

## GRADUATE CERTIFICATE CURRICULUM

---

Date: \_\_\_\_\_

Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Clemson ID:

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

-----  
*(City)*
*(State)*
*(Zip)*

Major: \_\_\_\_\_

Certificate Name and Program Code: \_\_\_\_\_  
*(Certificate Name)*
*(Program Code)*

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

-----  
*Print Last Name, Initials*
*Department*
*Employee Number*

-----  
*Certificate Program Director Signature*

# CERTIFICATE CURRICULUM PROCEDURES

Upon completion of an approved certificate program, as defined in the University Announcements, the Enrolled Student Services Office will verify the completion of the certificate program. This includes validation of coursework and final grades along with appropriate signatures listed on the Certificate Curriculum (see attached). The certificate will be recorded on the transcripts and a certificate will be issued. The certificate will bear the signatures of both the Dean of the Graduate School and the Program Director.

## PROCEDURES

1. The student will complete a Certificate Curriculum available at:

<http://www.grad.clemson.edu/f-general.html> or <http://www.registrar.clemson.edu>.

The Certificate Plan of Study will include:

- Student's Name
- Clemson ID Number
- Name of department issuing the certificate
- List of courses/semester taken/number of hours
- Certificate Program Director

2. The Certificate Curriculum 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 approve program completion, update transcript, and prepare certificate for signature.

4. Certificates will be issued three times a year with the most recent graduation date (May, August, and December) being recorded on the transcript and noted on the certificate.

5. The student may choose to pick up the certificate in the department.

6. The certificate will bear the signatures of the Dean of Graduate School and the Certificate Program Director.



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