Graduation Application Instructions and Process

The deadline to submit an application to graduate in May is October 15.

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 check list. Forms can be found in the student resources section of the CEPS website at [www.uri.edu/ceps](http://www.uri.edu/ceps).
2. Complete all curriculum sheets for your major, content area, and second major (as applicable). Meet with your education 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:
   a. **Room 245 in the Feinstein Providence Campus**, Monday through Thursday 8:30am to 7pm or Friday between 8:30am and 4pm.
   OR
   b. **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. **We would prefer all materials listed above to Room 245 in Providence, or scanned and emailed to cepsacademicaffairs@etal.uri.edu**

When will you be COMPLETELY done with **all** your degree requirements? Please fill in year below.

<table>
<thead>
<tr>
<th>Application Deadlines:</th>
<th>December</th>
<th>May</th>
<th>August</th>
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<td></td>
<td>April 15</td>
<td>October 15</td>
<td>November 15</td>
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Name: _____________________________________________________________________________________

Student ID Number: __________________________ Phone Number: __________________________

URI Email Address (your graduation audit will be sent by email): __________________________

**School of Education**

___ Elementary Education  ___ Early Childhood Education  ___ Health and Physical Education

___ Secondary Education (must specify content area): __________________________  ___ World Languages

*Are you pursuing an additional extension or specialization?  ____NO  ____YES (select from below)*

___ Middle School Endorsement (specify content area): __________________________

___ TESOL/BDL

___ Special Education

**School of Professional and Continuing Studies**

Interdisciplinary Studies – BIS (specify concentration):

___ Applied Communications  ___ Business Institutions  ___ Health Services Administration  ___ Human Studies

Minor (if applicable):
Signed forms MUST be submitted 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 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: __________________________

Advisor Signature (required): __________________________
Graduation Checklist
Review and Mark Each Box.
Checklist needs to be submitted along 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.

☐ 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 major 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 pending 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 any remaining requirements 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 to 245 in Providence, or scan and email to cepsacademicaffairs@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 ___________