

CINCINNATI CHRISTIAN UNIVERSITY
INTENT TO GRADUATE – May 2010
Due October 1, 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 in May 2010 (CBS -- May 14 *** CBC and CALL – May 15).

My name should appear on the diploma as follows:

At graduation my hometown should be announced as:

City

State

Where I can be reached during the 2010 Spring Semester: (Diplomas will be mailed to this address unless I notify the Registrar's Office of a change).

Street

City

State

Zip

Phone

Email

ID#: _____

Signature: _____

Date: _____

CAP AND GOWN INFORMATION

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

Jacket or Blouse Size: _____

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 graduation is October 1, 2009. All forms must be submitted to the Registrar's Office. Degree Audits will be completed before Priority Registration begins for the Spring Semester.

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

_____ If the Graduation fee is not submitted with this form it will be charged to the student's account. No refund will be given without permission from the Registrar's Office.

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

_____ I will attend one of the graduation information meetings scheduled on: **(This pertains to CBC students ONLY)**
_____ Monday, October 26 at 7:00 pm or _____ Thursday, October 29 at 3:00 pm (Meetings will be held in Foster Hall)

_____ Applications for May graduation will be accepted until February 1, 2010. However, the following stipulations apply to **all** applications submitted after October 1:

*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 Priority Registration.

*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.

_____ I must withdraw my intent to graduate, in writing, by February 1, 2010 to receive any refund. Applications submitted after October 1 are **not** eligible for a refund.

_____ 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. I will receive no refund of fees and must reapply for graduation of the following year.

_____ 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 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.

_____ 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 changes in address or other contact information.

_____ **Students graduating in May are required to participate in the commencement ceremony.** Students needing to graduate *in absentia*, must apply in writing no later than January 15, 2010. CBC and CALL students submit requests to the Registrar's Office. CBS students submit requests to the Dean's Office. Requests submitted after January 15 will be charged a \$25 late fee (if granted).

_____ 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 understand that failure to complete any Spring Semester class (or incomplete work from any previous semester) will result in my not participating in graduation ceremonies. I will not officially graduate until the next year. I will not receive any refund of graduation fees and I must reapply and repay all fees by the appropriate deadlines to qualify for graduation the following year.

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