



Office of Graduate Studies

Academic Certificate Course Verification

Deadline: October 1 (for Fall Completion) / February 1 (for Spring/Summer Completion)

Student Name:

Form fields for Last, First, MI, Student ID #, Address, City, ST, Zip, Telephone, and Email.

Previous Degrees:

College in which certificate will be granted:

Name of Certificate:

Student Signature Date:

DEPARTMENT USE ONLY

Department Approval of Admission to Program

Is applicant matriculated at Sacramento State? Will applicant enroll through Open University? Does applicant meet pre-requisites for Certificate?

Planned Program

Table with columns for Total Units Required for Certificate, Expected Completion Date, Required Courses, Term Completed, Grade, and Elective Courses.

Additional classwork may be added on second page form.

This form must be signed by the department chair or the program coordinator to confirm the student's qualifications have been reviewed and approved.

Signature of Dept. Chair / Program Coordinator Print Name of Chair or Program Coordinator

Department of:

For use by Office of Graduate Studies ONLY

I hereby certify that all requirements have been completed and that a Certificate of Academic Achievement shall be awarded to:

Units Completed: Approved Date:

Graduate Studies Dean's Signature: Date:

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Planned Program – Additional Courses (con't)

Courses	Term Completed	Grade

**APPLICATION FOR ACADEMIC CERTIFICATE
GENERAL INFORMATION**

Please read the information below before completing the
Application for Academic Certificate Application

- **Academic Certificate Fee(s)** – Please pay the **\$10.00 fee** at the Brusar’s Office (Lassen Hall) **before** submitting the form to the Office of Graduate Studies (River Front Center, Room 215). **Please read the information below before completing the academic certificate application.**
 - **Due Dates:** Return this form to the Office of Graduate Studies by the date noted below:
 - **October 1** (for Fall Certificate Completion) / **February 1** (for Spring/Summer Certificate Completion)
 - **Changes to Academic Certificate Application** - *Make a copy of this application for your records.* If you have changes, please visit the Office of Graduate Studies, River Front Center, Room 215.
 - **Approval of Academic Certificate Course Verification** – If you **do not have** an approved *Academic Certificate of Completion Course Verification* form on file with the Office of Graduate Studies, your Application for Academic Certificate application will be returned to you.
 - **Certificate Mailing Address-** You will receive your certificate approximately **six (6) months** after Completion of Certificate Program.
- Note:** If your *address is different than the one listed on this form*, you must file a "Data Change Form" with the Office of Graduate Studies or update your records on your My Sac State account.
- **Approval Signature** – Obtain the appropriate signature of your departmental faculty advisor.