



## Intent to Graduate Form — Bachelor of Arts

Prior to the academic year you intend to graduate, complete this form and return it to the Registrar's Office. (see deadlines on the Registrar's webpage and in the Academic Handbook).

### Student information

Last name (print clearly):

---

First name (print clearly):

---

### Graduation plan

\_\_\_\_\_ I plan to participate in the June 20 \_\_\_\_\_ graduation ceremony (please fill in yes or no)

If you plan to participate in the ceremony, please choose one of the following:

\_\_\_\_\_ All of my graduation requirements will be met by the end of the spring term.

\_\_\_\_\_ All of my graduation requirements will not be met by the end of the spring term. I understand that I will receive my diploma at a later date, after all my degree requirements have been met.

If you will not be participating in the graduation ceremony, please indicate when you anticipate completing your graduation requirements:

---

### Requirement status

For each requirement, mark either Completed or Will complete:

| Requirement                                        | Completed | Will complete |
|----------------------------------------------------|-----------|---------------|
| Foundational requirements (Core Course, W, QR, HY) |           |               |
| Distribution requirements (two each: AD, ES, HS)   |           |               |
| Internship                                         |           |               |
| Community Service                                  |           |               |
| Human Ecology Essay                                |           |               |
| Senior Project                                     |           |               |
| Incompletes/Extensions resolved                    |           |               |
| Total credits (36)                                 |           |               |

In order for you to receive your diploma, the Registrar's Office must have a record of the completion of all of the above (see the Certification of Degree Requirements form). If you are unsure about your record and/or

your transcript, discuss these concerns with your advisor AND contact the Registrar's Office as soon as possible.

### Diploma name

By default, the Registrar's Office will print your name of record (sometimes referred to as your legal name) on your diploma. College practice allows for the printing of a chosen first name on the diploma — see the Chosen Name Process & FAQ document on the Registrar's webpage ([www.coa.edu/registrar](http://www.coa.edu/registrar)) for more information about potential implications. If you would like a chosen first name printed, enter it here:

**Chosen first name to be printed on your diploma (optional):** \_\_\_\_\_

### Graduation program listing

Indicate the city or town, state, and country (where you are from) as you would like them to appear in the graduation program:

**City or town:** \_\_\_\_\_

**State or Region:** \_\_\_\_\_

**Country:** \_\_\_\_\_

### Contact

Please provide an email address that is not your coa.edu address that we can use to keep in touch once you have moved on from COA.

**Off-campus email address:** \_\_\_\_\_

### Approvals

**Student signature**

**Date:**

**Advisor Name**

**Date:**

**Advisor Signature**

**Date:**