

## Intention to Graduate

This form must be submitted no later than September 15<sup>th</sup> for students intending to complete their required coursework in December/January and no later than February 15<sup>th</sup> for students intending to complete their required coursework in May or during the summer. If this form is not returned by the deadlines listed above, the College will not be responsible for any error on degrees/diplomas or programs at Commencement in May.

### Legal Name of Student:

\_\_\_\_\_

**First Name**

\_\_\_\_\_

**Last Name**

Please *print* your name **EXACTLY** as you wish it to appear on your **DIPLOMA**:

\_\_\_\_\_

**First Name**

\_\_\_\_\_

**Middle Name or Initial**

\_\_\_\_\_

**Last Name/Suffix**

Please *print* your name **EXACTLY** as you wish it to appear in the public **COMMENCEMENT PROGRAM & WEBSITE**:

\_\_\_\_\_

**First Name**

\_\_\_\_\_

**Middle Name or Initial**

\_\_\_\_\_

**Last Name/Suffix**

Degree (i.e. BFA): \_\_\_\_\_

Concentration: \_\_\_\_\_

Minor/s: \_\_\_\_\_

### Degree Completion Information:

Please indicate when you will register for your **last** course/credits for your degree (Fall, Winter, Spring or Summer): **Semester/Term:** \_\_\_\_\_ **Year:** \_\_\_\_\_

### Participation in May Commencement Ceremony Information:

\_\_\_\_\_ I intend to participate in May of Year: \_\_\_\_\_ for Commencement Exercises

\_\_\_\_\_ I do not intend to participate in the Commencement Ceremony in May

If you are not participating, please indicate if you would like to pick up your diploma on campus or have it mailed. If mailing, please include the mailing address below. Diplomas will arrive certified mail and require a signature upon delivery; *please note a mailing fee may be assessed*:

\_\_\_\_\_ I plan to pick up my diploma on campus

\_\_\_\_\_ I request my diploma to be mailed to me at the address below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that it is my responsibility to make certain that requirements for graduation as well as any outstanding obligations to the College have been satisfied.

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SIGNATURE

DATE

PHONE NUMBER

**COMMENCEMENT POLICY:**

All students, intending to earn the Bachelor of Fine Arts degree will be graduated in December or May of the academic year in which they complete all requirements. In addition, at the beginning of their final year, all students will be required to complete an application to be graduated (“Intent to Graduate”). Failure to complete all requirements may necessitate a new application when such students next attempt to be graduated. Therefore, students who are short of the total credits and distribution required for the Bachelor of Fine Arts degree will not be awarded their degree until completion of all requirements. Students must complete all requirements and achieve the requisite number of credits for the degree in order to participate in the Commencement ceremonies unless advance permission is granted otherwise.

Commencement exercises are held annually in May for the awarding of Bachelor of Fine Arts degrees. Graduating students with an outstanding balance or other obligation can seek permission to participate in Commencement ceremonies but the diploma will be held until all holds are cleared. Please check the Academic Calendar for the Commencement date. **All financial and other obligations to the College should be completed two weeks prior to Commencement unless another agreed-upon plan is in effect.**