

**INSTRUCTIONS:**

1. Fill out form completely and sign your name.
2. Meet with your advisor or department chair to review your progress.  
\*Note Music students may attach departmental letter for Major.
3. Email this completed form to the College of Arts and Science's Dean's office at CASForms@uri.edu prior to the deadlines listed below.

**In Which Term do you intend to complete your requirements? (Please Specify Year)**

<b>MAY</b> _____ October 1 <sup>st</sup>	<b>AUGUST</b> _____ February 1 <sup>st</sup>	<b>DECEMBER</b> _____ March 1 <sup>st</sup>
<b>Deadline -</b>		

**PART ONE:**

1. **Name:** \_\_\_\_\_  
Last
First
Middle Initial

2. **Student ID:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

3. **ACTIVE Email Address:** \_\_\_\_\_

4. **Address for your Audit to be mailed:**

*(Please make sure to update your address in e-Campus if necessary)*

Number and Street: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

5. **Degree(s)** – Note All That Apply *(please note your audit may be delayed if you do not know this):*

**BA                      BS                      BFA                      BOM**

6. **Major(s):** 1. \_\_\_\_\_ 3. \_\_\_\_\_  
 2. \_\_\_\_\_

7. **Concentration/Focus Area** (For Art BA, Chemistry BS, Communication Studies, Data Science BS, Economics BS, English, GLAS, Math BS, Music, and Theatre BFA)

\_\_\_\_\_

8. **Minor(s)** 1. \_\_\_\_\_ 3. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_

9. **Catalog year you are using** \_\_\_\_\_.

**It is the responsibility of students to be familiar with the requirements outlined in the catalog they are following and to confirm that they have met these requirements.**

10. **Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Over...**



# GRADUATION CHECKLIST

Please make sure that you have completed the following before turning in your Intent to Graduate form. This form **must** be turned in with your application.

- I have checked my transcript to ensure that I will have completed 42 credits of 300/400-level classes before graduation (BA students only).
- I have checked my transcript to ensure that I will have completed the minimum number of credits required for graduation.
- I have checked my transcript to ensure that I will have the minimum number of credits required for my major and will not exceed the maximum number of credits allowed for my major.
- I have made sure to compare my graduation requirements to the catalog for the year I entered URI *or* I have indicated my new catalog year on the Intent to Graduate form. I understand that I cannot have my requirements evaluated under a different catalog year once I have received my audit.
- I have declared my minor on the Intent to Graduate form and completed a Declaration of Minor form. (*Skip this step if you are not declaring a minor.*)
- I have checked my transcript to ensure that I have a 2.00 GPA or higher in my major and overall.
- I understand that if I choose to take classes at another institution during my senior year, I am responsible for requesting that a transcript of those classes be sent to URI. I also understand that if the transcript does not arrive before degree conferrals take place that I may be moved to a later graduation date.
- I have checked my transcript for Incomplete grades. I understand that if I choose to complete these classes, it is my responsibility to contact the professor. I understand that grade changes must be received before degree conferrals take place or I may be moved to a later graduation date.
- I have checked my transcript to ensure that any classes that I added or dropped late were added to or dropped from my transcript.
- I have checked my transcript for any classes I repeated. I understand that I cannot receive credit for the same class multiple times unless specified in the catalog, and that these credits may be removed from my transcript before degree conferral.
- I understand that if I turned my Intent to Graduate form into the Dean's Office later than the advertised deadline, my audit may be delayed.

By signing this form, I agree that I have read the above and that failure to comply with these terms may result in being moved to a later graduation date than the one for which I have applied.

---

Student Signature

---

Date