

## GRADUATE CERTIFICATE APPROVAL FORM

**INSTRUCTIONS:** Use this form to request that a student be enrolled in a graduate certificate program who is also concurrently enrolled in another graduate program at the University of Delaware. Please type all required information and print the form. Submit this form to the Office of Graduate and Professional Education for approval and recording. A signed confirmation will be sent back to the department.

**NOTE:** When the student has completed the requirements for the graduate certificate program, the director of the certificate program should send a signed copy of the plan of study for the certificate program to the Office of Graduate and Professional Education so that the confirmation of the completion of the certificate can be posted on the student's academic transcript.

| SECTION 1: CURRENT STUDENT INFORMATION |  |                   |
|--|--|-------------------|
| STUDENT NAME                           | STUDENT ID #                           | STUDENT SIGNATURE |
| CURRENT COLLEGE                        | CURRENT DEGREE SOUGHT                  |                   |
| CURRENT MAJOR                          | CURRENT CONCENTRATION ( If applicable) |                   |

| SECTION 2: TO ADD A CERTIFICATE PROGRAM         |                                |
|---|--------------------------------|
| NAME OF CERTIFICATE PROGRAM                     | DATE CHANGE IS TO BE EFFECTIVE |
| IF NEW STATUS REQUIRES PROVISIONS, PLEASE STATE |                                |

| SECTION 3: SIGNATURES FOR APPROVAL |       |                           |       |
|------------------------------------|-------|---------------------------|-------|
| _____                              | _____ | _____                     | _____ |
| CERTIFICATE DIRECTOR               | DATE  | STUDENT'S PROGRAM ADVISOR | DATE  |

| FOR OFFICE USE ONLY                           |  |       |
|---|--|-------|
| _____   | <input type="checkbox"/> APPROVED<br><input type="checkbox"/> NOT APPROVED | _____ |
| OFFICE OF GRADUATE AND PROFESSIONAL EDUCATION |  | DATE  |