



INTENT TO GRADUATE (For students seeking a degree)

1. **Eligibility and Instructions for completing this form:**

- Your earned hours and current classes must total at least 40 semester hours (not including learning support classes).
- You must be degree seeking (AA, AFA, AS, AST, or AAS). Technical certificate students complete the "Request for Technical Certificate."
- Please complete EVERY ITEM or the processing of this form will be delayed and the form returned.
- DO NOT complete a *Change of Major* form – the major you list on this form becomes your new major.

2. **PRINT YOUR NAME AS YOU WANT IT TO APPEAR ON YOUR DIPLOMA.**

(This is also how your name will appear in the program and will be announced at the graduation ceremony.)

_____ Last Name _____ First Name _____ Middle or Maiden Name (Optional)

3. **Student ID Number:** _____

4. **I will take my final courses for my degree the semester of:** Fall 20 ____ Spring 20 ____ Summer 20 ____

5. **I intend to complete the following degree(s) with Columbia State by the end of the semester indicated above.**

Place a check mark by degree(s) and write in the major, emphasis or option.

<input type="checkbox"/>	A.S.	Tennessee Transfer Pathway, Emphasis:
<input type="checkbox"/>	A.S.	University Parallel, Emphasis:
<input type="checkbox"/>	A.A.S.	Major: _____ Option (if applicable): _____
<input type="checkbox"/>	A.S.T.	Early Childhood Education (Pre-K-3)
<input type="checkbox"/>	A.S.T.	Elementary Education (K-5)
<input type="checkbox"/>	A.S.T.	Secondary Education – English
<input type="checkbox"/>	A.S.T.	Secondary Education – Mathematics
<input type="checkbox"/>	A.S.T.	Secondary Education – Social Studies
<input type="checkbox"/>	A.S.T.	Special Education
<input type="checkbox"/>	A.A.*	Tennessee Transfer Pathway, Emphasis:
<input type="checkbox"/>	A.A.*	University Parallel, Emphasis:

*requires 6 semester hours of the same foreign language

6. **Have you previously been awarded a college degree?** ____ No ____ Yes, what degree? _____

7. **Spring completers who wish to participate in the May ceremonies must submit this form by the last Friday of February. Summer or Fall completers who wish to participate in the December ceremony must submit this form by the last Friday of September. To participate in the graduation ceremony, specify below.**

____ Yes, specify Height: _____ Weight: _____ (necessary to order cap and gown)

____ No, I am unable to participate in the ceremony.

8. **Do not send to the Records Office until you have obtained the REQUIRED "Official Signature" below:** To ensure that you have completed 40 college credit hours and are indicating the correct degree and major/emphasis on the Intent, a signature from a college official is required. Officials include advisors, deans, academic division office staff, completion specialists, or extended campus staff. Upon approval and signing, the Official will forward the Intent to the Records Office.
Students are required by the Tennessee Board of Regents and Columbia State to take an exit exam that measures general educational achievement. The exam is free of charge and no minimum score is required for graduation. Your signature indicates that you have read these statements and will register for and take the exit exam (you will receive information about the exam by mail/email and it is contained within the online degree audit).

Student's Signature: _____ Date: _____

Official's Signature: _____ Date: _____

9. **Once the Records office completes processing, you will receive an email via your Columbia State email that will include information about your Intent to Graduate and other requirements.**