



Office of Graduate Studies

CERTIFICATION for COMPLETION OF A GRADUATE CERTIFICATE

General Information about Completing Certification

- 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 Form

<http://www.uwosh.edu/gradstudies/resources/forms/all-applicants/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 (i.e. fall '10), 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, gradschool@uwosh.edu or 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/resources/forms/all-applicants/prgmmod.pdf>



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General Information about Applying for Certificate Completion (Graduation)

- Submit the Application for Completion (Graduation) 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 On-Line Application for Certificate Completion (Graduation) Form

<http://www.uwosh.edu/gradstudies/resources/forms/application-to-graduation>

(Note: This application 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 on-line form that once completed you submit it to the Graduate Studies electronically.
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 button at the bottom of the page.
4. Begin on the "When you expect to graduate/completed?" 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. Releasing information to the media is generally for announcing your completion 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/completion information WILL be released unless you have designated information from your academic record through the Student Affairs office as non-releasable.
6. When selecting your graduate certificate program use the drop-down arrow on the right-hand side of the field to find your selection. Click on your selection. Use the Tab key to move to the next field.