

## GME – CLEARANCE/CONFER DATES, 2008

**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: Monday, June 30**
- 2) Coordinators then e-mail clearances\* to Sandee during the dates listed under **Column B**.  
**Example: Between June 30 and July 11**  
**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 18.**
- 4) The Certificate is posted with the monthly confer date (**grad date**) listed under **Column D**.  
**Example: 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</b> <b>If Program is completed by:</b>	<b>Column B</b> <b>Send to Sandee between:</b>	<b>Column C</b> <b>Certificate Posted by:</b>	<b>Column D</b> <b>Confer Date will be:</b>
Thursday, January 31, 2008	Thursday, Jan. 31 - Friday, Feb. 15	Friday, February 22	January 31
Friday, February 29	Fri., February 29 - Friday, March 14	Friday, March 21	February 29
Monday, March 31	Monday, March 31 – Fri., April 11	Friday, April 18	March 31
Wednesday, April 30	Wed., April 30 - Friday, May 16	Friday, May 23	April 30
Friday, May 30	Friday, May 30 - Friday, June 13	Friday, June 20	May 30
<b>Monday, June 30</b>	<b>Monday, June 30 - Friday, July 11</b>	<b>Friday, July 18</b>	<b>June 30</b>
Thursday, July 31	Thursday, July 31 - Friday, Aug. 15	Friday, August 22	July 31
Friday, August 29	Friday, Aug. 29 - Friday, Sept. 12	Friday, September 19	August 29
Tuesday, September 30	Tuesday, Sept. 30 – Friday, Oct. 10	Friday, October 17	September 30
Friday, October 31	Friday, Oct. 31 – Friday, Nov. 14	Friday, November 21	October 31
Wednesday, November 26	Wed., Nov. 26 – Friday, Dec. 12	Friday, December 19	November 26
Wednesday, December 31	Wed., Dec. 31 – <b>Fri., Jan. 16, 2009</b>	<b>Friday, Jan. 23, 2009</b>	December 31

\* E-mail the Clearance Template to Sandee at [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

**On Subject Line of e-mail, write only “GME”.**

Questions related to Clearances/Completion, contact: Sandee Kelsey  
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