College of Arts and Sciences Letter of Completion Request Form

Letters of Completion are provided to students in the College of Arts and Sciences who have applied to graduate, have completed all degree requirements and need proof of their degree. The letter will be generated during the interim period when all grades are posted, and the degree audit is complete, but degrees have not yet been posted to transcripts.

Important: Once degrees are posted to transcripts, the college no longer provides Letters of Completion for that term. At that time, you must request transcripts or a degree verification from the Office of the Registrar to show proof of degree. You may request those here: www.colorado.edu/registrar/students/transcripts, www.colorado.edu/registrar/alumni/request-degree-verification.

Letters of Completion are sent within 3 business days upon review and approval. You will be notified by email if your request is denied.

Requirements:

1. **If you are <u>not</u> currently enrolled in classes**, you may request a Letter of Completion if you have applied to graduate, all of your grades are posted, and your degree audit is complete.

2. **If you are currently enrolled in classes**, you must wait until the ***grades final*** date before requesting a Letter of Completion. You may then request a Letter of Completion if you have applied to graduate, all of your grades are posted (including any Incomplete grades), and your degree audit is complete. ***The grades final date for the fall 2025 term is December 19, 2025.***

3. **Important Note about Summer Letters of Completion: I**f you finished your degree requirements during a summer session and you do not intend to enroll in any more classes, you may request a letter of completion before the grades final date if you have applied to graduate, all of your grades are posted, and your degree audit is complete.

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Please **<u>completely</u>** fill out the information below and send the form to asgraduation@colorado.edu.

Are you currently enrolled in classes?   Yes   No

Please Confirm:

I have applied to graduate.

All of my grades are posted.

My degree audit is complete.

Student Name:

Student Email:

Student ID Number:

Graduation Term:

Please send my Letter of Completion to the following email address: **(NOTE: This cannot be the student's email.)**