



## Intent to Graduate Checklist

1. **Observe the filing deadline shown at <http://www.troy.edu/ecampus/academiccalendar.htm>.**  
Your intent to graduate paperwork must be filed according to the posted deadline.
  
2. **ALL** graduation requirements must be completed by the end of the term for which you are filing to graduate. You may not take an Incomplete grade in the term which you plan to graduate. You will be required to re-file your intent if you do not graduate for the original term filed. This would include paying additional intent fee.
  
3. **Eligibility: Circle the applicable response to each item.**
  - a. All *CLEP/DANTES* test scores received by TROY (No *CLEP/DANTES* tests scores will be accepted after filing).  

Yes                      No
  
  - b. *Transient Authorization Form* approved for all outstanding transfer credit from other schools.  

Yes                      No
  
4. **Complete and return the form below along with the Intent to Graduate Checklist.**

Intent to Graduate for Term \_\_\_\_\_.

### Filing Fee

There is a \$60 fee due for the *Intent to Graduate*. When you submit the form, your advisor will notify the billing office that the \$60 charge needs to be added to your account. This fee should show up in your amount due in your next to last, or by your last, term. At this time, you will pay the fee via Trojan Web Express as you pay your tuition.

### Statement of Understanding

I have read and understand the requirements for having this graduation paperwork accepted. This form must be completed and submitted with all of the forms (*Graduating Student Survey* to follow) listed in Section 4 above.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_