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 before the deadline posted on the Academic Calendar. 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 / 20 17 (FALL)].

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.

| J | A | C | K | S | O | N | | S | M | Y | T | H | E | , | | J | R | . | | | | | | |

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.

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 after the current semester.

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.

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

Masters Graduation requirements include completing all coursework for the declared major, a 3.00 GPA, and 30-36 credits earned, depending on program.

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, in February, for all potential graduates with graduation commencement information. Check your WPU student email for this informational email!

Thank you and Congratulations!

DECLARATION OF INTENT TO GRADUATE

STUDENT INFORMATION:

STUDENT NAME: (last, first, mi) _____ **STUDENT ID#:** _____

PHONE #: _____ **WPU EMAIL:** _____

INTENDED DEGREE: (circle one) *BA   BS   BSN   MOL   MSM*

GRADUATION TERM - WHEN ALL REQUIREMENTS WILL BE COMPLETED (NOT CEREMONY TERM):

DECEMBER of 20_____ (FALL)   ~   MAY of 20_____ (SPRING)   ~   AUGUST of 20_____ (SUMMER)

For UNDERGRAD degrees: **MAJOR 1**: _____ **MAJOR 2**: _____ *MAJOR 3:* _____

MINOR 1: _____ **MINOR 2**: _____ **MINOR 3**: _____

DIPLOMA MAILING ADDRESS: Diplomas will be delivered through **Parchment.** Notices will go to your WPU email soon after your degree is posted.

Street Address: _____

City, State, ZIP: _____

DIPLOMA NAME: PLEASE PRINT IN UPPER AND LOWERCASE, SEE EXAMPLE IN DIRECTIONS.

CEREMONY PARTICIPATION: There is only 1 Commencement ceremony per academic year (fall, spring, summer). Our expectation is that you participate in the ceremony of the academic year you complete all your degree requirements. Summer graduates are allowed to participate before they complete their degree requirements. Other allowances must be formally requested and approved by the Academic Dean.

☐ Yes, I will participate in the May of 20_____   ☐ I request ramp access to the stage.

Graduation Gown Information: HEIGHT: _____ ft _____ inches   WEIGHT: _____ lbs.

☐ No, I will not participate.

REQUIREMENTS TO BE COMPLETED: Do not include current registered semester. Any final coursework not being taken at WPU must be pre-approved. Account for every missing requirement, including electives needed to fulfill the required 124 hours. Attach 2nd page if needed.

REQUIRED COURSE:	TERM FULFILLED:	REQUIRED COURSE:	TERM FULFILLED:	REQUIRED COURSE:	TERM FULFILLED
Example: BUSI 201	*SP26*				
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Advisor Name _____

Advisor signature: _____ D*ate:* _____ *I have reviewed the student's coursework and agree that the student ha/will satisfy all the WPU degree requirements for graduation by the date indicated above.*

Student Signature: _____ ***Date:*** _____ *I formally declare my intention to graduate from William Penn University and I petition the Registrar to ascertain that all graduation requirements have been satisfied*.