



## Graduate Certificate Completion Form

In order to be processed for completion of a graduate certificate program, students must obtain formal acceptance into the graduate certificate program, earn a Graduate Certificate GPA of 3.0 or higher, and file the Graduate Certificate Completion Form by the end of the add/drop period in the semester in which the student registers for the final course in the certificate program. Students must be registered in the semester they are completing the requirements for the certificate program. The student has seven years from the date of admission (prerequisite, articulation, and foundation courses are exempt) to the certificate program to complete the certificate. In addition, no course older than seven years at the time of graduation may be used in the Program of Study for a certificate.

PLEASE PRINT CLEARLY.

### STUDENT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

UCFID: \_\_\_\_\_

Telephone: \_\_\_\_\_ Knights Email Address: \_\_\_\_\_

Name as It Should Appear on Certificate: \_\_\_\_\_

### ADDRESS FOR CERTIFICATE TO BE MAILED

Certificates will be mailed 6-8 weeks after the graduating term.

Street or PO Box: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### PROGRAM INFORMATION

Name of Certificate Program: \_\_\_\_\_

Students must be enrolled in order to take exams, to conduct research or to use any university resources, and to graduate. Students who have completed all graduate certificate requirements may request to administratively add IDS 6999 during their semester of graduation. Students enrolled in IDS 6999 will be required to pay fees equivalent to one credit hour of coursework. Students should contact the graduate office within their respective college for advisement.

Intended Semester of Completion:

Term:  Fall  Spring  Summer      Year: \_\_\_\_\_

### SIGNATURES

Program Approval: \_\_\_\_\_ Date: \_\_\_\_\_

College Approval: \_\_\_\_\_ Date: \_\_\_\_\_

CGS Approval: \_\_\_\_\_ Date: \_\_\_\_\_