



GRADUATION CHECKLIST Doctor of Musical Arts candidates

CONTACT US

Graduate Student Services and Progress (GSSP)

160 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455

Phone: 612-625-3490
Email: gssp@umn.edu

Maintain active status

- You must be 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 z.umn.edu/gradreg

Submit Graduate School Application for Degree

Submit form **no later than the first business day** of the intended month of degree completion to:

GSSP

By email: gssp@umn.edu

In person: 160 Williamson Hall

Complete final oral examination

- Distribute a draft of your project to the reviewers and other members of your final oral committee. All members must have **at least two weeks** to review the draft.
- Schedule the final oral examination with the committee and Graduate Student Services and Progress, as soon as a date has been set, **but no later** than one week in advance. Schedule online at <https://www.grad.umn.edu/students/finalschedule/index.html>
- Submit the Thesis Reviewers Report form (anytime before your defense)
- Submit the Final Oral Examination Report form to GSSP **no later than the last business day** of the intended month of degree completion.

Degree clearance/awarding of the degree

- After final defense, a **registration hold** (i.e., **it will be placed on your record**) until you have been awarded your degree.
- Your degree will be awarded on the last business day of the month in which you complete all requirements. If all forms, fees, and online submission of the thesis are not submitted by the last business day, degree clearance will be delayed until at least the next month.
- Note:** Awarding 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 at onestop@umn.edu or (612) 624-1111.

To request copies of this form in an alternative format, please call the Disabilities Services liaison at 612-625-9578. The University of Minnesota is an equal opportunity employer and educator. This form is printed on paper made from no less than 20 percent post-consumer waste.



Please recycle.

UNIVERSITY OF MINNESOTA

GRADUATE SCHOOL APPLICATION FOR DEGREE

DIRECTIONS—Submit this form on or before the first workday of the month in which you intend to complete your degree requirements, including coursework. You must complete all of your remaining degree requirements by the last workday of that month.

Graduate degrees are awarded on the last working day of every month.

Graduating in any month before the end of a term may affect your eligibility for student loans, housing, and other benefits. Check with the appropriate office issuing the benefit(s) if you have questions.

You are responsible for reviewing and resolving holds on your record. You will not be issued a diploma or official transcript if you have financial obligations to the University of \$100 or more, or if you have not satisfied certain student conduct or academic integrity sanctions. After you satisfy your obligations to the University and your holds are released, your diploma will be mailed to you.

RETURN THIS FORM:

BY EMAIL TO:
gssp@umn.edu

IN PERSON ON CAMPUS TO:
160 Williamson Hall

BY FAX TO:
612-626-1754

Questions? Contact GSSP
Phone: 612-625-3490

To ensure privacy online, open in Adobe Reader (free at Adobe.com). Please use blue or black ink to add the required signature in PART D.

PART A. Diploma name and student information

Provide your name as you want it to appear on your diploma. The last name on your diploma must match the last name on your official University record. Contact One Stop Student Services (onestop@umn.edu) for instructions to officially change your last name.

First name	Middle name	Last name
University ID	University email @umn.edu	Phone number (include area code)

PART B. Diploma mailing address

If your diploma mailing address changes after you submit this form, contact One Stop Student Services (onestop@umn.edu) to update your address. Diplomas are mailed 4-6 weeks after your degree is granted. If you have not received your diploma after this time, please contact One Stop. To have your original diploma delivered by FedEx, please submit the request form: z.umn.edu/fedex

Diploma mailing address (street, city, state, Zip code) to which diploma should be mailed

PART C. Degree information

Degree _____

Major _____

Choose month and year of graduation:

Spring:	<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April	<input type="checkbox"/> May	20 _____
Summer:	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> August			20 _____
Fall:	<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December		20 _____

PART D. Student signature

Student signature	Date
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office use only

Date received/initials	degree entered (name, date)
degree conferred	month applied



To request copies of this form in an alternative format, please call the Disabilities Services liaison for financial aid at 612-625-9578. The University of Minnesota is an equal opportunity employer and educator.

Ph.D. THESIS/Ed.D. PROJECT REVIEWERS REPORT FORM

DIRECTIONS—After the designated reviewers have read the thesis draft, each designated reviewer must indicate whether the thesis is acceptable for defense by signing in SECTION B. One faxed or scanned signature is allowed. Faculty members signing in the stead of another faculty member will not be accepted.

If the designated reviewers are in **unanimous agreement** that the thesis is acceptable for defense (i.e., all reviewers' signatures appear in the columns "Acceptable for Defense" or "Acceptable for Defense with Minor Revisions"), the student will be authorized to proceed to the final oral examination.

If the designated reviewers are **not in unanimous agreement** that the thesis is acceptable for defense (i.e., at least one signature appears in the column "Not Acceptable for Defense"), the student will not be permitted to proceed to the final oral examination at this time.

NOTE: If minor or major revisions are required, the reviewers should inform the student in writing the nature of the revisions. The student's adviser is responsible for ensuring that all required revisions are made in the final copy of the thesis.

To ensure privacy online, open in Adobe Reader (free at Adobe.com). Please add the required signatures in blue or black ink.

RETURN FORM TO:

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IN PERSON ON CAMPUS TO:
160 Williamson Hall

BY MAIL TO:
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Phone: 612-625-3490

SECTION A. Student degree information

University ID		
Last	First	Middle or former
Degree sought	Major field	

SECTION B. Reviewer information

Signing this form below certifies that the examining committee has read the above student's dissertation and deemed the thesis as acceptable (with or without revisions) or not acceptable for defense.

Reviewer name	Acceptable for defense	Acceptable for defense with minor revisions	Not acceptable for defense



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