Graduation Application Instructions and Process

The deadline to submit an application to graduate in May of 2018 is October 15, 2017.

A complete* graduation application for the Alan Shawn Feinstein College of Education and Professional Studies (CEPS) consists of the following items:

- A completed and signed CEPS Intent to Graduate Form and Checklist. The form must be signed by you and your advisor upon review of your degree requirement.
- A completed curriculum sheet for your CEPS major (including sub-plan if applicable).
- If you have a second major, a completed curriculum sheet for your second major also must be submitted.

To complete and submit your graduation application, you must:

1. Fill out an intent to graduate form and checklist. Forms can be found in the student resources section of the CEPS website at www.uri.edu/ceps.
2. Complete all curriculum sheets for your major, sub-plan, and second major (as applicable). Meet with your faculty advisor to review your academic progress and confirm that you are ready to submit an application for graduation. Your advisor will need to sign your forms.
3. Submit your completed application packet (outlined above). Bring your packet to room 245 in the Feinstein Providence Campus, Monday through Friday between 8:30am and 4pm.
   OR
   Scan and send via email to cepsacademicaffairs@etal.uri.edu. For Kingston students – scanners are available free of charge in the student computer lab located in the lower level of the Carothers Library.

*Note: It is the student’s responsibility to ensure that the application packet is complete upon submission. Incomplete applications will not be accepted and will be returned to the student.

Double Majors: The materials outlined above satisfy graduation application requirement for your education major only. If you are a double major, you also must follow the graduation application process for the college where your second major is located (i.e., A&S, CELS, or CHS).

Some Helpful Tips
In order to ensure that your application is submitted by the due date, contact your academic advisor and schedule your meeting well in advance of the due date. Scan your application materials and save as a PDF file. Do not send a picture of your forms. Pictures can cut off information on your forms and be difficult to read. As with any important documents, it is a good idea to keep a copy of your application packet for your records.

Questions? Call the CEPS Office of Academic and Student Affairs at 401-277-5160.
**PLEASE READ CAREFULLY!**

**Improperly filled out applications or incomplete packets will not be processed and will be returned to student**

1. Fill out this form completely.
2. Review and sign Graduation Checklist.
3. Meet with your advisor to review your progress and fill out a curriculum worksheet for core courses AND content/specialization(s).
4. Have your advisor sign your curriculum worksheet and this form. Signature is required!
5. Attach copies of your approved curriculum sheets for your second/third major (if applicable)
6. Return all materials listed above to room 245 in the Feinstein Providence Campus or scan and email to cepsacademicaffairs@etal.uri.edu.

When will you be COMpletely done with all your degree requirements (Please Specify Year)?

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<th>August</th>
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<td>October 15th</td>
<td>November 15th</td>
<td>April 15th</td>
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Name: ________________________________

Last                         First

Student ID Number: ______________________________

Phone Number: ______________________________

Active Email Address: ______________________________

Address you want audit sent to:

Street & Number          Town                State              Zip

Advisors Signature: ______________________________

Major: Please select major and include second major or specializations (as applicable)

**School of Education**

- Elementary Education  2nd Major __________________________ Middle School Endorsement
- Secondary Education (BA) A&S Major __________________________ Middle School Endorsement
- Secondary Education (BS) Specialization: __________________________

**School of Professional and Continuing Studies**

- Interdisciplinary Studies (BIS):  Applied Communications  Business Institutions  Health Services Administration  Human Studies

Minor: ______________________________

Signed forms MUST be handed in to the CEPS Assistant Dean’s Office by the start of your final semester or minors may not be listed on your final transcript.

Current GPA:

Catalog Year you are using* _____ It is the responsibility of the student to be familiar with the requirements outlined in the catalog they are following and to confirm that they have met these requirements.

Students must have a 2.0 cumulative GPA or higher (2.5 for Education majors) and must complete the minimum number of credits required for their degree, as well as all major requirements. All College of Education and Professional Studies degrees require 118-120 credits or more. It is the responsibility of the student to be familiar with AND meet all the requirements outlined in the catalog for your specific major. Your signature below indicates that you are familiar with and are meeting all your program requirements.

Student Signature  Date:_________________
Graduation Checklist
Review and Mark Each Box.
Checklist needs to be handed in with Intent to Graduate forms

☐ I have ensured that my advisor has signed my intent to graduate form.

☐ I have included copies of completed curriculum sheets for all my majors (including majors in other colleges).

☐ I have checked my transcript to ensure that I will have completed the minimum number of credits required for graduation (at least 118 for BIS majors and 120 for education majors).

☐ I have checked my transcript to ensure that my cumulative GPA is at least a 2.0 (2.5 for education majors).

☐ I am an education student and have checked my transcript to ensure that my GPA is at least a 2.5 in each of my majors (skip this step if you are NOT an education major).

☐ I have checked my transcript to ensure that I will have the minimum number of major credits and supporting electives required for my major.

☐ I have completed and attached any course waivers or modification forms with the required signatures.

☐ I have handed in a signed minor form (skip this step if you are not completing a minor).

☐ I understand that if I choose to take classes at another institution, I am responsible for requesting that an official copy of the transcript be sent to the College of Education and Professional Studies, Office of Academic and Student Affairs, Feinstein Providence Campus room 245. I also understand that if the transcript does not arrive before degree conferrals take place that I may be moved to a later graduation date.

☐ I have checked my transcript for any Incompletes and NW grades. I understand that if I choose to complete these classes, it is my responsibility to contact the professor. I understand that grade changes must be received before degree conferrals take place or I may be moved to a later graduation date.

☐ I have checked my transcript to ensure that any classes that I added or dropped late were added or dropped from my transcript.

☐ I have checked my transcript to ensure that I will have completed 42 credits of 300/400 level classes before graduation.

☐ I have made sure to compare my graduation requirements to the catalog year that I have indicated on my Intent to Graduate form.

☐ I understand that it is my responsibility to submit a completed graduation application by the specified deadline. Bring your completed application to room 245 in the Feinstein Providence Campus or scan and email to cepacademicaffairs@etal.uri.edu.

By signing this form, I agree that I have read the above and that failure to comply with these terms may result in being moved to a later graduation date than the one for which I have applied.

Student Signature __________________________ Date ____________