



Graduate Certificate and Advanced Certificate Program Plan of Study

Instructions: Complete this Plan of Study and forward it to your academic advisor for his/her signature in Part I. Retain a copy for your records. This form should be completed and approved before the end of your first semester in the program. Your advisor will review your program and return a signed copy of the plan to you. If there are any questions, your advisor will contact you. Program modifications must be submitted to, and approved by, your advisor in Part II. Please see that your academic advisor and the department have a copy of your approved Plan of Study and any program modifications. *(Please print or type)*

PART I

Your Name as you would like it to appear on the Certificate: _____

Department of Graduate or Advanced Certificate Study: _____ **Concentration:** _____

Advisor Name: _____ **Advisor Approval:** _____
Assigned by Department Signature Date

Plan of Study: (minimum 4 courses required for Graduate Certificates, 5 courses required for most Advanced Certificates)

	Course Number	Course Title	Semester Proposed	GAO Office Use Only
1.				
2.				
3.				
4.				
5.				
6.				

Part II - Program Modification: If you have added or deleted any courses from the original plan of study please indicate here. Changes require the advisor's signature.

	Course Number	Course Title	Semester Proposed	GAO Office Use Only
ADD				

Advisor Signature _____ Date _____

	Course Number	Course Title	Semester Proposed	GAO Office Use Only
DELETE				

Advisor Signature _____ Date _____

Part III - Certificate Completion: Upon completion of the certificate requirements, please obtain the following signatures and forward the original, to the Registrar's Office. Upon receipt of this form, an official certificate will be issued, with a copy forwarded to the department for the student's file.

Student Signature *Advisor Signature* *Department Head Signature* *Registrar Signature*

Date *Date* *Date* *Date*

Address you would like your certificate mailed to:

Graduate Office use only:

A Certificate of Graduate Study A Certificate of Advanced Graduate Study
 has been awarded to (student name) _____

Registrar Date