Step One – Check for Deadlines
Deadlines have been created for the various steps of the graduation procedure. Find up-to-date deadlines in the Academic Calendar page on the College of Graduate Studies (CGS) website at http://www.mtsu.edu/graduate/student/calendar.php

Step Two – Submit Approved Thesis/Dissertation
Disregard this step if your program of study does not require a thesis/dissertation.

Theses and dissertations may be submitted to CGS through ProQuest after final approval by your committee, until the deadline. One copy of the signed thesis/dissertation and one copy on CD or flash drive must be submitted for evaluation. Complete instructions for submitting theses/dissertations can be found at http://www.mtsu.edu/graduate/student/thesis.php

Doctoral candidates must also submit a Doctoral Candidate Hooding Form (http://www.mtsu.edu/graduate/pdf/PHD_Hood.pdf) to CGS with the Notice of Intent to Graduate form.

Step Three – Filing Your Intent to Graduate Notice

Notice of Intent to Graduate forms are due no later than the second week of the semester in which you plan to graduate. Exact dates are found on the CGS website.

Notice of Intent to Graduate forms are available by following the link provided at the end of these guidelines. This form is to be completed online and printed for submission. You must have Adobe Acrobat installed on your computer to complete this form.

Before the deadline to submit your Notice of Intent to Graduate form, you are required to meet with your graduate program director or advisor. Take a copy of your current transcripts (may be printed from your PipelineMT account), degree plan that was filed with CGS, and your completed Notice of Intent to Graduate form. Review your degree plan and transcripts for accuracy and completion. Your director/advisor must sign your Notice of Intent to Graduate form. If your program of study includes a comprehensive examination and you have not yet registered for this, you should discuss this with your advisor at this time.

Completed Notice of Intent to Graduate forms are to be submitted to the College of Graduate Studies, located in the Sam H. Ingram Building, Main Floor, 2269 Middle Tennessee Blvd. They may be faxed to 615-904-8020 or mailed to:

College of Graduate Studies  
MTSU Box 42  
Murfreesboro, TN 37132

IMPORTANT NOTE: Notice of Intent to Graduate forms received after the posted deadline each semester will be processed, but diplomas may be delayed and names may not appear in the commencement program.
Step Four – Graduate Exit Survey
To better assess the quality of the educational experiences we provide for our students, an online exit survey has been developed to evaluate major components of the graduate program. This survey is anonymous and will be shared with the relevant departments each semester. Further explanation and the survey itself can be found at http://www.mtsu.edu/graduate/student/survey.php.

Graduation Ceremony Information
Complete information for you and your guests concerning your graduation ceremony can be found at http://www.mtsu.edu/graduate/student/graduation.php.

Diploma Information
Diplomas will be mailed to the address you list on your Notice of Intent to Graduate form. If your address or name changes after submission of this form you must contact Fay Wilson in the Records Office (615-898-5170) and provide your updated information. Changes in information must be received one month prior to graduation. There is a $10 charge to change your name on your diploma once it has been ordered.

Click here for NOTICE OF INTENT TO GRADUATE form.