Request for Undergraduate Certificate

New Request \square
Revised Certificate
Cancel Certificate
Certificate Only

Name _	Last	First	Middle		Univ. ID	Term of Graduation	
Email				Previous F			
	mailPreferred PhonePrevious Degree (if applicable)						
Primary	y Major/Cur	riculum (if app	licable)	Catalog for Ma	ijor/Curriculum (i	f applicable)	
Certificate Requested				Catalog for Certificate			
Step 1:	CertificateAt least 9At least 9 (indicate t	es require a min of the credits ta	tudent - List courses to imum of 20 credits, with a iken at ISU must be numb be used to meet any othe ith an *) Use on Degree Audit	at least 12 credits taker ered 300 or above.	n at ISU	nent for graduation. Use on Degree Audit	
Step 2:	Department	of Certificat	e				
-	-		e certificate (print name	e):			
	Adviser Nam	e (print)					
		_					
Department of Certificate signature							
Ston 3:	Signatures						
•	O					Date	
	viser signature (primary major/curriculum) (if applicable)						
Once sign	natures have be		Office of primary majudent should submit the Fourticulum.		nate Certificate form	to the College Student	
College	Signature					Date	
*****	******	*****	*******	******	******	********	
To Can	cel Certific	ate – Complet	e the following and return	to the College Studen	t Services Office (pri	mary major/curriculum).	
Please ca	ancel my cert	ificate in			Σ	Date	
Student	signatureAdviser signature (primary major)						
	-	Graduation Offi ser of certificat	ce; College of major/curri			of certificate; Adviser of lit updated:	

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.