

This summary has been prepared to assist you as you complete the steps necessary for graduation. Please use it in conjunction with the other materials found in the graduation packet.

Graduation Checklist

- Active status:** Be sure you are registered. As a Graduate School (GS) student, you must register every fall and spring term, up through *and including* the term in which you are awarded the degree. 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.
- Final Oral Examination:**
 - Provide your adviser and committee members at least *two weeks' notice* that your dissertation will be submitted to them by a particular date.
 - Distribute your dissertation and abstract (only if you did not include an abstract within the dissertation) to all committee members.
 - Ensure that all committee members will have at least *two weeks* to read your dissertation prior to your examination date.
 - Schedule your final oral examination with The Graduate School (and with your committee, if you have not already done so) at least *one week prior* to the examination date.
 - Submit The Reviewers' Report Form, signed by your reviewers, to 316 Johnston prior to your examination.
- Graduate School 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 **on or before the last working day** of the month you intend to graduate to **The Graduate School, 316 Johnston Hall:**

- Your dissertation (formatted according to specifications in the *Dissertation Formatting Guidelines*)¹
- The publishing fee of \$85*. Students are asked to choose Traditional Immediate Release (TR-1) publishing option. If you wish to copyright your dissertation, there is an additional fee of \$65*. Please see <http://lib.umn.edu/copyright>, for more information on copyrighting.¹
- Final Oral Examination Report Form.
- One signature page signed by your adviser(s).¹
- Two copies of the title page of your dissertation.¹
- One copy of dissertation abstract (separate from the dissertation signed by your adviser with your name and abstract word count in the upper right hand corner of the abstract).
- University of Minnesota Survey of Earned Doctorates, completed online at, www.grad.umn.edu/umnsed.

¹ Completion of these items fulfills the publishing company's requirements (see *ProQuest Publishing Your Doctoral Dissertation*.)

*All fees are subject to change without notice.

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 submission of the dissertation are not submitted by the last working day, degree clearance will be delayed until *at least* the next month (The Application for Degree is valid for subsequent months and must only be submitted once, even if your graduation is delayed). After degree clearance, a registration hold (OJ) will be placed on your record until you have been awarded your degree. **Note:** Award of your degree, in any month, before the end of the term may affect eligibility benefits (assistantships, visa requirements, student loans, housing, etc.-please check with applicable office regarding your benefits). The degree award is posted to your transcript approximately 3 weeks following the official conferral date and diplomas are mailed within 4-6 weeks. 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 enclosed Commencement Attendance Approval Form, signed by your adviser and Director of Graduate Studies, to 316 Johnston Hall. **Your participation in the commencement ceremony does not imply that you have officially graduated.**

Dates and deadlines available at:

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

Contact Information:

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