

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 to your College Graduation Coordinator at one of the following locations:

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|--|---|
| • College of Basic and Applied Science | JH 115 |
| • College of Behavioral and Health Science | COE 311 |
| • Jennings A. Jones College of Business | BAS N233 or N219 |
| • College of Education | COE 311 |
| • College of Liberal Arts | TODD 231 |
| • College of Mass Communication | EZELL 113 |
| • University College (RODP) | 855 W. College St., Suite K, Murfreesboro |

Please **print clearly** all information on this form. The name on the diploma will be the name that is on the university's record. If your name has changed, you will need to follow MTSU name change procedures. **There is a \$10.00 diploma replacement fee.** Your name will be printed in all graduation-related materials unless you notify the Registrar's 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 e-mail 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.