
INTENT TO GRADUATE PACKET

Deadlines for Filing Graduation Intentions	
Fall 2018	Tuesday, July 3, 2018
Spring 2019	Wednesday, October 31, 2018
Summer 2019	Monday, April 1, 2019

STEP 1 ALL STUDENTS MUST COMPLETE THIS STEP.

Complete the Graduate Status Report (page 3 of Intent Packet). Submit it to the Career Services Center (S-206 – main campus).

Career Services Office Signature

STEP 2 ALL STUDENTS, EXCEPT THOSE RECEIVING TECHNICAL CERTIFICATES, MUST COMPLETE THIS STEP.

Sign up for the General Education EXIT TEST in the Testing Center (S-217 – main campus).

Testing Center Signature

STEP 3 ALL STUDENTS MUST COMPLETE THIS STEP.

Return this signature page and the completed Graduation Plan to the Records Office (S-207 – main campus) after completing steps 1 and 2. Extended campus students, please submit this form to your campus Administrative office.

Records Office Signature



GRADUATION PLAN

PLEASE PRINT ALL INFORMATION CLEARLY
Your name will read on your diploma as it appears in MyNSCC.

Name: _____
Last First Middle

Student ID # _____

Telephone: (_____) _____
Area Code

Email Address: _____

Address: _____
Street City State Zip

Are you an active duty member of the US military or a US military veteran? Yes No

Select your preferred campus for diploma pick-up:

White Bridge Rd Antioch/Southeast Dickson/Renaissance Clarksville Waverly East Davidson Co.

I will complete the coursework for my degree in: Fall 20____ Spring 20____ Summer 20____

Catalog year used to meet degree requirements: 2014-2015 2015-2016 2016-2017 2017-2018 2018-2019

Select your degree.

Transfer degrees:

- Associate of Arts (AA)
- Associate of Fine Arts (AFA)
- Associate of Science (AS)
- Associate of Science in Teaching (AST)

Major: _____

Concentration: _____
(If Applicable)

Career Degrees and Certificates:

- Associate of Applied Science (AAS)**
- Technical Certificate

*Associated Technical Certificate: _____

**Students completing an Associate of Applied Science AND the associated Technical Certificate IN THE SAME SEMESTER may check both the AAS and Technical Certificate boxes. Students completing the AAS degree in a different semester must complete a new Intent to Graduate packet for that degree/term.

Please read the following conditions and sign stating that you have read and understand them:

- Students submitting after the graduation deadline are not guaranteed an official evaluation from the Records Office before the start of their graduating 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.
- Participation in the commencement ceremony in no way confirms 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.**

Student Signature _____

Date _____

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

Intent Coded: _____	Evaluation: _____	Graduation Check-out: _____	Date: ____/____/____
Date: ____/____/____	Date: ____/____/____	GPA: _____	Honors: _____
		Outcome: _____	



Date: _____ Completed by: _____

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 _____ E-mail _____

(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 _____