



Please read the instructions on the reverse side carefully, then fill out this form thoroughly and completely.

Student Section: (please print)

Name (as you wish it to appear on your diploma) _____

(Address to which diploma should be sent approximately 12 weeks after graduation)

Address _____ E-mail address _____

City _____ State _____ ZIP _____ APU Box # _____

APU ID# _____ - _____ - _____ Phone (_____) _____ Cell phone (_____) _____

Hometown _____ Major(s): _____

Degree: Bachelor of Arts Bachelor of Science Bachelor of Social Work BSN Bachelor of Music

Is this a double major? No Yes If Yes, does this meet the criteria stated in the catalog? No Yes Is this a double degree? No Yes

Date of graduation: December _____ May _____ July _____

Do you plan to participate in commencement? No Yes If yes, which one: December May July

Cap & gown order information: Height _____ Weight _____

List work in progress at other institutions (school, course #, title - proof of enrollment must be attached):

University Clearance:

Ministry and Service _____ International Student Services (if international student) _____

Student Financial Services : A.R./ F.A. _____

Academic Clearance: Indicate student's progress toward graduation. Check box if requirements are complete or list requirements or conditions that are lacking.

First Major _____ Concentration/Emphasis _____ Date _____ Advisor's signature _____

First Major (List work needed to complete major) _____

Second Major _____ Concentration/Emphasis _____ Date _____ Advisor's signature _____

Second Major (List work needed to complete major) _____

First Minor _____ Advisor's signature _____ Second Minor _____ Advisor's signature _____

First Minor _____ Second Minor _____

Total units (126) _____ General Studies: _____

Registrar's Office Clearance:

General Studies: Complete Not complete OK with work in progress _____

God's Word: Complete Not complete OK with work in progress _____

Major Complete Not complete OK with work in progress (see Academic Clearance section) _____

Total units (126 min) Satisfied Not satisfied OK with units in progress _____

Latin Honors Cum Laude Magna Cum Laude Summa Cum Laude N/A GPA _____ (Latin Honors may change due to work in progress)

If all work in progress is satisfactorily completed, your degree will be posted _____

Comments _____

Based on the information above, you may may not participate in the Commencement exercises.

Registrar signature _____ Date _____

Office Use Only
Grad/Degree/School _____ Degree Posted _____ Diploma Ordered _____ Diploma Sent _____
Date Received _____ Paid _____ Initials _____

Instructions for Completing the Intent to Graduate Form

1. Complete the **Student Section** by printing all of the information requested.
2. Complete the **University Clearance** section by taking this form to **International Student Services** (only if you are an international student), **Ministry and Service**, and **Student Financial Services** before returning it to the Registrar's Office.

Note: If you have any loans you must complete an on-line Exit Interview. For questions or instructions see Student Financial Services.

3. Take this form to your **Academic Advisor** to complete the **Academic Clearance** section. It **must** be signed by your advisor in each major and/or minor which you want included in your Bachelor's Degree.

Student and Advisor(s) shall list any requirements which have not been met as well as any work in progress at another institution. A transcript or letter proving concurrent enrollment must be submitted with this form.

4. If you or your advisor(s) have questions about General Studies requirements, please contact the Office of the Registrar before completing the **Academic Clearance** section.
5. Pay the \$80 graduation fee. Payment by cash, check (make payable to APU) or credit card can be made in the Office of the Registrar.
6. Allow **8-10** weeks for clearance from the Office of the Registrar. When completed, the yellow copy and commencement instructions will be mailed to the address or APU Box indicated on the front of this form.
7. It is the responsibility of the student to fill out information completely, get signatures, and make sure the Registrar's Office receives the form. Failure to thoroughly complete this form may result in a delay in processing your Intent to Graduate form.
8. **Strongly Advised:** before ordering grad announcements, please wait for the Office of the Registrar's notification of Final Clearance.

Academic Clearance for graduation is a two-step process.

After you receive clearance from your advisor(s),

The Office of the Undergraduate Registrar will review all records to determine final clearance for graduation.

Participation in Commencement exercises will be determined no later than 10 working days prior to the day of Commencement. All Commencement issues must be resolved by this time, including academic clearance, financial clearance and clearance of Ministry and Service credits. Transcripts for completed courses must be received before this date. Enrollment verifications for work in process outside Azusa Pacific University must also be received.

***Participation in the Commencement ceremony does not necessarily indicate completion of a degree program.
A student must meet all university requirements before a degree is conferred.***