

New Deadlines for Intention to Graduate Form

Effective Spring 2006 the procedures for undergraduate application to graduation are changing to better serve students. Students will now submit the upper-division form and the Intention to Graduate forms simultaneously to their coordinators of undergraduate services (graduation analysts) during priority registration when two semesters are remaining for graduation. This allows time to check records and notify students so they will have two semesters to plan remaining courses. Following is the schedule and deadlines for graduation:

Graduation Term	Deadline
May 2006	November 23, 2005
August 2006	November 23, 2005
December 2006	April 14, 2006

The plan is to always publish three terms of deadlines in the schedule book so students are better informed and can plan for their graduation. The reason May and August dates are the same this time is to try and get us on schedule. Of courses we will be very flexible this time since this is such a significant change. This will also be helpful as the coordinators (formerly analysts) are relocated in the colleges.

The Records Office has more dates listed on the web at <http://www.mtsu.edu/~records/scalendars.htm>. To give you a better idea of how the dates will work once everything is on schedule please see the following:

Graduation Term	Deadline
May 2007	June 1, 2006
August 2007	November 22, 2006
December 2007	April 13, 2007

The Records Office has emailed and posted a PipelineMT announcement for all juniors and seniors with this information. Hopefully this plan will improve many areas. This new structure should help prevent the student from getting a letter saying they lack something for graduation when it is after the deadline to add a course in what they thought was their final semester. It is also hopeful this will prevent students from having to be in overload situations because they find out about another lacking requirement.

This information will also be on the cover, Page 1, 7, 28, and the calendar of the Spring 2006 schedule book.

Please share this information with your advisees as Spring 2006 priority registration begins. You may contact the Records Office if you have any questions.