

**RETURN BY:**  
**March 16, 2020**

 Office of Academic Affairs  
 P. O. Box 3735  
 Walnut Ridge, AR 72476

## INTENT TO GRADUATE

 Fill out this form completely. *Applications that are incomplete cannot be evaluated or processed and will be returned to you.* Completed applications are to be submitted to the Office of Academic Affairs located in the Administration Building. If you have questions concerning your educational plan and/or your academic progress toward an Associate in Arts or a Baccalaureate Degree, contact your advisor or the Registrar *before* submitting this application.

**DEGREE SOUGHT**

Associate in Arts A.A. Major: \_\_\_\_\_

Bachelor of Arts B.A. Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Bachelor of Science B.S. Major: \_\_\_\_\_ Minor: \_\_\_\_\_

If Liberal Arts major: Concentration Block 1: \_\_\_\_\_  
 Concentration Block 2: \_\_\_\_\_

Date of Intended Completion:    Fall            Spring            Summer            2020            2021

ADVISOR: \_\_\_\_\_

 Please **PRINT** neatly. Your name will appear on your diploma exactly as it appears below. All correspondence will be E-mailed\* to the address below. If you wish to update the following information at any time, please notify the Registrar's Office.

First Name	Middle Name	Last Name	
Address (Street, P.O. Box, etc.)	City	State	Zip Code
Address to be used for graduation correspondence	City	State	Zip Code
Home Phone	Cell Phone	Work Phone	
E-mail Address (Required)*	Student ID Number		

Please list hometown city and state for graduation program publication.

**Please check the appropriate answers to the following questions:**

- Yes     No    Have you petitioned to have courses waived or to substitute one course for another? If yes, please attach documentation. (Waivers and/or substitutions are approved by your advisor and department chair.)
- Yes     No    Are you currently attending another college or university? If yes, please list the name of the institution and the course(s) being taken: \_\_\_\_\_
- Yes     No    Do you intend to enroll in a correspondence course or receive transfer credit from another institution prior to graduation? If so, you must obtain permission through the Registrar's Office prior to enrolling.

**REMINDER:** The *official transcript(s)* from the above (if applicable) and for work preciously completed, **must be** in the Registrar's Office no later than 12:00 noon on the official day for posting grades prior to your scheduled graduation date. Transcripts not on file by the stated time above will result in the failure to graduate.

## REQUIREMENTS FOR GRADUATION

To be eligible for a degree, the student must fulfill the academic requirements set forth in the respective degree program. Degree requirements for each major/academic program are specific to a catalog year and will be checked against the requirements for the year indicated below.

**To qualify for a baccalaureate degree, I understand that I must complete the following requirements. Departmental requirements may exceed the minimum requirements set forth below. Please check the appropriate box to the following statements.**

Agree    Disagree

Pass the English Proficiency Examination (EPE). If this requirement has not been fulfilled, please list the semester and year you intend to take the exam. \_\_\_\_\_

Complete EN 1113 Composition I with a grade of "C" or better.

Complete EN 1123 Composition II with a grade of "C" or better.

Satisfactorily complete at least 123 semester hours of approved course work.

Earn at least 32 semester hours of resident credit at Williams. Furthermore, the last 30 hours submitted for a degree must include 24 hours completed in residence.

Satisfactorily complete all required upper level work in declared major or program of study.

GPA – Requisite GPA outlined in the college catalog as stated for intended degree. Transfer students must earn a cumulative GPA of at least a 2.0 in their major or field of specialization. Complete an academic major. Courses counted toward completion or requirements in any major may not be counted toward completion of any minor or other major.

All account balances must be paid in full before graduation is confirmed.\*

### PLEASE READ CAREFULLY

By signing this *Intent to Graduate* application, I understand that I must comply with all graduation requirements to guarantee that I will graduate in May \_\_\_\_\_. Neglect in complying with any or all graduation requirements *and* completion of this form **will** result in my failure to graduate. If, at the final check, any deficiencies have not been completed and or satisfied, I will not graduate.

I agree to pay the graduation fee as stated in the current college catalog (\$130). If I should fail to meet all requirements after the final check, I am aware that there will be no refund of the fee, and if I graduate at a later date, I must re-file for graduation and another graduation fee will be assessed.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Dean/Registrar's Office \_\_\_\_\_

Date \_\_\_\_\_

***\*Full payment of all account balances for candidates for graduation must be made by the first day of finals of the semester in which the student completes all degree requirements. Failure to settle account balances as stipulated will result in the failure to graduate. A Letter of Good Standing, final transcript, diploma, etc., will not be issued until all accounts are settled. (Balances paid by personal check must be paid two weeks prior to the first day of finals of the semester that a student completes degree requirements.)***

### REQUIRED STUDENT SIGNATURE

Pursuant to the Family Educational Rights and Privacy Act of 1974 (P.L.93.380), I hereby authorize my name to appear on the commencement list, which may be published by local newspapers and for the College (WBC) to release my name, address, and contact information to sanctioned graduation photographers. (Your signature here is also verification of the completeness and accuracy of all information provided on this form.)

Signature \_\_\_\_\_

**FINAL CHECK/APPROVAL:** Dean/Registrar \_\_\_\_\_

**Date** \_\_\_\_\_