

Milestones in Graduate Education

Below is a general outline of applications, documents, or events that are important to remember. The 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. **Program Contract Application** on-line form must be on file with the School of Graduate Studies **before** completing 16 credits. Please see your advisor for more information. The Program Contract can be found at <https://w3.winona.edu/gs/Student>.

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

2. **Clinical Paperwork** In order to ensure WSU is in compliance with our regulating bodies and our clinical partners, students are required to ensure all their clinical records are on file and up-to-date in their student *Typhon* account. If not in compliance, clinicals may (or will) be delayed or denied.
3. Masters Students - **Thesis/Scholarly Inquiry Paper (SIP)**: Using the Thesis/SIP Guidelines, complete Thesis/Scholarly Inquiry Paper. Submit Thesis/Scholarly Inquiry Paper to OpenRiver Digital Repository (<https://openriver.winona.edu/>).

Doctor of Nursing Practice (DNP) Students - **DNP Project**: Using the DNP Project Guidelines, submit the Dissemination product to the Department of Graduate Nursing Office to show completion of the DNP Project (<https://www.winona.edu/graduatenuresing/resources.asp>).

4. **Application for Graduation**: An "**Application for Graduation**" (MS, GC, DNP) or "**Certificate Completion Form**" (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 (<https://www.winona.edu/gradstudies/student-forms.asp>).
5. **COMMENCEMENT CEREMONY!** You have achieved your goal. Congratulations!

Order Regalia. The Winona State Bookstore sells these items. Please visit for <https://www.wsubookstore.com/> for information on ordering Caps and Gowns.

Participation in the Commencement Ceremony is required by College Policy unless special permission is granted by the Dean. Commencement is an honoring ceremony for you and your support systems as well as an official culmination of the degree. Enjoy it!

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 Department of Graduate Nursing website at <https://www.winona.edu/graduatenuersing/forms.asp>