



GRADUATE SCHOOL MASTER'S DEGREE COMPLETION PROCEDURES

Plan A

- Degree Program submission is based on departmental requirements, but must be filed with The Graduate School **no later than one term** prior to graduation. Submit the signed and completed Degree Program Form to the Graduate Student Services Office (GSSP) in 316 Johnston Hall for Graduate School approval.
- **Note:** Graduate School approval of the Degree Program is **required prior** to obtaining the TRRF and taking the final oral exam. To avoid unexpected delays in taking the exam and clearing for your degree, be sure to allow ample time for your adviser, DGS, and The Graduate School to review and approve your form.
- Once the Degree Program has been approved by The Graduate School and your thesis is ready to be reviewed by your committee, request a **Graduation Packet** directly from 316 Johnston Hall, or via our website at www.grad.umn.edu.
- The **Graduation Packet** includes the following materials necessary for degree completion:
 - ➔ **Graduate Application for Degree**
Submit to the **Office of the Registrar** (200 Fraser Hall/130 Coffey Hall) by the **first** working day of the intended month of degree completion.
Note: You will be notified via your U of M e-mail account regarding the status of your degree completion by the second week of the intended month of degree completion.
 - ➔ **Thesis Reviewer's Report Form (TRRF)**
Prior to the final exam, submit the **signed TRRF** to 316 Johnston Hall. Submission of the TRRF generates the **Final Examination Report Form**
- **Final Examination Report Form**
Submit the **signed Final Exam Form** to 316 Johnston Hall by the last working day of the intended month of degree completion.
- **Thesis**
Submit 2 unbound copies signed by your adviser(s) directly to 316 Johnston Hall by the last working day of the intended month of degree completion.
Note: Thesis formatting guidelines and related information is available at: www.grad.umn.edu.

Plan B / Coursework Only

- Degree Program submission is based on departmental requirements, but must be filed with The Graduate School **no later than one term** prior to graduation. Submit the signed and completed Degree Program Form to the Graduate Student Services Office (GSSP) in 316 Johnston Hall for Graduate School approval.
- **Note:** Graduate School approval of the Degree Program is **required prior** to taking the final exam and clearing for your degree. To avoid unexpected delays in taking the final exam and clearing for your degree, be sure to allow ample time for your adviser, DGS and The Graduate School to review and approve your form.
- Once the Degree Program has been approved by GSSP, and as you are nearing completion of your degree, request a **Graduation Packet** directly from 316 Johnston Hall, or via our website at www.grad.umn.edu.
- The **Graduation Packet** includes the following materials necessary for degree completion:
 - ➔ **Graduate Application for Degree**
Submit to the **Office of the Registrar** (200 Fraser Hall/130 Coffey Hall) by the **first** working day of the intended month of degree completion.
Note: You will be notified via your U of M e-mail account regarding the status of your degree completion by the second week of the intended month of degree completion.
 - ➔ **Final Examination Report Form**
Submit the **signed Final Exam Form** to 316 Johnston Hall by the last working day of intended month of degree completion.
- **MSW students are not required to submit a Final Examination Report Form unless a minor and a committee are designated on the Degree Program Form.*

Graduate School registration requirement: As a Graduate School student you are required to register **every fall and spring term** to maintain active status up through and including the term in which you will officially complete your degree. Failure to maintain your active status will result in the discontinuation of your student status and require applying for readmission.

GSSP Contacts:

Degree completion procedures:	Amber Knapp	612-625-4019	gsmast@umn.edu
Committee Substitutions & Degree Programs:	Renaee Faunce	612-625-5833	gscmte@umn.edu
Change of Status & Readmission:	Graduate Admissions	612-625-3014	gsquest@umn.edu