

**Missouri State University**  
**Intent to Graduate Form (.pdf version)-FOR UNDERGRADUATE USE ONLY**

**Student BearPass Number (formerly M-Number)** \_\_\_\_\_ (if unknown, list social security number)

**Print your name exactly as you want it to appear on your diploma.**

\_\_\_\_\_  
First Name or Initial      Middle Name or Initial      Maiden Name (Optional)      Last Name

**Your Intended Graduation Semester and Year (check one semester)**

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

**Your degree (check one):**

\_\_\_\_ Bachelor of Arts (BA)      \_\_\_\_ Bachelor of Applied Science (BAS)      \_\_\_\_ Bachelor of Fine Arts (BFA)  
\_\_\_\_ Bachelor of Music (BMUS)      \_\_\_\_ Bachelor of Music Education (BME)      \_\_\_\_ Bachelor of Science (BS)  
\_\_\_\_ Bachelor of Science in Athletic Training (BSAT)      \_\_\_\_ Bachelor of Science in Education (BSED)  
\_\_\_\_ Bachelor of Science in Nursing (BSN)      \_\_\_\_ Bachelor of Social Work (BSW)

**Majors/Minors:**

**Major (1):** \_\_\_\_\_      **Minor (1):** \_\_\_\_\_  
**Major (2):** \_\_\_\_\_      **Minor (2):** \_\_\_\_\_

**Additional Major(s)/Minor(s)** \_\_\_\_\_

**You must initial that you understand the following in order for this Intent to Graduate to be processed:**

\_\_\_ It is my responsibility to check that my intended major(s)/minor(s) of graduation match the information on file with the University. I understand that if there is a discrepancy that the University's record is official.

\_\_\_ I have reviewed my degree audit to check my eligibility for graduation. If there were any graduation deficiencies, I have discussed them with my academic advisor and/or a degree check staff member in the Office of the Registrar. I understand what I need to do to resolve any remaining graduation deficiencies. I understand if I fail to resolve all deficiencies that I will be removed from the graduation list.

\_\_\_ I understand that this application is only for the semester selected above. If I wish to remove myself from the graduation list, I must contact the Office of the Registrar by e-mail ([Registrar@missouristate.edu](mailto:Registrar@missouristate.edu)) to do so. If I need to change my semester of graduation, it is my responsibility to complete a new Intent to Graduate.

\_\_\_ I understand that my diploma will be mailed to my primary/permanent address on file with the University at the time of diploma mailing processing. I have checked the accuracy of this address and will change it if my address changes after filing this Intent to Graduate.

\_\_\_ I have reviewed the Commencement website (<http://www.missouristate.edu/commencement>), which contains commencement dates/times/deadlines, scholastic honors eligibility rules, information on ordering cap and gown, and a graduation checklist.

**STUDENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Use the information box below if you have any additional information to share with us. For example, if you have pending transfer work, please tell us what courses you are taking and the name of the college/university at which you are completing your transfer work. If you wish to reverse your first and last name on your diploma (as this is common in some areas outside the U.S.), you may provide those instructions here.**

Fax to (417) 836-8776 ATTN: Degree Check **OR**  
Mail to Office of the Registrar, Missouri State University, 901 South National Avenue, Springfield, MO 65897 **OR**  
Scan and send as .pdf attachment to Registrar@missouristate.edu