

## Intention to Graduate

This form must be *submitted no later than September 15th* for students intending to complete their required coursework in December and *no later than February 1<sup>st</sup>* for students intending to complete their required coursework in May. 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.

Thank you.

### Student Information:

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

Degree: \_\_\_\_\_

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

Minor: \_\_\_\_\_

### Degree Completion Information:

Please indicate the semester (Fall or Spring) and year in which you plan to register for your last course: Semester: \_\_\_\_\_ Year: \_\_\_\_\_.

### Participation in Commencement Ceremony Information:

\_\_\_\_\_ I intend to participate in May (year) \_\_\_\_\_ Commencement Exercises.

\_\_\_\_\_ I do not intend to participate in the Commencement Ceremony in May. Please mail my diploma to the following address and change my address to the following (if this is not a permanent address change check here \_\_\_\_\_); *please note there is a **mailing fee** which must be paid in advance if you choose not to attend Commencement or pick up your diploma on campus:*

\_\_\_\_\_

\_\_\_\_\_

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.

\_\_\_\_\_  
SIGNATURE DATE PHONE NUMBER

**COMMENCEMENT POLICY:**

All students, intending to earn the Bachelor of Fine Arts degree will be graduated in 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 will 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 able to graduate in May. Students must complete all requirements and achieve the requisite number of credits for the degree in order to participate in the Commencement ceremonies.

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 will not be allowed to participate in Commencement ceremonies. Please check the Academic Calendar for the Commencement date. **All financial and other obligations to the College must be completed two weeks prior to Commencement in order to participate in the Commencement Ceremony.**