



**GRADUATE CERTIFICATE CURRICULUM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_ XID#: \_\_\_\_\_

Local mailing address (street or P.O. box): \_\_\_\_\_

\_\_\_\_\_  
*City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip* \_\_\_\_\_

Certificate: \_\_\_\_\_ Major: \_\_\_\_\_

**Required Courses:**

Course number	Title of course as listed in catalog	Semester credit hours	Date completed or to be completed

**Certificate Program Director:**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name (print or type)*                      *Department*                      *Employee XID#*

Recommended by department/research unit: \_\_\_\_\_

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Office of the Registrar  
 ENROLLED STUDENT SERVICES  
 104D Sikes Hall Box 345125 Clemson, SC 29634-5125  
 864.656.5339 FAX 864.656.0622

Form GS GradCertCurr  
 Rev. 8/2016

### Graduate Certification Program Procedures

Upon completion of an approved certificate program, as defined in the University Announcements, the **Enrolled Student Services Office** will verify the completion of the certificate program. This includes validation of coursework and final grades along with appropriate signatures listed on the Certificate Plan of Study (see attached). The certificate will be recorded on the transcript and a certificate will be issued. The certificate will bear the signature of the University registrar.

### Procedures

1. The student will complete a Certificate Plan of Study form, available at <http://www.clemson.edu/graduate/files/pdfs/gradCertCurr.pdf>.

The Certificate Plan of Study will include:

- Student's name
  - Student's ID number
  - Name of department issuing the certificate
  - List of courses/semester taken/number of hours
  - Advisor's signature
2. The Certificate Plan of Study will be retained in the department issuing the certificate and immediately forwarded to the **Enrolled Student Services Office** (104D Sikes Hall) upon successful completion of all required coursework, minimum grades, and grade point average.
  3. Upon receipt, the Enrolled Student Services Office will approve program completion, update transcript, and prepare certificate for signature.
  4. Certificates will be issued three times a year with the most recent graduation date (May, August, and December) being recorded on the transcript and noted on the certificate.
  5. The student may choose to pick up the certificate in the Enrolled Student Services Office, or have it mailed at the current mailing fee of \$6.00, if paid by check or cash.
  6. The certificate will bear the signatures of the Dean of Graduate School and the Certificate Program Director.
  7. All certificates left for pick-up will be retained for one year, then destroyed (similar to diplomas).

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