

MARSHALL UNIVERSITY

Graduate Dean's Office
One John Marshall Drive
Huntington, WV 25755
(304) 696-6606

Graduate Certificate Program Completion

Graduate Records Office
100 Angus E. Peyton Drive
South Charleston, WV 25303
(304) 746-8966

If your department/division offers a Graduate Certificate Program that has been approved by the Graduate Council, your completion of the requirements for that program can be noted on your academic record (transcript). To have the completion posted to your record and to receive your certificate, complete this form and submit it along with the \$15.00 fee to either of the offices indicated above.

Student Name: _____ MUID # _____

Address: _____ City _____ State _____ Zip _____

Home Telephone _____ Work Telephone _____ Email Address _____

Name of the Certificate Program/Department _____ Advisor _____

Courses Completed as part of the certificate program:

Dept/Course No:	Course Title	Cr.Hrs.	Grade	Sem/Yr
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Other requirements completed:

Student's Signature _____ Date _____

(Note: Completion will be posted to your transcript and the certificate will be mailed according to the University calendar for graduation. Your certificate will be mailed to your permanent address as it appears on the University Student Data Base).

COMMENTS:

APPROVALS:

Advisor Date Dept. Chair/Program Director Date