

# APPLICATION FOR PROFESSIONAL CERTIFICATE

*Students graduating in the Spring must file this form with the Registrar's Office by December 1st of the preceding Fall Semester.  
Students graduating in the Summer or Fall must file this form with the Registrar's Office by May 1st of the preceding Spring Semester.  
Former students, who are graduating the semester of their return, must file this form with the Registrar's Office by the 15th semester day.*

➡ This application is for my (choose one): **Primary Degree:**  **Secondary Degree:**

➡ If this application is for your *Secondary Degree*, please enter your *Primary Degree* major here: \_\_\_\_\_

➡ If this application is for your *Primary Degree*, and you are *also* completing a secondary degree, please enter your *Secondary Degree* major here: \_\_\_\_\_

*2nd Major: must meet all departmental requirements for the major. Core completion for one major satisfies Core for all additional majors. Completion of an additional major is indicated on transcripts; diplomas list only the primary major. 2nd Degree: requires 30 additional, unique credits, and nine additional, unique, upper-division credits, and must meet all departmental requirements for the degree. Core completion for a first degree satisfies Core for all additional degrees. Additional degrees are indicated on transcripts, and each degree is awarded an individual diploma.*

Full Legal Name (Last, First Middle):		Student ID#:	
Type of Degree:	Certificate <input type="checkbox"/>	Certificate of Applied Science <input type="checkbox"/>	
Graduation Semester:	Spring Semester <input type="checkbox"/>	Summer Semester <input type="checkbox"/>	Fall Semester <input type="checkbox"/>
Major:		Program Code:	Graduation Year:
Mailing Address, City, State, Zip:		Phone Number(s):	
Preferred Email Address:			

**Student** ➡  From the DegreeWorks templates, I have created a "Final Semester Primary Degree" or "Final Semester Secondary Degree" Plan for the program director to activate and lock.  
**Student initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Program Director** ➡  I have locked and activated the student's DegreeWorks "Final Semester Primary Degree" or "Final Semester Secondary Degree" Plan. Once the plan is successfully completed, the student will have met the department's academic program requirements.  
OR  
 Successful completion of the requirements, as defined within the DegreeWorks Worksheet, will result in the student having met the department's academic program requirements.  
*IF NEEDED*  
 Any anomalies in the above cited approval are recorded in a DegreeWorks "Final Semester Advisor Note...."  
**Program Director initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Certifying Officer** ➡  I have entered the "Final Semester Primary Degree Certified" or the "Final Semester Secondary Degree Certified" note in DegreeWorks. Provided the student meets the above mentioned advisor-directed criteria and any additional criteria within the "Final Semester Certified" note, the student fulfills all departmental requirements for this academic program.  
**Certifying Officer initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Program Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Certifying Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Students filling a Gallatin College Degree application will be coded as a Degree Candidate resulting in a Processing Fee and a Registration Hold (which prevents registration in subsequent semesters until the degree has been awarded).*

~ Registrar's Office Use Only ~

Student Name:	Student ID#:
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~ First Degree Audit ~

**1st Check:**    **Date Reviewed:** \_\_\_\_\_                      **Reviewed By:** \_\_\_\_\_

**SHADEGR:**     DC                       Correct Curricula                       Correct Minor                       Multiple Degrees

**SGASTDN:**     Correct Date                       Correct Degree                       Correct Minor                       Multiple Degrees

Required total credits for degree:   30  

Has total number of required credits?     Yes                       No                       Planned    *Comment:* \_\_\_\_\_

Has completed major requirements?     Yes                       No                       Planned    *Comment:* \_\_\_\_\_

~ Final Degree Audit ~

Total Credits: \_\_\_\_\_                      MSU Credits: \_\_\_\_\_                      Transfer Credits: \_\_\_\_\_

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

Date Degree Requirements Completed: \_\_\_\_\_

Date Additional Requirements Completed: \_\_\_\_\_

Notes: \_\_\_\_\_  
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DegreeWorks: \_\_\_\_\_                      Comment in DegreeWorks: \_\_\_\_\_                      Email to Student: \_\_\_\_\_                      Email to Dept.: \_\_\_\_\_