

Request for Undergraduate Certificate

- New Request
- Revised Certificate
- Cancel Certificate
- Certificate Only

Name _____
Last First Middle Univ. ID Term of Graduation

Email _____ Preferred Phone _____ Previous Degree (if applicable) _____

Primary Major/Curriculum (if applicable) _____ Catalog for Major/Curriculum (if applicable) _____

Certificate Requested _____ Catalog for Certificate _____

Step 1: To be completed by the student - List courses to be taken to complete this certificate.

- Certificates require a minimum of 20 credits, with at least 12 credits taken at ISU
- At least 9 of the credits taken at ISU must be numbered 300 or above.
- At least 9 credits may not be used to meet any other department, college or university requirement for graduation.
(indicate these courses with an *)

<u>Course</u>	<u>Credit</u>	<u>Use on Degree Audit</u>	<u>Course</u>	<u>Credit</u>	<u>Use on Degree Audit</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Step 2: Department of Certificate

Assigned Adviser for undergraduate certificate (print name):

Adviser Name (print) _____

ISU email for Adviser _____

Department of Certificate signature _____ Date _____

Step 3: Signatures

Student signature _____ Date _____

Adviser signature (primary major/curriculum) (if applicable) _____ Date _____

Step 4: College Student Services Office of primary major/curriculum

Once signatures have been obtained, student should submit the Request for Undergraduate Certificate form to the College Student Services Office of their primary major/curriculum.

College Signature _____ Date _____

To Cancel Certificate – Complete the following and return to the College Student Services Office (primary major/curriculum).

Please cancel my certificate in _____ Date _____

Student signature _____ Adviser signature (primary major) _____

<p>Distribute Copies: Graduation Office; College of major/curriculum; College of certificate; Department of certificate; Adviser of major/curriculum; Adviser of certificate.</p> <p style="text-align: right;">Date distributed: _____ Degree audit updated: _____</p>
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Minimum Requirements for Undergraduate Certificate

An undergraduate certificate provides a way to give formal recognition of focused study in a specialized area that is less comprehensive than required for an undergraduate major.

- A minimum of 20 credits, with at least 12 credits taken at Iowa State University. Coursework must be applicable to the undergraduate certificate requirements.
- Courses taken for the certificate may not be taken on a pass not-pass basis.
- At least 9 of the credits taken at Iowa State University must be in courses numbered 300 or above.
- A minimum of 9 credits used for the certificate may not be used to meet any other department, college, or university requirement for the baccalaureate degree except to satisfy the total credit requirement for graduation and to meet credit requirements in courses numbered 300 or above.
- A student may not receive both an undergraduate major and a certificate of the same name.
- For students earning an Iowa State University baccalaureate degree, a certificate is awarded concurrent with or after the Iowa State University baccalaureate degree.
- A certificate is not awarded until baccalaureate requirements are finished.
- After receiving a baccalaureate degree from any accredited institution, a student may enroll at Iowa State University to earn a certificate.
- A cumulative grade point average of at least 2.00 is required in courses taken at ISU for a certificate.
- A notation of completed certificate will be made on the transcript.
- Certificate will be mailed to student approximately three weeks after graduation.