

**STUDENT NOTICE OF INTENT TO GRADUATE/  
SPECIAL REQUEST FOR FORMAL AWARD**

TO PROCESS THIS FORM:

1. The student's advisor must meet with the student to complete the Intent to Graduate form and review Plan of Study.
2. Submit completed form and Plan of Study to Dean of Instruction's Office.

\*\*\*\*\*NOTE: *This is due at the time the student registers for his/her last semester*\*\*\*\*\*

**PLEASE COMPLETE ELECTRONICALLY OR PRINT IN BLUE OR BLACK INK**

**NAME** \_\_\_\_\_ **A NUMBER** \_\_\_\_\_

(AS IT SHOULD APPEAR ON THE AWARD)

**SOCIAL SECURITY NUMBER** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **AVIS NUMBER** \_\_\_\_\_

**PERMANENT ADDRESS** \_\_\_\_\_

(STREET / P.O. BOX / APT. NUMBER) **(WHERE CERTIFICATE SHOULD BE MAILED)**

\_\_\_\_\_ **CITY** \_\_\_\_\_ **COUNTY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

I plan to graduate \_\_\_\_\_ Semester 20 \_\_\_\_\_ with a/an \_\_\_\_\_  
(spring/summer/fall) (AAT, Certificate of Completion, STC)

in \_\_\_\_\_  
(Program) (Area of Concentration)

*I have reviewed my Plan of Study with my advisor, and we have confirmed that I am to complete all course requirements by the end of the semester designated above. If I do not complete all course requirements this semester, I understand that I must submit a new Intent to Graduate form.*

\_\_\_\_\_  
Student's Signature Date

**APPROVED:** \_\_\_\_\_  
Advisor Date

\_\_\_\_\_  
Dean of Instruction Date

**ALTERNATE CONTACT INFORMATION** (If released or transferred within six (6) months)

\_\_\_\_\_  
(STREET / P.O. BOX / APT. NUMBER)

\_\_\_\_\_ **CITY** \_\_\_\_\_ **COUNTY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

\_\_\_\_\_  
PHONE NUMBER

**THIS FORM WILL BE SUBMITTED TO THE Student Services Division**

**FOR OFFICE USE ONLY**

Plan of Study on file in Student Services Office \_\_\_\_\_ Date received by Student Services \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Graduation Requirements Met (evaluation/approval) \_\_\_\_\_

Date Award Issued \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Signature \_\_\_\_\_