

GRADUATE STUDENT CHECKLIST

This list is designed to assist graduate students in planning for their degree completion

1. Review the University and College of Graduate Studies policies in the current Minnesota State University, Mankato Graduate Bulletin. **DATE** _____
2. Complete the Application for Graduate Study, indicating whether or not you are seeking a graduate degree at Minnesota State University, Mankato. Only 16 credits prior to admission to degree status may be applied to a degree. **DATE** _____
3. Pay the \$40.00 application fee. **DATE** _____
4. Submit two official transcripts from the institution granting your undergraduate degree. **DATE** _____
5. Submit an official transcript which verifies your baccalaureate degree. Transcripts must indicate degree awarded. **DATE** _____
6. If you plan on transferring credits from another university into Minnesota State University, Mankato, submit all appropriate transcripts (see section on transfer credit). **DATE** _____
7. Submit the necessary immunization record as required by Minnesota law. This record is required prior to registration. **DATE** _____
8. Submit a current (less than 7 years) updated official GRE, GMAT, MILLER or other required score report from the Educational Testing Service, if it is required by your proposed degree program. **DATE** _____
9. Confirm acceptance into your proposed degree program. **DATE** _____
10. Complete your deficiencies according to departmental requirements. **DATE** _____
11. Meet with your advisor, plan your program, and submit the Plan of Study before the maximum credit limit required by your program (see Program Requirement Chart). Only 16 credits completed prior to admission to degree status may be applied to the degree. **DATE** _____
12. Have your thesis proposal approved prior to beginning your research project. Proposals will not be approved following data collection. Theses will not be accepted if proposal is not approved prior to data collection or if the research differs substantially from the proposal. **DATE** _____
13. If the research for your Alternate Plan Paper or Thesis involves human subjects, complete the Human Participant Research Application Form and receive approval prior to proceeding with your research including data collection. Complete the Institutional Review Board Checklist available in the Graduate Office. **DATE** _____
14. Complete written and/or oral examinations as required by your degree program. Confirm that the Department submitted the appropriate form(s) to the College of Graduate Studies. **DATE** _____
15. Complete the language requirement if it is required by your degree program. **DATE** _____

16. Confirm that the College of Graduate Studies has the correct names of your advisor and committee members in your file. Complete the appropriate change form if there are changes after the approval of your Plan of Study. **DATE** _____
17. Complete and submit the Application for Graduation form and fee to the College of Graduate Studies by the end of the previous quarter in which you intend to graduate. (Applications for Summer Sessions I and II must be submitted prior to the end of spring quarter.) **DATE** _____
18. Complete all coursework as listed on the Application for Graduation. **DATE** _____
19. Take 50% of your coursework at the 600 level. **DATE** _____
20. Complete all coursework, including the Alternate Plan or Thesis paper, within the six-year time limit (seven years for those students admitted prior to Fall 1992). **DATE** _____
21. Submit the Recommendation for Awarding the Degree form. **DATE** _____
22. Submit the Alternate Plan or Thesis paper, along with the binding fee to the College of Graduate Studies by the deadline for the term in which you plan to graduate. **DATE** _____
23. Complete the exit interview survey form (optional). **DATE** _____
24. Participate in the Graduation Ceremonies (optional). **DATE** _____