

# PhD Forms & Progress Checklist

\*grey indicates Graduate School requirement, all others are departmental requirements

	<b>Advising</b>	Select an adviser by contacting faculty you are interested in working with.
	<b>Degree Transmittal Form &amp; Degree Program</b>	<ul style="list-style-type: none"> <li>Submit a Graduate <i>Degree Program &amp; Degree Transmittal form</i> to 316 Johnston Hall, no later than the end of spring semester of the first year, to the Grad School. Must be signed by advisor and the DGS.</li> <li>Degree Program submission is based on departmental requirements, indicated above, but must be filed with The Graduate School <b>no later than one term</b> prior to your Preliminary Oral Exam.</li> </ul>
	<b>Schedule Written Preliminary and Oral Exam</b>	Submit completed Department form "Graduate Exam Intent Form" with the Graduate Program Coordinator in 51 Folwell.
	<b>Written Preliminary Exam</b>	After completion of all Preliminary Written Exams and <i>at least</i> one week before the Preliminary Oral Exam, submit the Preliminary Written Examination Report form to 316 Johnston Hall.
	<b>Oral Preliminary Exam</b>	<ul style="list-style-type: none"> <li>Schedule the Preliminary Oral with The Graduate School <i>at least</i> one week in advance of the exam. The Prelim Oral must take place at least one academic term (15 weeks) before the Final Oral Defense.</li> <li>Within one working day of completion of the Prelim Oral exam, submit the signed Preliminary Oral Examination Report form to 316 Johnston Hall.</li> <li>One term after passing the Preliminary Oral Examination submit a Thesis Proposal form.(GS requires form one term before defense)</li> </ul>
	<b>Thesis Proposal Form</b>	Anytime after the Thesis Proposal has been approved by The Graduate School, request a graduation packet online ( <a href="http://www.grad.umn.edu">www.grad.umn.edu</a> ) or by visiting 316 Johnston Hall. The Thesis Reviewer's Report form will be issued at that time.
	<b>Graduation Packet</b>	<b>Ph.D. contents include:</b> Reviewers Report Form, Graduation Instructions, Application for Degree, Final Exam Scheduling Form, Graduate School's Commencement Ceremony information and Dissertation Formatting guidelines, Publishing Agreement and Packet.
	<b>Thesis Reviewer's Report</b>	Submit the signed Thesis Reviewer's Report form to 316 Johnston Hall. The Final Examination Report Form will be given to you at that time (if scheduling form has previously been submitted). You must have the Final Exam Form before you report for the exam. Entire committee must sign.
	<b>Application for Degree</b>	Submit the Application for Degree to 200 Fraser by the first working day of the intended month of graduation.
	<b>Schedule Final Oral Defense</b>	<ul style="list-style-type: none"> <li>Thesis title must be registered, 316 Johnston, at the time it is ready for review. Provide a title page as it will appear in final document.</li> <li>Submit Final Oral Defense Scheduling Form <i>at least</i> one week prior to the exam.</li> </ul>
	<b>Final Oral Examination Report</b>	Schedule time and place for oral exam in main office. Coordinate date & time with committee members.
		Return the signed Final Oral Examination Report form no later than one working day following completion of the Final Oral Defense to 316 Johnston Hall.
	<b>Thesis</b>	Submit a copy of the dissertation abstract and a copy of the dissertation (all signed by the advisor[s] ) plus the Publishing Agreement Form and complete the survey at, <a href="http://www.grad.umn.edu/umn.edu">www.grad.umn.edu/umn.edu</a> by the last working day of the intended month of graduation.