

# 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 must be submitted together with your College Graduation Coordinator at one of the following locations:**

- |  |                                  |
|--|----------------------------------|
| • Jennings A. Jones College of Business                        | BAS N233 or N219                 |
| • College of Basic and Applied Science                         | JH 115 or 256                    |
| • College of Continuing Education and Distance Learning (RODP) | 855 West College Street, Suite K |
| • College of Education and Behavioral Science                  | CAB 102                          |
| • College of Liberal Arts                                      | TODD 231                         |
| • College of Mass Communication                                | COMM 130                         |

Please **print clearly** all information on this form. The name you provide will be printed on the diploma. **To avoid a \$10.00 reorder fee, be sure to enter your name as desired on the diploma and mark the correct degree.** Your name will be printed in all graduation-related materials unless you notify the Records Office (CAB 102) specifically not to print your name.

Date \_\_\_\_\_ M# \_\_\_\_\_  
Last Name \_\_\_\_\_ First/Middle Name \_\_\_\_\_  
Daytime phone no. \_\_\_\_\_ MTSU E-mail address \_\_\_\_\_

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

**Mailing address where the College Graduation Coordinator can send correspondence if necessary:**

Street, route no., or P.O. Box \_\_\_\_\_  
City, state, zip \_\_\_\_\_

**Address to which your diploma is to be mailed:**

Street, route no., or P.O. Box \_\_\_\_\_  
City, state, zip \_\_\_\_\_

**Degree: (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"/> Bachelor of University Studies (B.Unv.S.) |

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, must file 2 Intents)*

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

Minor \_\_\_\_\_ Minor \_\_\_\_\_

What semester and 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.**