

INSTRUCTIONS TO APPLY FOR GRADUATION

Students must apply through SIS AND submit their paper graduation form signed by advisor

1. **Log into your SIS Student Center no later than the following deadlines:**
 - **June 1 for summer graduation**
 - **October 1 for fall graduation**
 - **February 1 for spring graduation**
2. **Apply for Graduation** - Confirm your degree is correct, choose your expected graduation term, and verify your diploma mailing address
3. **Complete the paper application for graduation (next page), obtain your advisor's signature on the form and submit to 102 Ruffner Hall by deadline** (this is a fillable PDF form but must be printed for you to obtain your advisor's signature. You may need to open in another browser to use the fillable format)
4. **Submit graduation form (signed by your advisor) by deadline to 102 Ruffner Hall by one of these methods:**
 - Scan your graduation form and email it to sgs9w@virginia.edu (preferred method)
 - Mail to the attention of Sheilah Sprouse, Office of Admissions and Student Affairs, P. O. Box 400261, Charlottesville, VA 22904
 - Bring signed graduation form to 102 Ruffner Hall

Please note:

- You must be enrolled for during the semester you graduate. If you have already completed your coursework and need no further classes, check the "no, I am not enrolled" box on the graduation form. We will register you for the affiliated status (\$211) and let you know when that is done.
- All coursework must have final grades. You cannot graduate with an incomplete or blank grade on your transcript

MASTER OF EDUCATION OR EDUCATION SPECIALIST
APPLICATION FOR GRADUATION CURRY SCHOOL OF
EDUCATION AND HUMAN DEVELOPMENT

Check One: Master of Education Education Specialist

Yes, I am registered this semester for courses in Charlottesville or an off-grounds center

No, I have finished my coursework and need to be registered for the affiliated status

A. Name: _____

B. Program Plan _____

C. Semester applying to graduate (Month/Year) _____

D. SIS ID Number: _____ E. UVA Email Address : _____

F. Undergraduate/Graduate Degrees received (institutions and years)

G. List courses from other institutions that you wish to count toward your degree. Advisor should list UVA equivalency course, or if course is to be used to meet an elective requirement. Attach an official transcript showing the final grade(s) for all transfer courses.

Institution	Course title	Course number	Semester hours	Year Taken	Grade earned	UVA Equivalent Course number	Course meets elective requirement? (advisor circle yes or no)
							YES NO
							YES NO
							YES NO

H. Date of comprehensive Exam or required test: _____

I. At the completion of this degree, will you be eligible for licensure or endorsement?
 Yes, in the area of _____ No, _____

J. Signature of Advisor _____