APPLICATION FOR SECONDARY GRADUATE CERTIFICATE PROGRAM

Purpose: To declare the addition of a post-graduate certificate while completing a primary degree program.

Instructions: Students must communicate with their academic advisor to discuss the addition of a secondary graduate certificate program and complete the Application for Secondary Graduate Certificate Program form. Students must include, with the form, all supporting documents that are required for adding the certificate. The following signatures are need for approval:

- Primary Degree Program Coordinator
- Secondary Graduate Certificate Program Coordinator
- Associate Dean for Teaching and Academic Affairs

The form is forwarded to the College of Education and Human Development’s Office of Academic and Student Affairs (OASA) for the Associate Dean for Teaching and Academic Affairs (Dr. Ellen Rodgers) signature. The CEHD Office of Academic and Student Affairs will forward the form to the Registrar’s Office on the student’s behalf.

Notes: The student must be currently enrolled in a Master’s or Doctoral Program to declare a secondary graduate certificate program.

Students must be admitted to a secondary graduate certificate program at least one semester prior to graduation.
Application for Secondary Graduate Certificate Program

Last Name ___________________________________ First Name ______________________________ M.I. ______

Student G# _________________________________

Student’s Signature ____________________________ Date _____________

Current Degree (Circle one)    MA    MED    MS    PHD

Primary Degree Program ______________________ Concentration______________________________

Preferred Secondary Graduate Certificate Program __________________________________________

Effective Term (Circle one)    Spring    Fall

Note: Students must be admitted to a Secondary Certificate program at least one semester prior to graduation.

The following are admissions requirements for students who would like to add a Secondary Graduate Certificate Program and who are currently enrolled in a Master’s or doctoral program. Please check all that apply to your preferred Secondary Graduate Certificate Program and include with this form.

☐ Standardized Test          ☐ Resume          ☐ Goals Statement          ☐ Letters of Recommendation
☐ Endorsement worksheet

☐“Department” form

APPROVAL: Office Use Only

Admissions Decision for Secondary Graduate Certificate Program:    ☐ Admit    ☐ Deny

Reason for denial: _____________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Approval signature, Primary Degree Program Coordinator or Advisor    Date

Approval signature, Secondary Graduate Certificate Program Coordinator    Date

Signature, Associate Dean                                            Date

May 2010