

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.)

- _____ **Advanced Emergency Medical Technician**
- _____ **Business**
- _____ **Commercial Entertainment**
- _____ **Computed Tomography**
- _____ **Computer Networking**
- _____ **Emergency Medical Technician**
- _____ **Engineering Systems Technology**
- _____ **Film Crew Technology**
- _____ **Hospitality and Tourism Management**
- _____ **Paramedic**
- _____ **Web Design and Mobile Technologies**

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 second Friday of February. Summer or Fall completers who wish to participate in the December ceremony must submit this form by the second 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. Submit this form to any Columbia State campus location. Once the Records Office completes processing, you will receive a notification via your Columbia State email with information about your Request and other requirements.

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