

# Graduate Certificate Completion Form

**IMPORTANT:** This form must be completed to apply for graduation from your certificate program. Please be sure to complete the online [Graduate Student Application for Graduation Form](#) before you submit this form to your Student Success Manager.

**PART I: Student Information**

Student ID: \_\_\_\_\_

Full Name to appear on the Certificate: \_\_\_\_\_

Address you would like your certificate mailed to:

\_\_\_\_\_

Department of Study : \_\_\_\_\_ Concentration: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Assigned by Department  
 Advisor Approval: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Completed Courses (minimum 4-6 courses required for Graduate Certificates)**

	Course Number	Course Name	Semester	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.

ADD	Course Number	Course Title	Semester Proposed	GAO Office Use Only

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

DELETE	Course Number	Course Title	Semester Proposed	GAO Office Use Only

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Part III - Certificate Completion:** Please submit this form to your Student Success Manager to obtain department approval. Upon completing both steps in the graduation process your status will be "Pending Final Review". Once you have been reviewed and cleared to graduate by the Registrar's Office, your status will be changed to "Confirmed".

\_\_\_\_\_  
 Student Signature                      Advisor Signature                      Department Head Signature                      Registrar Signature

\_\_\_\_\_  
 Date                      Date                      Date                      Date

Graduate Office use only:  
 \_\_\_ A Certificate of Graduate Study                      \_\_\_ A Certificate of Advanced Graduate Study  
 has been awarded to (student name) \_\_\_\_\_  
 \_\_\_\_\_  
 Registrar                      Date