REQUEST FOR TECHNICAL CERTIFICATE

1. **Eligibility and Instructions for completing this form:**
   - Students who are seeking an AA, AFA, AS, AST, or AAS degree must complete the *Intent to Graduate* form.
   - Complete EVERY ITEM or your graduation evaluation will be delayed and the form returned for completion.
   - 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 certificate the semester of:** Fall 2026___

5. **I intend to complete the following certificate(s) with Columbia State by the end of the semester indicated above.**
   (Place a check mark by any that apply.)

☐ **Accelerated Advanced Emergency Medical Technician**	☐ **Engineering Systems Technology**
☐ **Advanced Emergency Medical Technician**	☐ **Film Crew Technology**
☐ **Business**	☐ **Hospitality and Tourism Management**
☐ **Computed Tomography**	☐ **Paramedic**
☐ **Computer Networking**	☐ **Web Design and Mobile Technologies**
☐ **Cyber Security**	
☐ **Emergency Medical Technician**	

6. **Have you previously been awarded a college certificate? ___** No ___Yes, what certificate? _____

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 academic robe)

   _____ I am unable to participate in the ceremony.

   Student's Signature: _____ Date: _____

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

Columbia State Community College, a Tennessee Board of Regents institution, is an AA/EOE educational institution

Reference Columbia State Policy 02:02:00
Revised 9/2026