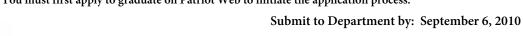
You must first apply to graduate on Patriot Web to initiate the application process.





Office of the University Registrar Graduation Section

January 2011 Graduate Certificate Application

| Name: | Student ID: | |
|---|-------------|-----------------------------|
| Email: | Phone: | |
| Academic Program: | Option: | |
| University | y 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 po *If not posted, please forward original to the Office of the U | | ttach 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: | |
|------------|-------------|--|
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Office of the University Registrar Graduation Section

| COURSE | | COURSE TIT | ΓLE | TERM | HOURS | GRADE |
|---|-----------------|----------------------|---|---------------------|-----------------|------------|
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| requires formal approval to use COLLEGE/UNIVERSITY | | COURSE | submit a substitution/waiver form to the Off COURSE TITLE TERM | | GMU EQUIVALEN | |
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| | | | | | | |
| By signing I | acknowledge tha | t I have reviewed th | nis student's records and the | v have met all regu | uirements for G | raduation. |
| | | t I have reviewed th | nis student's records and the | | nirements for G | |
| Graduate Coordi | nator: | | | Date: | | |
| raduate Coordi | nator: | | | 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.