**Procedures for completing the GS25:**

* Review your program of study on RamWeb to make sure that all of the credits you proposed have been taken.
* If there are credits missing, review your unofficial transcript on RamWeb to identify which credits were taken instead.
* Work on a **draft** copy of your GS25 to **drop** credits that your did not take and **add** credits your took instead. *Note: if you took additional courses beyond those you proposed on your GS6, you are not required to add them to your GS25.*
* Write in the following for Departmental Requirements: "**Completed exit interview**" *Note: You are responsible for GDPE departmental requirements, not those of your advising department*
* Save this draft to pdf and email draft copy to Dr. Neuwald ([jennifer.neuwald@colostate.edu](mailto:jennifer.neuwald@colostate.edu)). You will be notified to make corrections, if necessary.
* Once you receive approval from Dr. Neuwald, go to RamWeb and submit your on-line GS25 (info [here](https://graduateschool.colostate.edu/forms/#graduation)).
* Print out your completed form and sign it, have your advisor sign it, then bring it to Dawn Koschnitzki (Johnson 102). She will review it & sign the "Department Head" line. *Note: DO NOT have your advising department chair sign the "Department Head" line!!!*
* Deliver your signed copy to the Graduate School (108 Student Services Building).