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 20____ Spring 20____ Summer 20____

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**	☐ **Fire Science**
☐ **Computed Tomography**	☐ **Hospitality and Tourism Management**
☐ **Computer Networking**	☐ **Paramedic**
☐ **Cyber Security**	☐ **Web Design and Mobile Technologies**
☐ **Emergency Medical Technician**	

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

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 academic robe)

   _____ I am unable to participate in the ceremony.

8. **Signatures are required**: To ensure that you have completed the required number of credit hours and are indicating the correct certificate on the Request, a signature from a college official is required. Officials can include advisors, deans, academic division office staff, completion specialists, or extended campus staff. **The Official will forward the Intent to the Records office.**

   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 Request and other requirements.**

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