

# ***Degree Completion Guide***

Hamline University  
School of Education

## **Degree Completion Checklist**

- Complete program requirements.
- Register for the Capstone.
- Submit an Intent to Graduate form based on your anticipated degree completion term (see the Degree Completion Timeline posted on the School of Education website for submission dates.)
- Submit your Capstone to the Program Administrator.
- Participate in Commencement.

### **Capstone Registration**

Registration should occur when you begin working on your Capstone. Please adhere to the published registration deadlines found on the Hamline University Official Academic Calendar. All Capstone committee members must sign off on the form before it can be processed. When your registration is posted, you will be billed the equivalent of a four-credit course.

### **Intent to Graduate Form**

This form is submitted based on your anticipated degree completion term. Please see the Degree Completion Timeline found on the School of Education website for current submission dates.

### **Capstone Submission**

Your Primary Advisor should request the signature sheet from the Program Administrator prior to your final meeting. Upon submission of your Capstone, the Program Administrator will prepare your capstone for binding and complete your degree completion paperwork. Your paperwork will be sent to the Registration and Records Office where a "P" will be entered for your capstone grade and your status will be changed from "degree sought" to "degree awarded." This process may take up to 10 business days.

### **Commencement**

You will receive information regarding Commencement during the months of March and April, including a post card asking about your plans to walk in the ceremony and information about ordering a cap and gown from the Hamline University Bookstore. You will also receive an invitation to the School of Education's graduate reception taking place in May.

The day you turn in your capstone and have all program requirements completed will be the day your degree is awarded. You may submit your Capstone at any time during a given term, but no later than the Capstone submission deadlines posted on the Degree Completion Timeline. Hamline University has one Commencement ceremony per year, and only students who have completed all degree requirements are eligible to participate.

## **FAQs**

### **How do I obtain an official transcript?**

After your capstone grade and degree-awarded status have been entered on your transcript, you may order an official transcript through Piperline or the Registrar's office.

### **Do I get a copy of my bound capstone?**

If you would like a bound copy of your capstone, we suggest going to a copy service such as Kinko's. Unfortunately, we do not have the resources to bind a copy for you.

### **Why are abstracts submitted?**

Abstracts are a useful tool to the Hamline community. Your abstract is uploaded to the searchable CLICnet database. The hard copies of all abstracts for the year are also bound and placed on library shelves next to the Capstones to serve as an index for Capstones completed during the academic year.

### **When will I receive my diploma?**

Diplomas are ordered by Hamline University three times per year: in January, June, and September. You will receive a post card when your diploma has arrived at the Registrar's office. You may pick it up at that time or have it mailed to you.

### **Who do I contact if I have further questions about degree completion?**

Mary Speranza-Reeder  
Program Administrator, Advanced Degrees Department  
Hamline University School of Education  
MS-A1720  
1536 Hewitt Avenue  
St. Paul, MN 55104

E-mail: [msperanzareeder01@hamline.edu](mailto:msperanzareeder01@hamline.edu)

Phone: 651-523-2484

Fax: 651-523-2489

Office Location: Drew Residence Hall, Suite 66