

Graduation Planning Guide for Seniors

This document is for Business School students and outlines the important next steps to be aware of when planning your final semester. For questions about these next steps, please email: Undergrad.Advising@ucdenver.edu

Step 1: Apply for MGMT4500, Business Policy and Strategic Management (Capstone)

In your second to last semester, you will need to complete the [MGMT4500 capstone application](#). The priority deadlines for each semester can be found within the application itself.

Step 2: Register for class and verify your enrollment:

After you register for your final semester, run your degree audit. If all your requirements are shown in green for complete or blue for in-progress, then you've registered correctly! If you see a red box on your audit, then you've missed a requirement.

Step 3: Apply for graduation:

After you register for your final semester, you must [apply for graduation](#). This step is mandatory, and instructions are posted on the hyperlinked website. The deadline to apply will be census day of your graduating semester.

Frequently Asked Questions

Q: *Why do I have to complete the application for MGMT4500?*

A: Due to the fact that students take MGMT4500 in their final semester, the Undergraduate Advising team must conduct a graduation check on your account to confirm that you will be in your final semester, and that you've completed all the prerequisites.

Q: *What happens after submitting the MGMT4500 application?*

A: The advising team will conduct a graduation check on your account. If it is determined that you're eligible to take the course, then you will receive an email from Undergrad.Advising@ucdenver.edu confirming your approval.

This email includes permission to enroll information and outlines your final requirements in your last semester at CU Denver. This email serves as confirmation that you are on track to graduate, pending enrollment of your final degree requirements.

Q: *Why do I have to apply for graduation?*

A: If you do not apply to graduate, then you will not receive your diploma. Applying to graduate means that you are applying to receive your physical diploma once you've completed your final semester. Applying to graduate also means that your transcript will reflect your graduating semester.

Q: *What do I do if I miss the deadline for applying for graduation?*

A: Email Undergrad.Advising@ucdenver.edu so that we can conduct a graduation check on your account. If you're approved to graduate, then we will ask you to provide specific information so that we can manually add you to the graduation roster.

Q: *When will my graduation application be processed as approved or denied?*

A: The Undergraduate Advising team does not begin to review graduation applications until after the deadline to apply, which is census day of your graduating semester. If your application for graduation is approved, then it means that you registered for your final degree requirements correctly. If approved, your application status in UCD Access will go from 'In-Review' to 'Accepted'.

The Undergraduate Advising team conducts another graduation check once final grades have been posted in your last semester. This final graduation check is a necessary step to confirm that the graduates have passed all of their courses.

Q: *What happens if my graduation application gets denied?*

A: Only students whose applications are denied are contacted by email. This email will detail the reason for denial and outline the remaining degree requirements that have not been met. Students who are denied graduation will have to re-apply for graduation when they are eligible.

Q: *Is applying to graduate the same as applying for Commencement?*

A: No. Applying for graduation is specifically to receive your diploma. Once you are approved for graduation, you will receive emails from the Commencement team prompting you to register for Commencement. More information can be found on the [Commencement website](#).

Please email Commencement@ucdenver.edu for any questions regarding this celebratory event.