

REQUEST FOR A LETTER OF COMPLETION

INSTRUCTIONS: Complete the first part of this form and turn it into your program.

This request must be approved by the student's Graduate Program to confirm all degree requirements have been met. Once the letter is completed, the Graduate School will send a copy to the student's email.

NOTE: You must have completed an Online Diploma Card, applied for graduation through your department, and have completed all degree requirements.

(To be completed by the student)

First Name: _____ Last Name: _____ Student ID Number: _____

Email: _____ Phone number: _____ College: _____

Program: _____

(To be completed by program)

As of _____ (date), all graduation requirements for this student have been met and all final grades have been posted to their transcript.

Please list the full degree the student has earned as it will appear on their diploma: _____

REQUIRED SIGNATURES FOR APPROVAL:

Graduate Program (Department): _____

Program Staff please note that the completed form MUST be sent to the Graduate School Office at graddocs@uccs.edu before the completion letter will be started.