

NASHUA COMMUNITY COLLEGE

OFFICE OF THE REGISTRAR - NCCRegistrar@ccsnh.edu

505 Amherst Street, Nashua, NH 03063

OFFICE USE ONLY

Prelim Audit: _____

Final Audit: _____

Summer Prelim Audit: _____

INTENT TO GRADUATE

THE INTENT TO GRADUATE FORM MUST BE COMPLETED AND RETURNED TO THE REGISTRAR'S OFFICE ON OR BEFORE THE SUBMISSION DEADLINE, LISTED BELOW. STUDENTS NEED TO BE REGISTERED FOR THEIR LAST COURSE REQUIREMENT(S), PRIOR TO SUBMITTING AN INTENT TO GRADUATE FORM. FAILURE TO MEET THE BELOW SUBMISSION DEADLINES MAY MEAN THE STUDENT CANNOT PARTICIPATE WITH THE CEREMONY AND WILL DELAY THE ISSUANCE OF DEGREE/CERTIFICATE. **DEGREES/CERTIFICATES ARE NOT PRINTED IN-HOUSE AND CAN TAKE UP TO 8 WEEKS FROM ORDERING DATE TO ARRIVE ON CAMPUS.**

PLEASE PRINT NAME CLEARLY & EXACTLY AS IT SHOULD APPEAR ON YOUR DEGREE:

(This is also the name we will use to call you on stage at the ceremony)

NAME: _____ ID#: A _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ PERSONAL EMAIL: _____

MAJOR: _____ DEGREE _____ CERTIFICATE _____

MAJOR: _____ DEGREE _____ CERTIFICATE _____

____ I have reviewed my Degree Works with my Academic Advisor and I am registered for my last course requirement(s).

____ I understand that in order to be awarded, I must have earned a minimum cumulative grade point average (CGPA) of 2.0.

____ I understand that all student responsibilities and financial obligations to the College must be satisfied prior to the issuance of degree/certificate.

WILL YOU BE ATTENDING THE GRADUATION CEREMONY ON: **Friday, May 17, 2024 @ 2:00PM:** ____ YES ____ NO

***** Graduates who attended a ceremony in the past, are not eligible to attend again for the same degree / certificate *****

IF ATTENDING, PLEASE PROVIDE THE FOLLOWING INFORMATION:

ESTIMATED HEIGHT & WEIGHT FOR CAP & GOWN: HEIGHT: _____ WEIGHT: _____

PHONETIC SPELLING OF NAME: (although the pronunciation of many names is obvious, some require special attention. Please use this space to spell out how your name sounds. I.e. Jason Nguyen = Jay-Sun Win): _____

IF NOT ATTENDING: Your degree/certificate will be mailed to the address that you provided on this form. Please keep the Registrar's Office informed of any address changes.

HAVE YOU TAKEN OR ARE YOU CURRENTLY TAKING CLASSES AT ANOTHER COLLEGE TO COMPLETE YOUR COURSEWORK? ____ YES ____ NO

Please be sure to submit a **TRANSFER COURSE AUTHORIZATION** form, and have the Host College (if college is outside of CCSNH) send an official transcript to NCC for transfer credit. Failure to do so will delay the issuance of your degree/certificate.

NAME OF HOST COLLEGE: _____

COURSE(S) TAKEN/TAKING: (1) _____ (2) _____ (3) _____

Please check the semester you anticipate completion of your degree/certificate requirements.

ALL COURSEWORK WILL BE COMPLETED:

____ FALL 2023 (awarded in December)

____ SPRING 2024 * (awarded in May)

____ SUMMER 2024** (awarded in August)

SUBMISSION DEADLINE:

November 3, 2023

February 2, 2024

April 5, 2024

* Spring graduates who submit their intent to graduate form after the above Spring 2024 submission deadline, may experience delays in the issuance of their degree/certificate.

** Summer graduates who need two or more courses during the summer semester; and/or have a CGPA below 2.5 at time of spring semester final grades, will not be eligible to participate with the graduation ceremony on May 17th.

Course(s) required for Summer 2024: _____

GRADUATION HONORS ARE FOR ASSOCIATE DEGREES ONLY

Associate Degrees, earning a CGPA of 3.2 or higher (summer graduates excluded) are entitled to wear a gold tassel at the ceremony.

Student Signature: _____

Date: _____