

Notice of Intent to Graduate Graduate and Certificate Programs

Return this form by:

May 1 - August, September and December graduation dates

November 30 - May graduation date

Send a copy to the Graduate Office and one to your advisor.

Return to: Records Maintainer, GCE, Massachusetts College of Art and Design,
621 Huntington Avenue, Boston MA 02115. 617-879-7166

The Graduate and Continuing Education Office requires this form of students who may be close to completing their programs. We aim to review academic records for students with completed forms in early January, May and September to see if students are eligible to graduate, or whether they need to register for additional credits.

Name (Print) _____ Date _____

Program _____ MassArt ID # _____

Indicate your intended graduation date. Check only one.

It is the policy of the college that all graduating students attend commencement ceremonies. This form will be part of your permanent record.

I have carefully examined my tally sheet/transcript with my advisor and to the best of my knowledge I will meet all of my requirements as of the month specified below. In addition I expect to have no financial or library/AV obligations at that time.

- I expect to complete my program in: August of year _____
- I expect to complete my program in: September of year _____
- I expect to complete my program in: December of year _____
- I expect to complete my program in: May of year _____

- Students must contact the Library, Audio Visual Services, and the Business Office** to be sure that they have no outstanding balances, books or equipment owed to the College. You may not receive a diploma or transcript if you have any outstanding obligations to MassArt.

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Business Office Signature _____ Date _____

Graduate/CE Records Maintainer _____ Date _____

Students, complete other side.

Staff, please duplicate 2-sided with Intent to Graduate and Diploma Information forms.

**Diploma Information Form
Graduate and Certificate Programs****Return this form by:****May 1 - August, September and December graduation dates****November 30 - May graduation date****Send a copy to the Graduate Office and one to your advisor.****Return to:** Records Maintainer, GCE, Massachusetts College of Art and Design,
621 Huntington Avenue, Boston MA 02115. 617-879-7166**Commencement "Catalog" Name. Print your name, including middle name.**

The commencement catalog includes middle names for all students. MFA and MSAE student names need to print accordingly.

First Name	Middle Name	Last Name	
MassArt ID #	Today's Date	Program/Major	Expected Graduation Date

Diploma Name. Print name as you would like it to appear on your diploma. If this form is not received Continuing Education will include your middle name, or initial, if we have it on record.

Diploma name	
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Diploma Mailing Address. Provide each required address as indicated in the chart below.

Fall address: All graduates		<input type="checkbox"/> Permanent address / <input type="checkbox"/> Parents Address
		<input type="checkbox"/> This is my new address, effective date:
Summer address: Dec. & May graduates		Spring Address: Aug., Sept. & Dec. Graduates
<input type="checkbox"/> Permanent address / <input type="checkbox"/> Parents Address		<input type="checkbox"/> Permanent address / <input type="checkbox"/> Parents Address
<input type="checkbox"/> This is my new address, effective date:		<input type="checkbox"/> This is my new address, effective date:

Newspaper Graduation Announcement. Provide the city and zip code where you would like your graduation announcement to appear. Your current address will be used if you do not specify a town here.

City	State	Zip Code
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Students, complete other side.**Staff, please duplicate 2-sided with Intent to Graduate and Diploma Information forms.**