperwork necessary for graduation to 316 Johnston Hall. (List of items is included in the graduation packet.)

## Degree Advisors

Marci Freundschuh:	Degree Completion Procedures	612-625-0168	gsdoc@umn.edu
Jennifer Anderson:	Preliminary Orals	612-625-4019	gsmast@umn.edu
Jana Pitstick:	Committee Substitutions, Programs, & Petitions	612-625-5833	pitst001@umn.edu
Stephanie Palumbo:	Change of Status & Readmission	612-625-8060	pawla001@umn.edu

# Need Information?

# WWW.GRAD.UMN.EDU

All forms necessary for the completion of your degree can be found at:

<http://www.grad.umn.edu/forms/list.html#gssp>

**GSSP Forms**

**Graduate Faculty Roster**

Need help with choosing your committee members? Go to:

<http://www.grad.umn.edu/roster/step1.asp>

You can request a Graduation Packet on line at: <http://www.grad.umn.edu/gsss/doctoral.html>

**Graduation Packets**

**Commencement Information**

Graduate School Commencement Ceremony dates are posted at:

<http://www.grad.umn.edu/forms/g54.html>