



INTENT TO GRADUATE

(For students seeking a degree)

[1] Instructions for completing this form:

- your earned hours and current classes must total at least 48 semester hours (not including developmental classes)
- you must be degree seeking (AA, AS, AST, or AAS) - certificate students complete the "Request for Technical Certificate" form
- do NOT complete a "change of major" form - the major you list on this form becomes your new major
- complete EVERY ITEM or your graduation evaluation will be delayed and the form returned for completion

[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 be announced at the graduation ceremony)

| | | |
|-----------|------------|----------------------------------|
| Last Name | First Name | Middle or Maiden Name (optional) |
|-----------|------------|----------------------------------|

[3] ID or Social Security Number _____

[4] Mailing Address _____

| | | | |
|-------------|------|-------|----------|
| STREET/APT# | CITY | STATE | ZIP CODE |
|-------------|------|-------|----------|

[5] Student's permanent residence (for news release & program): CITY _____ STATE (or Country) _____

[6] I will take my final courses for my degree the semester of: Fall 20____ Spring 20____ Summer 20____

[7] List your degree exactly as offered by and completed with Columbia State. For assistance, you may refer to the "Change of Major" form at the following link: <http://www.forms.columbiastate.edu/students/records/ChangeOfMajor.pdf>

I intend to complete the following degree with Columbia State by the end of the semester indicated above:

_____ A.A.S. degree, major in _____ (option, if applicable: _____)

_____ A.S.T. degree, major in Teaching: K-6

_____ A.S. degree, major in General Transfer, emphasis in _____

_____ A.A. degree (requires 6 semester hours of the same foreign language) major in General Transfer, emphasis in _____

[8] Have you previously been awarded a college degree? ___ No ___ Yes, what degree? _____

[9] Do you wish to participate in the graduation ceremony?

_____ No

_____ Yes, regalia information: Height _____ Weight _____ Sex: _____ male _____ female

[10] (**Signature is required or form will be returned**): 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).

Student's Signature _____ Date _____

[11] Submit this form with a \$25 non-refundable fee to the Columbia Business Services Office or to any Columbia State location.

[12] After this form has been stamped "paid" by Business Services, submit the form to the Records Office. An email notification will be sent to your Columbia State address with information about your Intent and other requirements.

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| Grad: P I Honors: S M C |
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