





**DEPARTMENT CLEARANCE SIGNATURE**

Programs should not sign off on degree clearance forms until all degree requirements are completed.

Programs: Use the degree clearance form upload link to upload the completed form and supplemental documents.

- Attach a copy of the student’s completed plan of study showing the semesters when all remaining course work will be satisfied.
- Attach a copy of the student’s unofficial transcript. (Available in MyCDU Self-Service)
- Review unofficial transcript for “W”, “U”, “I”, “RD” and “SP” grades on the student transcript.
  - Make sure “W” and “U” grade courses have been repeated as needed.
  - “I”, “RD” and “SP” need to be changed before a student can graduate.

Review any holds a student may have. If the student needs to submit official transcripts, etc. advise them to do so ASAP.

\*Students are required to submit all official transcripts from all previously attended schools must be submitted to [transfercredit@cdrewu.edu](mailto:transfercredit@cdrewu.edu) prior to their final semester to ensure timely processing of their degree/certificate.

**ADVISING NOTES**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that I have reviewed the student’s academic plan and degree requirements.

CLEARED Program Director/ Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director/Coordinator Notes:

**FOR REGISTRAR OFFICE USE ONLY:**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_