Below are outlined the steps necessary to complete the graduation requirements for the College of Education and Human Services:

1. Save and print the Application for Graduation Form on the website at http://www.calu.edu/current-students/application-for-graduation/index.htm or stopping in the College of Education & Human Services office, 250 University Avenue, Keystone 208, California, PA 15419. This application must be returned (in person or by mail) to this office before Friday, September 29, 2011. Please write your Summer schedule or any transfer/CLEP credits for fall on the back of the application. **APPLICATIONS AFTER THIS DEADLINE WILL NOT BE ACCEPTED.**

2. **CLEARANCE TO GRADUATE:** Please make sure that you have taken care of all of your outstanding tuition/debts/finances, returned all library books, returned all borrowed equipment, and did your Federal Stafford Loan exit counseling (http://www.calu.edu/current-students/financial-aid/index.htm). If these are not completed before graduation, you **will not** be eligible to graduate. To check if you have any holds that need your attention, please visit the Student Services website (under Quicklinks on the main website page), click on Enter Student Services, login – click on Student Records, then click on Holds in the drop down list. You will also want to look at your degree audit to see if there is outstanding course work to be completed. You will be notified if you have any graduation clearance issues by mail and email.

3. If you have any **INCOMPLETE GRADE(S)**, the Change of Grade Form must be submitted by the instructor to the Academic Records Office on or before Friday, December 9, 2011. **NOTE: IT IS THE STUDENT’S RESPONSIBILITY TO CONTACT THE INSTRUCTOR REGARDING THE INCOMPLETE GRADE**

4. If you are **TRANSFERRING** courses to California University of PA during your last semester to meet graduation requirements, you must have the OFFICIAL TRANSCRIPT BEARING THE College Seal sent by Friday, December 9, 2011. (Diploma will not be issued until transfer grades are posted.) **NOTE:** Transcripts issued to the student ARE NOT ACCEPTABLE. Remember that 30 of your last 60 credits must be taken at California University of PA.

5. You may have your diploma mailed to you if you choose not to participate in the December Commencement Ceremony. A check or money order for $4.00 should be made payable to *California University of PA* and submitted with your graduation application.

6. **TEACHER EDUCATION STUDENTS: CERTIFICATION:** Your Application for Teacher Certification is submitted to the College of Education and Human Services a few weeks before the end of your final semester. There is no deadline date, however, the first batch of forms will be sent to the Pennsylvania Department of Education on Monday, December 19, 2011. If you are applying for certification, the Application for Certification must be complete, including a Physician's signature and a **POSTAL MONEY ORDER** for $100.00 made payable to *Commonwealth of Pennsylvania*. Please include your name on your money order. The forms and instructions for certification can be found at this link: http://www.portal.state.pa.us/portal/server.pt?open=514&objID=506869&mode=2

**PLEASE NOTE:**

Initial certifications require a physician's signature. The PDE 3386 MUST BE THE ORIGINAL. Copies WILL NOT BE ACCEPTED.

**APPLICATIONS FOR TEACHER CERTIFICATION MUST BE SENT TO HARRISBURG BY THE UNIVERSITY.**

**NOTE:** General Education, Elementary Services, Early Childhood Services, Social Work, Gerontology, Athletic Training, Sport Management, and Associate Degree majors do not need to complete Step 6.

The points outlined above are policies implemented by California University of PA. If you have any questions regarding the procedures for graduation, please call the College of Education and Human Services at (724) 938-4125 and ask for Donna Gilmore.