

DEGREE COMPLETION

Responsibility of the Student

- An *Application for Graduation* must be completed with the Office of the Registrar, room 150 Administration, early in the semester of graduation. After you submit the *Application for Graduation, A Graduate Credit Statement and Final Certification for Degree* form will be mailed to your department.
- Program requirements, course credits, and deferred credits normally will have been completed, with the exception of thesis/dissertation credits, before the beginning of the final semester. All doctoral students must register for and successfully complete a minimum of 24 credits of doctoral dissertation research (course number 999) during tenure in their program. Refer to the *Academic Programs* catalog for further details:
<http://www.msu.edu/unit/ucandc/>
- Obtain a thesis/dissertation submission packet of forms from
<http://grad.msu.edu/current/packet.htm> prior to submitting the thesis/dissertation.
- Schedule and pass the oral examination.
- Verify deadline dates for the semester through one of the following:

Registrar's Office

University Calendar

<http://www.reg.msu.edu/ROInfo/Calendar/Academic.asp>

The Graduate School

Graduation Requirements

<http://grad.msu.edu>

- The packet of forms (mentioned above) will also contain the current deadline dates for submitting a thesis/dissertation to the Graduate School.
- Some procedures and deadline dates may vary slightly in the colleges or departments. Students are advised to check with their respective departments for further details.

Once the thesis/dissertation is accepted by the department:

- Submit the final unbound copy of the thesis/dissertation, required forms, and payment to the Graduate School.

- Determine if additional copies are required within the college or department.
- **Students must be enrolled for at least one credit the semester in which they take the final oral examination.**
- The student is not required to be enrolled the semester of the submission of the final unbound copy to the Graduate School if that semester is different from the semester of the oral defense.

Responsibility of the Graduate School

- Review preliminary copy of thesis/dissertation
- Accept final, flawless, unbound copy of thesis/dissertation
- Forward additional title page to Office of the Registrar

Responsibility of the Department Chairperson or the School Director

- The form *Graduate Credit Statement and Final Certification* for each candidate APPROVED (OR DISAPPROVED) for a graduate degree is transmitted by the department and college to the Office of the Registrar the semester in which the degree is to be awarded.

Responsibility of the Registrar's Office

- Verify approval of the "*Final Certification*" form by department and college.
- Check your records for courses listed on the *Final Certification* form and their approved completion, including the required number of research credits.
- Check for any outstanding parking tickets, holds, or fees owed to the University.
- Check with the Graduate School to verify that your thesis/dissertation was submitted before the semester deadline.

Here's what you receive:

- If everything has been completed and verified, you should be receiving a copy of your diploma and degree-granting transcript four weeks after the commencement ceremony. **Congratulations!**
- If one of the items above was not completed, a letter will be sent to you, your college, **and** your department, which indicates the criteria not met. If you have any questions about this letter, you can contact your department.

Exit Check List: (see page 34 for a sample)

- Before leaving campus, discuss with your advisor what you are expected or not expected to take with you from MSU, and what needs to be done about the proper disposal or storage of materials used in your research.

DEGREE COMPLETION FLOWCHART
THE SEMESTER OF INTENDED GRADUATION

