

DIRECTIONS FOR COMPLETING THE GRADUATION PACKAGE

Deadlines for Applying for Graduation

All graduation paperwork must be completed by the following deadlines:

Fall Graduation – September 1
Spring Graduation – January 30
Summer Graduation – June 1

1. This application must be turned in by the deadline for the semester you wish to graduate and complete for your name to be added to the graduation list. Please follow the directions for the diploma card that is on the attached sheet. **Note: The diploma card MUST be submitted to your department's administrator – see below - in order to graduate. You may request the card be sent to you through the postal service or pick up a card at the physical address below:*

*College of Education
Columbine Hall
1420 Austin Bluffs Parkway
Colorado Springs CO 80918*

<i>Leadership Department Cathy Archibald Room 4054 719-262-4120</i>	<i>Counseling and Special Education Departments Hettie Myers Room 3012 719-262-4121</i>	<i>Curriculum and Instruction Department Barbara Ann Scott Room 3016 719-262-3227</i>
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2. Only students that are required to take the Comprehensive Exams should complete the comprehensive exam registration form.
3. The Candidacy form must be printed in **black ink or typed**. Request your transcripts first and use them to fill in your courses on the candidacy form. Your classes must be listed on page two of the candidacy form, if they are not your application will be returned to you and you will not be considered for graduation. Include any unclassified coursework taken at UCCS that you are applying to your program and any courses you are presently enrolled in or plan to take that you are not yet enrolled in. Leave the grade blank if it is not yet determined; the College of Education will fill it in your when the course is completed. You **MUST** list all courses required for your degree, including any classes you are transferring from another institution.
4. If you are transferring coursework from another institution into your program, a n **OFFICIAL** transcript from that institution **MUST** be submitted with your graduation application. Graduation will be delayed until the following semester unless all graduation paperwork is completed correctly by the due date.

5. A copy of your UCCS transcripts must accompany your graduation application. Hand carry your transcripts to the College of Education along with your Candidacy Form. **Do not have them sent.** Candidacy forms **WILL NOT** be accepted without official transcripts. Please remember all portions of the graduation application must be received by the due date, or you will not be considered for graduation until the following semester.

If you have any questions, please call your respective department

- Counseling and Human Services (CHS) – 719-262-4121
- Special Education (SPED) – 719-262-4121
- Leadership, Research and Foundations (LRF) – 719-262-4120
- Curriculum and Instruction (C & I)– 719-262-3227

**CANDIDACY FORMS WILL NOT BE ACCEPTED WITHOUT OFFICIAL
TRANSCRIPTS**