



GRADUATE SECONDARY CERTIFICATE
PROGRAM APPLICATION
FOR CURRENT STUDENT USE ONLY

Student's GNumber Last Name, First Name Mason E-mail address

Student's Primary Program: Degree (ex. MS, MA, PhD) / Program Title / Concentration

The following are university minimum requirements; individual programs may have higher standards and/or more restrictive requirements.

- Some Colleges may require a full admissions application. Please contact your college for details.
Graduate certificate programs require a minimum of 12 graduate credits.
Only graduate courses may apply toward the graduate certificate.
A maximum of 3 graduate credits taken at another institution can be transferred into a graduate certificate program.
Candidates must have a minimum GPA of 3.00 in course work presented on the certificate application, which may include no more than 3 credits of C.
Certificate students are subject to graduate termination and dismissal policies.
Students must be admitted to the graduate certificate program at least one semester before completion of certificate requirements.
More than half of the credits required for the certificate program must be taken in degree status for the master's or doctoral degree.
Time limits coincide with the six-year time limit for master's degrees or the six-year time limit for advancement to candidacy in a doctoral degree. Master's and doctoral time limit rules apply.
Students may be enrolled in one graduate certificate program while they pursue a master's or doctoral degree.
Students who have completed a graduate certificate may subsequently be approved to apply many of the credit hours for that one certificate to a graduate degree, as long as they were taken within six years of official enrollment into the degree program.
There is no limitation on the sharing of credits between the graduate degree and one certificate.
Your Mason transcript should be attached to this application.

In the semester prior to the expected completion of degree requirements, students must confirm their intent to graduate through Patriot Web.

Student's Signature Date

CERTIFICATE DECLARATION (To be completed by Certificate Program Director or Advisor)

Student's Requested Certificate Program: Program Title

Effective Term: Fall Spring Summer Year

Additional requirements of the Certificate program:

Approval

Primary Program Director or Advisor Date

Certificate Program Director or Advisor Date

Certificate Program's Academic Dean or Designee Date

Graduate Admissions officer (if required by school) Date

After approval signatures are obtained, this form must be submitted to the Office of the University Registrar. Fax (703) 993-4668 or MS 3D1