

Instructions - Degree Program Transmittal form (aka, Degree Program) Form is a PDF. You can TYPE on it, but not save it unless you have the full, paid version of Adobe Acrobat. To save it, you must OPEN IT in Adobe Acrobat (not Adobe Reader). PRINT and save a copy for yourself before submitting!

Submission deadline: one semester *prior* to your last semester of registration.

Submit to Graduate Student Services (HHH 225) with Program Planning Worksheet (PPW).

Page 1

Fill in the following fields

- ___ ID No.
- ___ Last, First, Middle names
- ___ UM Email address
- ___ Minor (ONLY if you are seeking one!)
- ___ Name of Adviser
- ___ Student Signature/Date (sign, don't type this)
- ___ Major Field Examiners (with chair designated)

Already completed for you

Degree sought, Major, Track (NA), Type of master's degree (Plan A, Plan B, Coursework only), Major Field Examiners

Leave blank

Signature, Director of Graduate Studies

Page 2

Fill in the following fields

- ___ ID No.
- ___ Last, First, Middle names
- ___ Street, City, State, Zip
- ___ Minor (ONLY if you are seeking one!)

Already completed for you

Degree sought. Major, Track (NA), Type of master's degree (Plan A, Plan B, Coursework only), Language (NA)

Directions to complete the Degree Program grid

- Print a transcript.
- List transfer coursework FIRST [official transcripts must be submitted with the Degree Program unless they were already submitted during admissions].
- Remaining coursework must be listed in **CHRONOLOGICAL** order (follow your transcript).
- Term and year examples: F09, S10, SS11 (SS=summer session)
- For courses that count toward a minor, check the "Other Prog. Crs." Column. For all other courses check the "Major Course" column. Note: minor courses do count toward the minimum total credits required for your Humphrey degree.
- Dept & Course No. example: PA 5349
- Title: list exactly as listed on your transcript
- No. of Sem credit: take from transcript
- Grade: take from transcript (leave blank if course is not yet completed)
- Instructor last name (if UM) or Institution name (if transfer)
- Type your faculty adviser's name in the right-hand column; make an appt to seek their approval and signature before submitting the form – allow enough time to meet submission deadline!
- Leave all other lines and signatures blank (except minor DGS, when appropriate).
- Total your credits in the appropriate blanks (major, other, and total) at the bottom of the page.
- Note to Plan A students: Plan A credits are NOT listed in the grid (box underneath the grid is checked).

Declaring a minor? Consult with the Director of Graduate Studies (DGS) of your minor field; signature of DGS for minor is required on the Degree Program.

Dual degree? A separate Degree Program Transmittal form must be completed for each degree.

I.D. No. _____

To the Student: Check here if this is a revision of a previously approved program.

Please read the instructions on the reverse side of this page.
 This document consists of two forms (89a, 89b). Print or type to complete the appropriate sections of both forms. Complete the top half of this form (89a), including the name of your adviser(s). Complete form 89b and have it signed by your adviser(s) **and** by the Director of Graduate Studies (DGS) for your minor field, if declared.

Proposed committee members must be contacted and must agree to serving on your examining committee. Confer with your DGS to determine what responsibilities you have in this regard.

Submit both forms to your major field DGS (along with the names of the proposed committee members) for his/her signature. After departmental recommendation by the DGS, submit all forms to The Graduate School, 316 Johnston Hall for final approval.

Last Name	First	Middle
University of Minnesota E-mail address		

Degree Sought	
Master of Urban & Regional Planning	
Major	Urban & Regional Planning
Track (if applicable)	NA
Minor (if declared)	

Student Signature/Date _____

Name(s) of Adviser(s) _____

Master's Degree Only (Check One)	
Plan A <input checked="" type="checkbox"/>	Plan B <input type="checkbox"/> Coursework Only <input type="checkbox"/>
Or, if Professional Engineering Degree	
Design Project Track <input type="checkbox"/>	Coursework Track <input type="checkbox"/>

To the Director of Graduate Studies:

This document consists of two forms (89a, 89b). After the student has completed the appropriate sections of both forms and has obtained signatures as described above, it is ready for your review.

Please list below your recommendations for the student's examining committee. All committee members must hold the appropriate appointment on The Graduate Faculty Roster (http://www.grad.umn.edu/faculty_rosters/faculty.html). Please be sure to indicate who will serve as chair. For master's and specialist certificate final examining committees, the chair must hold at least a Member Advising (MA) or Affiliate Member Advising (AMA) appointment on the Graduate Faculty Roster. For the doctoral preliminary oral examination, the chair must hold a Senior Member (SM) or Affiliate Senior Member (ASM) appointment on the graduate faculty roster. (Note: members of the final oral examination for the doctoral degree are recommended on the Thesis Proposal form GS 63.)

Sign form 89b to indicate your recommendation of the student's program of coursework. Sign below to indicate your recommendation of the student's proposed examining committee. **Note that by signing below, you certify that all proposed committee members have been contacted (by the student, by the adviser, by the Director of Graduate Studies, or by other means established for students in your major field) and that all proposed members have agreed to serve on this student's examining committee.**

The Graduate School's minimum requirements for composition of examining committees:

- Master's final examination: 3 examiners -2 from major; 1 from outside the major (minor if declared)
- Specialist Certificate final examination: 3 examiners -all 3 can be from major; a minimum of 2 from the major
- Doctoral preliminary oral examination: 4 examiners -3 from the major; 1 from outside the major (minor if declared)

Examining Committee Recommendations:

Major Field Examiners _____ _____ _____ _____ _____ _____	Minor, Related Field, or Supporting Program Examiners _____ _____ _____ _____ _____ _____
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Signature, Director of Graduate Studies
GS #89a-Rev 06/07

Date

