

# INTENT TO GRADUATE

Trinity College

Trinity International University

University Records:

2065 Half Day Road; Deerfield, IL 60015

Fax (847) 317-8107

College Records Contact Information:

Phone - (847)317-7050

E-mail: tcrecords@tiu.edu



*Submission Deadline: According to catalog policy, this form needs to be filed with Records no later than one calendar year prior to the planned graduation date. We recommend submission with 80 earned credits.*

**Please print your name EXACTLY as it should be on your diploma and in the Commencement Program:**

ID#: \_\_\_\_\_ TIU Box#: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail after TIU: \_\_\_\_\_

Home Town & State or Home Country for the Commencement Program: \_\_\_\_\_

## Degree Information:

Major (1) \_\_\_\_\_

Major (2) \_\_\_\_\_

Emphasis/Concentration (1) \_\_\_\_\_

Emphasis/Concentration (2) \_\_\_\_\_

Emphasis/Concentration (3) \_\_\_\_\_

Minor (1) \_\_\_\_\_

Minor (2) \_\_\_\_\_

Minor (3) \_\_\_\_\_

Catalog year of degree requirements \_\_\_\_\_

## Semester when all requirements will be complete:

Fall     Spring     Summer\*\*    Year \_\_\_\_\_

\*\* Summer completers who are participating in the spring Commencement Ceremony must be within 6 hours of completion and submit a signed "Six-Hour Contract" to the Records Office.

## Commencement participation is mandatory:

- Spring (for fall and spring completers)
- Spring with Six-Hour Contract (for summer completers)
- In-Absentia *If you are unable to participate, you must petition the TC Academic Dean's Office as soon as possible to request In-Absentia status.*

## Office Use Only Degree Verified/Approved

Grad Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Honors *cum*: \_\_\_\_\_

*magna*: \_\_\_\_\_

*summa*: \_\_\_\_\_

none: \_\_\_\_\_

Initials: \_\_\_\_\_

Honors Program Completion: \_\_\_\_\_

Degree Recorded on Transcript

Date: \_\_\_\_\_ By: \_\_\_\_\_

Date Diploma Issued

Mailed: \_\_\_\_\_ Initials: \_\_\_\_\_

Picked up: \_\_\_\_\_ Initials: \_\_\_\_\_

Outstanding Gen Ed Reqs:

Outstanding Major/Minor Reqs:

Degree Audit Dates:

*Intent to Graduate, continued*

**Parent Address(es) for the mailing of Commencement Invitations:**

Parent Address 1:

Parent Address 2, if needed:

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**Diploma mailing address:** *Diplomas are sent by certified mail after verification of degree completion and clearance by Accounting Department.*

Please call me to pick up my diploma. Phone Number: \_\_\_\_\_

Please mail my diploma to this address: \_\_\_\_\_

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**Please attach the following documents, as applicable:**

- All students must complete and attach their **Degree Audit**.
  1. Print a copy of your Degree Audit from TIU Access: <http://buttercup.tiu.edu:9040>. General Studies, Humanities, & Social Science majors will also need to complete a manual Major Checklist.
  2. Fill in all the blanks with the semester & year you plan to take each course (i.e. FA07, SM08). If you are currently taking a course, write in the current semester/year.
  3. List your plan for completing your Service Learning Credits at the end of the audit. SL credit does not count until you turn the paperwork in to the Student Ministries office so they can post it. *You cannot graduate without this critical requirement!*
- Minor Checklist** - If you have formally declared a non-prescribed minor (one not listed with specific requirements in the catalog and one that does not print on the Degree Audit), include a Minor Checklist showing your plan to complete the 24 credits needed.
- Six-Hour Contract** - If you are walking in the spring and completing the following summer.

***Incomplete forms will not be processed. They will be returned to the student for completion.***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_