

GME – CLEARANCE/CONFER DATES, 2007

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 29
- 2) Coordinators then e-mail clearances* to Sandee during the dates listed under **Column B**.
Example: Between June 29 – July 6
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 20
- 4) The Certificate is posted with the monthly confer date (**grad date**) listed under **Column D**.
Example: Friday, June 29
- 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 B Send to Sandee between:	Column C Certificate Posted by:	Column D Confer Date will be:
Wednesday, January 31, 2007	Wednesday, Jan. 31 - Friday, Feb. 2	Friday, February 16	Wednesday, January 31
Wednesday, February 28	Wed., Feb. 28 - Friday, March 2	Friday, March 16	Wednesday, February 28
Friday, March 30	Friday, March 30 – Friday, April 6	Friday, April 20	Friday, March 30
Monday, April 30	Monda, April 30 - Friday, May 4	Friday, May 18	Friday, April 30
Thursday, May 31	Thursday, May 31 - Friday, June 8	Friday, June 22	Thursday, May 31
Friday, June 29	Friday, June 29 - Friday, July 6	Friday, July 20	Friday, June 29
Tuesday, July 31	Tuesday, July 31 - Friday, Aug. 3	Friday, August 17	Tuesday, July 31
Friday, August 31	Friday, Aug. 31 - Friday, Sept. 7	Friday, September 21	Friday, August 31
Friday, September 28	Friday, Sept. 28 - Friday, Oct. 5	Friday, October 19	Friday, September 28
Wednesday, October 31	Wed., Oct. 31 - Friday, Nov. 2	Friday, November 16	Wednesday, October 31
Friday., November 30	Friday., Nov.30 - Friday, Dec. 7	Friday, December 21	Friday., November 30
Monday, December 31	Mon., Dec 31 - Friday, Jan. 4, 2008	Friday, Jan. 18, 2008	Monday, Dec 31, 2007

*** 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