

# Faculty Info -- STL Procedures for Graduation and Licensure

for Special Education, Elementary Education and Early Childhood majors

Go to [www.mnstate.edu/records/forms.cfm](http://www.mnstate.edu/records/forms.cfm) to access information and forms.

**Students should complete and submit the following forms – by mid-term of the semester prior to student teaching**

1. Application for Graduation
2. Curriculum Worksheet
3. A copy of your Degree Audit Report

**Submit ALL these materials at the same time to the STL Grad Papers mailbox in 214 Lommen.**

**Students do NOT need to get their advisor's signature!**

**Coleen or Barb will check these over and then obtain the required signatures on the forms and send them to the Records Office.**

## **Faculty who will need to sign forms:**

1. Grad application – Sue Severson as STL Chair
2. Curriculum Worksheet :
  - Elementary Education majors – John Benson
  - Early Childhood Education majors – John Benson
  - SPED majors – depends on Licensure area(s)
    - DD - Camille Brandt      LD/EBD - Ann Golodade
    - PHD – Sue Severson      ECSE – Deanne Borgeson

## **What happens next?**

- After the School of Teaching & Learning reviews and approves the graduation application and curriculum worksheet they are sent to Shawn Soderberg in the Records Office.
- After a review of student's transcript, Shawn will send student an email indicating if everything is approved, or if there are any deficiencies. **If student doesn't hear anything by mid semester of graduation semester, they should contact Shawn.**
- One month prior to the commencement ceremony each student will receive an "invitation" to attend. Information regarding rehearsal and the ceremony will be included in this mailer.
- **Licensure – student completes an online application & pays fee no earlier than one month before graduation.**

## **Contact Persons:**

**EECE Department:** Barb Worman, 214A Lommen Hall, 477-5896 [wormanba@mnstate.edu](mailto:wormanba@mnstate.edu)  
Coleen Roller, 214A Lommen Hall, 477-2250 [rollerco@mnstate.edu](mailto:rollerco@mnstate.edu)

**Records Office:** Graduation Papers: Shawn Soderberg, 477- 2566 [soderbrg@mnstate.edu](mailto:soderbrg@mnstate.edu)  
Licensing Application: Bonnie Thompson, 477-2521, [thmpsnbn@mnstate.edu](mailto:thmpsnbn@mnstate.edu)