



## INTENT TO GRADUATE PACKET

### Records Office

120 White Bridge Road  
Student Services Center, Suite 207  
Nashville, TN 37209

Phone: (615) 353-3218 Fax: (615) 353-3302 E-mail: [Graduation@nsc.edu](mailto:Graduation@nsc.edu)

Member of



### Deadlines for Filing Graduation Intents

Fall 2019	Tuesday, July 10, 2019
Spring 2020	Friday, November 1, 2019
Summer 2020	Friday, March 27, 2020

#### STEP 1: ALL STUDENTS MUST COMPLETE THIS STEP.

Complete the Graduate Status Report, page 3 of this packet. Submit it to the Career Services Center (S-206 White Bridge Road campus) or a campus representative at Clarksville, Dickson, East Davidson, Southeast, or Waverly.

\_\_\_\_\_  
*Career Services Office Signature*

#### STEP 2: ASSOCIATE DEGREE STUDENTS MUST COMPLETE THIS STEP.

Sign up for the General Education EXIT EXAM in the Testing Center on your local campus or on the Testing Center website.

**NOTE: This exam is NOT the program test you may be required to take in a Capstone class.**

\_\_\_\_\_  
*Testing Center Signature*

\_\_\_\_\_  
*Scheduled date of exam*

#### STEP 3: ALL STUDENTS MUST COMPLETE THIS STEP. **\*\*AFTER STEPS 1 & 2 ARE COMPLETE\*\***

Submit the completed Graduation Plan to the Records Office (S-207 – White Bridge Road campus) or an administrative campus representative at Clarksville, Dickson, East Davidson, Southeast or Waverly. **Keep this page for your records.**

\_\_\_\_\_  
*Records Office Signature*

\_\_\_\_\_  
*Date Rec'd*

#### Graduation Disclaimer

- Students submitting their packet after the graduation deadline are not guaranteed an official evaluation from the Records Office before the start of their graduation semester.
- Students are responsible for notifying the Records Office of any change(s) in graduation status. After one year of inactivity, a new Intent to Graduate form must be submitted to the Record's office.
- All approved course waivers, substitutions, advanced standing credit, and credit by exam results must be on file in the Records Office before the end of the graduation term.
- All degree-seeking students, excluding technical certificates, graduating from a Tennessee Board of Regents school are required to take a General Education Exit Exam.
- Your name will be printed in all graduation-related materials unless you notify the Records Office not to print your name. This also applies to graduates who have a Non-Release of Directory Information form on file with the Records Office. Students who participate in the Commencement ceremony will have their name announced as well as academic honors.
- NSCC hosts ONE (1) Commencement ceremony per calendar year, held in the Spring term of the academic year. All Fall, Spring, and Summer graduates of the academic year are invited to participate in the ceremony.
- Participation in the commencement ceremony DOES NOT confirm graduation. All degree and major requirements must be met prior to finalization of a degree or certificate.
- **Students with holds or outstanding financial obligations will not receive their diploma until such obligations are met.**



## GRADUATION PLAN

PLEASE PRINT ALL INFORMATION CLEARLY  
YOUR NAME WILL BE PRINTED ON YOUR DIPLOMA AS IT APPEARS IN MYNSCC.

Name: \_\_\_\_\_  
Last First Middle

Student ID # \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_  
Area Code

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Are you a(n) active duty/reserve/veteran member of the US military? ☐ Yes ☐ No

If yes, Branch of Service \_\_\_\_\_

Select your preferred campus for diploma pick-up:

☐ White Bridge Rd ☐ Antioch/Southeast ☐ Clarksville ☐ Dickson/Renaissance ☐ East Davidson Co. ☐ Waverly

I will complete the coursework for my degree in: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

Catalog year program began: 2014-2015 2015-2016 2016-2017 2017-2018 2018-2019 2019-2020

Select your degree/major/concentration.

### Transfer Degrees:

- ☐ Associate of Arts (AA)  
☐ Associate of Fine Arts (AFA)  
☐ Associate of Science (AS)  
☐ Associate of Science in Teaching (AST)

Major: ☐ TN Transfer Path  
☐ University Parallel

Concentration: \_\_\_\_\_

### Career Degrees and Certificates:

- ☐ Associate of Applied Science (AAS)

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

Concentration (if applicable): \_\_\_\_\_

- ☐ Technical Certificate

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

I have read and understand all points of the Graduation Disclaimer on page one. I understand it is my responsibility to communicate any graduation change(s) to the Graduation Specialists in the Records Office. Participation in the Commencement ceremony is elective and does not guarantee a diploma. My name will be used in graduation materials unless I request it to be removed. Holds and other unmet financial obligations will prevent my degree/certificate from being awarded until I meet such obligations and notify a Graduation Specialist. I have read and understand these conditions.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*RECORDS OFFICE USE ONLY\*\*\*\*\*

Intent Coded: _____ Date: ____/____/____	Evaluation: _____ Date: ____/____/____	Graduation Check-out: _____ Date: ____/____/____ GPA: _____ Honors: <input type="checkbox"/> Cum <input type="checkbox"/> Magna <input type="checkbox"/> Summa Holds: <input type="checkbox"/> Yes <input type="checkbox"/> No Outcome: GR <input type="checkbox"/> GRN <input type="checkbox"/>
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## Career Services Office Graduate Status Report

The collection of this data from you is authorized and required by the Tennessee Board of Regents

Full Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) E-Mail: \_\_\_\_\_

Major \_\_\_\_\_ Graduation Date (Semester/Year) \_\_\_\_\_

1. Are you continuing your education after graduating from NSCC (including continuing education at NSCC)? \_\_\_\_\_

Yes, please indicate name of college/university & possible major \_\_\_\_\_

No - If no, please go to next question.

2. Please select the category that best describes your current employment status:

\_\_\_\_\_ Employed Full time OR \_\_\_\_\_ Employed Part time

\_\_\_\_\_ Employed but seeking a job change (Please contact the CSO for Assistance)

\_\_\_\_\_ Entering Military service, which branch? \_\_\_\_\_

\_\_\_\_\_ Unemployed but actively seeking employment (Please contact the CSO for Assistance)

\_\_\_\_\_ Unemployed and not looking for employment. Reason (retirement, illness, or other) \_\_\_\_\_

3. While at Nashville State, did you achieve your educational objective(s)? YES \_\_\_\_\_ NO \_\_\_\_\_

4. While at Nashville State, did you participate in the cooperative education program? YES \_\_\_\_\_ NO \_\_\_\_\_

**EMPLOYER INFORMATION:** Beginning date of present employment \_\_\_\_\_ If self-employed, please indicate your job title: \_\_\_\_\_

If self-employed, freelancing, or doing project-based work, please indicate type of work performed:

Type of work performed: \_\_\_\_\_

Employer \_\_\_\_\_ Telephone ( \_\_\_\_\_ )

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_ Email \_\_\_\_\_

(If you use some of your training/education and skills on your job, we would like permission to contact your employer for his/her comments on how they feel the education you received at NSCC is being applied to your current position.)

May we contact your employer? Yes \_\_\_\_\_ No \_\_\_\_\_

**SALARY INFORMATION:** Salary information is held strictly confidential. It is used only to compile average salary statistics for graduates by major and is reported to determine salary trends for our graduates.

Salary: Annual \_\_\_\_\_ or Per/ hour \_\_\_\_\_

If employed part time, please indicate hours per week and wage per hour: Hours/week \_\_\_\_\_ Wages/hr \_\_\_\_\_