

# INSTRUCTIONS / TIPS FOR COMPLETING INTENT TO GRADUATE FORM

**IMPORTANT:** This application must be signed by yourself and your Academic Advisor before it is **submitted to the Registrar's office**. The student is responsible for submitting the application with an **attached degree audit** before the deadline posted on the Academic Calendar. **Do not include this instruction page when you submit your INTENT form.** After your form is submitted, a degree audit will be conducted by the Registrar's staff, and an email confirming your remaining requirements will be sent to you and your academic advisor.

**STUDENT INFORMATION:** Please print legibly in ink.

Circle Degree you plan to earn. Complete term / year you plan to graduate [example: December / 2017 (FALL)].

Date of Catalog is usually the year you started at WPU, unless you are following a newer revision of major.

**DIPLOMA MAILING ADDRESS:** List address where you want your diploma to be mailed. Contact the Registrar immediately, if your address preference changes.

**DIPLOMA NAME:** Clearly print your name exactly as you wish it to appear on your diploma. One letter, space, or punctuation mark per block. Leave a blank space wherever a space appears in your name, as in Van\_Duff or VanDuff. Include any suffixes, middle initials, etc. that you wish to appear on your diploma. Make sure any special characters are clearly defined. This will be how your name will be printed in the program and how it is read during the ceremony. Example below.

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**CEREMONY PARTICIPATION:** WPU has one Commencement Ceremony each year in May. Check the box below regarding your plans to participate in the graduation ceremony. If you change your mind, please contact the Registrar's Office immediately.

Indicate if you (student) need ramp access to the stage due to difficulty climbing stairs.

Indicate if any guests require special seating (such as guests using wheelchairs) or other special considerations. Please describe the special need.

**GRADUATION FEE:** A \$100 fee is assessed to all graduating students' accounts. This fee is not affected by ceremony attendance.

**COURSEWORK TO BE COMPLETED:** With your faculty advisor, please list all coursework that still needs to be completed. (If you are pre-registered for the next semester, these courses do not need to be listed.) Please attach a degree audit (or major check sheet listing completed coursework) with your Intent form.

If you plan to take coursework at another school, please list when and where these courses will be taken. Please complete a Pre-approval form for these courses and get approved by the Registrar. In some cases, a Waiver of Residency form may also be required.

Official transcripts from other schools, must be received for transfer credit consideration. The deadline for WPU to receive these transcripts is generally 3 days before the end of your last semester.

Graduation requirements include completing all coursework for your declared major(s), minor(s), and the Penn Core. A minimum GPA of 2.0 is required in your major(s), minor(s), and overall GPA must also be 2.0 or higher. A minimum of 124 degree applicable credit hours is also a degree requirement. No more than 6 PE activity/team credits can be counted towards graduation hours. Courses numbered below 100 (or other remedial coursework) are not applicable for graduation credit.

Education majors have other specific requirements and should refer to the Education division for additional information.

**TO APPLY FOR IOWA EDUCATIONAL LICENSURE:** Secure application form from the Education Office. Complete applicant's portion of this form and return it to the Ed. Office. This will be submitted by the Ed. Office *after* all requirements for this certificate are met.

If you are unable to complete the graduation requirements as outlined, the INTENT form will automatically 'roll-over' to the next semester, *if you continue enrollment the next semester, or have made other previous arrangements*. If you do not continue enrollment, you will need to reapply for graduation privileges.

**An email is sent out from the Dean's office, usually in February or March, for all Commencement participants, with graduation commencement information. Check your student email for this informational email!**

**Thank you and Congratulations!**

