

**GRADUATION INTENT FORM**  
**Southeast Missouri State University**  
**MASTERS AND SPECIALIST**  
**DEGREE COMPLETION INSTRUCTIONS**

- **ENROLL** for the semester in which you plan to graduate **BEFORE** you apply for graduation. **YOU MUST ENROLL IN ONE OF THE FOLLOWING: GR698-COMPREHENSIVE EXAM, GR699-ORAL EXAM, OR GR799-SPECIALIST ORAL EXAM.** If your enrollment only consist of one of the exams listed above you will pay a one-hour fee. If you are enrolled in other course work you will not be charged an additional fee for the exam.
- **SUBMIT COMPLETED *GRADUATION INTENT FORM*** to the Graduate Office, MH 106, by the first week of classes of the semester in which you intend to complete your degree.
- **CAP AND GOWN ORDER** must be completed and turned in with the *Graduation Intent Form* in order to participate in the graduation ceremonies. If one is not received a cap and gown will not be available. You pay \$35.00 graduation fee regardless of whether you participate or not.
- **\$35 GRADUATION FEE** payable at Bursar's Office after the charge is added to your account. Please make arrangements to pay all debts prior to the end of the semester.
- **LATE APPLICATIONS** will not be reviewed in time to add course work to meet requirements.
- **SUMMER GRADUATION:** because there is no summer graduate commencement exercises, candidates completing summer course work may be eligible to participate in the spring ceremony or the following fall ceremony. If you plan to walk in the spring commencement you will need to submit the *Graduation Intent Form* at the beginning of the spring semester.
- **ADDRESS INFORMATION** you provide on the Graduation Intent Form is used to contact you. **A CHANGE IN ADDRESS THAT IS NOT REPORTED** could cause a delay in the dated graduation information.
- To graduate with **ACADEMIC DISTINCTION** you must have a 3.9 or better g.p.a. in your program ending the prior semester.
- **GRADUATE SCHOOL DEADLINES DATES** for completing your degree are listed in the **SCHEDULE OF CLASSES** each semester on the '**GRADUATE SCHOOL INSTRUCTIONS**' page of the schedule. Please refer to this page in the publication.

**IT IS YOUR RESPONSIBILITY TO SEE THAT  
EVERYTHING IS IN ORDER FOR YOUR GRADUATION.**

**PLEASE KEEP TOP SHEET FOR YOUR INFORMATION.**



# GRADUATION INTENT FORM SCHOOL OF GRADUATE STUDIES

Graduation semester: \_\_\_\_\_

**\*\*SUMMER GRADUATES ONLY**, Commencement Participation In:

Spring \_\_\_ (graduation intent form must be turned in by February 1st) and must have advisors approval and

signature: Advisor \_\_\_\_\_ Advisor's Signature \_\_\_\_\_

Fall \_\_\_ None \_\_\_

Name to appear on Diploma: \_\_\_\_\_

SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Male \_\_\_ Female \_\_\_

\*Are you a citizen of another country? Y \_\_\_ N \_\_\_

If you are a U.S. citizen, check one: \_\_\_ White \_\_\_ American Indian/Alaskan Native  
\_\_\_ African-American \_\_\_ Hispanic \_\_\_ Asian/Pacific

Address to which Diploma should be mailed:

Street

City

State

Zip Code

Local Address: \_\_\_\_\_

(if different than above)

Street

City

State

Zip Code

Telephone# Home (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

Are you a Graduate Assistant: Y \_\_\_ N \_\_\_

Have you been Advanced to Candidacy: Y \_\_\_ N \_\_\_

Are you a member of Phi Kappa Phi: Y \_\_\_ N \_\_\_

Degree: (circle one) MA MS MBA MME MNS MPA MSN SPECIALIST

Major Area: \_\_\_\_\_

Name of Graduate Advisor / Specialist Committee Chairperson: \_\_\_\_\_

If completing a thesis, please list name of Committee Chairperson: \_\_\_\_\_

Thesis title: \_\_\_\_\_

List the course/s and final examinations in which you will be enrolled in this graduating semester to complete your degree requirements. If you *make any changes in this schedule*, contact the Graduate Office.

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Indicate below if you will be taking the comprehensive examination or the oral examination.

GR698 Comprehensive Exam [  ]      GR699 Oral Exam [  ]      GR799 Specialist Oral Exam [  ]

**This form is NOT an enrollment form.**

**COLLEGIATE CAP & GOWN**

Division of Herff Jones, Inc.

**Cap and Gown Order Form**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Initial: \_\_\_\_\_

Gender (check one):            Male            [   ]  
   Female            [   ]

Cap Size:            \_\_\_\_\_

Weight:            \_\_\_\_\_

Height With Shoes:    \_\_\_\_\_ Feet    \_\_\_\_\_ Inches

Degree Earned: \_\_\_\_\_

Name of School Placing Order:            **Southeast Missouri State University**

Address of School (City & State):            **Cape Girardeau, MO**

The **Cap and Gown Order Form** **MUST** be submitted together with the Graduation Intent Form.