

INTENT TO GRADUATE
CURRENT NAME: _____ **ID#:** _____
 (Print Clearly)

Permanent Address _____

Diploma Address (If different than permanent) _____

Phone#: () _____

Phone#: () _____

Graduation Term (Internships included): Spring (May) 20____ Summer (August) 20____ Fall (December) 20____

Which catalog year are you using for your graduation requirements? 20____ - 20____

- Check your Degree Works report to verify that it matches the catalog year you intended.
- Check the applicable Colorado Mesa University Catalog under "Graduation Requirements" to verify that you meet all the requirements including approved essential learning courses as listed.

Circle degree type: Doctorate / Masters / Grad. Cert. / Baccalaureate / Associate / Certificate

Please List Your Major(s)	Advisor's Name
Please List Your Minor(s) if applicable	

Commencement Ceremony - Diploma Information
Name to be printed on Diploma: _____

Note: This is also the name that will be used in the commencement program.

What is your hometown? _____ **Hometown Zip Code:** _____

- *All graduates names will be published in the commencement program.
- *If your account is *not* confidential, it will appear in a list of graduates in a Grand Junction newspaper and may be released to your hometown newspaper.
- *If you have any questions or concerns regarding the commencement program or newspaper please contact the Graduation Manager in the Registrar's Office.

Commencement Ceremony Eligibility:

- **December Ceremony** – All requirements must be met in the Summer or Fall prior to commencement.
- **May Ceremony** – Students who meet all requirements in the Fall or Spring semester prior to commencement. Students finishing 6 or less credits, or an internship in the Summer semester following commencement.
- **Academic Honors** - Ceremony and publications honors are based off CMU cumulative GPA from the semester previous to currently enrolled semester.

 *Please remember that Commencement is a celebration and is not the same as completing your degree requirements.

 Yes, I will participate in one of the following ceremonies: **December 20**____ or **May 20**____
 Will **YOU** the student be needing special accommodations for the graduation ceremony? Yes No
 If yes, please explain: _____

 No, I will not participate in any Commencement Ceremony.

- *All above information is correct. I have read and understand the information on the Graduation Instructions.
- *It is the student's responsibility to be aware of, follow, and meet all requirements for the degree(s) being pursued.

Student Signature: _____ Date: _____

Electronic signatures are not accepted. This form must be printed and signed or emailed from your Colorado Mesa University email account.

Received:

GRADUATION INSTRUCTIONS

DegreeWorks reports are utilized in confirming students have met all requirements when awarding degrees, making it essential for students to regularly review them on their own.

- 1) _____ **Review your DegreeWorks Report and create your final graduation plan:**
After reviewing your DegreeWorks report, use the "Graduation Planning Sheet" to document how unmet requirements will be completed for all major(s) and/or minor(s). Seek help from your faculty advisor as needed.
- 2) _____ **Make arrangements and meet with your assigned advisor for graduation approval:**
Bring your completed "Graduation Planning Sheet" to your advisor for review, modification, and approval.
- 3) _____ **Submit the "Intent to Graduate" form to the Registrar's Office by:**
 - o March 1 for Summer and December graduates.
 - o October 1 for May graduates.
- 4) _____ **Register for all needed courses and successfully complete all requirements.**
Once registered, check DegreeWorks to ensure all requirements are either complete or in-progress. Be sure to check for needed grades in each course, GPA restrictions, and then complete all requirements for each degree sought.
- 5) _____ **Recommended – Visit with Career Services:**
Visit with Career Services in the University Center regarding help with resume writing, interviewing, and the job search process.

Registrar's Office:

- Your Graduation Application Status is noted in the top section of your DegreeWorks report and is updated by the Registrar's Office. It may take a few weeks to update your status after submitting this form.
- Updates on your Graduation Status will also be sent to your MAVzone email from the Registrar's Office.

COMMENCEMENT CEREMONY REQUIREMENTS AND DEADLINES

In the **FOUR** months prior to the ceremony, students **MUST** be on track to complete all requirements to remain eligible to participate in the commencement ceremony.

- o Summer Semester Graduates* - December Commencement Ceremony
- o Fall Semester Graduates - December or May Commencement Ceremony
- o Spring Semester Graduates - May Commencement Ceremony

*Summer graduates may participate in the May ceremony only if they are registered by April 15 for one or more summer courses that do not exceed six credits or an internship course that does not exceed 12 credits. The student must be able to finish the summer coursework by the end of the summer term.

GRADUATION POLICIES

STUDENTS ARE EXPECTED TO ASSUME RESPONSIBILITY FOR PLANNING THEIR ACADEMIC PROGRAMS IN ACCORDANCE WITH UNIVERSITY AND DEPARTMENT POLICY. STUDENTS ARE ULTIMATELY AND SOLELY RESPONSIBLE FOR KNOWING THE REQUIREMENTS FOR A PARTICULAR DEGREE AND FULFILLING THOSE REQUIREMENTS

- DegreeWorks reports are utilized to confirm students have met all requirements.
- The Registrar's Office will make the final determination in accepting your essential learning credits. Your advisor and department head will approve your major coursework.
- All Academic deficiencies must be addressed (incomplete grades) before your degree may be awarded.
- All financial obligations must be paid in full before your diploma will be mailed, or for a transcript to be issued verifying your degree has been awarded.
- Signing the "Intent to Graduate" authorizes the release of your name and address to Herff-Jones and the commencement photographer. Herff-Jones provides the cap, gown, and announcements. These two companies are contracted with CMU to provide services for the ceremony. Both have agreed not to use your name and address for any other purpose. If you do not want this information released, please contact the Registrar's Office.