

University of Minnesota Graduate School

Graduation Instructions For Doctoral Candidates

Registration requirement: You must hold active student status in the Graduate School in order to defend and graduate. Effective Fall 2002 you must register in the Graduate School every fall and spring term until you complete all degree requirements and graduate. If you are not currently active, you must file a Change of Status/Readmission Form to request readmission to the Graduate School. If readmitted, you must register before you will be permitted to schedule your final examination. Please refer to the Graduate School's website at <http://www.grad.umn.edu/gsss/registration.html> for more information about the registration requirement, registration options, and filing for readmission.

Final Defense: After obtaining your graduation packet, distribute a draft of your thesis and abstract to the thesis reviewers and other members of your final oral committee. All members must have at least two weeks to read the thesis. 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 granted at the end of each month. If all forms, fees and thesis copies are not submitted by the appropriate 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 unless or until you have been admitted to pursue another degree. This hold will only prevent further registrations in the Graduate School. Graduating in any month before the end of the term may affect eligibility for student loans, housing, etc. Check with the appropriate office if you have any questions.

Graduation Checklist

- The **Application for Degree Form** must be submitted to Student Relations, 200 Fraser Hall on the Minneapolis campus or 130 Coffey Hall on the 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 work day of your intended month of graduation.** (Office Hours: Monday-Friday 8:00-4:30. Contact: Dana Cochrane Hull, Telephone: 612-625-0168, E-mail: gsdoc@umn.edu)

- Final Oral Examination Report
- One copy of thesis abstract (signed by advisor; see specifications in the attached Preparation of the Doctoral Thesis/Project)
- One copy of thesis (typed and printed according to specifications in the attached Preparation of the Doctoral Thesis/Project)
- 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 \$45 (use one combined check for \$120)
- 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: Regardless of the date of your application for degree, your degree will be awarded at the end of the month in which you complete all requirements.

The award of the degree will be posted to your transcript by the middle of the month following your graduation. You will receive your diploma from the Office of the Registrar within 4 months following your graduation. Please contact the Office of the Registrar directly with any questions regarding your diploma.

Commencement Ceremony: There are two ceremonies each year. July through December graduates usually attend the Fall Commencement Ceremony. January through June graduates usually attend the Spring Commencement Ceremony.

You are encouraged, but not required, to attend. If you wish to attend, you are required to submit a completed Commencement Attendance Approval Form, signed by your Adviser and Director of Graduate Studies, indicating your eligibility to attend the ceremony, to 316 Johnston Hall. Commencement dates and deadlines to apply are available on our website at: <http://www.grad.umn.edu/forms/g54.html>.

ATTENDING COMMENCEMENT DOES NOT IMPLY THAT YOU HAVE OFFICIALLY GRADUATED.