UCCS University of Colorado
Colorado Springs

Graduate School

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 <u>all</u> 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 <u>MUST</u> be sent to the Graduate School Office at graddocs@uccs.edu before the completion letter will be started.

Revised: 12/21/2023