

UNIVERSITY OF HAWAII AT MĀNOA
Advising Center for the College of Arts, Languages & Letters (CALL)

CALL INTENT TO GRADUATE FORM

This form is required to let the College of Arts, Languages & Letters know that you are intending to graduate in the next 1-2 semesters. This is NOT an application for degree and does not register you for the commencement ceremony. This form does not file you for graduation.

Graduation Agreement Terms

I agree that:

- **I will complete the Application for Degree online to officially file for graduation by the published deadline.** (Application and deadlines at <https://manoa.hawaii.edu/registrar/student-records/graduation-commencement/>)
- **I will graduate when ALL degree requirements are COMPLETED:** General Education Core Requirements, Focus, Hawaiian/Second Language, Credit Minimums/Maximums, Major(s), and (if applicable) Minor(s)/Certificate(s). Courses must be completed with satisfactory grades while maintaining a minimum cumulative GPA of 2.0.
(Note: Credits from repeat or backtrack courses are not applicable and do not count towards graduation)
- It is my responsibility to **ensure that my STAR Academic Record shows “tentatively complete” in all categories during my final semester** (Under the *Academic Essentials* tab in STAR).
- It is my responsibility to **read my “Graduation check” in STAR Advisor notes** after this statement is returned to me (Click on the *Academic Essentials* tab).
- **It is my responsibility to check my record at the end of my final semester** to verify that all grades have been posted, are correct, and are sufficient. I will not graduate if I have:
 - **Missing, incomplete, or insufficient grades.** I will follow up with professors to resolve all missing, incomplete, or insufficient grades. All final grades must be posted in STAR to graduate.
 - **Outstanding transfer work.** I will contact UHM’s Office of Admissions to verify that all official transcripts are received in a timely manner and posted in my STAR transfer report.
 - **If I participate with Study Abroad, MIX, or NSE** and my final grades are not posted in time, it is my responsibility to follow up with the respective program office. I understand that my graduation may be delayed to a later semester.
- **Deviating from the “Graduation check” in STAR Advisor notes can prevent graduation.** If I make any changes to the “graduation check” I will email the Advising Center to let them know of these changes.
- **If my degree requirements are not met by the time grades are posted,** I will contact the Advising Center to change my graduation date and update necessary paperwork.
- It is my responsibility to take care of all financial obligations and holds in order to receive a diploma (including a **\$30 diploma fee**)

Graduation Information

Students will need to submit this same information when applying for graduation through the online university application.

Name: _____
Last First Middle initial UH ID #

Phone: _____ Non-UH Email: _____

Semester of Expected Graduation: Fall Spring Summer Year: _____

Degree Sought: BA BFA BMus

CALL Major(s): _____ Minor(s)/Certificate(s): _____

I have read and agree to the above terms:

Student Signature: _____ Date: _____

CALL ADVISING CENTER REVIEW

This application form is APPROVED for: _____ graduation.
(Sem/Year)

Degree: _____ Major(s): _____ Minor/Cert: _____

Verified by: _____

Date: _____