Appalachian State University Cratis D. Williams Graduate School

GRADUATE CERTIFICATE
PROGRAM OF STUDY

(Please type or print)
Name of Student: _____ Social Security No.[1]: _____

Department: _____ Date: _____

TO THE DEAN OF THE GRADUATE SCHOOL:

I submit below, for the approval of the Graduate School my proposed program of study in partial fulfillment of the Certificate in: _____ Major Code: _____

Dept.	Course No.	Course Title	Hours	Final Grade
Transfer Credit (cannot exceed 25% of the hours)[2]				
		Total Semester hours listed for credit:		
Prerequisites Specified by the Program Director				
Explanation for Substitutions Requested by the Program Director				

Approval Recommended:

_____ _____
(Program Director) (Student Signature)

_____ _____
(Department Chairperson) (Student Address)

_____ _____
(Graduate School) (Student Address)

[1] I understand and acknowledge that provision of my social security number is voluntary and authorize its use as a personal identifier for record keeping purposes.

[2] To be eligible for transfer, credit must be at the graduate level and must be awarded by an accredited institution. Departments are under no obligation to accept transfer credit in their certificate programs, so students should discuss courses with the program director before registering for a course at another institution. When the course is complete, official transcripts should be sent to the Graduate School for approval, and the credit will be posted officially when the Graduate School receives the "completion of graduate certificate" form.