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## INTENT TO GRADUATE PACKET

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

### 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).

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*Career Services Office Signature*

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### 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).

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*Testing Center Signature*

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### 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.

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*Records Office Signature*



# GRADUATION PLAN

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

Name: \_\_\_\_\_ Student ID # \_\_\_\_\_  
Last First Middle

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_  
Area Code

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Street

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

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

Catalog Year: 2013-2014 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 an Intent to Graduate packet for that degree/term.**

**Please read the conditions below 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 two years, a new Intent to Graduate form must be submitted to the Record's office.
- The approval of 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 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.
- **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 \_\_\_\_\_