



I Expect to Complete

This form is used only to tell the University that you expect to meet the requirements of your program of study (i.e., your degree, diploma or certificate). It notifies the University to include your record in the assessment process. If you have queries regarding your eligibility to meet requirements, you should consult the Macquarie University Handbook for your year of entry into your program. If you still have questions, contact an adviser in the relevant academic Department.

First Name: _____ Last Name: _____ Student No: _____

Are you (*tick one box only*)

Undergraduate Student

Postgraduate Student

I expect to complete my **degree/diploma/certificate** requirements. (*Circle one only*).

Full name of award (degree/diploma/certificate, i.e., Bachelor of Commerce)

Area of study (refer to Program of Study Code in the Handbook, i.e., ACCG03 = Professional Accounting) _____

I expect to complete in the year 20_____ (*ie 2008, 2009*)

Study period (*tick one box only*).

End of 1st half-year (after June exams): **You must submit this form by 30 June**

End of 2nd half-year (after December exams): **You must submit this form by 1 Sept**

Other: (Vacation*, Summer Session*, Trimester 1, etc.) **Submit this form immediately**

Please specify other study period below:

*Summer Session and Vacation students cannot participate in the April graduation ceremonies. You will be allocated a place in the May ceremony.

The Academic Program Section will not check whether you are eligible to qualify (i.e. meet program requirements) prior to release of final grades. If you do not meet requirements after final grades are released, the University will not notify you.

The information you provide via this form will replace any previous expect to complete information.

Please allow three (3) working days for this form to be processed. Then check **eStudent** under My Results – I Expect to Complete. If the information is incorrect, please contact apsinfo@mq.edu.au. ***Do not look under My Results – Check for Graduation. Graduation information will not be available until after you qualify for your award.***

If after the release of results on **eStudent** for the year and study period when you expect to complete, there is no information regarding your award (degree/diploma/certificate), and you believe you should have qualified, you will need to follow the instructions on the **eStudent** noticeboard, paying close attention to the published deadline for contacting the University in order to be included in the next series of graduation ceremonies.

Signature: _____ Date: _____

Submit this form to the Student Enquiry Service, Level 1 Lincoln Building