



Graduate Certificate Completion Form
College of Graduate Studies

Students should submit this form to the Graduate Program Director by the end of the second week of the term when it is anticipated that all certificate requirements will be met.

The Program Director records the required and elective courses for the certificate, the grades earned to date, and the requirements still in progress. The form should be signed by the Graduate Program Director and submitted to the College of Graduate Studies (grad@csuohio.edu) no later than the sixth week of the term. Graduate Studies will verify certificate requirements are met at the end of the final semester. Certificates are normally awarded to students within six weeks following the completion of the term.

To Be Completed by Student

Candidate's Name: _____ CSU ID #: _____

Address: _____ Phone: _____

Graduate Certificate Program: _____

Projected Completion Term: Fall Spring Summer Year: _____

Student Signature: _____ Date: _____

To Be Completed by Program Director

	Courses	*Required or Elective	Term Taken	Grade Earned
1				
2				
3				
4				
5				
6				
7				

* Any course substitutions must be accompanied by a memo of explanation from the Program Director.

Total Credits Required: _____ Credits in Progress: _____

Program Director Comments: _____

Program Director Approval Signature: _____ Date: _____

Graduate College Approval

Signature: _____ Date: _____

University Registrar – Office Use Only

Activate Date: _____ Complete Date: _____ Signature: _____

Notes: _____