**Progress Meetings**
You are required to meet with your Thesis Advisory Committee every six months, however, as you get closer to defending your thesis you may need to meet with your committee more often.

**Course Work**
Be sure you have completed all the course work approved as part of your Degree Program Form. You can confirm this by: (1) reviewing your latest Degree Audit, or (2) comparing your approved Degree Program Form to a copy of your transcript.

**Applying for Optional Practical Training (OPT)**
Students applying for post-completion OPT can file with the United States Citizenship and Immigration Service for F-1 post-completion practical training 90 days before completion of program. The Mayo International Personnel Office highly recommends making an appointment with Ann Lance 120 days prior to program completion for instructions on applying for the Employment Authorized Document. It is highly recommended that students have a firm program completion date established with their research mentor before commencing this process.

**Scheduling your Defense**
Contact the Graduate School office at least three weeks before the defense. Please provide your thesis title, the date, time and location of your defense. A packet will be sent to your advisor and committee members.

You must distribute your thesis to your Thesis Advisory Committee three weeks before your defense and you must include the completed “Verification That the Thesis is Ready to Defend” form.

**Thesis Corrections**
You will not be cleared for graduation until you have submitted the final copy of your thesis with all corrections included. To confirm that the corrections have been made, you must submit the form that is included in your advisor’s thesis defense packet. Please submit an electronic preview copy, in final form, to Mayo Graduate School to review for formatting and guidelines.

**Stipend**
To continue your stipend beyond your thesis defense your committee must complete the form in your advisor’s thesis defense packet.

The student’s stipend will be discontinued after the successful defense of thesis and completion of thesis requirements. This may be no more than one month beyond thesis defense date. If the student will transition to a different appointment at Mayo, the end date must be the last day of a pay period, i.e., Tuesday.

**Check-out**
When you inform Mayo Graduate School of your thesis defense date, a check-out form, the Survey of Earned Doctorates, and information on your health insurance will be sent to you. You are required to complete the check-out form before leaving Mayo. If you plan to stay at Mayo, contact the Graduate School office for details on an abbreviated check-out process.

**Exit Interview**
All students are required to complete an exit survey. This will be sent to you electronically. Please contact Mayo Graduate School for information.

**Graduation**
Students are granted degrees four times a year, the third Friday in February, August and November and mid-May. The latter involves a formal ceremony as part of the Mayo Foundation graduation exercises in conjunction with the Mayo Medical School. No ceremony is held in February, August and November, but students who graduate at one of these times are encouraged to participate in the May ceremony.

**Deadlines:**

<table>
<thead>
<tr>
<th>To Graduate in</th>
<th>Requirements must be completed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>January 1</td>
</tr>
<tr>
<td>August</td>
<td>July 1</td>
</tr>
<tr>
<td>November</td>
<td>October 1</td>
</tr>
<tr>
<td>May</td>
<td>Draft of thesis to advisor and defense scheduled by March 8</td>
</tr>
<tr>
<td></td>
<td>All requirements completed by April 8, except submission of final thesis</td>
</tr>
<tr>
<td></td>
<td>Thesis submitted and ready for binding one week before graduation</td>
</tr>
</tbody>
</table>