



INTENT TO GRADUATE NOTIFICATION MBA and MAcc GRADUATE PROGRAMS

If you plan to graduate at the end of the next semester/term, please complete this form and return it to the Brock School of Business Graduate Programs Office, DBH 313. You may fax the completed form to 205-726-4555 or e-mail it to rdeboer@samford.edu. You can also mail the completed form to:

Brock School of Business Graduate Programs
Samford University
800 Lakeshore Drive
Birmingham, AL 35229

*** *Name must be written exactly as you wish it to appear on your Diploma* ***

NAME: _____

SSN: _____ AND SID: _____

Program (Circle one): MBA MAcc MBA/MAcc MBA/JD MBA/MSN

☐ YES! I intend to complete academic requirements by the end of the semester/term indicated below. Please indicate term and year.

- ☐ Fall: _____
- ☐ Spring: _____
- ☐ Summer*: _____

*Those graduating at the end of the summer term would walk and be hooded at the Fall Graduation Commencement exercises.

A Graduation Packet will be mailed to you from the Dean of Academic Services about two months before graduation. Please verify your mailing address now by calling the Office of Student Records at 205-726-2911. Please check your Samford e-mail account periodically for information and further instructions from Student Records. Visit the Samford Student Records website page for the Steps to Graduation and to check that your name is on the list of Candidates for Graduation. If it is not, contact either Rebekah DeBoer at 205-726-2040 or Student Records at 205-726-2911.

Caps, gowns, and hoods must be returned either immediately after the Commencement exercises and Hooding Ceremony or to the Samford Bookstore the week after the exercises.

If you wish to purchase your Hood, please contact the Samford Book Store at 205-726-2834 for details and costs.