Milestones in Graduate Education

Below is a general outline of forms or events that are important to remember. The forms/events are listed in the chronological order in which they usually occur. Please pay attention to these milestones as they will help you reach your goal. Students are responsible for submitting these items.

1. **Application to Candidacy/Program Contract** ([https://w3.winona.edu/gs/Student](https://w3.winona.edu/gs/Student)) on-line form must be on file with the School of Graduate Studies before completing 16 credits. Please see your advisor for more information.

   If you drop/add courses after approval of your Program Contract, you will need to revise the on-line Form and resubmit to your advisor for approval. If you change programs, fill out a new Program Contract.


   Doctor of Nursing Practice (DNP) Students - **DNP Project**: Using the DNP Project Guidelines, submit the dissemination product to the Graduate Programs in Nursing Office to show completion of the DNP Project.

3. **Application for Graduation**: An “Application for Graduation” (MS, GC, DNP) or “Certificate Program Plan” (Nursing) (GC) must be submitted to the School of Graduate Studies by midterm of the term prior to graduation (see academic calendar for official due date). Please see your advisor for more information.

4. **HOODING & GRADUATION**! You have achieved your goal. Congratulations!

   Order Cap and Gown. The Winona State Bookstore sells these items. Please visit [www.wsubookstore.com](http://www.wsubookstore.com) for information on ordering Caps and Gowns.

If you have ANY questions about these milestones or about the program, please make an appointment to speak with your academic advisor.

Links to the forms listed above can be found on the Graduate Programs in Nursing website at: [www.winona.edu/gradutatenursing/forms.asp](http://www.winona.edu/gradutatenursing/forms.asp)

*Taken from 2017-2018 Graduate Student Handbook*