DEGREE COMPLETION STEPS

Master’s Plan A

Students admitted to the College of Education & Human Development (CEHD) in Spring 2013 or later will use the Graduate Planning and Audit System (GPAS).

In order to receive your degree, the following steps must be completed. You must maintain active student status by registering every fall and spring semester until your degree is awarded. Contact your program adviser for program-specific requirements and deadlines.

1. **Submit Graduate Planning & Audit System (GPAS) planner**
   - Submit at least one semester prior to completing your degree (if applicable).
   - [View GPAS planner guide](http://onestop.umn.edu/special_for/gpas/gpas_planner.html)

2. **Assign members to master’s final exam committee**
   - Complete final exam committee assignments at least one semester prior to exam at:
   - [Assignmasterscommittee](http://onestop.umn.edu/special_for/gpas/gpas_planner.html)

3. **Download Graduation Packet**
   - The packet will include the Master’s Final Examination Report form and Reviewers’ Report form.

4. **Submit Application for Degree**
   - Apply by the first day of anticipated month of graduation. Application instructions are available here:
   - [Application degree](http://onestop.umn.edu/special_for/gpas/gpas_planner.html)

5. **Submit Final Examination Report**
   - Must be submitted no later than the last business day of anticipated month of graduation.

6. **Submit Thesis**
   - The thesis must be submitted and approved by GSSP no later than the last business day of the anticipated month of graduation. Please plan accordingly. Consult your Graduation Packet for formatting and submission guidelines.
   - [Thesis submission](http://onestop.umn.edu/special_for/gpas/gpas_planner.html)

Questions? Contact Graduate Student Services and Progress office (160 Williamson Hall)

gssp@umn.edu

(612) 625-3490

www.grad.umn.edu/current-students-graduate-student-services-progress/masters