UNIVERSITY OF OREGON | Graduate School

Declaration of Graduate Certificate

UO ID _____ **Last Name** _____ **First Name** _____

UO Email _____ **Major** _____

Degree Level (check one): ◯ Masters ◯ Doctoral **Certificate Program:** _____

Signature: _____ **Date:** _____

This form must be completed by all students pursuing graduate certificates <u>along with</u> their graduate degree programs. It must be submitted to the Graduate School within one term after admission to the certificate program. (Note: This does not apply to College of Education certificates.) This form must be filed in the Graduate School <u>no later than week 5 of any term</u> <u>in which you want to make a change</u>. Forms submitted after Week 5 of the term will automatically be considered for the next academic term.

CERTIFICATE PROGRAM APPROVAL

By signing below, the department/program offering the certificate confirms that (1) this student has been accepted to the above-named certificate program; (2) the student has met with the department/program and has a documented, approved course of study that establishes the requirements that must be completed for the above-named certificate program.

Printed Name: _____ Date: _____
<div align="center">Director or Representative of Certificate Program</div>

Signature: _____

IMPORTANT INFORMATION ABOUT PURSUING GRADUATE CERTIFICATES

Minimum Graduate School Requirements: Students pursuing graduate certificates are responsible for meeting minimum Graduate School requirements as outlined on the Graduate School website: **http:// gradschool.uoregon.edu/policies-procedures/graduate- certificates**

Graduating with the Certificate:
No later than Friday of Week 2 in the term of graduation (for the graduate certificate, the graduate degree, or both the degree and the certificate), the student must apply for graduation online.

No later than Friday of Week 8 in the term of graduation for the certificate, the department/program must submit an online "Statement of Completion for Graduate Certificate" as well as a hard copy of the departmental program plan indicating the courses (titles, term taken, number of credits, and grade for each) being used to fulfill the requirements of the certificate. (Note: Effective Winter 2012, the departmental program plan will no longer be required.)

GRADUATE SCHOOL DECISION   ◯ Approved   ◯ Denied

Effective Term: _____

Signature: _____ Date: _____