



Intent to Graduate Form

(Submit to the Records Office at the Main Campus)

NOTICE TO STUDENTS: This form should be completed at the beginning of the term in which you anticipate completing all degree/certificate requirements. Students must complete a form for each individual degree and/or certificate that will be earned.

Student information:

Name		Belmont ID# (required)		
Current mailing address	City	State	ZIP Code	Phone number
Non-Belmont College email address				

I am a candidate for the following:

- Associate of Arts Degree
 Associate of Applied Science Degree
 Associate of Technical Studies Degree
 Associate of Science Degree
 Associate of Applied Business Degree
 Certificate

My program of study: _____

I will complete my degree/certificate requirements at the end of:

_____ Semester/Term _____ Year

I am a member of Phi Theta Kappa/Beta Theta Mu Chapter: Yes No

COMMENCEMENT CEREMONY – SELECT ONE:

- Yes, I wish to participate in Commencement
 No, I do not wish to participate in Commencement

COMMENCEMENT CEREMONY INFORMATION

Belmont College holds one graduation ceremony a year at the end of each Spring Semester. Students who complete degree/certificate requirements in the Summer and Fall terms are eligible to participate in the Spring Commencement Ceremony in the following calendar year. Information about the graduation ceremony, including ordering your cap and gown, can be found at:

www.belmontcollege.edu/graduation.

DIPLOMA/CERTIFICATE ORDER: Submit your diploma/certificate order form to the Business Office in person, or by mail (**with payment made payable to Belmont College**). Diploma/Certificate order forms can be found in the Business Office or at: www.belmontcollege.edu/graduation.

ACCOUNT HOLDS: Students must clear all account holds (Business Office, Financial Aid, etc.) and turn in iPad before diplomas/certificates can be conferred. An official copy of your final high school or GED transcript is required to graduate. Check with the Records Office to make sure a copy is in your academic file. Students will be notified by mail, to the address above, if an account hold exists.

If you have any questions, please call 740.695.8519, email us at records@belmontcollege.edu, or visit the Records Office located at the Main Campus. Submit completed form(s) to the Records Office.

To be completed by Program Lead:

NOTE TO PROGRAM LEADS: You will receive this form *twice* – the first time is to list all deficiencies. When this is done, please *initial and date* the form where indicated and RETURN IMMEDIATELY TO THE RECORDS OFFICE. The second receipt of this form is to insure that all deficiencies have been completed and the candidate is ready to graduate. If this is the case, please sign where indicated below.

List remaining courses and deficiencies of the candidate:

CURRENT Course Number/Title	DEFICIENT Course Number/Title	
_____	_____	_____
_____	_____	Date
_____	_____	
_____	_____	
_____	_____	_____
_____	_____	Initials
_____	_____	

GPA (>2.00) Yes No

_____ Actual GPA

Requirements Complete: _____
Program Lead Date

DO NOT SIGN until requirements have been met

Vice President of Academic & Student Affairs Date

To be completed by Records Office:

Degree/Certificate Conferred: _____ Deficient: _____
Entered on Transcript by (initials) _____
Date Entered on Transcript _____