



MACQUARIE UNIVERSITY

I Expect to Complete – Undergraduate*

For students completing programs commenced in

2009 or earlier (pre-2010 curriculum)

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: _____

I expect to complete my Degree Diploma Certificate requirements. (*Tick one only*).

Full name of Award: _____

(Degree / Diploma / Certificate, e.g. Bachelor of Commerce)

Area of Study: _____

(refer to Program of Study Code in the Handbook, e.g. ACCG03 = Professional Accounting)

Carefully check the Handbook (<http://www.handbook.mq.edu.au/>) to ensure you meet both the general and specific requirements of your degree.

To be automatically qualified to graduate, you must meet the requirements for the award and/or area of study you have requested above. If you are not qualified automatically, you will need to inform apsinfo@mq.edu.au whether you wish to be qualified for a different award or area of study. **A delayed qualification may affect the date of your graduation ceremony.**

I expect to complete in the year 20____ (e.g. 2010, 2011)

Study period (*tick one box only*).

- End of 1st half-year (after June exams): **You must submit this form by 1 April**
- 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** by clicking on the 'My Results and Graduation' button on the top of your screen, and then clicking on the 'I Expect To Complete My Program' link on the Menu on left hand side of the page. 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 there is no information regarding your award on **eStudent** after exam results for the year and study period when you expect to complete are released, and you believe you should have qualified, please contact apsinfo@mq.edu.au.

Signature: _____ Date: _____

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

* Postgraduate students (except those who commenced in the 2011 Faculty of Business and Economics new curriculum) are not required to complete an 'I Expect To Complete' form.