

Eligibility criteria:

Each post-baccalaureate, master's, nursing post-master's, specialist, and doctoral program in The Graduate School has established its own eligibility criteria for Graduate School commencement attendance. These criteria are based on the programs' expectations and philosophy regarding degree progress and/or completion standards for commencement attendance eligibility.

As ceremony attendance requirements differ among the various graduate programs, *be sure to check your program's requirements for commencement attendance eligibility*. Checking early will help to ensure that you have time to complete your program's eligibility requirements *and* meet The Graduate School's Commencement Attendance Approval form submission deadline for the ceremony you wish to attend.

The Commencement Attendance Approval Form must be signed by your adviser and Director of Graduate Studies. Their signatures verify that you have met your graduate program's attendance eligibility criteria.

Note: Other colleges hold separate ceremonies (e.g., Carlson School of Management; College of Architecture and Landscape Architecture). If you wish to attend one of these ceremonies *instead of* The Graduate School's, *do not* submit this form to The Graduate School office. Contact the other college for commencement dates, attendance requirements, and deadlines.

**University of Minnesota
Graduate School**

**Commencement Attendance Approval Form
-- Graduate School Degrees Only --**

COMMENCEMENT ATTENDANCE DOES NOT IMPLY THAT YOU HAVE OFFICIALLY GRADUATED. Please contact the Graduate Student Services and Progress Office (GSSP) with any questions you have and/or to confirm your degree clearance status. Post-baccalaureate, master's, post-masters, and specialist certificate students: (612) 625-4019; gsmast@umn.edu. Doctoral students: (612) 625-0168; gsdoc@umn.edu.

Signatures required: Your adviser and Director of Graduate Studies (DGS) must sign this Commencement Attendance Approval form indicating that you have met your graduate program's commencement attendance eligibility requirements (see reverse side).

Signatures not required: If your degree is *officially awarded* prior to the deadline date, you must still submit this Commencement Attendance Approval Form by the deadline, however the signatures of your adviser and DGS are not required.

Deadlines: The form must be submitted to the GSSP office, 316 Johnston Hall, 101 Pleasant Street SE, Minneapolis, MN 55455 by the deadline date. The GSSP office also accepts faxed Commencement Attendance Approval forms; the fax number is (612) 625-6855. Commencement information, including deadline dates, is available on our website (http://www.grad.umn.edu/current_students/).

Disability accommodations: If you or any of your guests have special needs, please contact Karen Starry in the GSSP office (starry@umn.edu) no later than one week prior to the ceremony. Every effort will be made to accommodate your request; however, please be aware that special seating, particularly wheelchair space, is limited.

PLEASE NOTE: Submission of the Commencement Attendance Approval Form by the established deadline is crucial, as commencement planning (including publication of your name in the commencement program) begins several weeks before the ceremony. Students who fail to meet the published deadlines are ineligible to attend, even if the necessary signatures have been obtained.

A NOTICE CONFIRMING RECEIPT OF THIS FORM WILL BE SENT TO YOUR OFFICIAL UNIVERSITY-ASSIGNED E-MAIL ACCOUNT (@UMN.EDU) APPROXIMATELY SIX WEEKS PRIOR TO THE CEREMONY. PLEASE CHECK YOUR UNIVERSITY E-MAIL ACCOUNT REGULARLY FOR INFORMATION AND UP-TO-THE-MINUTE ANNOUNCEMENTS REGARDING COMMENCEMENT.

To be completed by the student (please print or type)

ID# _____ I plan to attend the: Spring 20_____ Fall 20_____ ceremony.

Last Name First Name Middle

Degree (MA, MS, PhD etc...) Major

Please print your name below **exactly** as you wish to have it read at the ceremony (e.g., be specific about including your middle initial **or** your middle name if you want either to be read), and, to help to ensure correct pronunciation of your name, please provide phonetic information (e.g., Krueger=Crew'-ger).

To be completed by the Adviser and Director of Graduate Studies

The above student has completed the graduate program's commencement eligibility requirements and is eligible to attend The Graduate School's commencement ceremony.

Adviser's name (please print) Adviser's signature Date

Co-Adviser's name, if applicable (please print) Co-Adviser's signature Date

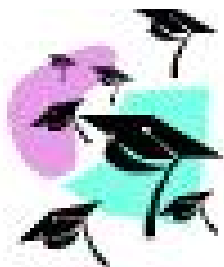
Director of Graduate Studies' name (please print) Director of Graduate Studies' signature Date
GS #54 (05/09)

CHECKLIST FOR GRADUATE SCHOOL 2009-2010 COMMENCEMENT CEREMONIES

Fall Ceremony, Friday, December 11, 2009, at 1:00 pm

Spring Ceremony, Friday, May 7, 2010, at 1:00pm

- Submit your signed **Commencement Attendance Approval Form** to 316 Johnston Hall by **October 1, 2009** for our Fall ceremony and by **March 1, 2010** for our Spring ceremony. The Graduate School does not charge a fee for commencement participation.
- The Graduate School will send an e-mail to your official U of MN account (@umn.edu) confirming your attendance and providing day of instructions, approximately six weeks prior to the ceremony. The e-mail will include a link to important commencement information.
For questions, please contact:
Master's & Certificate students: gsmast@umn.edu
Doctoral students: gsdoc@umn.edu
- Order your academic regalia from University Bookstore (Minneapolis campus) or Books Underground (St. Paul campus). Doctoral students: be sure to order hoods in addition to the cap and gown. Check the bookstore's website: www.bookstores.umn.edu/grad/ for deadlines and costs associated with your order for academic regalia.
- Check The Graduate School's Commencement website at www.grad.umn.edu/current_students/ in early November for the Fall ceremony information and early April for Spring ceremony information.
- Make travel plans and hotel reservations for yourself and/or out of town guests as soon as possible. We expect over 600 graduates at the Spring ceremony and over 300 graduates at the fall ceremony. Hotels closest to the University will fill up quickly. Information regarding accommodations can be found on The Graduate School's Commencement website.



ENJOY COMMENCEMENT!