



# CERTIFICATE COMPLETION APPLICATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student ID # \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

PRINT YOUR NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR CERTIFICATE

First Middle Last

Completion Date	Application Deadline
May	October 15 <sup>th</sup>
August	April 15 <sup>th</sup>
December	June 15 <sup>th</sup>

Check Completion date:  May  August  December Year: \_\_\_\_\_

Please check Certificate:  LDC  PBC  PMC  UDC

Please read carefully:

1. The Registrar’s Office will process an official audit after deadline date. It is your responsibility to schedule and complete the courses to satisfy all program requirements.
2. The Registrar must officially clear all potential completions. This process involves verification that all certificate requirements have been completed. If you do not meet the requirements you will be notified and your application will be inactivated.
3. Please notify the Registrar’s Office immediately of any changes to your schedule or courses (i.e. dropping a required course) that results in a change in your completion date, do not file another application form. Failure to notify the Registrar’s Office of a change to your completion date will result in an additional fee.
4. All outstanding obligations to the University (tuition, fee, library books fee, etc.) must be satisfied before your certificate and transcript will be released.
5. Please submit the \$75.00 Certificate completion fee to the Business Office.

I have met with my academic advisor and discussed my completion plans. I understand that I must complete all the requirements in program and earn the required number of credits as stated in the catalog in effect at my matriculation.

Student’s signature \_\_\_\_\_

FOR OFFICE USE ONLY: Date received \_\_\_\_\_ Entered by \_\_\_\_\_