



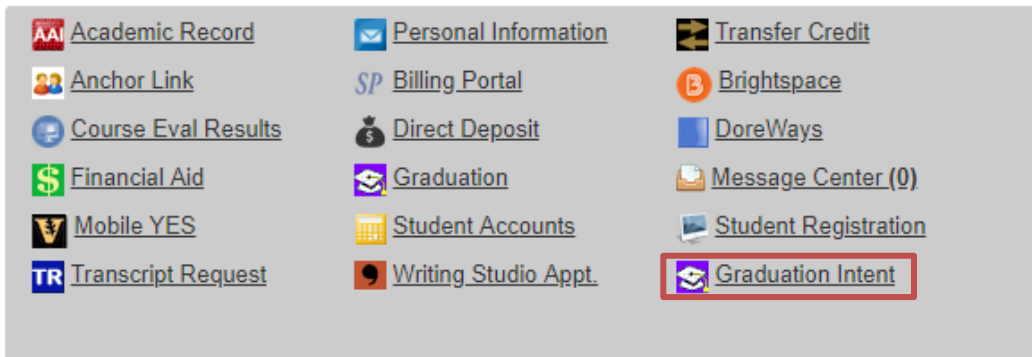
YES User Guide

Graduation Intent

Beginning in Spring 2018, Graduate students will indicate their intent to graduate through the Graduation Intent application in YES. Students will be notified via email when the Graduation Intent form is available each semester.

Declaring Graduation Intent

1. On the Student Landing page, click **Graduation Intent**.



2. Select the type of degree you are receiving. A student in a doctoral program may select either a master's in passing or a Ph.D.

The screenshot shows the 'Graduation Intent' form. At the top, it displays the selected degree: 'Doctor of Philosophy', 'Academic Program: Graduate Doctoral Degree', 'School: Graduate School', and 'Major(s):'. Below this, there are two dropdown menus. The first is labeled 'I am receiving:' and is open, showing three options: 'A master's in passing' (selected), 'A master's in passing', and 'A Ph.D.'. The second dropdown menu is labeled 'Degree and Thesis:' and contains the text 'Please select from options below'. Below the dropdown menus, there is a 'Submit' button and a line of text: 'line and complete any remaining requirements by the end of classes and graduate at the end of this term.'

3. Select the Thesis option from the Degree and Thesis drop-down.

The screenshot shows the 'Graduation Intent' form. At the top, it displays 'Doctor of Philosophy', 'Academic Program: Graduate Doctoral Degree', 'School: Graduate School', and 'Major(s):'. Below these are fields for 'Minor(s):', 'I am receiving:' (with a dropdown menu showing 'A master's in passing'), and 'Degree and Thesis:' (with a dropdown menu open showing 'Please select from options below', 'Thesis option', 'Non-thesis option', and 'Dissertation Only'). A 'Submit' button is located at the bottom right. A note below the dropdowns reads: 'I intend to submit a thesis (if applicable) or dissertation by the deadline graduate at the end of this term.'

4. Click the **Submit** button.

This screenshot shows the same 'Graduation Intent' form as above, but the 'Degree and Thesis' dropdown menu is now closed and shows 'Thesis option'. The 'Submit' button at the bottom center is highlighted with a red rectangular box. The note below the dropdowns now reads: 'I intend to submit a thesis (if applicable) or dissertation by the deadline and complete any remaining requirements by the end of classes and graduate at the end of this term.'

5. Return to your Student Landing page to access the Graduation link to complete the process. Further instructions are available at <https://registrar.vanderbilt.edu/academic-records/graduation-confirmation-form-instructions.php>.

