

GME – CLEARANCE/CONFER DATES, 2005

To determine the monthly Clearance Timeline, refer to Columns A-D, reading left to right, line-by-line.

Clearance Chronology:

- 1) Student completes their Program by the dates listed under **Column A**.
Example: Thursday, June 30
- 2) Coordinators then e-mail clearances* to Sandee during the dates listed under **Column B**.
Example: Between June 30 – July 8
Do NOT send clearances to Sandee before the end of the term—refer to Column A.
- 3) Sandee posts the Certificate by the date listed under **Column C**.
Example: Friday, July 22
- 4) The Certificate is posted with the monthly confer date (**grad date**) listed under **Column D**.
Example: Thursday, June 30
- 5) The Program Start and End dates will also be posted to the transcript; the text will read as follows:
“This student participated in this certificate program from _____ to _____.”

Column A If Program is completed by:	Column B Send to Sandee between:	Column C Certificate Posted by:	Column D Confer Date will be:
Monday, January 31	Monday, Jan. 31 - Friday, Feb. 4	Friday, February 18	Monday, January 31
Monday, February 28	Monday, Feb. 28 - Friday, March 4	<i>Thursday, March 17</i>	Monday, February 28
Thursday, March 31	Thursday, March 31 – Friday, April 8	Friday, April 22	Thursday, March 31
Friday, April 29	Friday, April 29 - Friday, May 6	Friday, May 20	Friday, April 29
Tuesday, May 31	May 31 - Friday, June 10	Friday, June 24	Tuesday, May 31
Thursday, June 30	Thursday, June 30 - Friday, July 8	Friday, July 22	Thursday, June 30
Friday, July 29	Friday, July 29 - Friday, Aug. 5	Friday, August 19	Friday, July 29
Wednesday, August 31	Wed., Aug. 31 - Friday, Sept. 9	Friday, September 23	Wednesday, August 31
Friday, September 30	Friday, Sept. 30 - Friday, Oct. 7	Friday, October 21	Friday, September 30
Monday, October 31	Monday, Oct. 31 - Friday, Nov. 4	Friday, November 18	Monday, October 31
Wed., November 30	Wed., Nov.30 - Friday, Dec. 9	Friday, December 23	Wed., November 30
Friday, December 30	Friday, Dec. 30 - Friday, Jan. 6, 2006	Friday, Jan. 20, 2006	Friday, December 30, 2003

*** E-mail the Clearance Template to Sandee kelse005@umn.edu with the following information:**

- Student Name (Last, First)
- Student ID#
- Completed Plan #
- Start Date and End Date of the Program

Questions related to Clearances/Completion, contact: Sandee Kelsey
 130 Coffey Hall
 St. Paul Campus
 612-625-4733 (phone)
 612-624-4943 (fax)
kelse005@umn.edu

6/03/05