

GRADUATION PROCEDURES

Graduate School and International Admissions

1. To apply for graduation, complete APPLICATION FOR GRADUATION form. Notice that the section titled "Requirements to be Completed" must be completed in consultation with your program advisor.

THE GRADUATE SCHOOL CANNOT PROCESS AN APPLICATION WHICH IS NOT SIGNED BY THE STUDENT AND THE PROGRAM ADVISOR.

2. Deliver the completed APPLICATION FOR GRADUATION form to the **Graduate School** no later than the end of the semester preceding the semester in which you plan to graduate. Applications delivered after this date will be considered late applications and will be assessed a \$10 late fee payable at the Accounting Office. Late applications will not be accepted after 4:00 p.m. on the Friday of the second week of the semester in which you expect to graduate. To mail your application, the address is: Graduate School, University of Northern Colorado, Campus Box 135, Greeley, CO 80639.
3. The Graduate School publishes a schedule of deadlines available on our web site at www.unco.edu/grad or by calling our office [(970) 351-1803]. If it is important for you to graduate in a particular semester, please heed the deadlines.

Additional Information

- Catalog Policy: Requirements for graduation are checked in accordance with one specific University Catalog. The catalog used to meet graduation requirements is normally the one published for the academic year during which the student first enrolled after admission to the University.
- The student may select any subsequent catalog up to and including the current one, providing the student was in attendance at the University during that academic year. A student may not choose, however, to meet some requirements in one catalog and other requirements in another catalog. The student must specify the catalog under which he/she wishes to be evaluated and must meet all requirements in that catalog only.
- Graduation Ceremony: All graduating students are encouraged to attend graduation. Students participating in the graduation ceremony are required to wear appropriate academic regalia. Information on cap and gown rental and graduation announcement orders will be mailed to you during the semester you are planning to graduate. They are also posted on our website.
- Proposed Graduation: You **must** indicate a specific semester when you plan to graduate. Please notify the Graduate School of any change of plans regarding your proposed graduation.
- Diploma: Diplomas are not issued at the graduate ceremony. They will be mailed to addresses supplied in writing by the student to the Graduate School. Failure to supply the mailing address could result in a delay in receipt of the diploma.
- Deferred Graduation:** **If the student does not complete all requirements for the degree, and, therefore, does not graduate at the end of the proposed semester, the application will be placed in the deferred file. The student must give written notice to the Graduate School when he/she wishes to again appear on the tentative list of graduates. Such notice must be submitted before the end of the second week of the semester in which the student plans to graduate.**

**APPLICATION FOR GRADUATION
MASTER'S PROGRAM**

University of Northern Colorado
Graduate School & International Admissions

(1) Name _____ (2) Student Number: _____
(Exactly as you wish it to appear on diploma)

(3) Present Address: _____
Street City State ZIP

(4) This address is effective until _____. Please contact the Graduate School with any changes.

(5) Permanent Address _____
Street City State ZIP

(6) This address is effective until _____. Please contact the Graduate School with any changes.

(7) Telephone Numbers: _____
Home # Day/work # Permanent #

DEGREES HELD
(College/University/City and State)

(8) Degree Year

CURRENT DEGREE PROGRAM
(To be completed with your Program Advisor)

(9) CATALOG under which degree requirements should be checked _____

(10) _____
*Degree Program Title *Emphasis (if applicable)

*NOTE: Title and emphasis must be identical to title and emphasis listed in your admission letter.

(11) **REQUIREMENTS TO BE COMPLETED:** (List only courses to be completed in the current and future semester necessary for the completion of the degree requirements. **DO NOT** list required courses already completed in previous semesters.)

Course Prefix/Number	Semester Hours	Course Prefix Number	Semester Hours

(12) **THESIS:** Yes _____ No _____

NOTE: The student will be required to satisfactorily complete all of the courses listed above prior to graduate. No deviation will be permitted without written approval from the program advisor and approval by the Graduate School.

(13) _____ (14) _____
Student's Signature Date Program Advisor's Signature Date

(15) **PROPOSED GRADUATION DATE** _____
Semester/Year

TO BE COMPLETED BY GRADUATE SCHOOL OFFICE:

Total Hours Required = _____

3.00 GPA in program: _____

Total Hours UNC to Date: _____

ID-600 or Equivalent: _____

Total Hours Transferred: _____

Comprehensive Examination: _____

Total Hours in Progress: _____

Total Hours to Complete: _____

B.A. Transcript-In Folder: _____

INC/NR/NG _____

-To Records: _____

Total = _____

508/513/622: _____

Add Hrs. Needed
(If applicable) _____

NOTES:

Graduation Check Completed: _____
date/initials