

GME – CLEARANCE/CONFER DATES, 2009

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: Tuesday, June 30
- 2) Coordinators then e-mail clearances* to Sandee during the dates listed under **Column B**.
Example: Between June 30 and July 10
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 17.
- 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 _____.”

Column A If Program is completed by:	Column B Send to Sandee between:	Column C Certificate Posted by:	Column D Confer Date will be:
Friday, January 30, 2009	Friday, Jan. 30 - Friday, Feb. 13	Friday, February 20	January 30
Friday, February 27	Fri., February 27 - Friday, March 13	Friday, March 20	February 27
Tuesday, March 31	Tuesday, March 31 – Fri., April 10	Friday, April 17	March 31
Thursday, April 30	Thurs., April 30 - Friday, May 15	Friday, May 22	April 30
Friday, May 29	Friday, May 29 - Friday, June 12	Friday, June 19	May 29
Tuesday, June 30	Tuesday, June 30 - Friday, July 10	Friday, July 17	June 30
Friday, July 31	Friday, July 31 - Friday, Aug. 14	Friday, August 21	July 31
Monday, August 31	Monday, Aug. 31 - Friday, Sept. 11	Friday, September 18	August 31
Wednesday, September 30	Wed., Sept. 30 – Friday, Oct. 9	Friday, October 16	September 30
Friday, October 30	Friday, Oct. 30 – Friday, Nov. 13	Friday, November 20	October 30
Monday, November 30	Monday, Nov. 30 – Friday, Dec. 11	Friday, December 18	November 30
Thursday, December 31	Thurs., Dec. 31 – Fri., Jan. 15, 2010	Friday, Jan. 22, 2010	December 31

* E-mail the Clearance Template to Sandee at 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:

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