



# GRADUATION CHECKLIST

## Master's Plan B/Coursework only

### Specialist Certificate in Education

#### CONTACT US

##### Graduate Student Services and Progress (GSSP)

160 Williamson Hall  
231 Pillsbury Drive S.E.  
Minneapolis, MN 55455

Phone: 612-625-3490  
Email: gssp@umn.edu

#### Maintain active status

- You must be registered for the current semester (summer registration not required if registered for the previous spring semester).
- Failure to register will result in the discontinuation of your active student status and will require application for readmission and registration before you proceed with completing your degree. More information is available at [z.umn.edu/gradreg](http://z.umn.edu/gradreg)

#### Submit Graduate School Application for Degree

Submit form **no later than the first business day** of the intended month of degree completion to:

**GSSP**

**By email:** [gssp@umn.edu](mailto:gssp@umn.edu)

**In person:** 160 Williamson Hall

#### All coursework completed

All coursework listed on your Graduate Degree Plan is registered for and completed (grades posted to the transcript) no later than the last business day of the intended month of degree completion.

#### Submit Final Examination Report form

Submit **no later than the last business day** of the intended month of degree completion to GSSP in 160 Williamson Hall.

#### Degree clearance/awarding of the degree

- During the second or third week of the month you have applied to graduate (as indicated on the Application for Degree), an email will be sent to your University assigned email account\* confirming clearance or detailing requirements that are outstanding.
- Your degree will be awarded on the last business day of the month in which you complete all requirements. If all forms, fees, and online submission of the thesis are not submitted by the last business day, degree clearance will be delayed until at least the next month.
- Note:** Awarding of your degree before the end of the term in any month may affect eligibility benefits (assistantships, visa requirements, student loan housing, etc.). Please check with the appropriate office if you have any questions. The degree award is posted to your transcript approximately three weeks following the official conferral date. Diplomas are mailed within 4-6 weeks of your official conferral date. Please contact the Office of the Registrar directly with any questions regarding your diploma at [onestop@umn.edu](mailto:onestop@umn.edu) or (612) 624-1111.

*\* University-assigned student email accounts are the University's official means of communication with all students. You are responsible for all information sent to you via your University-assigned email account.*

To request copies of this form in an alternative format, please call the Disabilities Services liaison at 612-625-9578. The University of Minnesota is an equal opportunity employer and educator. This form is printed on paper made from no less than 20 percent post-consumer waste.



# UNIVERSITY OF MINNESOTA

## GRADUATE SCHOOL APPLICATION FOR DEGREE

**DIRECTIONS**—Submit this form on or before the first workday of the month in which you intend to complete your degree requirements, including coursework. You must complete all of your remaining degree requirements by the last workday of that month.

**Graduate degrees are awarded on the last working day of every month.**

**Graduating in any month before the end of a term** may affect your eligibility for student loans, housing, and other benefits. Check with the appropriate office issuing the benefit(s) if you have questions.

**You are responsible for reviewing and resolving holds on your record.** You will not be issued a diploma or official transcript if you have financial obligations to the University of \$100 or more, or if you have not satisfied certain student conduct or academic integrity sanctions. After you satisfy your obligations to the University and your holds are released, your diploma will be mailed to you.

### RETURN THIS FORM:

**BY EMAIL TO:**  
gssp@umn.edu

**IN PERSON ON CAMPUS TO:**  
160 Williamson Hall

**BY FAX TO:**  
612-626-1754

**Questions? Contact GSSP**  
Phone: 612-625-3490

To ensure privacy online, open in Adobe Reader (free at Adobe.com). Please use blue or black ink to add the required signature in PART D.

### PART A. Diploma name and student information

Provide your name as you want it to appear on your diploma. The last name on your diploma must match the last name on your official University record. Contact One Stop Student Services (onestop@umn.edu) for instructions to officially change your last name.

First name	Middle name	Last name
University ID	University email (@umn.edu)	Phone number (include area code)

### PART B. Diploma mailing address

If your diploma mailing address changes after you submit this form, contact One Stop Student Services (onestop@umn.edu) to update your address. Diplomas are mailed 4-6 weeks after your degree is granted. If you have not received your diploma after this time, please contact One Stop. To have your original diploma delivered by FedEx, please submit the request form: z.umn.edu/fedex

Diploma mailing address (street, city, state, Zip code) to which diploma should be mailed

### PART C. Degree information

Degree
Major
Choose month and year of graduation: Spring: <input type="checkbox"/> January <input type="checkbox"/> February <input type="checkbox"/> March <input type="checkbox"/> April <input type="checkbox"/> May 20____ Summer: <input type="checkbox"/> June <input type="checkbox"/> July <input type="checkbox"/> August 20____ Fall: <input type="checkbox"/> September <input type="checkbox"/> October <input type="checkbox"/> November <input type="checkbox"/> December 20____

### PART D. Student signature

Student signature	Date
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### office use only

Date received/initials	degree entered (name, date)
degree conferred	month applied



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# MASTER'S FINAL EXAMINATION REPORT FORM

UNIVERSITY OF MINNESOTA

**DIRECTIONS**—At the conclusion of the student’s final oral examination, each approved committee member must indicate whether the student has passed the examination by signing on the corresponding line. The student is then responsible for submitting this original form to the GSSP office in 160 Williamson Hall.

**NOTE:** One faxed or scanned signature is allowed. Faculty members signing in the stead of another faculty member will not be accepted.

**RETURN FORM TO:**

Graduate Student Services and Progress (GSSP)

**IN PERSON ON CAMPUS TO:**

160 Williamson Hall

**BY MAIL TO:**

160 Williamson Hall  
231 Pillsbury St. S.E.  
Minneapolis, MN 55455

**Questions?**

**Email:** gssp@umn.edu

**Phone:** 612-625-3490

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**SECTION A. Student degree information**

University ID			
Last	First	Middle or former	
Degree sought	Major field	Plan	

**SECTION B. Examination information**

Date of examination	Examination type <input type="checkbox"/> Written <input type="checkbox"/> Oral
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**SECTION C. Examining committee**

*Signing this form below certifies that the student has either passed or failed his/her final examination.*

Committee member name	Pass (sign below)	Fail (sign below)	Approve retake
_____, Chair	_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no
_____	_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no
_____	_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no
_____	_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no
_____	_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no
_____	_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no

SAMPLE



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