



# GRADUATE SECONDARY CERTIFICATE PROGRAM APPLICATION FOR CURRENT STUDENT USE ONLY

PROGRAM

Student's GNumber \_\_\_\_\_

Last Name, First Name \_\_\_\_\_

Mason E-mail address \_\_\_\_\_

Student's Primary Program: \_\_\_\_\_

Degree (ex. MS, MA, PhD) \_\_\_\_\_

Program Title \_\_\_\_\_

Concentration \_\_\_\_\_

The following are university minimum requirements; individual programs may have higher standards and/or more restrictive requirements.

- Some Colleges may require a full admissions application. Please contact your college for details.
- Graduate certificate programs require a minimum of 12 graduate credits.
- Only graduate courses may apply toward the graduate certificate.
- A maximum of 3 graduate credits taken at another institution can be transferred into a graduate certificate program.
- Candidates must have a minimum GPA of 3.00 in course work presented on the certificate application, which may include no more than 3 credits of C. Some units may have more restrictive policies.
- Certificate students are subject to graduate termination and dismissal policies.
- Students must be admitted to the graduate certificate program at least one semester before completion of certificate requirements.
- More than half of the credits required for the certificate program must be taken in degree status for the master's or doctoral degree.
- Time limits coincide with the six-year time limit for master's degrees or the six-year time limit for advancement to candidacy in a doctoral degree. Master's and doctoral time limit rules apply.
- Students may be enrolled in one graduate certificate program while they pursue a master's or doctoral degree.
- Students who have completed a graduate certificate may subsequently be approved to apply many of the credit hours for that one certificate to a graduate degree, as long as they were taken within six years of official enrollment into the degree program.
- There is no limitation on the sharing of credits between the graduate degree and one certificate.
- **Your Mason transcript should be attached to this application.**

**In the semester prior to the expected completion of degree requirements, students must confirm their intent to graduate through Patriot Web.**

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

## CERTIFICATE DECLARATION (To be completed by Certificate Program Director or Advisor)

Student's Requested Certificate Program: \_\_\_\_\_

Program Title

Program Code

Effective Term: Fall Spring Summer \_\_\_\_\_

Year

Additional requirements of the Certificate program: \_\_\_\_\_

## APPROVAL

Primary Program Director or Advisor \_\_\_\_\_

Date \_\_\_\_\_

Certificate Program Director or Advisor \_\_\_\_\_

Date \_\_\_\_\_

Certificate Program's Academic Dean or Designee \_\_\_\_\_

Date \_\_\_\_\_

Graduate Admissions officer (if required by school) \_\_\_\_\_

Date \_\_\_\_\_

Registrar's initials:

1/14

**After completed, return this form to the Office of the University Registrar, Student Union Bldg 1, Room 2101 MS 3D1, Fax (703) 993-4668.**