Master’s Degree - NOT interested in applying for Ph.D.

**Degree Program Form** - This form must be filed with the Graduate School after 20 credits (typically during the second semester of your first year).

Once the Degree Program has been approved by the Graduate School and the thesis is ready to go to the reviewers, request a graduation packet from the Graduate School. The Thesis/Project Reviewers Report form will be issued at that time.

**Application for Degree** – This form must be filed on or before the first working day of the month in which you wish to graduate.

**Final Examination Report** – This form is obtained at the time you turn in the Thesis Reviewers' Report Form and must be turn in by the last working day of the intended month of graduation.

Submit two unbound copies of your thesis, both signed by your adviser(s), by the last working day of the intended month of graduation.

Master’s Degree - Interested in applying for Ph.D.

**Degree Program Form** - This form must be filed with the Graduate School after 20 credits (typically during the second semester of your first year).

If the WPE is passed, find a Ph.D. advisor and set a date for the Master’s Final Exam. Inform the DGS of the Ph.D. advisor and Final Exam date. Then submit a Change of Status (COS) form to the Graduate School. When COS is approved, the AEM office will submit a Preliminary Written Exam Report on your behalf.

Once the Degree Program has been approved by the Graduate School, pick up the Written Preliminary Exam – This is taken in the spring of your first year.

**Plan A**

**Plan B**

Once the Degree Program has been approved by the Graduate School and the thesis is ready to go to the reviewers, request a graduation packet. The Thesis Reviewers Report form will be issued at that time.

Once the Degree Program has been approved by the Graduate School, pick up the Final Examination Report form and the graduation packet before your final oral examination.

Submit the Application for Degree form – This form must be filed on or before the first working day of the month in which you wish to graduate.

Final Examination Report – This form and the Final Examination Report Form must be turn in by the last working day of the intended month of graduation.

Submit two unbound copies of your thesis, both signed by your adviser(s), by the last working day of the intended month of graduation.

Most of these forms will be found in the Graduation Packet or at the Graduate School website:
http://www.grad.umn.edu/current_students/forms/

These steps were taken from the Graduate School website:
http://www.grad.umn.edu/current_students/forms/masters.html