

GRADUATION CHECKLIST

Are you on Track to Graduate?

The School of Graduate Studies must certify that all requirements for graduation have been satisfied before your degree can be officially awarded. It is your responsibility to complete all requirements for your degree. Please verify that you are on track to complete all degree requirements prior to applying for graduation.

Please review the following list to determine that the requirements pertaining to your program have been fulfilled.

CHECKLIST FOR ALL GRADUATE STUDENTS

- Be sure that all the courses on your Approved Program Form were completed within the seven-year time limit for completion of the program.
- Print your transcript online. Check your transcript to determine that all completed course work is included. If transfer credits do not appear on your transcript and they have been approved as a part of your official program, contact the School of Graduate Studies at once.
- Submit an application for graduation by the posted deadline for the term in which you plan to graduate along with the required fee. Applications for graduation are valid for one term only.
- Complete all courses on your Approved Program of Study Form. ALL COURSE CHANGES MUST BE APPROVED BY PETITION: verbal approval by your adviser is not sufficient. Forms are available online on the student forms page or in the School of Graduate Studies, room AS-121
- All incompletes must be completed and grades submitted by the instructor. Remind your professor to submit a grade change for all incompletes or IP grades. This includes field studies, theses, creative works, and starred papers. Check your transcript to determine if the necessary changes have been made.
- A 3.0 grade point average in the major, the total program, and overall graduate courses attempted must be recorded on your transcript. A 3.25 grade point average is required for the Specialist degree in Educational Administration and Leadership. Students who have not achieved the required grade point average are not eligible to take either the oral or written final examinations.
- A grade of C- or lower or a grade of "U" cannot be used toward a graduate program.
- Fulfill the residence requirement. Candidates for the specialist degree and master's degree must earn a minimum of 20 semester hours in on-campus classes (day and night combined).
 - Courses offered at graduate study centers or through cohort groups established by the University are considered on-campus credit.
 - Established ITV and web-based programs are also considered on-campus credit.
 - Individual departments may establish residence policies requiring a period of full-time study. Students should consult with their adviser to determine specific departmental requirements
- Some departments require a final written comprehensive examination for Plans A, B, or C. Check with your adviser.

ADDITIONAL CHECKLIST FOR PLAN A: FIELD STUDY AND THESIS

- A preliminary conference must have been completed at least one term prior to the final oral examination. Signed approval of the proposal must have been submitted to the School of Graduate Studies.
- Students conducting research with human subjects must complete the [Institutional Review Board](#) process.
- It is the student's responsibility to schedule the Final Oral Examination with committee members selected prior to the preliminary conference. The final oral cannot be held in the same semester as the preliminary conference. Final orals generally are not scheduled during the final examination week.
- Submit the [Culminating Project Committee Meeting Request](#) form to the School of Graduate Studies a minimum of two weeks prior to the preliminary or final oral conference to allow for the paperwork to be prepared.
- One complete copy of your work must be submitted to the School of Graduate Studies for format review prior to submission for binding. This is not a final copy. The field study or thesis must be formatted according to the School of Graduate Studies Thesis guide.
- After approval by your committee and the format reviewer, submit a minimum of three final copies of your field study or thesis by the appropriate deadline.
- Signatures of committee members are required on each approval page.
- The thesis or field study is then registered in the School of Graduate Studies for binding and fee payment.
- If the student desires a bound copy of the field study or thesis, one additional copy must be submitted to the School of Graduate Studies.
- Two additional signed copies of the abstract are required for further distribution by the School of Graduate Studies.

- An abstract IS required for field study and thesis.
- All final copies must be submitted on 100% cotton paper for binding.
- The student is responsible for the binding fee of \$10 per copy plus a one-time \$10 microfilm fee. The \$10 per copy fee and \$10 microfilm fee will be added to your student account. The minimum fee is \$40.
 - The diploma and transcript will not be released until your binding fee has been paid.
- Remind your adviser to submit a grade/change of grade for the field study/thesis. A mark of "S" is recorded for an approved field study or theses.

ADDITIONAL CHECKLIST FOR PLAN A: CREATIVE WORK

- It is the student's responsibility to schedule the Final Oral Examination with committee members selected prior to the preliminary conference. The final oral cannot be held in the same semester as the preliminary conference. Final orals generally are not scheduled during the final examination week.
- Submit the [Culminating Project Committee Meeting Request](#) form to the School of Graduate Studies a minimum of two weeks prior to the preliminary or final oral conference to allow for the paperwork to be prepared.
- One complete copy of your work must be submitted to the School of Graduate Studies for format review prior to submission for binding. This is not a final copy. The creative work must be formatted according to the School of Graduate Studies Creative Work guide.
- After your final oral, submit a minimum of three final copies of your creative work by the appropriate deadline.
- Signatures of committee members are required on each approval page.
- The creative work is then registered in the School of Graduate Studies for binding and fee paid.
- If the student desires a bound copy of the creative work, one additional copy must be submitted to the School of Graduate Studies.
- No abstract is required.
- All final copies must be submitted on 100% cotton paper for binding.
- The student is responsible for the binding fee of \$10 per copy plus a one-time \$10 microfilm fee. The \$10 per copy fee and \$10 microfilm fee will be added to your student account. The minimum fee is \$40.
 - The diploma and transcript will not be released until your binding fee has been paid.
- Remind your adviser to submit a grade/change of grade for the creative work. A mark of "S" is recorded for an approved creative work.

ADDITIONAL CHECKLIST FOR PLAN B: STARRED PAPER

- It is the student's responsibility to schedule the Final Oral Examination with the committee members selected prior to the preliminary conference. The final oral cannot be held in the same semester as the preliminary conference. Final orals generally are not scheduled during the final examination week.
- Submit the [Culminating Project Committee Meeting Request](#) form to the School of Graduate Studies a minimum of two weeks prior to the preliminary or final oral to allow for the paperwork to be prepared.
- One complete copy of your work must be submitted to the School of Graduate Studies for format review prior to submission for binding. This is not a final copy. The starred paper must be formatted according to the School of Graduate Studies Starred Paper guide.
- After your final oral, submit a minimum of three final copies of your starred paper by the appropriate deadline.
- Signatures of committee members are required on each approval page.
- The starred paper is then registered in the School of Graduate Studies.
- If the student desires a bound copy of the starred paper, one additional copy must be submitted to the School of Graduate Studies.
- No abstract is required.
- All final copies must be submitted on 100% cotton paper for binding.
- The student is responsible for the binding fee of \$10 per copy plus a one-time \$10 microfilm fee. The \$10 per copy fee and \$10 microfilm fee will be added to your student account. The minimum fee is \$40.
 - The diploma and transcript will not be released until your binding fee has been paid.
- Remind your adviser to submit a grade/change of grade for the dissertation. A mark of "S" is recorded for an approved starred paper.

ADDITIONAL CHECKLIST FOR PLAN B: WRITTEN COMPREHENSIVE EXAMINATION

- During the first week of the semester you plan to graduate, arrange with your adviser to complete the final written comprehensive examination.
- The adviser will notify the School of Graduate Studies in writing whether you pass or fail and will submit your examination to the School of Graduate Studies.

ADDITIONAL CHECKLIST FOR PLAN C: PROFESSIONAL PROJECT/PORTFOLIO

- Candidates are required to successfully complete a final oral and/or written examination covering the material developed for inclusion in the professional project/portfolio.
- It is the student's responsibility to schedule the Final Oral Examination with committee members selected prior to the preliminary conference. The final oral cannot be held in the same semester as the preliminary conference. Final orals generally are not scheduled during the final examination week.
- Submit the [Culminating Project Committee Meeting Request](#) form to the School of Graduate Studies a minimum of two weeks prior to the preliminary or final oral to allow for the paperwork to be prepared.
- The final portfolio should be submitted to the department a minimum of two weeks prior to the date set for the final oral.
- Receipt of a signed final approval form is required by Graduate Studies to consider the portfolio or project complete.
 - If the final portfolio or project is approved with revisions, it is the responsibility of the student to complete those revisions and to request the committee chair send a written notification of successful completion to the School of Graduate Studies.

DEADLINES FOR SUBMISSION OF THE CULMINATING PROJECT

Summer 2011: August 5

Fall 2011: December 17

Spring 2012: May 4

Summer 2012: August 3

If you have questions on your degree completion status, please call 320.308.2114.

Please see additional guidelines for the completion of the doctoral dissertation on Page 4

ADDITIONAL CHECKLIST FOR THE DOCTORAL DISSERTATION

Please note: To participate in commencement and receive the graduation date for the application term, doctoral students must have completed all requirements for the degree including final submission of the doctoral dissertation prior to the deadline for submission of the culminating project. Please see the recommended timeline below.

- A preliminary conference must have been completed at least one term prior to the final oral examination. Signed approval of the proposal must have been submitted to the School of Graduate Studies.
- Students conducting research with human subjects must complete the [Institutional Review Board](#) process.
- It is the student's responsibility to schedule the Final Oral Examination with committee members selected prior to the preliminary conference. The final oral cannot be held in the same semester as the preliminary conference. Final orals must be scheduled a minimum of seven weeks prior to the end of the term in which the student wishes to graduate.
- Submit the [Doctoral Dissertation Meeting Request](#) form to the Center for Doctoral Studies a minimum of two weeks prior to the preliminary or final oral conference to allow for the paperwork to be prepared.
- One complete formatted copy of your work must be submitted to the School of Graduate Studies for format review at least seven weeks prior to the end of the term. This is not a final copy. The dissertation must be formatted according to the [School of Graduate Studies Thesis guide](#).
- After approval by your committee and the format reviewer, submit a minimum of three final copies or your dissertation by the appropriate deadline.
- Signatures of committee members are required on each approval page.
- The dissertation is then registered in the School of Graduate Studies for binding and fee payment.
- If the student desires a bound copy(ies) of the dissertation, one additional copy or copies must be submitted to the School of Graduate Studies.
- Two additional signed copies of the abstract are required for further distribution by the School of Graduate Studies.
- An abstract IS required for the dissertation.
- All final copies must be submitted on 100% cotton paper for binding.
- The student is responsible for the binding fee of \$10 per copy plus a one-time \$10 microfilm fee. The \$10 per copy fee and \$10 microfilm fee will be added to your student account. The minimum fee is \$40.
 - The diploma and transcript will not be released until your binding fee has been paid.
- Remind your adviser to submit a grade/change of grade for the dissertation. A mark of "S" is recorded for an approved dissertation.

Recommended timeline for completion of the dissertation:

Description	Timeline	Fall 2011 Deadlines	Spring 2012 Deadlines
Select Chair & Committee Members		Early Fall	Early Spring
Obtain approval for committee members not on roster	Complete Dissertation Committee Member Petition form at least two months prior to proposal meeting	Not later than October 15, 2011	Not later than February 24, 2012
Schedule Dissertation Proposal Meeting	Complete Dissertation Meeting form at least one month prior to proposal meeting		
Send committee members copy of proposal	At least 2 weeks prior to preliminary conference		
Dissertation Proposal	At least 1 semester prior to final defense	December 9, 2011	April 27, 2012
Institutional Review Board (IRB) Approval	Process takes approximately 1 month		
Schedule Dissertation Final Defense Meeting	Complete Dissertation Meeting form at least one month prior to final defense meeting		
Send committee members final copy	At least 2 weeks prior to final defense conference		
Final Defense	Meeting no later than mid-semester	October 28, 2011	March 16, 2012
Make Final Revisions			
Submit for Format Review	Please allow at least three weeks	November 18, 2011	April 6, 2012
Submit Formatted and Approved Copies for Binding		December 16, 2011	May 4, 2012
Official Graduation Date		December 18, 2011	May 5, 2012
Eligible to Participate in Commencement		December 18, 2011	May 5, 2012