



# Catalog Entry

**Course location/delivery:**

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**Brief Description:**

**Credit toward graduate degree:** Up to 12 hours of certificate course credits may be applied to a graduate degree with departmental approval.

**Transfer Credit:** Non-degree seeking students and transfer students may apply one course to a graduate certificate with department approval.

**Standardized tests:**

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**Admission requirements:**

Degree: \_\_\_\_\_

GPA: \_\_\_\_\_

Prerequisite courses (list specific courses or a certain number of credits in a discipline):

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**Application Process:**

Official Transcripts

Resume

Letter of Interest

Other: \_\_\_\_\_

**Registration Process:** First, consult with the certificate program advisor and obtain an electronic course permit if necessary.

Then go to <http://usfonline.admin.usf.edu/>, the link to OASIS, USF's on-line registration system.

Follow directions given on-line.

To access online course materials, students must have the USF NetID (e-mail account).

Please visit: <http://www.acomp.usf.edu/feed.php?group=help&item=una> to obtain the NetID.

New students, including those studying online, may obtain the USFCard.

Please visit: <http://www.auxsvc.usf.edu/usfcard.html> to obtain the USFCard.

**Tuition and Fees:** (Text for this area will be inserted based on the type of certificate selected from the drop-down list below.)

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**Financial Aid:** Non-degree seeking students are not eligible for financial aid.

Please contact private lenders for information on the types of student loans available.

# Justification

**Purpose** -- Describe the nature of the graduate certificate program, its primary goals, why it is needed and how it is unique:

**Benefits** -- Describe how this graduate certificate will benefit students, the department, the university and the community.

**Marketing/Outreach** -- Describe your target market.

**Competition** -- List other schools where a similar program is offered and how the courses are delivered, i.e. traditional, partially online, fully online, alternative calendar, telecourse etc.:

University	Location	Name of Grad Cert	Delivery Method

**Funding** -- On a separate sheet, detail costs associated with the start up and operation of the proposed graduate certificate (faculty, staff, equipment, space etc.).

Attach a letter of resource support from your department chair/college dean to the signed proposal.

APPROVALS	NAME	SIGNATURE	DATE
Department Chair			
College Committee Chair			
College Assoc. Dean			
Graduate Council Chair	Jim Strange		
Graduate Certificates	Delcie Durham or Lagretta Lenker		