

## GME – CLEARANCE/CONFER DATES, 2006

**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: Friday, June 30**
- 2) Coordinators then e-mail clearances\* to Sandee during the dates listed under **Column B**.  
**Example: Between June 30 – July 9**  
**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 23**
- 4) The Certificate is posted with the monthly confer date (**grad date**) listed under **Column D**.  
**Example: Friday, 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 \_\_\_\_\_.”

<b>Column A If Program is completed by:</b>	<b>Column B Send to Sandee between:</b>	<b>Column C Certificate Posted by:</b>	<b>Column D Confer Date will be:</b>
Tuesday, January 31	Tuesday, Jan. 31 - Friday, Feb. 3	Friday, February 17	Tuesday, January 31
Tuesday, February 28	Tuesday, Feb. 28 - Friday, March 3	Thursday, March 16	Tuesday, February 28
Friday, March 31	Friday, March 31 – Friday, April 7	Friday, April 21	Friday, March 31
Friday, April 28	Friday, April 28 - Friday, May 5	Friday, May 19	Friday, April 28
Tuesday, May 30	Tuesday, May 30 - Friday, June 9	Friday, June 23	Tuesday, May 30
<b>Friday, June 30</b>	<b>Friday, June 30 - Friday, July 9</b>	<b>Friday, July 23</b>	<b>Friday, June 30</b>
Monday, July 31	Monday, July 31 - Friday, Aug. 4	Friday, August 18	Monday, July 31
Thursday, August 31	Thursday, Aug. 31 - Friday, Sept. 8	Friday, September 22	Thursday, August 31
Friday, September 29	Friday, Sept. 29 - Friday, Oct. 6	Friday, October 20	Friday, September 29
Tuesday, October 31	Tuesday, Oct. 31 - Friday, Nov. 3	Friday, November 17	Tuesday, October 31
Thursday., November 30	Thursday., Nov.30 - Friday, Dec. 8	Friday, December 22	Thursday., November 30
Friday, December 29	Friday, Dec. 29 - Friday, Jan. 5, 2007	Friday, Jan. 19, 2007	Friday, December 29, 2006

**\* E-mail the Clearance Template to Sandee [kelse005@umn.edu](mailto: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](mailto:kelse005@umn.edu)