



# GRADUATE CERTIFICATE PROGRAM PLAN

After admission every applicant for the certificate program is required to complete and submit **one** copy of this form to the Graduate School for approval before the second semester of enrollment in the program.

CIP Code \_\_\_\_\_ Date \_\_\_\_\_

Full legal name \_\_\_\_\_ Student's ID# \_\_\_\_\_

Current mailing address (include zip code) \_\_\_\_\_

Certificate sought \_\_\_\_\_ Expected Completion Date \_\_\_\_\_

Previous Degree(s)	Institution(s)	Year(s) Awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____

Coursework (prefix and number as it appears on official transcript):

Coursework	Substitution (Courses in other departments that may count)**	Transfer Course #/Institution*	TTU Equivalent #*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\* In order for transfer courses to be entered on the TTU transcript, courses must be given the TTU equivalent number. For example, MGMT 630 at TAMU may be equivalent to MGT 5371 at TTU. Please indicate when course was (or will be) taken and **provide an official transcript to the Graduate School.**

\*\* Must have permission of Advisor.

Signature of Graduate Advisor for the Graduate Certificate Program \_\_\_\_\_

Graduate Dean

Date \_\_\_\_\_

Approved

Conditional Approval

Not Approved

Remarks or Conditions of Approval \_\_\_\_\_

Approval of this form by the Dean of the Graduate School merely indicates that the proposed program is acceptable; it carries no assurance of the applicant's attainment of a degree. Changes to this program may be made only with the approval of the department concerned and the Graduate School, using the form available in the Graduate School.