

Certificate Audit Checklist

This section of the form is **optional**. These are the items The Graduate School will review before approving your application for the certificate.

Using a copy of your approved Program of Study and a current transcript (available through MyInfo), please use the following checklist to review certificate requirements. Please submit any necessary Program of Study changes with this paperwork. Coursework listed on the Program of Study may not be removed once the course has been taken.

CERTIFICATE ONLY

| | |
|---|---|
| Cumulative GPA – Total GPA of all coursework taken as a graduate student | GPA |
| Total GPA of only the courses in the Program of Study | GPA |
| All courses listed on Program of Study have been completed or student is currently registered for remaining courses | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Transfer/Non-Degree/Reserved credits – Maximum of three (3) credits allowed | credits |
| All “I” grades received during graduate career have been resolved | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 1/3 of Program of Study credits maximum are 4XX level | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Grades on Program of Study below a “C-” have been repeated, resulting in an acceptable grade | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Coursework must not be more than six (6) years old at time of graduation | _____ Year of oldest course on Program of Study |
| Three (3) minimum credits required during: Term of graduation | <input type="checkbox"/> Yes <input type="checkbox"/> No |

* Requirements for each certificate may vary