INTENT TO GRADUATE APPLICATION

All candidates for graduation must complete and file an "Intent to Graduate Application" form with the Registrar’s Office. Deadlines for filing the application are November 1st for December candidates and March 1st for May candidates. Failure to submit the application within the guidelines will result in postponement of your graduation until the next conferral date.

To fulfill the graduation requirements in any program of study offered at Bay State College, the student must:
A) have a minimum cumulative grade point average of 2.00,
B) successfully complete all required courses in his/her major and
C) earn the number of credits prescribed for the academic program.

Students are allowed to "Walk" with their graduating class if they do not meet the graduation requirements but are within six credits and have a minimum grade point average of 2.00. "Walk" candidates will not receive their degree at commencement. They must re-petition when they have met all requirements and their degree will be issued at the next conferral date.

1. Student Name: Please print your name below as you wish it to appear on your diploma. Include upper and lower case letters, all hyphens, accent marks and spacing.

2. Degree For Which You Are Filing As A Candidate: AS  AAS  BS  
   *(See reverse side for major)*

3. Major: ____________________________

4. Address Information
   Diploma Mailing Address: Where you receive correspondence and notifications.

   Street Address   Apt #   City    State   Zip Code

   Local Phone: ___________________________________
   Business Phone: __________________________________

   Email Address (not your Bay State College email address): _______________________________________________

5. Commencement and Graduation Ceremonies: Indicate your graduation ceremony plans:
   [ ] I will be attending the Annual Commencement Ceremony
   [ ] I will not be attending the Annual Commencement Ceremony

6. Note: Diplomas will be issued to only those candidates who have met all requirements for graduation (this includes the transferring in of official transcripts from all other colleges), cleared all financial obligations to the College, completed and returned the Financial Aid Exit interview, and the Senior Survey.

7. [ ] I understand the requirements to receive my degree and wish to state my intent to graduate for:

   December  [ ] (Indicate Year)
   May      [ ] (Indicate Year)

   ___________________________  ___________________________
   Student Signature           Date

PLEASE PRINT LEGIBLY. COMPLETE THIS FORM AND RETURN IT TO THE REGISTRAR’S OFFICE, 122 COMMONWEALTH AVENUE, BOSTON, MA 02116 or FAX to 617-812-5990.
*Degree For Which You Are Filing As A Candidate

Look for your major below and check either AS, AAS, or BS on the reverse side, Item #2.

**Associate in Science (AS)**

Early Childhood Education  
General Studies  
Criminal Justice  
Medical Assisting  
Physical Therapist Assistant

**Associate in Applied Science (AAS)**

Accounting  
Business Administration  
Computer and Internet Management  
Travel Management  
Travel and Hospitality Management  
Fashion Design  
Fashion Merchandise  
Fashion Retail Management  
Entertainment Management

**Bachelor in Science**

Entertainment Management  
Entertainment Management (RAC)  
Fashion Merchandising  
Management