

Certificate Application Procedures

1. The student and Certificate Program Director will complete an Undergraduate Certificate application available below. The application must be completed in its entirety.
2. Completed form must be returned to Student Records, 104 Sikes Hall.
3. Upon receipt, the Undergraduate Certificate Plan of Study form will be forwarded to the address of the Certificate Program Director indicated on the front page of the application.
4. The Certificate Plan of Study will be retained in the department issuing the certificate and immediately forwarded to Enrolled Student Services Office upon successful completion of all required coursework, minimum grades, and grade point average. The Plan of Study should be completed in its entirety.
5. Upon receipt of the Plan of Study, Enrolled Students Services will validate the program completion and update the transcript.
6. The Certificate Program Director/Department will be responsible for both printing and issuance of the certificate.

FAQs:

When does the certificate application need to be completed?

The application should be completed at the time the student begins to take the necessary courses to complete the program.

Once the application is completed what is the next step?

Once the form has been signed by the Director and student it needs to be mailed to Enrolled Student Services at 104 Sikes Hall. Once it is received Enrolled Student Services will send the Certificate Plan of Study to the Program Director. After the student has completed all required courses they will return the form to Enrolled Student Services in 104 Sikes Hall.

Can a department develop their own version of the Certificate Plan of Study?

No, there must be a Certificate Application on file in Enrolled Student Services. If a Plan of Study is received and there is not application on file they will be sent back to the department for proper processing.

When will the notation to my transcript be entered?

The notation of completion of the certificate program will be added to the student's record following the closest graduation ceremony to which the form was received.

Undergraduate Certificate Application for the Plan of Study

Certificate Start Date: _____

Name: _____ E-mail Address: _____

Clemson CUID:

ADD CERTIFICATE

Certificate Name: _____

Certificate Program Code: _____

DELETE CERTIFICATE

Certificate Name: _____

Certificate Program Code: _____

Student's Signature

Date

Certificate Program Director (Print Name)

Date

Certificate Program Director (Signature)

Date

Please print address for Plan of Study form to be mailed to Certificate Program Director: _____

If a Certificate Program is being added, this form will be forwarded to the address of the Certificate Program Director indicated above.

Office Use Only

Recorded by Enrolled Student Services: _____
Date