

CINCINNATI CHRISTIAN UNIVERSITY
INTENT TO GRADUATE – December 2009
Due May 18, 2009

Circle the school you are attending:

Cincinnati Bible College

College of Adult Learning

Cincinnati Bible Seminary

To the Faculty of Cincinnati Christian University:

Anticipating the satisfactory completion of all degree requirements, I request permission to graduate December 19, 2009.

There will not be a ceremony in December. Diplomas will be dated December 19, 2009 for December graduates. **The diplomas and transcripts verifying graduation will be available in late January of 2010.** December graduates will be listed in the May Commencement program.

Students are encouraged but not required to participate in the May Commencement ceremony (May 14 for Seminary and May 15 for Undergraduates). Please indicate your plans for the May Commencement:

_____ I will attend

_____ I will not attend May Commencement

My name should appear on the diploma as follows:

At graduation my hometown should be announced as:

City

State

Mailing address for diploma: (Please keep the Registrar's Office informed of change in contact information)

Street

City

State

Zip

Phone

Email

ID#: _____

Signature: _____

Date: _____

CAP AND GOWN INFORMATION

Height: _____ Weight: _____
(Women should include heels)

Jacket or Blouse Size: _____

NAME: _____ ID#: _____

PLEASE COMPLETE A SEPARATE PAGE FOR EACH DEGREE YOU ARE EARNING.

CINCINNATI BIBLE COLLEGE DEGREES: Check the degree and circle the appropriate program.

_____ **Associate of Arts**

- Biblical Studies
- Christian Education
- Christian Vocations
- Communication Arts
- Deaf Studies
- Music and Worship
- Professional Child Care
- Psychology

_____ **Bachelor of Music**

_____ **Bachelor of Arts**

- No Additional Program or Minor
- Minor _____

Biblical Studies plus Ministry Program:

- Children's Ministry
- Christian Education
- General Ministry
- Preaching Ministry
- Urban/Intercultural Ministry
- Worship Ministry
- Youth Ministry

_____ **Bachelor of Science**

- No Additional Program or Minor
- Minor _____

Biblical Studies plus Ministry Program:

- Children's Ministry
- Christian Education
- General Ministry
- Preaching Ministry
- Signing Interpreter Training
- Urban/Intercultural
- Worship Ministry
- Youth Ministry

Education Programs:

- Professional Child Care
- Teacher Education
 - Early Childhood Education Licensure (CCU)
 - Early Childhood (MILL)
 - Middle Childhood (CMSJ//MILL)
 - Adolescent/Young Adult Education (CMSJ//MILL)
 - Special Education (CMSJ//MILL)

Professional Studies:

- Business Management Major
- GCCCU Minor _____
- Communication Arts Minor
- History Minor
- Music and Worship Minor
- Professional Child Care Minor
- Psychology Major
- Psychology Minor
- IT Computer Programming Minor
- IT Database Management Minor
- IT Minor
- IT Network Administration Minor

NAME: _____ ID#: _____

COLLEGE OF ADULT LEARNING DEGREES:

Bachelor of Science:

_____ Leadership and Ministry _____ Management and Ethics _____ Worship and Ministry

_____ Associate of Arts in Christian Vocations

CINCINNATI BIBLE SEMINARY DEGREES: Check the degree and circle the appropriate program.

_____ **Master of Arts (Religion)**

Leadership Studies:

- Church Growth/Planting
- Educational Ministries
- Family Studies
- Pastoral Counseling
- Pastoral Leadership

Biblical Studies:

- Old Testament
- New Testament
- Cultural Settings

Theological Studies

Church History

Pastoral Leadership

_____ **Master of Arts in Counseling**

_____ **Master of Divinity**

___ Biblical Studies ___ Theological Studies
___ Church History ___ Pastoral Leadership

Cincinnati Christian University --- GRADUATION POLICIES

*** This list does not necessarily comprise a comprehensive list of all graduation requirements. *** No application will be processed until all forms are completed. *** Fees are subject to change. *** Please read each line carefully.
*** Initial each line. *** This page must be submitted with the "Intent" form. ***

_____ The deadline to apply for December graduation is May 18, 2009. All forms must be submitted to the Registrar's Office. Degree Audits will be completed before the Fall Semester begins.

_____ Forms should be submitted through the mail or in person.

_____ Graduation fees **MUST** be submitted with this form. *Students receiving a second degree in the same year must submit a second Intent to Graduate Form.* **Cost for the second degree is \$25 less than the first degree.**

Associate: \$70

Bachelor: \$70

Master: \$80

_____ **2nd Degree**

_____ Applications for December graduation will be accepted until October 1, 2009. However, the following stipulations apply to all applications submitted after May 18:

*Fees are doubled and non-refundable. Fees are due when the application is submitted.

*Degree Audits will be completed as quickly as possible but are not guaranteed to be completed before the Fall semester begins.

*Students must be able to complete degree requirements through standard course offerings or substitution procedures. The school may, but is not obligated to, grant permission for directed study, correspondence or make other arrangements for students to complete requirements.

_____ **All degree requirements must be completed by the final day of the Fall semester (December 17, 2009).**

_____ If all degree requirements have not been met by December 17, 2009 I may request that the application be moved to May without paying any additional graduation fees. I must request this in writing by January 31, 2010.

_____ If by April 1, there are still unmet requirements, I will not graduate in May and will be required to reapply for the next appropriate graduation date. I will also pay new graduation fees.

_____ No grade extensions will be granted during the final term before graduation. If a grade extension is granted, I will not graduate or participate in Commencement ceremonies or receive my diploma until the next scheduled time they are to be awarded. I will receive no refund of fees and must reapply for graduation of the following year. December applicants may move their graduate date to May with no charge.

_____ All "Incompletes," Correspondence Studies, and Directed Studies must be completed 6 weeks before the end of the semester in which the student graduates. Generally this is November 1 or April 1. Students taking correspondence must show proof of registration by the first day of class of the semester in which they will graduate. Proof of registration would be a paid bill for tuition. Failure to provide this will cancel my "Intent to Graduate" application.

_____ Applicants must withdraw their intent to graduate, in writing, by May 18, 2009 to receive a full refund. Applicants withdrawing their intent to graduate after May 18 are not eligible for a refund.

_____ I must put down my accurate weight, height, jacket/blouse size, etc. Failure to do so will result in a \$25 fee to reorder the proper size graduation clothing.

_____ I will keep the Registrar's Office informed of any change in address or other contact information.

_____ Failure to graduate due to incomplete degree requirements will not entitle me to a refund of fees.

_____ Failure to graduate due to missing a deadline for completing degree requirements will not entitle me to a refund of fees.

I HAVE READ AND UNDERSTAND EACH OF THE ABOVE STATEMENTS AND I AGREE TO ABIDE BY THEM. I REALIZE THAT IT IS MY RESPONSIBILITY TO BE AWARE OF ALL SCHOOL POLICIES AND REGULATIONS. WHILE CCU PROVIDES ACADEMIC ADVISING, IT IS MY RESPONSIBILITY TO SEE THAT ALL DEGREE REQUIREMENTS ARE MET IN A TIMELY MANNER.

_____ Name (please print)

_____ Signature

_____ Date

Mail forms and payment to:
Cincinnati Christian University, Attn: Registrar's Office, 2700 Glenway Ave., Cincinnati, OH 45204