

# Certificate Completion

IOWA STATE UNIVERSITY

GRADUATE COLLEGE

1137 Pearson Hall, (515) 294-4531

## I. BEFORE SUBMITTING THIS FORM THE FOLLOWING QUALIFICATIONS MUST BE MET:

The student is on full admission status.

At least 3 credits must be taken after being admitted to the program. Some certificate programs may require more credits after being admitted.

An approved Certificate Program of Study (POS) form with at least the minimum number of required credits is on file with the Graduate College

All coursework on the POS has been completed or is currently in progress. Any changes have been requested by the major professor in writing and have been approved by the Graduate College.

The 7-year time limit has not been exceeded.

Any transfer credits must be completed and the transcript submitted for review the term **BEFORE** completion of certificate. Normal transfer rules apply.

The student is not on academic probation.

The student has a G.P.A. of at least 3.00. No grade lower than a **C** may appear on the POS. In exceptional cases, a written request including proper justification may be made by the major professor to allow a course with a grade of C- to be used on the POS.

## II. STUDENT INFORMATION:

Student Name:

(Last)

(First)

ISU ID#:

Certificate Mailing Address:

Has completed the certificate in the area of:

Name of Certificate:

Last Registered Term:

Year:

**Include typed or printed name and signature**

Director of Certificate Studies:

Date:

## III. GRADUATE COLLEGE RESPONSE:

**Include typed or printed name and signature**

Graduate College Signature:

Date:

Copy:  210 ESC  Records

G Hold:  No  Yes

