

## CDSP Student Statement of Intent to Graduate

When you intend to graduate, you will need to file this form with the CDSP Registrar. Students in all CDSP degree and certificate programs must submit this form, including CDSP affiliated MA students. In order to make plans for and keep you informed of commencement activities, we ask that you provide us with the following information.

*At the beginning of the semester in which you plan to complete your work, submit this form to the Registrar's Office by October 5 for Fall semester completion or February 15 for Spring semester.*

*If you filled out this form in a previous semester and did not graduate, you must submit a new form.*

The form can be emailed to [registrar@cdsp.edu](mailto:registrar@cdsp.edu); mailed to Registrar's Office, 2451 Ridge Road, Berkeley, CA 94709-1217; or faxed, "Attention Registrar" to 510-644-0712.

If you have questions, please contact the Registrar at [registrar@cdsp.edu](mailto:registrar@cdsp.edu) or 510-204-0731.

CDSP holds commencement exercises only at the end of spring semester. Those who have completed their work at the end of fall are welcome and encouraged to participate. *If you do not plan to participate, please inform the Registrar's Office as early as possible.*

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Name: (as you would like it to appear on your diploma) \_\_\_\_\_

Please list your previous degrees for inclusion in the commencement program:  
(only academic degrees, baccalaureate and higher, are included) \_\_\_\_\_

Current Degree/Certificate Program \_\_\_\_\_

Anticipated Semester for completion of degree requirements \_\_\_\_\_

### CONTACT INFORMATION (please inform the Registrar of changes)

Mailing address:

\_\_\_\_\_

Daytime phone: \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

### COMMENCEMENT PLANNING

I plan to participate in commencement (in May of the academic year in which you complete your work).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<b>Hood :</b> (for degrees only- not applicable for certificates)		
I would like to <u>borrow</u> a hood for use at commencement.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I plan to order my own hood.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Gown:</b>					
My height is _____ (for rental of academic gowns for commencement).					
My size is:	<input type="checkbox"/> Small	<input type="checkbox"/> Medium	<input type="checkbox"/> Large	<input type="checkbox"/> X-Large	(check one)

<b>Commencement Invitations:</b> Ten free paper invitations with envelopes will be provided by the school for each graduate. In addition, a PDF of the invitation will also be distributed to graduates and may be sent electronically as desired.
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