



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

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

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 forbearance, 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 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.



MASTER'S FINAL REPORT FORM

UNIVERSITY OF MINNESOTA

DIRECTIONS—Complete this form when the student has completed all graduate program requirements. The Director of Graduate Studies in the student's major field must sign this form.

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

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

SECTION A. Student degree information		
University ID		
Last	First	Middle or former
Degree sought	Major field	Plan/track
SECTION B. Certification		
<i>Signing this form below certifies that the student has completed all graduate program requirements for the student's major field of study.</i>		
Signature of Director of Graduate Studies		Date



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