CLEMSON
The GRADUATE SCHOOL

GRADUATE CERTIFICATE CURRICULUM

Name: _____ Date: _____

Email address: _____ XID#: _____

Local mailing address (street or P.O. box): _____

_____ _____ _____
City *State* *Zip*

Certificate: _____ Major: _____

Required Courses:

Course number	Title of course as listed in catalog	Semester credit hours	Date completed or to be completed

Certificate Program Director:

_____
Signature

_____ _____ _____
Name (print or type) *Department* *Employee XID#*

Recommended by department/research unit: _____

If you are reading a printed copy of this form, or viewing it at a URL that does not include grad.clemson.edu, please go to **www.clemson.edu/graduate/students/forms.html** to ensure that you have the latest version of the form.

Office of the Registrar
ENROLLED STUDENT SERVICES
104D Sikes Hall Box 345125 Clemson, SC 29634-5125
864.656.5339 FAX 864.656.0622

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Graduate Certification Program 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 Plan of Study (see previous page). The certificate will be recorded on the transcript. Departments that wish to issue paper certificates will prepare the certificates using the templates available upon request from jillbb@clemson.edu.

Procedures

1. The student will complete a Certificate Plan of Study form, available at **http://www.clemson.edu/graduate/files/pdfs/gradCertCurr.pdf**.

   The Certificate Plan of Study will include:
   - Student's name
   - Student's XID number
   - Name of department issuing the certificate
   - List of courses/semester taken/number of hours
   - Advisor's 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** (104D Sikes Hall) 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 return a confirmed list of students who successfully completed the certificate program.

4. Departments that wish to issue paper certificates may do so according to the instructions and templates available upon request from jillbb@clemson.edu. The certificates will bear the signatures of the dean of the Graduate School and the certificate program director. Point of information: this is entirely voluntary and many schools do not issue paper certificates; the notation on the transcript is the proof of completion.

5. The issuing department is responsible for distribution of paper certificates to their students via whatever method(s) they choose.

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