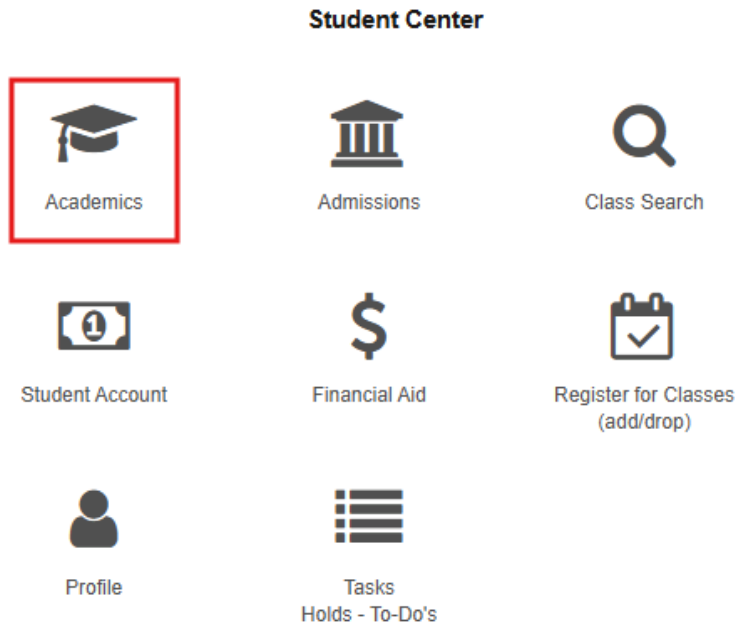


Graduation Application Instructions

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' web page. On the left is a navigation menu with options: 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, and Advisors. The main content area is titled 'My Academic Programs' and includes instructions to verify program information. Below this, a section for 'Business School GRAD' shows a table for 'CU Denver | Graduate' with columns for Degree, Plan, and Sub-Plan.

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

Below the table is a checkbox labeled 'Select to Apply' and an 'Apply' button in the bottom right corner.

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

Denver | Anschutz

Application for Graduation

Course History

View Grades

Milestones

View Unofficial Transcript

Application for Graduation

Transfer Credit Report

Projected GPA Calculator

Term Summary Information

Class Rank Letter

Advisors

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 '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.

Denver | Anschutz

Application for Graduation

Next >

1 Graduation Term Visited

2 Diploma / Degree Name Not Started

3 Address Not Started

4 Additional Information Not Started

5 Submit Not Started

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.

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

Denver | Anschutz

Application for Graduation

< Previous Next >

1 Graduation Term Visited

2 Diploma / Degree Name Visited

3 Address Not Started

4 Additional Information Not Started

5 Submit Not Started

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

>

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

View Name 

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](#)

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

Denver | Anschutz

Application for Graduation

< Previous

Next >

1 Graduation Term
Visited

2 Diploma / Degree Name
Visited

3 Address
Visited

4 Additional Information
Not Started

5 Submit
Not Started

Step 3 of 5: Address

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.
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.

Addresses

+

Select	Address Type	Address
	Home	<div></div>

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

The screenshot shows the 'Application for Graduation' form at CU Denver | Anschutz. The left sidebar lists five steps: 1. Graduation Term (Visited), 2. Diploma / Degree Name (Visited), 3. Address (Visited), 4. Additional Information (Visited), and 5. Submit (Not Started). The main content area is titled 'Step 4 of 5: Additional Information'. It contains a confirmation message and a table for graduation information. A red box highlights the 'Confirm' button in the top right. Another red box highlights the 'Graduation Intention' dropdown menu, which is set to 'Complete'.

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.

The screenshot shows the 'Application for Graduation' form at CU Denver | Anschutz, Step 5 of 5: Submit. The left sidebar shows steps 1 through 5, with 'Submit' now marked as 'Visited'. The main content area displays a confirmation message: '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.' A red box highlights the 'Submit' button in the top right. Below the message, there is a table for 'Business School GRAD' and sections for 'Diploma Name Information' and 'Diploma Address Information'.

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

Diploma Name Information

Name Type	Name	Name Suffix
Primary		

Diploma Address Information

Address Type	Address
Home	

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

The screenshot shows a confirmation dialog box with the text 'Are you sure you want to proceed with the submission?'. Below the text are two buttons: 'Yes' and 'No'. A red box highlights the 'Yes' button.

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

←

CU Denver | Anschutz

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Application for Graduation

📄 Course History

📊 View Grades

📅 Milestones

📄 View Unofficial Transcript

🔔

Application for Graduation

🔄 Transfer Credit Report

📊 Projected GPA Calculator

📄 Term Summary Information

📄 Class Rank Letter

👤 Advisors

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 Edit

Status: In Review

Spring 2026

View

Cancel

Edit