



DEGREE COMPLETION STEPS

*Specialist Certificate in Education (SC)
Post-Baccalaureate Certificate (PBC)*

In order to receive your certificate, the following procedures must be completed. You must maintain active student status by registering every fall and spring semester until your certificate is awarded. All forms must be submitted to the Graduate Student Services and Progress (GSSP) office unless otherwise noted. Contact your graduate program office for any program-specific requirements and deadlines.

1 Complete Graduate Degree Plan

Submit at least one semester prior to anticipated graduation

2 Assign members to SC final exam committee

Complete at least one month prior to exam via www.grad.umn.edu/students/forms/postbac/index.html

3 Request Graduation Packet

Packet will include the Graduate Application for Degree form and the Examination Report/Final Report form. It can be requested in person or online up to one semester before your SC final exam and/or anticipated graduation.

4 Submit Graduate Application for Degree

Submit to One Stop by the first business day of anticipated month of graduation

5 Submit the Examination Report/Final Report form

Submit by the last business day of anticipated month of graduation

Questions?

Contact the Graduate Student Services and Progress office (160 Williamson Hall).

<http://www.grad.umn.edu/students/postbac/index.html>

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