APPLICATION FOR DEGREE COMPLETION

MASTERS of EDUCATION

ORGANIZATIONAL LEADERSHIP, POLICY, & DEVELOPMENT
BUSINESS AND MARKETING EDUCATION

DIRECTIONS FOR GRADUATION

Final degree clearance depends on completion of all program requirements: the posting of final grades to the student's academic record, submitting the Graduate Application for Degree form to the One Stop, and submitting the signed program form to the College of Education and Human Development Graduate Student Services by the deadlines.

Please submit the signed graduate degree program form to CEHD Graduate Student Services <u>no more than a month and a half before intended degree completion date</u>.

CEHD Student Services will return incomplete packets via email at the end of the expected month of degree completion (example: coursework remains incomplete, transfer credits are not posted to transcript, etc.) or if the packet is submitted too far in advance (a semester or more).

Graduation Checklist

> The following must be complete **no later than the first business day** of the intended month of degree completion:
>
> ☐ **Graduate Application for Degree form** *(page 3)*
>
> Submit to **One Stop Student Services**: 333 Science Teaching & Student Services (East Bank),
> 130 West Bank Skyway (West Bank), or 130 Coffey Hall (St Paul)
>
> ☐ **Academic Progress Audit System (APAS) Report**
>
> Submit Academic Progress Audit System report (APAS) to CEHD Graduate Student Services.
> 360 Education Sciences Building, 56 East River Road, Minneapolis, MN 55455
> Your application will be reviewed and either approved or returned to you via email with instructions.
>
> The Academic Progress Audit System (APAS) Report can be found on the One Stop Student Services
> home page under *Quick Links*: http://onestop.umn.edu/

> The following must be complete **no later than the last business day** of the intended month of degree completion:
>
> ☐ **Coursework and Degree Requirements**
>
> All coursework and degree requirements (e.g. internships, capstone projects) listed on your Graduate
> Degree Program form are registered for **and** completed (grades posted to the transcript).
>
> ☐ **Transfer credits**
>
> All transfer credits posted to transcript. Contact your college adviser about transferring credits.

IMPORTANT: If you have a critical deadline (for example: pay or lane change awarded with conferment of degree) please carefully review the timeline on page 2 and plan accordingly. Conferment of your degree before the end of the term in any month may affect eligibility benefits (assistantships, visa requirements, student loans, housing, etc.).

> ☐ **Graduation Ceremony**
>
> CEHD hosts a commencement ceremony each spring semester. The ceremony is traditionally held in mid-
> May; invitations are emailed to students in March. For more information contact the Student Services
> Office at 612-625-3339 or cehdinfo@umn.edu.

APPLICATION FOR DEGREE COMPLETION

COLLEGE OF EDUCATION
+ HUMAN DEVELOPMENT

University of Minnesota

MASTERS of EDUCATION

ORGANIZATIONAL LEADERSHIP, POLICY, & DEVELOPMENT
BUSINESS AND MARKETING EDUCATION

Conferment Timeline for Transcript & Diploma

Degree Clearance/Award of the Degree:

Your degree will be conferred on the **last business day of the month** in which you complete all requirements. The degree is posted to your transcript by the Office of the Registrar approximately **2-3 weeks following the official conferral date**; the diploma is mailed within 4-6 weeks *(see timeline below)*.

Questions regarding your transcript and/or diploma should be directed to the Office of the Registrar: onestop@umn.edu or 612-624-1111.

Summer 2013 Conferment Timeline

Program Form Signed & Submitted to CEHD <u>AND</u> Graduate Application for Degree Form Submitted to One Stop By:	ALL Requirements Complete & Posted to Transcript	Conferment Date that will appear on Transcript	Date OTR will Post Conferment Date on Transcript	Diploma Mailed From OTR (approximate)
May 1, 2013	May 31, 2013	May 31, 2013	June 20, 2013	July 3, 2013
June 1, 2013	June 28, 2013	June 28, 2013	July 19, 2013	August 1, 2013
July 1, 2013	July 31, 2013	July 31, 2013	August 20, 2013	August 30, 2013
August 1, 2013	August 30, 2013	August 30, 2013	September 20, 2013	October 1, 2013
September 1, 2013	September 30, 2013	September 30, 2013	October 18, 2013	November 1, 2013

OTR = Office of the Registrar
CEHD = College of Education and Human Development

Any questions, please contact CEHD Student Services at 612-625-3339 or cehdinfo@umn.edu

The University of Minnesota is an equal opportunity educator and employer. The College of Education and Human Development is committed to recruiting, enrolling, and educating a diverse population of students who represent the overall composition of our society.

For alternative formats of this publication, please contact CEHD Student Services, 612-625-3339.

04/13

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APPLICATION FOR DEGREE COMPLETION

Graduate Application for Degree Form

This form must be submitted to the **One Stop Student Services** no later than the first business day of the intended month of degree completion.

By mail to:
One Stop Student Services
University of Minnesota, Twin Cities
130 Coffey Hall, 1420 Eckles Avenue
St Paul, MN 55108

On campus at:
333 Science Teaching & Student Services
130 West Bank Skyway
130 Coffey Hall

Questions?
Phone: 612-624-1111
TTY (hearing impaired): 612-626-0701
Email: onestop@umn.edu

PART A. DIPLOMA NAME and STUDENT INFORMATION *(Print Clearly)*

Print your name as you want it to appear on your diploma. If you are requesting a diploma name that differs significantly from the name on your record, you must submit additional documentation. Contact One Stop Student Services for information.

First name	Middle name	Last name
University I.D. *(seven digits)*	**University email** @umn.edu	**Phone number** *(include area code)*

PART B. CURRENT and DIPLOMA MAILING ADDRESSES

If your diploma mailing address changes after you submit this form, contact One Stop Student Services to update your address. Diplomas are mailed 4-6 weeks after graduation. If you have not received your diploma after this time, please contact One Stop.

Current mailing address (street, apartment number or P.O. box number, city, state, ZIP code, country) to which information should be mailed

Diploma mailing address (street, city, state, ZIP code) to which diploma should be mailed *(if different from current mailing address)*

PART C. DEGREE and GRADUATION INFORMATION

College of Education & Human Development   Masters of Education

Major

BUSINESS AND MARKETING EDUCATION

Expected month of program completion   (circle one; this application turned in before or by the first of this month & all coursework and/or transfer credit(s) posted to transcript by last day of this month)

January	February	March	April	May	June
July	August	September	October	November	December

Expected year of graduation

20_____

PART D. STUDENT SIGNATURE

Student signature	Date

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For office use only

Date received/initials		Processed by	
Applied row	DCBD		Term active