

## Instructions

This form should be used by students completing coursework for an undergraduate certificate program. Certificate programs that meet these specifications will then appear on the official transcript and university-issued certificate. The university requires a minimum GPA of 2.0 in the program for the certificate to be awarded. In addition, students should be aware of possible additional grade requirements imposed by the program itself, such as minimum grades in each course. Transfers from another university are not permitted with the exception of substitutions for courses. Substitutions, deletions, and additions are not prohibited, but are strongly discouraged, requiring compelling reasons and permission from the Associate Dean of Undergraduate Studies. They will be treated similar to substitutions for core courses in a degree program. All coursework in the certificate program must be graded with all coursework completed with an average GPA of at least 2.0 Only 3 units of an entire program can be repeated (and can be repeated a single time only). If a course is repeated, both grades will be used in the computation of program GPA. Please submit one copy of the unofficial transcript for certificate review.

## Student Information

Last Name \_\_\_\_\_ First Name, M.I. \_\_\_\_\_  
 Student ID \_\_\_\_\_ Previous Name (if any) \_\_\_\_\_  
 Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Daytime Phone \_\_\_\_\_ Email Address \_\_\_\_\_

## Certificate Program Courses

Name of Certificate Program \_\_\_\_\_  
 Date of Completion of Certificate Program \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

## List All Courses Required in the Program

Dept. and Number	Title	Semester	Units	Grade	Semester/Year Completed

List any special requirements of the program, such as a grade minimum in each class.

## Required Signatures

Student name (print) \_\_\_\_\_ —Signature \_\_\_\_\_ Date \_\_\_\_\_

Certificate Program Director name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE**

Approved  Denied

Name \_\_\_\_\_ Date \_\_\_\_\_