DEGREE COMPLETION STEPS

Master’s Plan B
Master’s Plan C

Students eligible to use the Graduate Planning & Audit System will follow the degree completion steps below. Contact Graduate Student Services and Progress if you are unsure whether you are completing your degree using the Graduate Planning & Audit System or paper Graduate Degree Plan.

In order to receive your degree, the following steps must be completed. You must maintain active student status by registering every fall and spring semester until your degree is awarded. Contact your program advisor for program-specific requirements and deadlines.

1. **Submit Graduate Planning & Audit System (GPAS) planner**
   Submit at least one semester prior to completing your degree (if applicable).
   
   ![Grad Planning & Audit System](https://onestop.umn.edu/academics/grad-planning-audit-system)

   Student GPAS planner guide: [https://onestop.umn.edu/academics/how-use-gpas-planner](https://onestop.umn.edu/academics/how-use-gpas-planner)

2. **Assign members to master’s final exam committee (Plan B students only)**
   Complete final exam committee assignments at least one semester prior to final exam at:
   [https://onestop.umn.edu/examination-committees](https://onestop.umn.edu/examination-committees)

3. **Download Graduation Packet**
   The packet will include the Master’s Final Examination Report/Final Report form.

4. **Submit Application for Degree**
   Apply by the first day of anticipated month of graduation. Application instructions are available here:
   [https://onestop.umn.edu/academics/apply-graduate](https://onestop.umn.edu/academics/apply-graduate)

5. **Submit Final Examination Report**
   Must be submitted no later than the last business day of anticipated month of graduation.

Questions? Contact Graduate Student Services and Progress office (333 Bruininks Hall)

gssp@umn.edu
(612) 625-3490
[https://onestop.umn.edu/contact-gssp](https://onestop.umn.edu/contact-gssp)