

**EAST TENNESSEE STATE UNIVERSITY
SCHOOL OF GRADUATE STUDIES
Notice of Intention to Graduate**

You should deliver this form to Burgin Dossett Hall, Rm 309, or mail/fax it to the School of Graduate Studies as shown at the bottom of this document. It is your responsibility to ensure this document arrives at the School of Graduate Studies Office by the specified deadline date posted each term. If you do not submit your intent on time, you will not be considered for graduation and must file a new intent for the following graduation term.

*Enter your name. The name on the diploma will be the name that is on university records.
If your name has changed, please contact the Office of the Registrar to begin the name change process.*

Office Use Only	
Input / Initials	_____
Catalog of Record	_____
College	_____
Program	_____
Concentration	_____
Start Date	_____
Grad Program Specialist	_____

Name _____

E# _____

Telephone Number _____

Contact Information

Students are now responsible for maintaining a current email address. You should verify and correct your address and phone number on GoldLink. Please be advised that incorrect information may result in the loss of valuable information/materials, (Diploma, Cap and Gown, etc.) The Graduation Office is not responsible for loss due to a student's failure to update this address.

Invitations

To order invitations for the Commencement Ceremony please contact: BALFOUR 1-877-225-3687.

Check relevant degree below.

GRADUATE DEGREE

- | | |
|--|--|
| <input type="checkbox"/> Master of Accountancy | <input type="checkbox"/> Master of Science |
| <input type="checkbox"/> Master of Allied Health | <input type="checkbox"/> Master of Science in Environmental Health |
| <input type="checkbox"/> Master of Arts | <input type="checkbox"/> Master of Science in Nursing |
| <input type="checkbox"/> Master of Arts in Liberal Studies | <input type="checkbox"/> Master of Social Work |
| <input type="checkbox"/> Master of Arts in Teaching | <input type="checkbox"/> Specialist in Education |
| <input type="checkbox"/> Master of Business Administration | <input type="checkbox"/> Doctor of Audiology |
| <input type="checkbox"/> Master of City Management | <input type="checkbox"/> Doctor of Education |
| <input type="checkbox"/> Master of Education | <input type="checkbox"/> Doctor of Nursing Practice |
| <input type="checkbox"/> Master of Fine Arts | <input type="checkbox"/> Doctor of Philosophy |
| <input type="checkbox"/> Master of Professional Studies | <input type="checkbox"/> Doctor of Physical Therapy |
| <input type="checkbox"/> Master of Public Administration | <input type="checkbox"/> Doctor of Public Health |
| <input type="checkbox"/> Master of Public Health | |

Expected Graduation: Fall Spring Summer Year: _____

Graduate Major _____

Concentration _____

I have read the Notice of Intention to Graduate and understand that if I do not satisfy the degree requirements for the above stated semester, I must submit a new form in the next term and every applicable term thereafter.

Signature _____

Print Name _____

Date _____

DETAILS OF CAP AND GOWN

Height

Weight

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> 4' 10 - 5' 00 | <input type="checkbox"/> Under 250 |
| <input type="checkbox"/> 5' 01 - 5' 03 | <input type="checkbox"/> 250 - 275 |
| <input type="checkbox"/> 5' 04 - 5' 06 | <input type="checkbox"/> 276 - 281 |
| <input type="checkbox"/> 5' 07 - 5' 09 | <input type="checkbox"/> 282 - above |
| <input type="checkbox"/> 5' 10 - 6' 00 | |
| <input type="checkbox"/> 6' 01 - 6' 03 | |
| <input type="checkbox"/> 6' 04 - 6' 06 | |
| <input type="checkbox"/> 6' 07 - 6' 09 | |
| <input type="checkbox"/> 6' 10 - 7' 00 | |

East Tennessee State University, School of Graduate Studies

Burgin Dossett Hall, Room 309, Box 70720

Johnson City, TN 37614-1710

Phone: 423-439-4221 Fax: 423-439-5624 Email: gradsch@etsu.edu