

UO ID _____ **Last Name** _____ **First Name** _____

UO Email _____ **Major** _____

Degree Level (check one): Masters Doctoral **Certificate Program:** _____

If Master's, which degree? _____
(e.g., MA, MS, MBA, etc.)

Signature: _____ **Date:** _____

(must be hand-drawn or confirmation of approval sent from UO email address)

This form must be completed by all students pursuing graduate certificates along with their graduate degree programs. It must be submitted to the Division of Graduate Studies within one term after admission to the certificate program. (Note: This does not apply to College of Education certificates.) This form must be filed in the Division of Graduate Studies no later than week 5 of any term in which you want to make a change. Forms submitted after Week 5 of the term will automatically be considered for the next academic term.

CERTIFICATE PROGRAM APPROVAL

By signing below, the department/program offering the certificate confirms that (1) this student has been accepted to the above-named certificate program; (2) the student has met with the department/program and has a documented, approved course of study that establishes the requirements that must be completed for the above-named certificate program.

Printed Name: _____ **Date:** _____

Director or Representative of Certificate Program

Signature: _____

(must be hand-drawn or confirmation of approval sent from UO email address)

IMPORTANT INFORMATION ABOUT PURSUING GRADUATE CERTIFICATES

Minimum Division of Graduate Studies Requirements: Students pursuing graduate certificates are responsible for meeting minimum Division of Graduate Studies requirements as outlined on the Division of Graduate Studies website: <http://graduatestudies.uoregon.edu/policies-procedures/graduate-certificates>

Graduating with the Certificate:

Students must apply for graduation no later than Friday of Week 2 in the term of graduation (for the graduate certificate, the graduate degree, or both the degree and the certificate).

No later than Friday of Week 8 in the term of graduation for the certificate, the department/program must submit an the "Statement of Completion for Graduate Certificate" as well as a hard copy of the departmental program plan indicating the courses (titles, term taken, number of credits, and grade for each) being used to fulfill the requirements of the certificate.

Division of Graduate Studies Approval

Effective Term: _____