

## DYERSBURG STATE COMMUNITY COLLEGE GRADUATION INSTRUCTIONS

**PLEASE NOTE: THE INTENT TO GRADUATE FORM SHOULD BE SUBMITTED TO THE OFFICE OF ADMISSIONS AND RECORDS NO LATER THAN THE OCTOBER DEADLINE FOR FILING THIS FORM.**

1. If you obtain an "Intent to Graduate" form in the Office of Admissions and Records, indicate your concentration and the catalog under which you expect to graduate. We will then make a copy of the catalog page and of your transcript for you and your advisor.
2. Make an appointment with your academic advisor who will assist you in completing the "Intent to Graduate" form. With the assistance of your advisor, go over your transcript and the catalog page to check for courses that you have not completed. Please realize that any request for a modification to your concentration must be made in writing. A "Modification to Degree Concentration" form should be completed with the assistance of your advisor, who will forward it to the appropriate Division Dean(s). The "Modification to Degree Concentration" is forwarded to the Office of Admissions and Records only if it is approved by the appropriate division dean(s) and the Vice President for the College.
3. After you and your advisor have checked your completed courses and have completed the "Intent to Graduate" form, please return it to the Office of Admissions and Records. Retain this sheet for your information.
4. **Prior to graduation, a \$25 non-refundable graduation fee is payable in the Business Office. Unless this fee is paid, no diploma will be ordered.**
5. Dyersburg State Community College has one commencement during the academic year. Those students completing degree requirements at the end of fall and spring semesters will graduate in May. Those students who will complete their requirements at the end of the summer term will be allowed to participate in the May exercises; however, their degree will not be conferred until the end of the summer term.
6. Please be aware that, in addition to the specific course requirements, the associate degree requirements are as follows:
  - (a) A degree may not be granted for fewer than 60 semester hours of college-level credit.
  - (b) At least 25 percent of the credit hours required for the degree must be obtained through DSCC instruction.
  - (c) The student must have accumulated an overall grade point average of 2.00 in college-level courses.
  - (d) Developmental Studies Program courses will not count toward graduation.
7. Students are ordinarily allowed to graduate under the requirements of the catalog in use when they entered, provided that the catalog is no older than five years.
8. **Submit cap and gown measurement form to Bookstore no later than March 1<sup>st</sup>.**
9. **Students who plan to graduate are required to participate in commencement exercises unless excused by the Dean of Student Services.**
10. Students who plan to graduate are required to participate in the assessment program conducted by the Manager of Assessment. You will receive written information about testing dates.

NOTICE OF INTENTION TO GRADUATE  
DYERSBURG STATE COMMUNITY COLLEGE

DSCC ID# \_\_\_\_\_

Phone Number \_\_\_\_\_  
(home) \_\_\_\_\_ (work) \_\_\_\_\_

**\*\*\*\*FULL NAME TO BE USED ON DIPLOMA**

(Inform the Office of Admissions and Records of any name change. Please indicate you have filed an Intent to Graduate.)

\_\_\_\_\_  
(Last) (First) (Middle) (Former)

I am enrolled in a ( ) Transfer/University Parallel Major ( ) Career Degree Major. If enrolled in a Transfer/University Parallel Major, where will you be transferring? \_\_\_\_\_

Advisor \_\_\_\_\_ Date You First Entered DSCC \_\_\_\_\_

| COURSES NOW IN PROGRESS |         | COURSES NEXT SEMESTER<br>(If Applicable) |         | COURSES THE FOLLOWING SEMESTER<br>(If Applicable) |         |
|-------------------------|---------|--|---------|---|---------|
| Dept/Course No.         | Credits | Dept/Course No.                          | Credits | Dept/Course No.                                   | Credits |
| _____                   | _____   | _____                                    | _____   | _____   | _____   |
| _____                   | _____   | _____                                    | _____   | _____   | _____   |
| _____                   | _____   | _____                                    | _____   | _____   | _____   |
| _____                   | _____   | _____                                    | _____   | _____   | _____   |

I am scheduled to complete requirements for the following: **(Check One)** \_\_\_\_\_ Associate of Science \_\_\_\_\_ Associate of Arts  
\_\_\_\_\_ Associate of Applied Science \_\_\_\_\_ Certificate Program

Exact Program Title in which I am receiving my degree/certificate is \_\_\_\_\_

The catalog under which I am graduating covers the academic year \_\_\_\_\_. NOTE: The catalog under which the student plans to graduate cannot be more than five years old.

I expect to meet all graduation requirements at the end of \_\_\_\_\_ Semester \_\_\_\_\_ Year. Spring and Summer candidates must notify the Office of Admissions and Records by February 1 (November 1 for Fall candidates) if the term of graduation differs from the above term.

Have you previously marched in a DSCC Commencement exercise? \_\_\_\_\_ **Students who plan to graduate are required to participate in commencement exercises unless excused by the Dean of Student Services.**

**After I have completed all requirements for graduation, I would like my diploma mailed to the following address: (Notify the Office of Admissions and Records of any change of address and indicate you are scheduled for graduation.)**

**Address:** \_\_\_\_\_

I have read the attached information sheet and have met with my advisor concerning my graduation plans.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Advisor's Signature

**\*CAP & GOWN MEASUREMENT FORMS MUST BE SUBMITTED TO THE BOOKSTORE PRIOR TO MARCH 1<sup>ST</sup>.**

FOR ADMISSIONS AND RECORDS USE ONLY:

Date Form Submitted to Admissions and Records \_\_\_\_\_

Marched \_\_\_\_\_

Total College Level Hours Completed \_\_\_\_\_

Cumulative GPA \_\_\_\_\_

\_\_\_\_\_  
Vice President for the College

\_\_\_\_\_  
Assistant VP for Academic Affairs