



Certificate Plan of Study

Date: _____

Name: _____ E-mail Address: _____

CUID Number: - -

Local Mailing Address: (*Street/P. O. Box*) _____

(*City*)

(*State*)

(*Zip*)

Major: _____

Certificate Program Completed: _____

Course Number	Title of Course as Listed in Catalog	Semester Credit Hours	Date Completed or to be Completed

Advisor

Dean

Department

Certificate Program Procedures

Upon completion of an approved certificate program, as defined in the University Announcements, the Enrolled Student Services Office will validate course completion of the certificate program as approved by the Undergraduate Curriculum Committee and printed in the Undergraduate Announcements. Based on certificate program completion, the certificate will be recorded on the transcript.

Procedures

1. The student and advisor will complete a Certificate Plan of Study available at: <http://www.registrar.clemson.edu/html/forms.htm>

The Certificate Plan of Study will include:

- Student Name
 - Student ID Number
 - Student Major
 - Name of certificate program completed
 - List of courses, semester hours, and completion date
 - Advisor signature
 - Department signature
 - Dean 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 upon successful completion of all required coursework, minimum grades, and grade point average.
 3. Upon receipt, the Enrolled Student Services Office will validate the program completion and update transcript. Certificate will be recorded on the transcript three times a year with the most recent graduation date (May, August, and December).
 4. The Academic Department will be responsible for both printing and issuance of the certificate.



Office of Records & Registration
104 Sikes Hall, Clemson University
Box 345125
Clemson, SC 29634-5125
Fax 864.656.0622