New England College

Notice of Intent to Complete Graduation Requirements

NEC Student ID# _____ Cohort Location (if applicable) _____

➘ Please print your name exactly as you want it to appear on your diploma ↙

_____

Current Mailing Address:

_____
Street Address

_____
Street Address

_____
City State Zip

_____
Daytime Telephone

_____
Email Address

Mail Diploma To:

☐ Check here if same as current mailing address.

_____
Street Address

_____
Street Address

_____
City State Zip

Please Check One:

Bachelor of Science in Healthcare Administration:_____
Certificate of Advanced Graduate Study (CAGS): _____

DOCTOR OF EDUCATION_____
Concentration: _____

MASTER OF ARTS
Public Policy_____
Professional Writing_____

MASTER OF BUSINESS ADMINISTRATION: _____
*Concentration:*_____

MASTER OF EDUCATION _____
Concentration: _____

MASTER OF FINE ARTS
Creative Writing: Poetry: _____

MASTER OF SCIENCE
Accounting: _____
Higher Education Administration _____
Human Services _____
Management: _____
Concentration: _____
Mental Health Counseling: _____

Other (please list):_____

When do you expect to complete graduation requirements? (Choose one degree conferral date)

December 31_____ (year) January 31_____ (year) May _____ (year) July 15_____ (year) September 15_____ (year)

Please note: ALL students are assessed a Graduation Fee of $150. Please submit payment to New England College, Student Financial Services, 98 Bridge Street, Henniker, NH, 03242 (603-428-2226 or sfs@nec.edu).

Do you plan to participate in the **Saturday, May 17, 2014** Commencement ceremony? Yes_____ No_____

If planning to attend the ceremony, an additional cap/gown/hood fee, payable to NEC Bookstore, is due upon pick-up or shipment of regalia (approximate cost is $70). Please do not send this regalia payment until notified in late April.

If you have any questions, please contact the NEC Bookstore (603-428-2220).

All obligations to New England College (including fines, tuition and fees) must be met. No cap, gown, diploma or transcript will be released to a student or former student whose financial obligations to the College have not been met. This includes employer and third-party billings.

All graduating students MUST file an "Intent to Graduate" form with the School of Graduate and Professional Studies. "Intent to Graduate" forms must be filed **no later than December 31st**. *Fulfillment of graduation requirements is the student's responsibility. Only the Registrar or a student's designated Student Service Representative is authorized to issue official summaries of progress.*

_____ _____
Student Signature Date

Email or fax completed form to Student Services (studentservices_gps@nec.edu or 603-428-8123).