This is a Fill-In Form.		Print Form

You must first apply to graduate on Patriot Web to initiate the application process.

Submit to Department by: September 6, 2010

GEORGE MASON UNIVERSITY

Office of the University Registrar
Graduation Section

January 2011 Graduate Certificate Application

Name: _____   **Student ID:** _____

Email: _____   **Phone:** _____

Academic Program: _____   **Option:** _____

University Review

Total Hours Required: _____
Minimum 12 credit hours - as prescribed in the catalog

Current Registered Hours: _____

Residency Requirement: _____
Maximum 3 hours may transfer from another institution

Certificate GPA: _____
Minimum 3.0 and no more than 3 hours of "C"

A Baccalaureate degree has already been awarded and is posted on the GMU transcript: _____
*If not posted, please forward original to the Office of the University Registrar. Do **NOT** attach to this application.*

Review Completed by: _____ Date: _____

Application is: ☐ **Approved**   ☐ **Denied**

Approval Stipulations: _____
_____
_____
_____

Reason for Denial: _____
_____
_____
_____

Are you also applying for a Master's degree this semester?

☐ **Yes**   ☐ **No**

Degree: _____

Field of Study: _____

GMU Student ID:
_____

Office of the University Registrar
Graduation Section

Courses taken at George Mason or through the Consortium

COURSE	COURSE TITLE	TERM	HOURS	GRADE

Transfer Courses

If not on GMU transcript, please forward original transcript to the Office of the University Registrar. If a transfer class requires formal approval to use toward the degree, submit a substitution/waiver form to the Office of the University Registrar.

COLLEGE/UNIVERSITY	COURSE	COURSE TITLE	TERM	GMU EQUIVALENT

By signing, I acknowledge that I have reviewed this student's records and they have met all requirements for Graduation.

Graduate Coordinator: _____   Date: _____

DEAN (ICAR Director): _____   Date: _____

Registrar: _____   Date: _____

CERTIFICATE APPLICATION INFORMATION

Application Deadlines:

      Submit to your department by: September 6th, 2010

Departments vary in the method of processing degree applications. Check with your department on its procedures. All certificate requirements will be verified by your department and the Office of the University Registrar. If you do not meet these requirements, you can not be awarded a certificate. Please refer to your University Catalog for information concerning certificate requirements.

Certificates are a nondegree program. They are complementary to a degree and require at least 12 graduate credits. Please consult your catalog for the specific number of hours and requirements needed for your certificate. Certificates are approved by the university Graduate Council at the graduate level.

You must retain active status during the semester you graduate. If you are not enrolled in a course during your term of graduation, you can retain active status by registering for Special Registration (ZREG 200) for a $45 fee. Request forms are available on the Graduation Services website at http://registrar.gmu/edu/graduation in the forms section.

Guidelines:

- Make an appointment with your advisor to review your records. When scheduling, please allow enough time for your approved application to get to the Office of the University Registrar by the deadline.
- Do not guess; if you are unsure of what to complete, check with your advisor.
- You may obtain a copy of your unofficial transcript through your Patriot Web student account.
- Only list courses applying to your current program as they appear on your transcript. Your graduation GPA is calculated from these courses.
- If exceptions were approved, attach the approval form. Failure to do so will delay your graduation.
- Do not attach any transcripts, official or unofficial, to this application. Forward original transcripts to the Office of the University Registrar separately.
- If you have active Study Elsewhere hours (ZREG), please make sure the transcript is sent to Mason. If no classes were taken, please print and return the Removal of Study Elsewhere Hours Request form as soon as possible to avoid graduation delays. The form is available at: http://registrar.gmu.edu/gif/forms/SERR.pdf.

Catalog
You may choose the catalog under which you graduate (any catalog in effect between admission, or readmission, and your graduation). All degree requirements in that catalog must be met, unless a formal waiver or substitution has been approved and filed with the Office of the University Registrar.

Transfer Credit
Courses taken prior to admission to a degree program, whether taken at another institution or at George Mason through Extended Studies, must be approved for use in the degree by the faculty and Dean using a Transfer of Credit form. This needs to be completed prior to filing an application to graduate. Transfer work from other institutions is not counted in the degree GPA.

Incomplete Work   DEADLINE: Friday, February 25, 2011
All grades must be posted with the Office of the Registrar within SIX WEEKS of the official date of degree conferral. If you are unable to finish during this six week period, you must withdraw your graduation intent and reapply for the next scheduled graduation.

Signatures
Graduation applications will NOT be accepted by the Office of the University Registrar without the proper signatures required on the application.