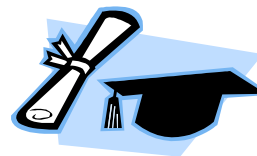


Graduation Checklist

This checklist is designed to help your graduation process go smoothly!



- Two months before you plan to graduate:** Order your **Graduation Packet** from the Graduate School. The Graduation Packet contains all the forms and instructions you need to finish, including: Graduation Instructions, *Application for Degree*, *Final Examination Report*, and *Commencement Attendance Approval* form. Packets may be obtained from 316 Johnston Hall, or online at http://www.grad.umn.edu/Current_Students/forms/index.html.
- You must have an approved *Degree Program* on file before the Graduate School will give you the Graduation Packet. Make sure that all the courses listed, as well as the final oral examination committee listed on your *Degree Program*, are correct. If you have taken different courses than you originally listed on your *Degree Program* then you must file a *Graduate School Petition* form (available at the Graduate School or A460 Mayo) to update your *Degree Program*.
- Before the first day of the month in which you wish to graduate:** Bring the *Application for Degree* to:
 - Student Relations, 200 Fraser Hall (East Bank) or 130 Coffey Hall (St. Paul).
- When you file the *Application for Degree*, the Graduate School staff will check your *Degree Program*. If they find that you have not taken a course listed on your *Degree Program*, they will inform via e-mail. You will not be able to graduate until you have filed a *Graduate School Petition* form to correct the *Degree Program*. All Graduate School requirements for the MS must be completed by the last working day of the month you intend to graduate.
- Choose a date and time for your presentation with your committee. Inform Megan Adamson (in A460 Mayo) of this once you know it. She will arrange a room for your presentation, as well as schedule an exit interview for you with the Division Head. This exit interview is a way for you to give comments on the Biostatistics program.
- Two weeks before your seminar and final oral examination:** Give a complete final copy of your project, approved by your Plan B project advisor, to each member of your oral examination committee.
- At least TWO WEEKS prior to your presentation:** Give Megan your title and abstract for the presentation.
- At your seminar and final oral examination:** Bring the ***Final Examination Report*** (received in your graduation packet) and a current copy of your transcript. The Division will serve coffee and tea. You may bring cookies or treats if you'd like, but it's not required.
- After you have passed the final oral exam:** Your committee will sign the *Final Examination Report*. Take the signed report to the Graduate School in 316 Johnston Hall.
- Give a copy of your Plan B or Ph.D. thesis to the Biostat Mayo office staff.
 - Plan B: Unbound, without staples, punched holes, or covers
 - Ph.D. Thesis: Bound in the same way that the Graduate School requires
- Complete the Graduate Update form (<http://www.biostat.umn.edu/AlumniUpdateForm.pdf>) and return it to Megan. This will allow us to keep in touch with you after you've graduated.
- Complete the School of Public Health Alumni Survey at: http://sphsdb.ahc.umn.edu/gradsurvey/gs_login.cfm
- Clean up your student e-mail account, you'll have it for about a month after you graduate.
- Return any Reading Room Materials
- Return Keys, AHC ID, and CCBR key card.

Good Luck!