The Graduate School
degreesandcertificates@montana.edu

Graduate Certificate Program of Study

* Filing deadline: End of the first semester of graduate study.

_____
Date

_____
Student ID #

_____
Last Name

_____
First Name

_____
Middle Initial

_____
Email

_____
Department

Certificate in _____
Certificate Title

Mailing Address: _____
Street

_____
City

_____
State

_____
Zip

Please list all degrees you currently hold (include both undergraduate and graduate degrees):

_____ _____ _____ _____
Degree   Major   Institution   Date Conferred

_____ _____ _____ _____
Degree   Major   Institution   Date Conferred

**My signature is an acknowledgement of service on this committee and it certifies that the student's coursework on this Program of Study meets the minimum requirements for the certificate at Montana State University. **

_____
Program Leader Name (please print)

_____
Program Leader Signature

_____
Date

_____
Program Leader E-Mail Address

_____
Student Signature*

_____
Date

_____
Department Head Signature

_____
Date

| *** Note: A one-time $50.00 processing fee will be charged to your student account for processing this form.** |

_____
The Graduate School

_____
Date

Office Use Only:

Student Name/ID#: _____ **Semester of Acceptance into Certificate Program:** _____

4xx-Level Graded Coursework: List all 4xx-level courses to be completed at MSU after admission to the certificate program. One-third (1/3) of the total credits may be at the 4xx-level. Prohibited courses include: 494/400, 492/470, 498/476, 588, and 589.

Office use

Rubric & Course #	Course Title	Instructor	Year	Number of credits each term			Grade
				F	S	Su	

Subtotal Graded Coursework _____

5xx and 6xx-Level Graded Coursework: List all 5xx and 6xx-level courses to be completed at MSU after admission to the certificate program. The total number of 5xx and 6xx-level course credits must be at least two-thirds (2/3) of the total coursework.

Office use

Rubric & Course #	Course Title	Instructor	Year	Number of credits each term			Grade
				F	S	Su	

Subtotal Graded Coursework _____

Transfer/Non-Degree/Reserved Credits: List all courses to be transferred from another institution or taken as a non-degree graduate, or reserved as an undergraduate. A combined total of three (3) credits with a grade of B or better may be applied.

Office use

T/N/R	Rubric & Course #	Course Title	Instructor	Year	Number of credits each term			Grade
					F	S	Su	

Subtotal Graded Transfer Coursework _____

Program Leader Initials: _____   **TOTAL CREDIT HOURS** _____

List any courses required by the department that do not count towards certificate requirements: