

## CHECKLIST *for* GRADUATE CERTIFICATE

### Admission to the Graduate Certificate Program

- All students who intend to pursue a graduate certificate must apply to the program through the Office of Admissions.
  - You may either be admitted solely into a graduate certificate program, or you may apply to add a graduate certificate while enrolled in a graduate degree program. Students enrolled in a graduate degree program must apply to add the graduate certificate program by submitting the online [Addition or Change of Program](#) application.
  - If you are not currently enrolled in a graduate degree program, you will only apply for admission to the graduate certificate program.

### Completing Coursework for the Graduate Certificate

- After admission to the program, consult your academic unit for coursework advising.
  - All courses must be taken at OU. No transfer credit is permitted.
  - No course substitutions are permitted.
  - Coursework applied to the certificate cannot be more than five years old at the time the certificate is awarded.
  - You must earn a GPA of 3.00 or higher on all coursework applied to the certificate.
- For information on applying graduate certificate coursework to a graduate degree, please see the [Graduate College Bulletin](#).

### Preparing to Graduate

- Before or during the semester you plan to finish your certificate coursework, file a [Graduate Certificate Program Report \(GCPR\)](#) in the Graduate College.
  - The GCPR is due no later than the first Monday in October for fall certificate clearance, the first Monday in March for spring certificate clearance, and the first Monday in July for summer certificate clearance.
  - **Graduate certificates are not awarded retroactively.**
- If there are any changes to the coursework listed on your approved GCPR, contact your academic unit promptly. Changes must be endorsed by your graduate liaison and submitted in writing to the Graduate College. Your graduate certificate cannot be issued if the Graduate College is not notified of changes to your GCPR.
- At the end of the semester during which all requirements are met, the Office of Academic Records will issue you the graduate certificate and record its completion on your official transcript.
  - Students who receive only a graduate certificate without completing a degree program do not participate in convocation, commencement, or any other graduation ceremonies.

**Congratulations!**