

DEGREE COMPLETION STEPS

*Specialist Certificate in Education (SC)
Post-Baccalaureate Certificate (PBC)*

In order to receive your certificate, the following procedures must be completed. You must maintain active student status by registering every fall and spring semester until your certificate is awarded. All forms must be submitted to the Graduate Student Services and Progress (GSSP) office unless otherwise noted. Contact your graduate program office for any program-specific requirements and deadlines.

1 Complete Graduate Degree Plan

See the degree completion steps page for your graduate degree plan form: <https://onestop.umn.edu/degree-completion-steps>

2 Assign members to SC final exam committee

Complete at least one semester prior to exam via <https://onestop.umn.edu/examination-committees>

3 Download Graduation Packet

Packet will include the Graduate Apply to Graduate form and the Examination Report/Final Report form: <https://apps.grad.umn.edu/secure/gradpacket/>

4 Apply to Graduate

Apply by the first day of the anticipated month of graduation. Application instructions: <https://onestop.umn.edu/academics/apply-graduate>

5 Submit the Examination Report/Final Report form

Submit by the last business day of anticipated month of graduation

Questions?

Contact the Graduate Student Services and Progress office (333 Robert H. Bruininks Hall).

<https://onestop.umn.edu/contact-gssp>

Degree Progress & Completion

gssp@umn.edu

612-625-3490