

# GRADUATE CERTIFICATE COMPLETION NOTIFICATION

All candidates for graduate certificates **must** complete this form to receive a graduate certificate. Submit the form to the office of the Center you are attending.

**If your home campus is ONLINE please fax your form directly to 630-955-1236.**

For students: Certificate requirements are reviewed after you finish the last class required to receive the certificate. Your certificate will be mailed the end of the semester in which you complete the last certificate course requirements after the final grade for your final certificate class is received.

**Please Print Clearly.**

Name \_\_\_\_\_ Student ID or Social Security Number \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_ Email \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

*Please check the classes you have successfully completed (including the final course in which you are currently enrolled) for the appropriate certificate. Requirements for earning a graduate certificate can be satisfied through one three hour credit course of transfer credit, course waiver or course exemption. If a waived course is used then a replacement course must be taken.*

**Certificates:**

<u>Business Administration</u>	<u>Educational Management Corporation/Corporate Training</u>	<u>Educational Management K-12</u>	<u>Electronic Commerce Management</u>	<u>Entrepreneurship</u>	<u>Health Services Management</u>
___ AC505	___ AC505	___ EM510	___ EC541	___ FI504	___ FI504
___ FI504	___ EM510	___ EM512	___ EC542	___ FI512	___ GM591
___ FI515	___ EM512	___ EM514	___ EC543	___ GM560	___ MM522
___ GM520	___ EM514	___ EM516	___ EC544	___ GM591	4 of the following:
___ GM545	___ EM517	___ EM520	___ FI504	___ GM597	___ HS541
___ GM591	___ EM520	___ EM522	___ GM591	___ GM599	___ HS542
___ IS535	___ EM531	___ EM524	___ MM522	___ MM522	___ HS543
___ MM522	___ FI515	___ EM530	___ PM586	___ MM572	___ HS544
	___ GM520	___ EM601			___ HS546

<u>Accounting</u>	<u>Financial Analysis</u>	<u>Human Resources Management</u>	<u>Information Systems Management</u>	<u>Project Management</u>
___ AC505	___ AC505	___ GM591	___ IS535	___ GM588
___ AC550	___ AC553	___ HR587	___ IS581	___ GM591
___ AC551	___ FI504	___ HR590	___ IS582	___ PM586
___ AC553	___ FI515	___ HR592	___ IS589	___ PM587
___ AC557	___ FI516	___ HR593	___ SE571	___ PM592
___ FI504	___ FI560	___ HR594		___ PM595
Complete one of the following:	___ FI561	Complete 2 or the following:	Successfully complete any 2 IS or SE570-level and SE591 courses (except IS505 and IS525)	___ PM598
___ AC555		___ HR530		
___ AC559		___ HR582		
		___ HR586		
		___ HR595		
		___ HR598		
		___ HR599		

**Network &  
Communications  
Management**

\_\_\_ IS589  
\_\_\_ SE571  
\_\_\_ TM584  
\_\_\_ TM586  
\_\_\_ TM587  
\_\_\_ TM589  
\_\_\_ TM590

**Information Security**

\_\_\_ SE571  
\_\_\_ SE572  
\_\_\_ SE578  
\_\_\_ SE579  
\_\_\_ SE591  
\_\_\_ SE592

**Wireless  
Communication**

\_\_\_ IS589  
\_\_\_ TM561  
\_\_\_ TM563  
\_\_\_ TM564  
\_\_\_ TM589

Successful complete one of the  
Following:

\_\_\_ SE572  
\_\_\_ TM562

I would like my name to appear EXACTLY AS FOLLOWS on my certificate (please **PRINT** clearly):

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**I understand that my certificate award is contingent upon:**

1. A grade point average of 3.0 or better in your certificate courses for candidates covered under the September 2002 catalog.
2. My having fulfilled all financial obligations to the School.

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

Revised 7/2009