

## Graduation Application Instructions and Process

To complete and submit your graduation application, please follow the below steps:

1. Complete an **Intent to Graduate form** (attached). The form must be signed by you and your academic advisor.
2. Complete all **curriculum sheets** for your major, content area, and second major (as applicable). Meet with your School of Education faculty advisor or School of Professional Studies academic 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.** Fillable curriculum sheets can be found here:  
<https://web.uri.edu/advising/advising-by-major/>
3. **Submit your completed graduation application packet** (Intent to Graduate form and curriculum sheets) to:  
CEPSacademicaffairs@etal.uri.edu  
*Questions? Email the Office of Academic and Student Affairs at CEPSacademicaffairs@etal.uri.edu*

### Don't forget! Some friendly guidance for completing your Graduation Application

Remember to:

- include copies of completed curriculum sheets for all majors (including majors in other colleges).
- check your transcript to ensure that you will have completed the minimum number of credits required for graduation.
- check your transcript to ensure that your cumulative GPA is at least a 2.0 (2.5 for education majors).
- complete and attach any pending curriculum modification forms with the required signatures.
- complete and submit a signed minor form (if you are pursuing a minor).
- submit official transcripts for any credits or degree requirements completed at another institution.
- check your transcript to ensure that any classes that you added or dropped late are indicated as such on the transcript.
- be sure to follow your catalog year when reviewing your graduation requirements.
- If you are pursuing an additional major, please follow the graduation application process for the college where your second major is located (i.e. A&S, CELS, or CHS).
- schedule an academic advising appointment well in advance of the graduation application due date.
- scan your application materials and save as a PDF file (if you are not completing them electronically). Please do not send a photo of your forms.
- keep a copy of your graduation application packet for your records.
- make sure your packet is signed by your advisor. Any packet that does not have an advisor's signature will be returned.

**Alan Shawn Feinstein College of Education and Professional Studies  
Intent to Graduate  
(Graduation Application)**

When will you be completely finished with all of your degree requirements? Please fill in year below.

**Graduation Month/Year:**    **December** \_\_\_\_\_    **May** \_\_\_\_\_    **August** \_\_\_\_\_  
**Application Deadlines:**    April 15    October 15    November 15

Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

URI Email Address (your degree audit will be sent by email): \_\_\_\_\_

Major:

***School of Education***

- Early Childhood Education     Elementary Education     Health and Physical Education  
 Secondary Education - Biology     Secondary Education - Math  
 Secondary Education - Chemistry     Secondary Education - Physics  
 Secondary Education - English     Secondary Education - World Languages: \_\_\_\_\_  
 Secondary Education - General Science  
 Secondary Education - History/Social Studies

***Are you pursuing an additional extension or specialization?    NO    YES (select from below)***

- Middle Level Extension (specify content area):* \_\_\_\_\_  
 *TESOL/BDL*  
 *Special Education*

***School of Professional Studies***

- Professional Leadership Studies  
 Interdisciplinary Studies – BIS (specify concentration):  
 Applied Communications     Business Institutions     General Studies     Health Services Administration  
 Human Studies     Learner Designed

Minor (if applicable): \_\_\_\_\_

Current GPA in Education Major: \_\_\_\_\_

Current GPA in additional major (Secondary Education only): \_\_\_\_\_

Catalog Year \_\_\_\_\_

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):** \_\_\_\_\_