GEORGE MASON UNIVERSITY

GRADUATE <u>SECONDARY</u> CERTIFICATE APPLICATION

For Current Master and Doctoral Students Use Only

PROGRAM

_____   _____   _____

Student's G#   Last Name, First Name   Mason E-mail address

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 first contact your college/school to confirm.
- Only graduate courses may apply toward graduate certificates.
- Students may be enrolled in one graduate certificate program at a time while they pursue a master's or doctoral degree.
- A maximum of 3 graduate credits applied towards a conferred degree or certificate at another institution can be transferred into a graduate certificate program. See Graduate Transfer of Credit.
- In order for both the degree program and graduate certificate to be conferred at the same time, students must be admitted to the graduate certificate program via an approved Secondary Certificate form prior to applying for graduation. The secondary graduate certificate may be conferred prior to the conferral of the master's or doctoral degree.
- The time limit for certificate conferral coincides 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 degree time limit rules still apply.
- More than half of the minimum required credits applied to the certificate must be earned through direct instruction at Mason. In the case of a certificate offered through consortia arrangement, at least one-third of the credits applied to the certificate must be earned through direct instruction at Mason.
- Each graduate certificate must include a minimum of 12 credits that are not used to fulfill the requirements of any other graduate certificate.
- Certificate students are subject to graduate termination policies.
- Your unofficial Mason transcript must be attached to this application.

Student's Primary Program:

_____/_____/_____

Degree (PhD, DA etc.)   Program Title   Concentration

_____   _____

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

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 college/school*)   Date

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Completed forms should be submitted to the MSSC: mssc@gmu.edu