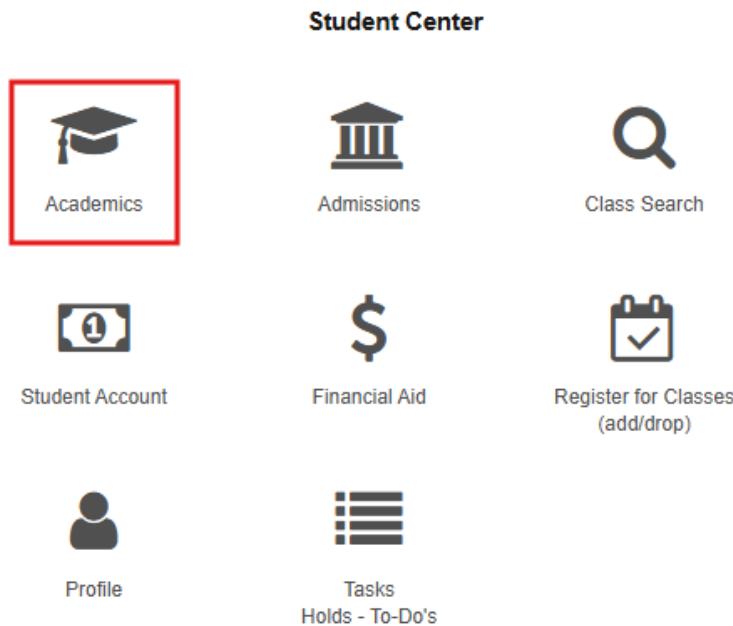


Graduation Application Instructions

Before you submit your graduation application, you need to confirm that your diploma reflects the correct name and will be sent to the appropriate address. You can do so by following these steps.

1. Open the **Student Center** and click **Academics**



2. Select **Application for Graduation** from the far left navigation menu.

The screenshot shows the 'Application for Graduation' page with the following structure:

- Navigation Menu:** Course History, View Grades, Milestones, View Unofficial Transcript, **Application for Graduation** (highlighted with a red box), Transfer Credit Report, Projected GPA Calculator, Term Summary Information, Class Rank Letter, Advisors.
- My Academic Programs:** A note about program information and a 'Select to Apply' button.
- Degree:** Master of Business Admin
- Plan:** Major: Business Administration
- Sub-Plan:** Option: Entrepreneurship Track
- Buttons:** Select to Apply, Apply

3. Click **Select to Apply** to change the toggle to **Yes**, then click **Apply**.

Application for Graduation

My Academic Programs

Verify that your program information is correct before making a selection and starting your application for graduation. If you have a previously submitted, active application, you can also make edits by clicking the toggle to Yes on the appropriate program application where it says "Select to Edit". Then click the "Edit" button in the corner. Contact the Registrar's Office if you have any questions regarding your program information.

Business School GRAD

CU Denver | Graduate

Degree	Plan	Sub-Plan
Master of Business Admin	Major: Business Administration	Option: Entrepreneurship Track

Select to Apply

Apply

4. Select or verify the **Expected Graduation Term**, then click **Next** to move to the next step.

Application for Graduation

Step 1 of 5: Graduation Term

Select Graduation Term for CU Denver | Graduate

Business School GRAD

*Expected Graduation Term Spring 2026 CU Denver

The expected graduation term list includes all terms that are currently available for graduation applications.

Next >

5. Verify that the name shown is correct. Click on the arrow to view the **Primary Name**.

Application for Graduation

Step 2 of 5: Diploma / Degree Name

You can provide a Diploma name or select one of your existing name types to use for this application.

The name below will appear on your diploma and in the commencement program (if available). If you prefer another first and/or middle name, select the box in which the name is listed to edit the name or click the "+" button to add a name. Type your name as it should appear on your diploma and in the commencement program, and then click the "Accept" button. If your diploma name does not match your primary/legal name, as listed on your student record, it is subject to review. Capitalize all appropriate letters. If you require special accents in your name (i.e. Maria), use the accent when typing your name. Please click on the "Special Accents" button for assistance in adding an accented letter.

For Anschutz Medical Campus students, diploma name must match your primary/legal name on your student record.

Names

Name Type	Name
Primary	Janet Smith

6. Click **X** to close the window or click on a campus link to view the specific campus name change policy.

View Name X

Type Primary

Name Format English

First Name

Middle Name

Last Name

Suffix

Your Primary (Legal) Name may only be updated with official documentation. More information on name usage guidelines is available on your home campus Registrar's Office site: [Boulder, Denver, Anschutz, Colorado Springs](#)

7. Verify the **address** where your diploma will be mailed.

X Ext Denver | Anschutz ⋮

Application for Graduation

< Previous Next >

1 Graduation Term Visited	Step 3 of 5: Address <p>Your diploma will be sent to the address below. If the address is incorrect, select the box in which the address is listed to edit the address or click the "+" button to add the new address. Input the address where you would like your diploma mailed and click the "Accept" button. Updating your address will ONLY update the address your diploma will be mailed to. For U.S. mailing addresses, the county is not necessary.</p> <p>Please note: Anschutz Medical Campus graduates may receive their diplomas at Convocation or Commencement, depending on their program, provided all degree requirements are complete. Graduates who do not receive their diploma at Convocation or Commencement will have their diplomas mailed automatically to the address below.</p> <p>Addresses</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 15%;">Select</th><th style="width: 15%;">Address Type</th><th style="width: 70%;">Address</th></tr></thead><tbody><tr><td style="text-align: center;">+</td><td style="text-align: center;">Home</td><td style="text-align: center;">[Redacted]</td></tr></tbody></table>	Select	Address Type	Address	+	Home	[Redacted]
Select	Address Type	Address					
+	Home	[Redacted]					
2 Diploma / Degree Name Visited							
3 Address Visited							
4 Additional Information Not Started							
5 Submit Not Started							

8. Under Graduation Intention, open the dropdown menu and select **Complete** or **Will not complete**. Select **Confirm** to proceed.

Step 4 of 5: Additional Information

Please confirm all the academic information present below is accurate. If the information below is not accurate (i.e. there are missing majors or minors that you no longer wish to pursue) please contact your Academic Advisor. They will assist you in correcting your academic record. It is essential that all academic degree information be correct before submitting an application for graduation.

For CU Boulder PhD Students Only: Please enter your PhD Dissertation title in the Dissertation Title text box below. Note: your dissertation title you enter below will display in both the commencement program and official transcript. Make sure to capitalize the first letter of each word in the dissertation title (except for words that are coordinating conjunctions: and, but, or, for, nor, etc.)

Business School GRAD

CU Denver | Graduate

Plan Degree	Plan	Sub Plan	Graduation Intention
Master of Business Admin	Major: Business Administration	Option: Entrepreneurship Track	Complete

9. Select the **Submit** button on the top right.

Step 5 of 5: Submit

Your entry for Application for Graduation is ready.

Submit to complete the process.

Verify that all data is **CORRECT**.

If everything is correct, click the "Submit" button to submit your application.

CU Denver | Graduate

Application Status: In Review
Expected Graduation Term: 2026 Spr

Business School GRAD

Plan Degree	Plan	Sub Plan
Master of Business Admin	Major: Business Administration	Option: Entrepreneurship Track

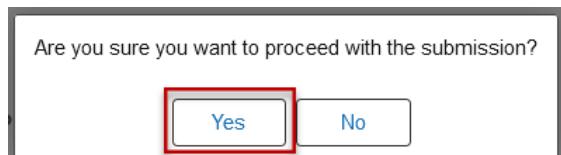
Diploma Name Information

Name Type	Name	Name Suffix
Primary	[Redacted]	[Redacted]

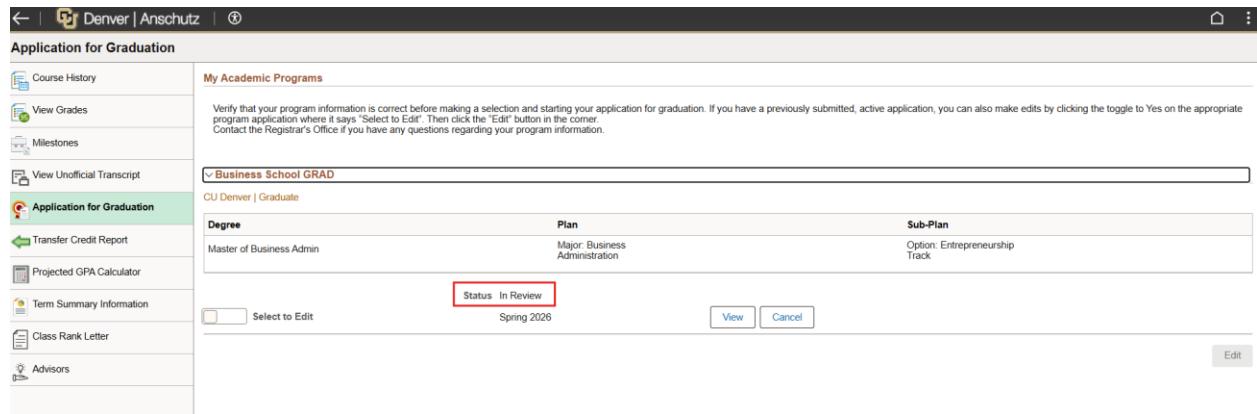
Diploma Address Information

Address Type	Address
Home	[Redacted]

10. After you click **Submit**, select **Yes** to proceed with the submission.



11. When completed, the Application Status will show as “In Review.”



The screenshot shows the CU Denver | Anschutz Application for Graduation page. The left sidebar has a green highlighted section for 'Application for Graduation'. The main content area shows 'My Academic Programs' with a note about verifying program information. Below this is a table for 'Business School GRAD' with a 'CU Denver | Graduate' section. The table columns are 'Degree', 'Plan', and 'Sub-Plan'. The data shows 'Master of Business Admin', 'Major: Business Administration', and 'Option: Entrepreneurship Track'. Below the table, there is a status box with 'Status: In Review' highlighted in red, and buttons for 'Select to Edit', 'View', 'Cancel', and 'Edit'.

Degree	Plan	Sub-Plan
Master of Business Admin	Major: Business Administration	Option: Entrepreneurship Track

Status: In Review

Select to Edit View Cancel Edit