

Dear College of Education & Human Services Degree Candidate:

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

1. Complete the Application for Graduation Form for the May 8, 2010 graduation at 10:00 a.m. by visiting (<http://www.cup.edu/currentstudents>) or stopping in the College of Education & Human Services office, Keystone 200B. This application must be returned to our office before Friday, February 26, 2010. Please write your Spring schedule or any transfer/CLEP credits on the back of the application. **APPLICATIONS NOT RETURNED BY THIS DEADLINE WILL NOT BE ACCEPTED.**
2. **There is no longer a degree fee. A \$4.00 fee should be included if you want your diploma mailed.**
3. **CLEARANCE TO GRADUATE:** Please make sure that you have taken care of all of your outstanding debts/fines, returned all library books, returned all borrowed equipment, and did your Federal Stafford Loan exit counseling (www.cup.edu/financial_aid). 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 (<https://sisweb.cup.edu>), click on Enter Student Services, login – click on Student Records, then click on Holds in the drop down list. You will be notified if you have any clearance issues by mail and email.
4. If you have an **INCOMPLETE GRADE** in a course needed for graduation, the Change of Grade Form must be submitted by the instructor to the Academic Records Office on or before **Friday, May 7, 2010.** **NOTE: IT IS THE STUDENT'S RESPONSIBILITY TO CONTACT THE INSTRUCTOR REGARDING THE INCOMPLETE GRADE!!!!**
5. If you are **TRANSFERRING** courses to California University of PA your last semester to meet graduation requirements, you must have the **OFFICIAL TRANSCRIPT BEARING THE College Seal** to our office by **Friday May 7, 2010.**
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.**
6. 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.
7. **CERTIFICATION:** Your certification application is submitted toward the end of your final semester. There is no deadline, but the first batch of forms will be sent to the Pennsylvania Department of Education on Tuesday, May 11, 2009. If you are applying for certification, the Application for Professional Certification must be complete, **including a Physician's signature** and a **POSTAL MONEY ORDER** for \$40.00 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.teaching.state.pa.us/teaching/cwp/view.asp?A=15&Q=28563>

PLEASE NOTE:

Applications with the Physician's signature MUST BE THE ORIGINAL. Copies WILL NOT be accepted.

CERTIFICATION APPLICATIONS MUST BE SENT TO HARRISBURG BY THE UNIVERSITY.

NOTE: General Education, Elementary Services, Early Childhood Services, Communication Disorders, Social Work, Gerontology, Athletic Training, Sport Management, and Associate Degree majors do not need to complete Step 7.

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.