

**Registration Requirement:** You must hold active status in The Graduate School (GS) in order to 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 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](http://www.grad.umn.edu/current_students/registration/active_status.html)

**Degree Clearance:** Graduate School degrees are awarded on the **last** working day of each month. If all degree requirements are not submitted by the last working day, graduation will be delayed until *at least* the next month. **Note:** Graduating before the end of the term in any month may affect eligibility benefits (assistantship, visa requirements, student loans, housing, etc.). Please check with the appropriate office if you have 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.**
- Coursework:** All coursework listed on your Degree Program Form must be registered for **and** completed (grades posted to the transcript) **on or before the last 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**

**Note:** After submitting the signed Final Oral Examination Report Form to The Graduate School, 316 Johnston Hall, a registration hold (OJ) will be placed on your record until you have been awarded the degree.

**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 4-6 weeks of your official conferral date. Please contact the Office of the Registrar directly with any questions regarding your diploma: [helpingU@umn.edu](mailto: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 the 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](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: [gdoc@umn.edu](mailto:gdoc@umn.edu)