INTENT TO GRADUATE PACKET

Records Office
120 White Bridge Road
Student Services Center, Suite 207
Nashville, TN 37209
Phone: (615) 353-3218  Fax: (615) 353-3302  E-mail: Graduation@nscc.edu  CareerServices@nscc.edu

Deadlines for Filing Graduation Intents

<table>
<thead>
<tr>
<th>Season</th>
<th>Deadline</th>
</tr>
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<tbody>
<tr>
<td>Fall 2019</td>
<td>Tuesday, July 10, 2019</td>
</tr>
<tr>
<td>Spring 2020</td>
<td>Friday, November 1, 2019</td>
</tr>
<tr>
<td>Summer 2020</td>
<td>Friday, March 27, 2020</td>
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STEP 1: ALL STUDENTS MUST COMPLETE THIS STEP.
Complete the Graduate Status Report, page 3 of this packet. Submit it to the Career Services Center (S-206 White Bridge Road campus) or a campus representative at Clarksville, Dickson, East Davidson, Southeast, or Waverly.

Career Services Office Signature

STEP 2: ASSOCIATE DEGREE STUDENTS MUST COMPLETE THIS STEP.
Sign up for the General Education EXIT EXAM in the Testing Center on your local campus or on the Testing Center website.
NOTE: This exam is NOT the program test you may be required to take in a Capstone class.

Testing Center Signature  Scheduled date of exam

STEP 3: ALL STUDENTS MUST COMPLETE THIS STEP. **AFTER STEPS 1 & 2 ARE COMPLETE**
Submit the completed Graduation Plan to the Records Office (S-207 – White Bridge Road campus) or an administrative campus representative at Clarksville, Dickson, East Davidson, Southeast or Waverly. Keep this page for your records.

Records Office Signature  Date Rec’d

Graduation Disclaimer

- Students submitting their packet after the graduation deadline are not guaranteed an official evaluation from the Records Office before the start of their graduation semester.
- Students are responsible for notifying the Records Office of any change(s) in graduation status. After one year of inactivity, a new Intent to Graduate form must be submitted to the Record’s office.
- All approved course waivers, substitutions, advanced standing credit, and credit by exam results must be on file in the Records Office before the end of the graduation term.
- All degree-seeking students, excluding technical certificates, graduating from a Tennessee Board of Regents school are required to take a General Education Exit Exam.
- Your name will be printed in all graduation-related materials unless you notify the Records Office not to print your name. This also applies to graduates who have a Non-Release of Directory Information form on file with the Records Office. Students who participate in the Commencement ceremony will have their name announced as well as academic honors.
- NSCC hosts ONE (1) Commencement ceremony per calendar year, held in the Spring term of the academic year. All Fall, Spring, and Summer graduates of the academic year are invited to participate in the ceremony.
- Participation in the commencement ceremony DOES NOT confirm graduation. All degree and major requirements must be met prior to finalization of a degree or certificate.
- Students with holds or outstanding financial obligations will not receive their diploma until such obligations are met.
Name: ___________________________________________  Student ID #: ________________________________
Last                                                  First                                                  Middle
Telephone: ( ) ______________________________________    Email Address: ________________________________
Address: __________________________________________
                          Street                                                        City                                                        State                                                        Zip
Are you a(n) active duty/reserve/veteran member of the US military?  Yes  No
If yes, Branch of Service ___________________________

Select your preferred campus for diploma pick-up:
☐ White Bridge Rd  ☐ Antioch/Southeast  ☐ Clarksville  ☐ Dickson/Renaissance  ☐ East Davidson Co.  ☐ Waverly

I will complete the coursework for my degree in: (write the year in the blank) Fall 20___  Spring 20___  Summer 20___

Select your degree/major/concentration.
Transfer Degrees:
☐ Associate of Arts (AA)  Major: ☐ TN Transfer Path  Concentration: ________________________________
☐ Associate of Fine Arts (AFA)  ☐ University Parallel
☐ Associate of Science (AS)
☐ Associate of Science in Teaching (AST)

Career Degrees and Certificates:
☐ Associate of Applied Science (AAS)
   Major: ________________________________
   Concentration (if applicable): ________________________________
☐ Technical Certificate
   Major: ________________________________

I have read and understand all points of the Graduation Disclaimer on page one. I understand it is my responsibility to communicate any graduation change(s) to the Graduation Specialists in the Records Office. Participation in the Commencement ceremony is elective and does not guarantee a diploma. My name will be used in graduation materials unless I request it to be removed. Holds and other unmet financial obligations will prevent my degree/certificate from being awarded until I meet such obligations and notify a Graduation Specialist. I have read and understand these conditions.

__________________________________________  ____________________________
Student Signature                                                                   Date

**********************************************************************************RECORDS OFFICE USE ONLY**********************************************************************************

<table>
<thead>
<tr>
<th>Intent Coded: _______</th>
<th>Evaluation: _______</th>
<th>Graduation Check-out: _______</th>
<th>Date: <em><strong>/</strong></em>/___</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: <em><strong>/</strong></em>/___</td>
<td>Date: <em><strong>/</strong></em>/___</td>
<td>GPA: _______</td>
<td>Honors: ☐ Cum ☐ Magna ☐ Summa</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Holds: ☐ Yes ☐ No</td>
<td>Outcome: GR ☐ GRN ☐</td>
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Career Services Office Graduate Status Report

The collection of this data from you is authorized and required by the Tennessee Board of Regents

Full Name ________________________________________ Student ID # ____________________________

Address ____________________________________________________________________________________________

City __________________________ State _______ Zip ______________

Telephone (_______) __________________________ E-Mail: ________________________________

Major __________________________ Graduation Date (Semester/Year) __________________________

1. Are you continuing your education after graduating from NSCC (including continuing education at NSCC)? __________
   Yes, please indicate name of college/university & possible major ______________________________________________________
   No - If no, please go to next question.

2. Please select the category that best describes your current employment status:
   _______ Employed Full time    OR _______ Employed Part time
   _______ Employed but seeking a job change (Please contact the CSO for Assistance)
   _______ Entering Military service, which branch? ________________________________
   _______ Unemployed but actively seeking employment (Please contact the CSO for Assistance)
   _______ Unemployed and not looking for employment. Reason (retirement, illness, or other) ________________________________

3. While at Nashville State, did you achieve your educational objective(s)?       YES__________ NO _________

4. While at Nashville State, did you participate in the cooperative education program? YES__________ NO _________

EMPLOYER INFORMATION: Beginning date of present employment ____________________________
If self-employed, please indicate your job title: ____________________________________________________________

If self-employed, freelancing, or doing project-based work, please indicate type of work performed:
Type of work performed: ____________________________________________________________

Employer __________________________________________ Telephone (_______) __________________________

Street Address ____________________________________________________________

City __________________________ State _______ Zip ______________

Immediate Supervisor __________________________________________ Email ________________________________

(If you use some of your training/education and skills on your job, we would like permission to contact your employer for his/her
comments on how they feel the education you received at NSCC is being applied to your current position.)

May we contact your employer? Yes ____________ No ____________

SALARY INFORMATION: Salary information is held strictly confidential. It is used only to compile average salary statistics for graduates
by major and is reported to determine salary trends for our graduates.

Salary: Annual __________________________ or Per/ hour __________________________

If employed part time, please indicate hours per week and wage per hour: Hours/week _________ Wages/hr ____________