



INTENT TO GRADUATE DEGREE AND TECHNICAL CERTIFICATE

The deadline for Fall completers and priority for Spring and Summer candidates is October 31.

All students must submit an application no later than January 31 to be considered a candidate for the academic year.

Name _____ Student ID # _____

Name will appear on your transcript and diploma as it appears in the Chattanooga State computer database.

Home Phone (____) _____ Work Phone (____) _____ Cell phone (____) _____

MAILING ADDRESS

Street Address _____ Apt. # _____ or P.O. Box _____

City _____ State _____ Zip _____

Your Chattanooga State Tiger Mail will be the first point of contact. Check it often.

Please keep your information up-to-date by submitting any changes to the Enrollment Services Center (Request for Change of Record).

FINAL TWENTY HOURS (20) FOR ASSOCIATE DEGREES PRECEDING GRADUATION MUST BE COMPLETED AT CHATTANOOGA STATE.

____ Associate of Arts (AA) GPA for all college-level work must be 2.00 or higher.

____ Associate of Science (AS) GPA for all college-level work must be 2.00 or higher.

____ Associate of Science Teaching (AST) GPA for all college-level work must be 2.75 or higher and requires deposition and appropriate test scores.

____ Associate of Applied Science (AAS) GPA for all college-level work must be 2.00 or higher.

ONLY FOR AAS DEGREE Major _____ Concentration(s) _____

____ Technical Certificate in _____ ALL course work requires "C" or better. A minimum of seventy-five (75) percent must be completed at Chattanooga State.

____ Catalog year (5 YEAR LIMIT) Semester and year you plan to complete requirements _____ semester _____ year

Note: Summer course offerings are limited.

If, after graduating from this program, you plan to enroll in a different program, you must submit a Major/Program Change prior to registering for the next term. This is necessary to avoid a delay in posting your credential and possible impact for future financial aid awards.

COURSES TO BE COMPLETED – MUST INCLUDE SPECIFIC COURSE NUMBERS

A grade of "C" or better is required in all prerequisite courses and in all courses specified by course numbers in summary of required hours.

Review your grades after each semester and be sure to adjust your class schedule for next term if needed.

Be sure to check with your advisor if you register for courses different from those listed on this form.

COURSE NUMBER	HRS	TERM	COURSE NUMBER	HRS	TERM	COURSE NUMBER	HRS	TERM	COURSE NUMBER	HRS	TERM
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Exit Testing All associate degree candidates are required to test for general achievement. Major testing may also be required in selected fields. Exit testing must be completed before the Records Office can post the degree or issue a diploma. Information with test dates will be sent to you and posted on the Event Calendar (no summer testing).

Advising remarks: _____

[1] Advisor Signature _____ Date _____

NOTE: Engineering Tech programs also requires Departmental signature _____ Date _____

[2] Student Signature _____ Date _____

[3] SUBMIT THIS FORM TO THE ENROLLMENT SERVICES CENTER BY OCTOBER 31. Retain copy for your file.

All candidates for graduation for a given academic year (Fall, Spring, or Summer) may participate in Chattanooga State's annual commencement exercise in May even though all requirements for graduation may not have been met. However, such participation in no way confirms completion of requirements or official graduation. All requirements for degree and/or certificates must be completed before the credential can be posted to the students' transcript or a diploma awarded. This includes removal of any incomplete grades. Incompletes not removed within two weeks of the end of the term will delay posting of the credential until the following term.