

Hamline University School of Education Intent to Graduate Form Submission Information

An Intent to Graduate form must be submitted for a student's anticipated degree completion term. Please see the link to the Degree Completion Timeline for Intent to Graduate submission deadlines on the School of Education website. The Intent to Graduate form is then closed until degree audits are completed and the next submission period opens. A degree audit letter and all degree completion information will be sent to a student's Hamline email account.

To access the Intent to Graduate form, a student must be logged in to their Hamline Google account. For assistance with reactivating a Hamline Google account, contact the ITS Helpdesk at 651-523-2220 or itshelp@hamline.edu.

An Intent to Graduate form must be on file from a student for their anticipated degree completion term in order to generate degree completion materials and before a Capstone or Dissertation can be submitted. Two Intent to Graduate forms cannot be on file for two different terms at the same time. When a new Intent to Graduate form is submitted, the previously submitted Intent to Graduate form is removed from the system. Degree completion terms will not be updated automatically. You must submit a new Intent to Graduate form if you have a new anticipated degree completion term.

If a student does not complete during the term specified on the submitted Intent to Graduate form and a new Intent to Graduate form is not submitted, degree completion information will be removed from the system. A student must submit a new Intent to Graduate form for their new anticipated degree completion term.

For MAT students, the Intent to Graduate form only applies to those students who are in the degree completion phase of the program. It is not related to obtaining a license.

Please contact education@hamline.edu with questions.