

Certificate Program Administrative Steps

To receive your Certificate, you must complete all courses within 5 years and maintain a 3.0 GPA.

- When you receive your notification of acceptance into the program, return your **Admissions Acceptance Form** (which should have come with your Graduate College acceptance letter to the Graduate College).
- Complete a **Certificate of Graduate Study Program Plan Form (PDF)** by the end of the first semester of enrollment in a Certificate of Graduate Study program.
 - Have your advisor sign the form (Gund is your default advisor if you are pursuing a stand alone certificate).
 - Bring this to Gund to review.
 - Make a copy.
 - Gund will give the original to the RSENR Graduate Student Service Specialist and it will be sent on for the last two signatures.
- Get class advice – Jon Erickson, Josh Farley, or Jeannine Valcour
- Submit an **Intent to Graduate Form (PDF)** to the Graduate College at the beginning of your final semester.
- Fill out a **Certificate of Graduate Study Completion Form (PDF)** before your thesis is due to the Graduate College. File a copy with your degree-granting program (if applicable), the Gund Institute, and the Graduate College.
 - Have your advisor sign this (Gund is your default advisor if you are doing a stand alone certificate).
 - Bring this to Gund to review.
 - Make a copy.
 - Gund will give the original to the RSENR Graduate Student Service Specialist, and it will be sent on for the last two signatures.