

**University of Minnesota
Graduate School**

**Transmittal For:
Graduate School Post-Baccalaureate Certificate (GSPBC)
and
Graduate School Nursing Post-Masters Certificate (GSNPMC)**

To the student:

This document consists of two forms: the transmittal (34a) and the program form (34b). Complete *all* required information on both forms (please type or print) and have your adviser sign 34b. Submit both forms to the Director of Graduate Studies (DGS) for her/his signature on 34b. After the DGS's signature is obtained, submit both forms to The Graduate School, 316 Johnston Hall, for final approval. **Please refer to the complete instructions on the reverse side of this page.**

ID# _____

Last name	First name	Middle
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Check one:

- Graduate School Post-Baccalaureate Certificate in _____
- Graduate School Nursing Post-Masters Certificate (track: _____)

Name(s) of Adviser(s) _____

The University of Minnesota Graduate School

Graduate School Post-Baccalaureate Certificate (GSPBC) And Graduate School Nursing Post-Masters Certificate (GSNPMC) Instructions

Students pursuing a GSPBC or GSNPMC should file their official plan of study with The Graduate School during their first semester. Graduate School-approved programs must be on file prior to applying for degree clearance.

Consult the current *Graduate School Catalog* to confirm that all minimum Graduate School requirements are met. The *Catalog* is available on the web at <http://www1.umn.edu/commpub/grad/grad.html>. The Graduate School requires a minimum of 12 graduate-level semester credits for the GSPBC. Individual certificate programs, and tracks for GSNPMC, may have additional requirements; consult with your faculty adviser and the Director of Graduate Studies.

1. Coursework used to meet certificate requirements

For every course included-

- Include the designator (the departmental abbreviation and the number of the course), course title, number of credits, grade (if completed), and name of the instructor (or name of the institution, if the course is transferred from outside the University of Minnesota).

For transfer coursework-

- GSPBC or GSNPMC students are required by The Graduate School to complete at least 60 percent of the coursework for their official degree programs as registered University of Minnesota Graduate School students. Refer to the current Graduate School *Catalog* for complete information and policies governing transfer of credits.
- List any transfer courses you wish to use towards your certificate requirements first, and separate from, your University of Minnesota Graduate School coursework.
- Include official transcripts for transfer work, unless they were submitted (with grades) previously and part of your Graduate School file.

For University of Minnesota Graduate School coursework-

- List chronologically (by term and year taken) the University of Minnesota Graduate School courses (both completed and proposed) used to fulfill your certificate requirements.

2. Required Signatures

Your faculty adviser and the Director of Graduate Studies both must sign the form.

3. Submission of Forms

Once signatures are obtained, submit 34a, 34b, and required transcripts (see above), to the Graduate Student Services and Progress office in 316 Johnston Hall.

4. Notification of Approval

After The Graduate School has reviewed and approved your program of study, copies will be sent to you and to the Director of Graduate Studies. Please retain your copy for your records.