

# METHODIST THEOLOGICAL SCHOOL

IN OHIO

## INTENT TO GRADUATE

Please return to the Registrar's Office no later than:  
**October 4, 2010 – Summer 2010 Graduates ONLY**  
**December 6, 2010 - Fall 2010, January 2011, and Spring 2011 graduates**

I want my name to appear on my diploma or certificate as follows:

\_\_\_\_\_  
Please Print (Please note that we do not list titles such as Rev., Dr. etc. on diplomas. )

I plan to complete the \_\_\_\_\_ Degree/Certificate by the end of \_\_\_\_\_, \_\_\_\_\_.  
(D.Min., M.Div., MACM, MTS, MACE, ACOS, CDS, CBTE) Term Year

Specializations, tracks and focuses do not appear on the diploma but will be listed in the Commencement program and on your official transcript.

### MDiv or MACE STUDENTS:

I will also have a Specialization in \_\_\_\_\_.

### MACM STUDENTS:

I am pursuing Track \_\_\_\_\_. (Track I = Pastoral Care & Counseling, Track II = Addiction Counseling, Track III = Pastoral & Professional Counseling)

Phonetic tips for pronouncing my name at commencement \_\_\_\_\_

I have a previous MTSO degree: \_\_\_\_\_  
Degree and Year Received

I will be attending the commencement ceremony in May 2011 \_\_\_\_\_ I will not \_\_\_\_\_ I am unsure \_\_\_\_\_

To be eligible for graduation, students must have completed all degree requirements, met all financial obligations, completed exit loan counseling (if they borrowed a Subsidized or Unsubsidized Stafford Loan during their attendance), and returned all overdue items to the library. If these conditions are met, those students will be recommended to the Board for conferral of their degrees, be permitted to participate in Commencement exercises and be listed as graduates on May 21, 2011.

Candidates expecting take part in Commencement in May 2011 are asked to notify the Registrar of that intent **no later than December 6, 2010**. [This form is sent to you for that purpose.] Notification of intent to graduate does not guarantee participation in commencement. Any student who is unable to attend Commencement exercises for reasons of hardship must notify the Office of the Registrar, **in writing**, requesting permission to graduate in absentia.

Degrees for Summer 2010 graduates will be conferred at the meeting of the MTSO Board of Trustees in November 2010, and for Fall 2010 or January 2011 graduates, at the February 2011 meeting. The Office of the Registrar must be notified in advance of October 4, 2010 for Summer 2010 grads and December 6, 2010 for all others. **Failure to observe these deadlines may mean that your diploma or certificate is not available at the Commencement ceremony.**

Each degree candidate is responsible for ascertaining whether his or her program of courses will fulfill the graduation requirements. Although grade reports are issued at the close of each quarter, the School is not responsible for calling attention to deficiencies in a student's program unless those deficiencies are made the basis for disciplinary action.

By signing below I confirm that I have read and understand the graduation policies outline above.

Student signature \_\_\_\_\_

Revised 6-2-10

