



DEGREE COMPLETION STEPS

*Doctor of Philosophy
Doctor of Education*

In order to receive your degree, the following procedures must be completed. You must maintain active student status by registering every fall and spring semester until your degree is awarded. All forms must be submitted to the Graduate Student Services and Progress (GSSP) office unless otherwise noted. Contact your graduate program office for program-specific requirements and deadlines.

1 Complete Graduate Degree Plan

Submit at least one semester prior to your preliminary oral exam

2 Assign members to preliminary oral exam committee

Complete at least one month prior to exam via www.grad.umn.edu/students/forms/doctoral/index.html

3 Complete Preliminary Written Exam

Program staff report results to GSSP. Must be on file with GSSP to be authorized to take preliminary oral exam

4 Schedule preliminary oral exam

Notify GSSP of scheduled exam at least one week in advance

5 Submit Preliminary Oral Report

Submit for your record to reflect doctoral candidacy

6 Assign members to doctoral final exam committee

Complete at least one month prior to exam via www.grad.umn.edu/students/forms/doctoral/index.html

7 Request Graduation Packet

Packet will include the Graduate Application for Degree form and Reviewers' Report form. You can request it in person or online up to one semester before your doctoral final exam.

8 Schedule doctoral final exam

Notify GSSP of scheduled exam at least one week in advance

9 Submit Graduate Application for Degree

Submit to One Stop by the first business day of anticipated month of graduation

10 Submit Reviewers' Report

Submit prior to your defense

11 Submit Doctoral Final Exam Report

Submit no later than the last business day of anticipated month of graduation

12 Submit dissertation/project

Submit by the last business day of anticipated month of graduation. Consult Graduation Packet for formatting guidelines.

Questions?

Contact the Graduate Student Services and Progress office
(160 Williamson Hall)
<http://www.grad.umn.edu/students/doctoral/index.html>

Stacia Madsen

Degree Progress & Final Exams

gssp@umn.edu

Prelim Exams

gssp@umn.edu

612-625-0168