

UO ID \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_

UO Email \_\_\_\_\_ Major \_\_\_\_\_

Degree Level (check one):  Masters  Doctoral Certificate Program: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*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: \_\_\_\_\_

**IMPORTANT INFORMATION ABOUT PURSUING GRADUATE CERTIFICATES**

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

**Graduating with the Certificate:**  
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), the student must apply for graduation online.

No later than Friday of Week 8 in the term of graduation for the certificate, the department/program must submit an online "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. (Note: Effective Winter 2012, the departmental program plan will no longer be required.)

**Division of Graduate Studies Decision**      Approved      Denied  
Effective Term: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_