Office of Registration & Records
Confluence - Room 114
Campus Box 201
P.O. Box 173363
Denver, CO 80217
Fax: 303-556-2431
Phone: 303-556-2420
Email: ccd.orr@ccd.edu

COMMUNITY COLLEGE OF
DENVER

GRADUATION APPLICATION

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 form with Office of Registration & Records. Your diploma/certificate will be mailed to your current address in CCD Connect- please be sure it is kept up-to-date.

If you have transfer credits that need to be applied to your degree or certificate, please be sure that your transcripts have been received and evaluated by CCD. To transfer credits you must have transcripts mailed directly to CCD.

Student Name (print): _____

S#: _____ Phone#: _____

Email: _____@student.cccs.edu

Note: Your official CCD email account is the only email CCD will accept for correspondence.

I affirm that I have read, understand, and agree to this form in its entirety and that the information supplied is true and complete.

Student Signature: _____ Date: _____

Term of Application (Check one):

☐Spring 20_____ ☐Summer 20_____ ☐Fall 20_____

Are you planning to take additional coursework at CCD after this degree/certificate for which you are applying?

☐No

☐Yes, I plan to pursue _____ degree/certificate.

Do you intend to transfer to a four-year institution after graduation from CCD?

☐Yes

☐No

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COMMUNITY COLLEGE OF **DENVER**

GRADUATION APPLICATION
Check *one*: a separate application is required for each degree or certificate.

☐**Associate of Arts** (AA Concentration- if applicable):

☐ Anthropology
☐ Art History
☐ Business
☐ Communication
☐ Criminal Justice
☐ Early Childhood
☐ Economics

☐ Elementary Ed
☐ English
☐ French
☐ Geography
☐ History
☐ Music
☐ Philosophy

☐ Political Science
☐ Psychology
☐ Sociology
☐ Spanish
☐ Studio Art
☐ Theater

☐**Associate of Science** (AS Concentration- optional):

☐ Chemistry
☐ Biology
☐ Geology

☐ Mathematics
☐ Physics
☐ Psychology

☐**Associate of General Studies** (AGS)

If applying for graduation with an Associate of Applied Science (AAS) and/or Certificate you must also have a Graduation Department Chair Review form signed by your Department Chair. Any AAS of Certificate Graduation Applications that do not have a Graduation Department Chair Review form completed and attached will be denied.

☐**Associate of Applied Science (AAS)**
Area of Study (required): _____
☐**Certificate Program**
Area of Study (Required): _____

Internal Use Only
Received By/Date: _____
SPACMNT By/Date: _____
SHADEGR/SHADIPL By/Date: _____
SGASTDN Major: _____
Substitutions? ☐YES ☐NO
Initial Audit: _____ Final Audit: AW OD
Eval By/Date: _____ Diploma/Certificate Mailed Date: _____

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COMMUNITY COLLEGE OF
DENVER

GRADUATION APPLICATION

GRADUATION PREPARATION CHECKLIST

Verifying Eligibility, Records and Requirements

☐**Major:** Students must be accepted into a program of study (major) at the Community College of Denver before applying for graduation. Meet with your Program Advisor or go to Degree Check on CCDConnect to be sure you have been accepted into the correct program of study and that you are on track to graduate.

☐**Credits:** Students must take at least 15 credit hours or 25% of program at CCD to receive a diploma for any degree or certificate program from this institution. The minimum credit requirement for a degree is 60 hours. Certificate requirements vary.

☐**GPA:** Students must earn a grade of "C" or better in each course. Some programs require higher GPA standards; check the catalog or academic center for details.

☐**Incompletes and Satisfactory Progress:** Students with a grade of "I" or "SP" on their CCD record must have the department submit grade changes to Office of Registration & Records no later than two weeks after the semester ends.

☐**Verify Name**: 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 Form with Office of Registration & Records (CNF114).

☐**Transcript Evaluation:** If you have credits from a previous school or institution that needs to be evaluated for your program, make sure Office of Registration & Records (CNF 114) has received your official transcripts by the time you submit your Graduation Application. Applicable credits must be transferred in order to be eligible to graduate.

☐**Credit for Prior Learning:** Students applying for Credit for Prior Learning must have all paperwork completed with the Academic Advising Center (CNF 123).

☐**Additional requirements:** Specific programs may have additional requirements - check the catalog for your specific program of study.

COMMUNITY COLLEGE OF
DENVER

GRADUATION APPLICATION

Applying for Graduation

☐Download or pick up a <u>Graduation Application</u> from Office of Registration & Records, CNF 114. Each Degree/Certificate requires a separate Graduation Application.

☐Fill out a Graduation <u>Department Chair Review Form</u> if applying for graduation with an Associate of Applied Science (AAS) degree or Certificate. Graduation Applications missing this form will be denied. Meet with your advisor to facilitate the Department Chair Review form process.

☐Submit the Graduation Application and Graduation Department Chair Review forms (if applicable) to Office of Registration & Records by the published deadline:

Fall – September 10   Spring – February 10   Summer – June 10

*Please note: If the published deadline occurs on a weekend, applications will be accepted until the following business day.

Receiving Your Diploma and Final Transcript

- Diplomas are mailed to graduates following the confirmation and printing of their degree.
  - Mailing occurs approximately 8 weeks after the end of the semester. Your diploma/certificate will be mailed to your current address in CCDConnect – please be sure it is kept up-to-date.
  - All financial obligations to the college must be cleared before a diploma, certificate or transcript will be released.
  - Duplicate Diplomas may be requested for $25 each.
- Before requesting a final official transcript at the end of the semester, confirm that your degree/certificate has been posted by viewing your unofficial transcript on CCDConnect.

If your Graduation Application is disapproved, you must reapply during the semester you plan to graduate.