



Office of Graduate Studies

INFORMATION ABOUT CERTIFICATE COMPLETION

General Information about the Certification for Completion of a Graduate Certificate

- Submit the Certification for Completion of a Graduate Certificate *before* the completion of half of the certificate credits. Be sure to check with your certificate coordinator for credit requirements. In all cases, complete the Certification for Completion of a Graduate Certificate **no later** than one semester before the semester of completion.
- Approval of Certification for Completion of a Graduate Certificate requires that a student is in academic full standing and has satisfied any deficiencies specified at the time of admission to or during certificate study.
- The form should be typed or neatly printed. This form can be filled-in on-line then printed.
- Be certain to obtain the necessary signatures before submitting the form to the Graduate Studies office.
- Submit three copies of the signed/approved certification form to the Graduate Studies office.

Instructions for Completing the Certification for Completion of a Graduate Certificate Form

(http://www.uwosh.edu/gradstudies/forms_pubs/docs/certcand.pdf)

1. Type/print all STUDENT INFORMATION and EARNED DEGREES information requested on the form.
2. List certificate courses, preferably in order of when taken or planning to take. **Do not** include any education licensure-only courses unless they apply to the certificate. List term completed (e.g., Fall '04), Course number (subject area and three-digit catalog number), title of course, credits and grade. If completing the form on-line the credit values entered will be automatically totaled.
3. Sign and date the form. Obtain an approval signature from your certificate (program) coordinator. Submit the completed form with two copies, a total of three, to the Graduate Studies Office, 800 Algoma Blvd., Dempsey Hall 337, Oshkosh WI 54901.
4. The Office of Graduate Studies will review, sign and send you notice of approval.

Special Note

- To make changes after approval of a Certification for Completion of Graduate Certificate submit a Program Modification Form.
 - http://www.uwosh.edu/gradstudies/forms_pubs/docs/prgm-planchg.pdf



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INFORMATION ABOUT CERTIFICATE COMPLETION

General Information about Applying for Certificate Completion (Graduation)

- Submit the Application for Completion (Graduation) form before the end of the 4th week of classes in the spring or fall semester you intend to finish, or before the end of the 1st week of summer classes if you intend to finish by the end of the summer session.
- To complete the certificate students must be in academic full standing (cumulative graduate grade point average a 3.000 or better and not on academic probation). Additionally a student must satisfy all certificate requirements and have all original transfer course(s) (if any) or degree conferral transcripts on file with the Graduate Studies office and approved for certificate completion.

Instructions for Completing the Application for Certificate Completion (Graduation) Form

<http://www.uwosh.edu/gradstudies/gradrequirements/gradcompapp.php>

(Note: This form serves both students completing graduate degrees AND certificates. Be aware that a certificate is not a degree and that students completing a certificate do not participate in the commencement ceremony.)

1. The application is an editable Adobe Acrobat on-line form. You can complete the form on the web and use your browser print option to generate the completed form.
2. Use the tab key to move through the fields in proper order.
3. If at any time you want to erase all information entered in the form, click on the RESET FORM button at the bottom of the page.
4. Begin on the "When you expect to graduate?" line. As you proceed through the form, select the appropriate radio button, check box, or text field needed as identified by the field label.
5. For an August graduation, be sure to check if you will participate in the May or December graduation ceremony and in which commencement program you wish to have your graduation information published. Leave blank if you do not plan to participate or it does not matter in which program your graduation announcement appears.
6. Releasing information to the media is generally for announcing your graduation to local/home/regional newspapers. Note that if you do not select a response to "Do you want your name released to the media?," graduation information WILL be released.
7. When selecting your graduate program and program coordinator, use the up or down scroll arrow on the right-hand side of the field to find your selection. Click on your selection once it appears in the field to insert it into the field. Use the Tab key to move to the next field.
8. Please do not mark in the space identified as OFFICE USE ONLY.



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When you've completed the form print two copies, one for your records and one to submit to the Graduate Studies office.

Sign the copy you submit to the Graduate Studies office.

If you wish to retain a PDF file copy of your completed application, do a "Save As..." to your computer.