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 2026

5. **I intend to complete the following degree(s) with Columbia State by the end of the semester indicated above.**
   Place a check mark beside degree(s) and write in the major, emphasis or option.

☐	A.S.	Tennessee Transfer Pathway, Emphasis:
☐	A.S.	University Parallel, Emphasis:
☐	A.A.S.	Major: Option (if applicable):
☐	A.S.T.	Early Childhood Education (Pre-K-3)
☐	A.S.T.	Elementary Education (K-5)
☐	A.S.T.	Secondary Education – English
☐	A.S.T.	Secondary Education – Mathematics
☐	A.S.T.	Secondary Education – Social Studies
☐	A.S.T.	Special Education
☐	A.A.*	Tennessee Transfer Pathway, Emphasis:
☐	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. **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. Student's Signature: _____ Date: _____

9. **Submit the form via email to Records@ColumbiaState.edu, in person at the Records Office in Columbia, or at any campus location. Once the Records Office completes processing, you will receive an email via your Columbia State email account that will include information about your Intent to Graduate and other requirements.**