

**UNDERGRADUATE  
Intent to Graduate Form**

**This form should be submitted 2 semesters prior to the term you intend to graduate. Your Intent to Graduate Form and Upper-Division Form, if required, must be submitted together to the appropriate office as listed below:**

- |   |                                    |
|---|------------------------------------|
| • College of Basic and Applied Sciences     | DSB 120                            |
| • College of Behavioral and Health Sciences | ACB 140                            |
| • Jennings A. Jones College of Business     | BAS N216 or N208                   |
| • College of Education                      | COE 307                            |
| • College of Liberal Arts                   | PH 134                             |
| • College of Media & Entertainment          | BRAGG 230                          |
| • University College                        | Miller Education Center, Room 2100 |

Please **print clearly**.

The name on the diploma will be the name that was on the university's record at the time you completed and submitted this intent to Graduate form. **If your name has changed, you will need to follow MTSU name change procedures and also notify records@mtsu.edu to update your diploma name. There is a \$30.00 diploma re-order fee.**

Your name will be printed in all graduation-related materials unless you have a current non-release on file.

Date \_\_\_\_\_ M# \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Cell phone number \_\_\_\_\_

**Note: All information concerning your graduation will be sent to your MTSU email account.**

**Complete mailing address to which your diploma will be mailed (4-5 weeks after degree is awarded):**

Street, Route No., or PO Box \_\_\_\_\_

City, State, Zip \_\_\_\_\_

- |                                    |   |  |
|------------------------------------|---|--|
| Degree/Certificate:<br>(check one) | <input type="checkbox"/> Bachelor of Arts (B.A.)                      | <input type="checkbox"/> Bachelor of Science (B.S.)              |
|                                    | <input type="checkbox"/> Bachelor of Business Administration (B.B.A.) | <input type="checkbox"/> Bachelor of Science in Nursing (B.S.N.) |
|                                    | <input type="checkbox"/> Bachelor of Fine Arts (B.F.A.)               | <input type="checkbox"/> Bachelor of Social Work (B.S.W.)        |
|                                    | <input type="checkbox"/> Bachelor of Music (B.M.)                     | <input type="checkbox"/> Undergraduate Certificate               |

Are you pursuing a double major:  Yes  No

Are you pursuing two (2) different bachelor degrees (i.e., BA and BS):  Yes  No (If yes, you must file 2 Intents)

Are you pursuing a bachelor degree and an undergraduate certificate?  Yes  No (If yes, you must file 2 Intents)

Catalog year \_\_\_\_\_

Major(s)/Concentration(s) \_\_\_\_\_

Minor(s) \_\_\_\_\_

What semester/year will you complete degree requirements? Semester:  May  August  December Year: \_\_\_\_\_

Do you plan to enroll in courses at any school other than MTSU between now and graduation?  Yes  No

If so, what school? \_\_\_\_\_ Course number/title(s) \_\_\_\_\_

If you do enroll in course(s) at another school, you must request that school send the transcript of the course(s) to the Admissions Office at Middle Tennessee State University. Failure to have the institution submit this transcript may delay your graduation to a future semester.

**NOTE: Developmental Studies courses DO NOT COUNT toward the required hours necessary for graduation; however, prescribed courses (K Sections) will count.**