# Undergraduate Intent to Graduate

Students must submit completed form and supporting documents one year prior to their planned semester of degree completion.

**To complete your Intent to Graduate packet:**

1. Complete and sign Intent to Graduate in black ink.
2. Print, complete and attach the following:
   - **Major Checklist** for each major, signed by your advisor: [www.augsburg.edu/registrar/majors](http://www.augsburg.edu/registrar/majors)
   - **Minor Checklist** for each minor, if applicable: [www.augsburg.edu/registrar/minors](http://www.augsburg.edu/registrar/minors)
   - **Graduation Audit** (found in Records & Registration/"Degree Progress")

   Enter term in which each requirement will be completed
3. Meet with your advisor to finalize your plans and get signatures
4. Check Graduation Workshop in Moodle regularly your final semester

For more information visit [www.augsburg.edu/registrar/graduation](http://www.augsburg.edu/registrar/graduation).

## Student Information

| Name: ______________________________ | First: ____________________________ | Middle: __________________________ |
| Augsburg ID: ___ ___ ___ ___ ___ ___ ___ | Permanent email: __________________ |
| Hometown (as it should appear in commencement program): ____________________________ | City: _____________________________ | State: ____________________________ |
| Name exactly as it should appear on diploma: ________________________________________ |

## Degree Completion and Commencement Year

**Graduation Term:** *The semester you will have completed all degree requirements.*

- **Term:**  
  - [ ] Fall  
  - [ ] Spring  
  - [ ] Summer  
- **Year:** ________________ (ex: 2018)

**Commencement Year:** *The ceremony held annually after spring semester.*

Students may walk through commencement with up to 12 credits (or 3 requirements) remaining at the time of commencement, and they must be completed by the end of the calendar year. Students with more requirements should participate in the ceremony the following year.

- **Year:** ________________ (ex: 2018)

## List ALL Majors and Minors with Which You Plan to Graduate

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<th>Degree:</th>
<th>Major:</th>
<th>Concentration/Track (if applicable):</th>
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<th>Minors(s):</th>
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## Signature

I reviewed all of my major/minor, Core, credit and GPA requirements, and understand what is required for graduation. I'll contact the Registrar’s Office at graduation@augsburg.edu or (612) 330-1316 if there is a significant change in my plan that would affect my graduation term.

- **Student Signature:** ____________________________  
- **Date:** ________________

## Submit to the Registrar’s Office

Submit in person to the Enrollment Center in 101 Sverdrup Hall, or email your Intent to Graduation Packet to graduation@augsburg.edu. For questions, contact graduation@augsburg.edu or (612) 330-1036.