

Student Affairs—Admissions/Records/Enrollment Services
 4501 Amnicola Hwy., Chattanooga, TN 37406-1097
 Phone: 423-697-4401
 Return this Application as an attachment to
submit@chattanoogaestate.edu

Intent to Graduate Information: Degree and Technical Certificate

Application Deadlines:

Applications received by the priority deadline will be processed in the order received. A preliminary graduation audit by the Graduation Specialist will be completed on applications received by the priority deadlines, and students missing course requirements will be notified prior to the start of their graduating semester.

<u>GRADUATION SEMESTER</u>	<u>*PRIORITY DEADLINE</u>	<u>FINAL DEADLINE</u>
Fall (December)	May 1st	September 30th
Spring (May)	October 1st	January 31st
Summer (August)	February 1st	May 31st

*Applications received after the priority deadline will be considered as meeting the final deadline. Students meeting the final application deadline are not guaranteed a preliminary graduation audit prior to the start of their graduating semester. Students applying to graduate after the priority deadline must review all graduation requirements in the appropriate college catalog for their major and work closely with their advisor to ensure that all requirements will be met in their anticipated graduation term.

NOTE: Students who apply past the priority deadline for summer graduation may be too late to participate in the commencement ceremony with their graduating class.

How to Apply to Graduate:

1. Read the Intent to Graduate Information form carefully.
2. Make an appointment with your advisor.
3. The advisor and student together fill out the Intent to Graduate Application.
4. The advisor will inform the student of any remaining courses and other requirements necessary to complete the program. Both the student and advisor sign the Intent to Graduate Application.
5. NOTE: Course substitutions (Request to Modify Degree Requirements form) should be submitted to the Office of the Vice President of Academic Affairs by the advisor prior to, but no later than, the day the student submits the Intent to Graduate Application.
6. **There are no course substitutions allowed for Tennessee Transfer Pathways.**
7. Submit the signed Intent to Graduate Application to the Enrollment Services Center (Student Center) **by the deadlines stated above.**
8. Refer to the next page for the Prospective Credit Graduate Checklist.

Check your student TigerMail account frequently for information about graduation requirements and commencement ceremony information.

PROSPECTIVE CREDIT GRADUATE CHECKLIST

- ___ Complete all course requirements for program of study.
- ___ Take the Exit Exam. **NOTE:** All associate degree candidates are required to test for general achievement. Major-specific testing may also be required in selected fields. Exit Exam testing must be completed before the Records Office can post the degree or issue a diploma. The Exit Exam is given in November for Fall graduates and in March for Spring and Summer graduates. Students who have an Intent to Graduate application on file will receive an email regarding the dates, times, and location. The email will be sent to your student TigerMail account.
- ___ Have a minimum GPA of 2.0 (Associate of Science in Teaching students must have a minimum GPA of 2.75).
- ___ Pay all financial obligations to the College, including parking tickets and overdue fees.
- ___ Visit the Graduation webpage online at www.chattanoogastate.edu/graduation for important deadlines. Chattanooga State has one commencement ceremony each year in May. The ceremony is for that year's spring and summer graduation applicants and the prior year's fall graduates.
- ___ Diplomas are mailed to the graduate's mailing address on the following dates for each term (or the closest business day if the following date falls on a weekend): Fall – February 28th, Spring – July 1st, and Summer – October 1st.
NOTE: Submit a Change of Address form to the Enrollment Services Center (Student Center) if your mailing address has changed.
- ___ Visit www.chattanoogastate.edu/graduation for additional information on commencement activities and other requirements.
- ___ If you plan to enroll in a different program after graduating from this program, you must submit a Change of Major/Program form prior to registering for the next term. This is necessary to ensure that your credential is posted without delay and to avoid possible impact on future financial aid.

Notes:

Check your student TigerMail account frequently for information about graduation requirements and commencement ceremony information.

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Intent to Graduate Application: Degree and Technical Certificate

Name: _____ **Student ID (A-Number):** _____

Your name will appear on your transcript and diploma as it appears in TigerWeb.

Telephone: (_____) _____

Please check your Chattanooga State TigerMail account for information concerning your graduation.

Catalog year (5-year limit) _____

Semester you plan to complete graduation requirements:

- | | |
|--|--|
| <input type="checkbox"/> Associate of Arts (AA)
<input type="checkbox"/> Associate of Science (AS)
<input type="checkbox"/> Associate of Science Teaching (AST)
<input type="checkbox"/> Associate of Applied Science (AAS): Major _____ Concentration _____
<input type="checkbox"/> Technical Certificate in _____
<input type="checkbox"/> TTP (Tennessee Transfer Pathways)- AA _____ or AS _____ Concentration _____ | <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year _____
(See attached deadline information) |
|--|--|

Courses to be Completed: A grade of "C" or better is required in all prerequisite and specified courses.

Course Number	Hours	Term	Course Number	Hours	Term	Course Number	Hours	Term
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

Course Substitution: If a course substitution is necessary, the advisor must submit the Request to Modify Degree Requirements form in a timely manner. Failure to do so may result in the student not being awarded his/her degree or certificate for the desired term.

- Course substitution is not necessary for this student.
 I have submitted a Request to Modify Degree Requirements form.

Advising remarks: _____

[1] Advisor Signature _____ **Date** _____

Note: Engineering Tech programs also require Departmental Signature

Signature _____ **Date** _____

[2] Student Signature _____ **Date** _____

[3] SUBMIT THIS FORM TO THE ENROLLMENT SERVICES CENTER BY THE DEADLINE. (Retain a 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 student's 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.