

Registration requirement: You must hold active student status in The Graduate School (GS) in order to graduate. If you are not active, you **must** apply for Change of Status/Readmission. If readmitted, you **must** register before you will be permitted to take your final examination and/or graduate. For more information about the registration requirement, registration options, and filing for readmission, see the GS website at:
http://www.grad.umn.edu/current_students/registration/active_status.html

Degree Clearance: Graduate School degrees are awarded on the **last** working day of each month. If all degree requirements are not submitted by the last working day, degree award will be delayed until *at least* the next month. Graduating before the end of the term in any month may affect eligibility benefits (assistantship, visa requirements, student loans, housing, etc). Please check with the corresponding benefits office if you have questions.

Outstanding Degree Requirements/Clearance Notification: During the 2nd or 3rd week of the month you have applied to graduate (as indicated on the Graduate Application for Degree), an email will be sent to your U of M assigned email account. This email will either confirm clearance for graduation or list the degree requirements that must be completed before graduation. *Reminder:* 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.

Graduation Checklist

- Active status:** Registration in The Graduate School every fall and spring.
- Graduate Application for Degree:** Submit to One Stop, 200 Fraser Hall (Minneapolis Campus) or 130 Coffey Hall (St. Paul Campus) **on or before the first working day of the intended month of graduation.**
- Coursework:** All coursework listed on your Degree Program, must be registered for **and** completed (grades posted to the transcript) **on or before the last working day of the month you intend to graduate.**

The following must be submitted to The Graduate School, 316 Johnston Hall **on or before the last working day of the intended month of graduation.**

Plan B & Coursework Only Tracks/ Specialist Certificate

- Final Examination Report Form
*Exceptions: MSW: No Examination Report form is needed.
MFA-Art: Exhibit Report and Examination Report forms are included. Both forms must be returned to 316 Johnston Hall. Work with your DGS to ensure degree completion.*

Plan A & Master of Engineering Project Tracks

- Thesis Reviewers Report Form (attached). Return signed form to 316 Johnston Hall to obtain the Final Examination Report Form *before your final exam.*
- Final Examination Report Form
- 2 unbound copies of the thesis (typed and printed according to specifications in the attached Thesis Formatting Guidelines).

Award of the degree: Degree will be conferred on the **last** working day of the month in which you complete **all** requirements. The degree award is posted to your transcript approximately 3 weeks following the official conferral date. Diplomas are mailed within 4 months of your official conferral date. Please contact the Office of the Registrar directly with any questions regarding your diploma: helpingU@umn.edu, (612) 624-1111.

Commencement Ceremony: Attendance is encouraged, but not required. You must submit the Commencement Attendance Approval Form, signed by your Adviser and Director of Graduate Studies, to 316 Johnston Hall.

Commencement dates and deadlines:

http://www.grad.umn.edu/current_students/degree_completion/commencement/index.html

YOUR PARTICIPATION IN THE COMMENCEMENT CEREMONY DOES NOT IMPLY THAT YOU HAVE OFFICIALLY GRADUATED

Contact Info:

Master's and Specialist Degree Clearance
316 Johnston Hall, Office hours: Monday-Friday; 8am-4:30pm
Phone: (612) 625-4019; e-mail: gsmast@umn.edu
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