



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

1. Beginning Spring 2012, we are asking students to complete a graduation application on line and by paper. The online process is new so we are asking for a paper application as backup. **Both an online and paper application must be submitted in order for your Graduation Application Process to be complete.**
2. To access the electronic application, Log into VIP. If the Student Record tab is not on the main page, follow these steps to find it:
 - a. Choose registration status (center of screen)
 - b. Click Return to Menu (upper right hand of screen)
 - c. Click Return to Menu again (upper right hand of screen)
 - d. Click Student Records (in list on left side of screen)
 - e. Click Apply to Graduate (toward bottom of list on left side of screen)
3. To access the paper application, open the Application for Graduation Form for the College of Education and Human Services located at <http://www.calu.edu/current-students/application-for-graduation/index.htm> and complete the fields, then save the document. You can also stop in at the College of Education & Human Services office, 250 University Avenue, Keystone 200B, California, PA 15419. This application can be returned (in person, by mail, or scanned to email (Gilmore@calu.edu)) to this office before Friday, February 24, 2012. Please write your Spring schedule or any transfer/CLEP credits due in spring 2012 on the back of the application. **APPLICATIONS AFTER THIS DEADLINE WILL NOT BE ACCEPTED.**
4. **CLEARANCE TO GRADUATE:** Please make sure that you have taken care of all of your outstanding tuition/debts/fines, 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 VIP Portal. You will be notified if you have any graduation clearance issues via your Cal U Email.
5. 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, May 4, 2012**. **NOTE: IT IS THE STUDENT'S RESPONSIBILITY TO CONTACT THE INSTRUCTOR REGARDING THE INCOMPLETE GRADE!**
6. 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**. (Your 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**. Repeated course credits count only once.
7. 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.
8. **TEACHER EDUCATION STUDENTS - CERTIFICATION:** The process to apply for Teacher Certification is in transition with the PA Department of Education. Instructions will be provided to teacher education students once the transition is final.

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.