

LEGAL NAME: (Please Print)	
DIPLOMA NAME: (Please Print)	
<i>Note: The name appearing on your diploma <u>must</u> be your legal name (nicknames will not be printed). You may use initials rather than a middle or first name. Due to diploma order deadlines, any change in your name impacting the printing of your diploma must be filed in the Office of the Registrar at least six (6) months prior to graduation on a 'Change of Name form with the Office of the Registrar. If you request a change of name on your diploma after the order has been placed (typically three months prior to Commencement), additional charges will apply, and there is no guarantee the new diploma will be available in time for Commencement.</i>	
CNU STUDENT ID NUMBER: ()	CELL PHONE: ()
DAYTIME PHONE: ()	EVENING PHONE: ()
EMAIL ADDRESS:	
CURRENT ADDRESS: (for delivery of diploma)	

I intend to complete all requirements for my degree by (month & year):

- August _____ year
 December _____ year
 May _____ year

I am a candidate for the following degree:

- Bachelor of Arts
 Bachelor of Science in Information Science
 Bachelor of Music
 Bachelor of Science
 Bachelor of Science in Business Administration

MAJOR: _____

CONCENTRATION or AREA OF STUDY (if applicable): _____

MINOR (if applicable): _____

- Check here if this is an *updated* or *change* to a previously submitted 'Intent to Graduate' form
 Check here if this is your *second* CNU Bachelor's Degree

If you have met the foreign language general education requirement through the high school language exemption as described in the University Catalog, you **MUST** provide a high school transcript in order to have the coursework considered for graduation. If this exemption is not noted on your official academic record, you have not met this requirement.

If your anticipated date of graduation changes from the date indicated above for any reason, you are **required** to notify the Office of the Registrar by submitting a **new** 'Intent to Graduate' form no later than *July 01* (for August graduation), *October 01* (for December graduation), or *Mar 01* (for May graduation). Upon receipt you will again be reviewed for graduation clearance; however, in order to receive mailings regarding graduation activities and for inclusion in the commencement/recognition program you **must** submit a new 'Intent to Graduate' by the deadline indicated.

Commencement exercises are held once each year in May. Students who complete degree requirements in August and December are eligible to participate in the Spring Commencement Ceremony *in the following calendar year*. Students will *not* be permitted to participate in commencement ceremonies unless all requirements, including courses, GPAs, credits, and financial obligations are completed *prior* to the ceremony. Students are expected to be enrolled for at least a one (1) semester hour of credit bearing course at CNU during their semester of graduation. **By signing this form, I authorize CNU to publish my anticipated date of graduation and Latin honors eligibility on the Office of the Registrar web page for the purpose of communicating information regarding graduation and related commencement activities, and certify that I have consulted with my academic advisor and I have read and understood the information provided. I understand it is my responsibility to monitor my progress toward degree and to review my Degree Evaluation Report online via CNU Live on an ongoing basis to verify which university and degree program requirements I have met and help me determine those that may remain unmet.**

Credit hour surcharge - Students who qualify for in-state tuition privileges must pay a surcharge (generally calculated at out-of-state tuition rates) for courses taken after completion of 125% of the credit hours required for the degree. For example, for a bachelor's degree requiring 120 credit hours, this would mean that any credits taken beyond 150 (or 125% of 120) would be charged at the out-of-state rate. Certain exceptions apply, including AP/IB credits; see Section 23-7.4:F of the Code of Virginia for more information.

You are required to register and maintain a minimum of 12 credit hours to be considered a full-time student during regular semesters (fall and spring). Please note that students are strongly encouraged to register for at least 15 credit hours in all regular semesters to make progress toward graduation in four years. Please consult with your advisor to ensure that your course selections progress you toward your anticipated degree.

SIGNATURE: _____ **Date** _____

OFFICIAL USE ONLY: SGASTDN SHADEGR SMARQCM EMAIL **Date of Action:** ____/____/____