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 **Office of Academic Services**

 EAD- 716

Phone: 817.735.0489

sphacademics@unthsc.edu

**INTENT TO GRADUATE FORM**

**FILING INSTRUCTIONS**

**SUBMIT TO EAD-716:**

1) To be eligible for graduation, this form must be typed and submitted by the deadline stated in the academic calendar.

2) All students are billed a one-time $250 Graduation fee.

3) All students are billed a $20 Intent to Graduate fee each time the Intent to Graduate form is filed.

4) All thesis/dissertation students are billed a one-time $75 Archiving Fee.

5) Please note the above-mentioned fees will be added to your Student Bill. All fees must be paid before you will receive your diploma.

6) Students that do not graduate must re-submit this form.

**Name:**

**Personal Email Address:**

**Degree:**  MPH MHA MS PhD

**Concentration:**

**Semester and Year of Graduation:**

**Participating in SPH Commencement Ceremony:** Yes or No

(*Commencement is held once a year in May; refer to the academic*

*calendar for the exact date*)

**Culminating Experience:**

CPH Exam:

Dissertation:

**Title of Thesis/Dissertation:**

**Student’s Signature\*: Student ID:**

\**By signing this form, I authorize Student Financials to add the associated fees to my Student Bill.*