

WSU ID: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

HOMETOWN (As it will appear in the commencement program):

CITY \_\_\_\_\_ STATE/COUNTRY \_\_\_\_\_



**Graduate School**  
**APPLICATION FOR**  
**GRADUATE CERTIFICATE**

**DEGREES HELD:**

DEGREE \_\_\_\_\_ NAME AND LOCATION OF INSTUTION \_\_\_\_\_ DATE OF DEGREE \_\_\_\_\_

DEGREE \_\_\_\_\_ NAME AND LOCATION OF INSTUTION \_\_\_\_\_ DATE OF DEGREE \_\_\_\_\_

DEGREE \_\_\_\_\_ NAME AND LOCATION OF INSTUTION \_\_\_\_\_ DATE OF DEGREE \_\_\_\_\_

**CERTIFICATE NAME:** Graduate Certificate in \_\_\_\_\_

**WHEN DO YOU EXPECT TO RECEIVE THE CERTIFICATE?** \_\_\_\_\_  
DECEMBER, MAY, OR AUGUST \_\_\_\_\_ YEAR \_\_\_\_\_

Please list the courses required for the graduate certificate. Your certificate will be held for final grades for all courses listed. It is your responsibility to contact the instructors of courses with “incompletes” to see that grades are changed by the end of the semester in which you wish to graduate. A minimum GPA of 3.0 is required for certificate courses and the overall GPA. Any course included on the certificate program in which a C-, D, or F is earned must be repeated.

| Course Prefix and Number | Course Title | Credits | Grade | Sem/Year Taken (Chronological Order) | WSU Instructor |
|--------------------------|--------------|---------|-------|--------------------------------------|----------------|
|                          |              |         |       |                                      |                |
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|                          |              |         |       |                                      |                |

Subtotal of Graduate Certificate Credits: \_\_\_\_\_

Certificate recipients may receive duplicates of the certificate. The original certificate fee is \$25.00 and duplicates may be ordered for an additional \$10.00 each. Please indicate the number of certificates requested: \_\_\_\_\_  
The graduation fee is a one-time fee which carries forward from semester to semester until completion. If you do not graduate this semester, you must contact the Graduate School to update your application for graduation.

**CERTIFICATE PROGRAM REQUESTED BY:** \_\_\_\_\_  
STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**CERTIFICATE PROGRAM RECOMMENDED BY:** \_\_\_\_\_  
CHAIR, CERTIFICATE COMMITTEE - SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**CERTIFICATE PROGRAM/APPLICATION APPROVAL:** \_\_\_\_\_  
GRADUATE SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_

**Please submit this completed and signed form to your department’s Academic Coordinator for review.**

Updated 8/15/2016