

**Admissions, Registration and Records**

Campus Box 201  
P.O. Box 173363  
Denver, CO 80217-3363  
**Tel** 303.556.2420  
**Fax** 303.556.2431  
www.ccd.edu  
South Classroom 133



COMMUNITY COLLEGE OF  
**DENVER**

# GRADUATION APPLICATION

Name \_\_\_\_\_

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Student ID Number

Address \_\_\_\_\_

Street Apt. #

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Social Security Number

City State Zip

Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

For graduation please make sure to: *(check each box)*

- Meet with your academic adviser to make sure you are ready to graduate.
- Meet with your academic adviser to make sure you are in the correct program.
- Submit a completed Graduation Application form by the application deadline posted in the class schedule & online at [www.ccd.edu/graduation](http://www.ccd.edu/graduation).
- Submit a Program Plan from your advisor or Case Manager along with your graduation application to Admissions, Registration & Records.

Graduation Application deadlines are posted in the schedule or online at [www.ccd.edu](http://www.ccd.edu). It is the student's responsibility to ensure applications are submitted to Admissions, Registration & Records on time. There will be NO exceptions made for late applications.

The name on your diploma will be printed with the current name on school records. If your name has changed, submit a change of information request to Admissions, Registration & Records.

Semester you plan to graduate:  Summer  Fall  Spring

Year you plan to graduate 20\_\_\_\_\_

Are you applying for a: (check one)  Degree or a  Certificate

If Degree, check the type of degree for which you are applying:

- AA-Associate of Arts (Major)\_\_\_\_\_
- AS-Associate of Science (Major)\_\_\_\_\_
- AGS-Associate of General Studies (Major)\_\_\_\_\_
- AAS-Associate of Applied Science. (Vocational Emphasis)\_\_\_\_\_

If Certificate, specify program and/or emphasis\_\_\_\_\_

**NOTE: If you are applying for multiple degrees and/or certificates, you must fill out a Graduation Application for each program.**

If you have transfer credit from other institutions that will apply toward your degree at CCD, list those institutions.

\_\_\_\_\_  
*(It is important that you transfer your credits prior to graduation. If the credit has already been transferred, please skip this section.)*

Name of your faculty advisor \_\_\_\_\_

If you do not complete your graduation requirements during the semester for which you are applying, you must submit another graduation application for the term that you will be eligible to graduate. Check with your academic advisor.

*I understand that it is my responsibility to provide Admissions, Registration & Records with a completed graduation application and program plan by the posted deadline, and that I've met with my advisor to ensure I am a viable candidate for graduation.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only**

Received by \_\_\_\_\_ date \_\_\_\_\_  
Processed by \_\_\_\_\_ date \_\_\_\_\_

# GRADUATION CHECK LIST

*Please read carefully and check each step.*

- Program of Study.** All prospective graduating students must be accepted into a program of study (major) at the Community College of Denver before applying for graduation. Go to your Center and file a program application. At this time, you will be assigned a faculty adviser.
- Meet with Academic Adviser/Case Manager.** Meet with your academic adviser or case manager to review your records and make sure you are a viable candidate for graduation.
- Transfer Credit Evaluation.** Students requesting credit for previous college course work must have all official transcripts sent to Admissions, Registration & Records. The evaluation must be completed prior to submitting your graduation application. Check your student record to ensure that your transcript has been received and credit has been posted to your record.
- Credit for Prior Learning.** Credit for Prior Learning can only be applied toward a student's diploma after formal processing by Education Planning & Advising Center, (EPAC), in South Classroom 134. This processing must be completed prior to submitting your graduation application.
- Name Changes.** All documentation for name changes to be printed on diplomas must be submitted to Admissions, Registration & Records before or during the semester the graduation application was submitted. Otherwise all diploma/s will be printed with names on current school records in the Student Information System.
- Graduation Application.** Submit your completed graduation application to Admissions, Registration & Records by the posted deadlines as found on [www.ccd.edu](http://www.ccd.edu) and in the current schedule of courses.
- Program Plan.** Submit a program plan with your graduation application. This can be obtained from your academic advisor or case manager. Your program plan must be signed by your advisor or case manager.

*All degree, certificate and general education requirements and other graduation policies are posted in the Community College of Denver catalog. If you have any questions refer to the catalog (available online at [www.ccd.edu](http://www.ccd.edu)) or contact your academic advisor, case manager or Center.*

## **ALL FINANCIAL OBLIGATIONS TO CCD MUST BE CLEARED BEFORE A DEGREE, CERTIFICATE OR TRANSCRIPT WILL BE RELEASED.**

Diplomas will be mailed to you after graduation, thus it is important that your mailing address be current in the ED computer system. To update your address, go to [www.ccd.edu](http://www.ccd.edu) and click on the MyCommunityEDucation link. Diplomas that are returned to CCD due to an incorrect address will be held for one year, after which they will be destroyed. Duplicate copies may be requested for \$25. each.