



185 Freedlander Drive, Clyde, North Carolina 28721

Complete the Applicant section and leave form with advisor for approval. The advisor will forward to Student Services for processing.

Applicant: Please complete in full

The student's presence at graduation is expected and desired.

****Student Legal Name:** _____

Please **print** your legal name as you would like it to appear on your degree/diploma/certificate. Your name in the graduation program will be listed as indicated in the HCC computer system.

Mailing Address: _____

City: _____ **ST** _____ **Zip** _____

* Your Academic record will be updated with this address

Important- Read Before Signing: Students hereby understand that approval of this intent to graduate form, and/or participating in the graduation commencement ceremony, does not guarantee they will be conferred with the requested degree, diploma, or certificate. Per HCC Procedure 5.2.9.1, conferral of a credential from HCC will only take place after the end of the student's last semester when all program requirements for graduation have been completed. If a student fails to meet the requirements by the conferral date for that semester, they will need to follow the steps to re-apply for graduation during the next semester.

Student Signature: _____

Date: _____

Advisor Section

All requirements for graduation from the program of study have been completed as of the term indicated and this student has the required program grade point average of 2.00 or above; and has completed at least 25% of their credit hours in the program of study at HCC.

Program: _____

Program Code: _____

Associate **Diploma** **Certificate**

Term/Year Student Expected to Complete

Catalog Year: _____

Spring **Summer** **Fall** **Year: 20** _____

Grade Point Average: _____

Students with a program GPA below 2.0 are not eligible to graduate.

List all courses yet to be completed for graduation, including required courses currently in progress. Use **EVAL** mnemonic to determine applicant's completion.

Courses currently taking at other institutions (if applicable)

Advisor Signature

Date

Dean Signature

Date

****Please attach a copy of evaluation (EVAL) to this application.****

Intent to Graduate Form

I plan to participate in the May graduation ceremony.
(check one) Yes No

If attending, how many guests do you expect? _____
Do you require any accommodations? _____

Please refer to the HCC web-site, www.haywood.edu, for graduation dates and times. Please see the Bookstore regarding costs for required black cap and gown, accessories, and tassel.

Degrees, diplomas, and certificates will be available upon verification of final grades. All fines due to the College must be paid in full before degrees/diplomas/certificates are released.

Transcripts: If you require a transcript to be sent to another institution, you will need to complete either an online request or a transcript request form. Both can be found on the HCC web site at www.haywood.edu, "Students", select "Enrollment Management" under "All Students" and choose transcript request. No transcripts will be released for those students who are indebted to the college.

Office Use Only:

Indebted to HCC? Yes No
Parking Library Other
FA Amount \$ _____

Requirements Met? Yes No

List System SGRD
 Diploma UACF

Date mailed _____
(INITIAL)

HONORS

Honors are determined by the cumulative Grade Point Average at the end of Fall Semester for Associate and Diploma programs only.

Certificate recipients are ineligible to receive honors.

3.500-3.699	Cum Laude
3.700-3.899	Magna Cum Laude
3.900-4.000	Summa Cum Laude
4.000	President's List

GPA's are not rounded up.