Submitting Intent to Graduate Form

Updated Procedures due to COVID-19

Where to find the Student Intent to Graduate Form

Here are the navigations to locate the Student Intent to Graduate Form:

1. Go to www.famu.edu

2. Scroll down to Registrar link at the bottom of the FAMU homepage.

3. On the left side of the Registrar homepage, click FORMS

4. Select Student Intent to Graduate

FLORIDA A&M UNIVERSITY
STUDENT INTENT TO GRADUATE

Instructions:
Note: Complete this form and take it to your academic advisor for review, at least one semester prior to the semester in which you intend to graduate.

Name: _____

Student ID: ☐☐☐☐☐☐☐☐☐

Term Applying For: ☐ Spring ☐ Summer ☐ Fall   Year: ☐☐☐☐

Did you receive Financial Aid (Loans, Grants, and Scholarships etc.)?   Yes ☐   No ☐

If yes, please click this link below or go to this web address to complete the Financial Aid Exit Counseling:
[https://studentloans.gov/myDirectLoan/index.action?bypassSigninButton=true]

Have you met the following requirements?

	Yes	No
a. Foreign language	☐	☐
b. Earn at least 90 credit hours	☐	☐
c. Earn at least a cumulative GPA of 2.00	☐	☐

Completing Student Intent to Graduate

What to do:

1 Download form and save the form.

2 Complete this form the semester before you intent to apply for graduation.

3 Answer all questions on the Student Intent to Graduate form

4 Save information typed on form and submit to your department's designated email account. (Please check with your advisor or department chair)

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Checking on the status of your Student Intent Form

After submitting your Student Intent to Graduate Form, your advisor or department chair will review your academic advisement report in iRattler to determine if you are ready to apply for graduation.

Once your department determines if you are ready to apply, you will receive a service indicator called ETA (Eligible to Apply)

After receiving the ETA on your account, you will need to login to you iRattler account and apply for graduation.

*Please view How to Apply for Graduation PowerPoint.