READ BEFORE COMPLETING FORM!!

You should only complete and submit this form if you are completing a certificate program. You should also submit a separate Application for Degree in order for the certificate to be noted on your transcript (in addition to the Application for Degree you submit for the dissertation). Write the name of the certificate you are to receive in the space called Degree.

If you are uncertain whether or not this applies to you, then you are probably not completing a certificate program.

Certificate programs offered by the Laney Graduate School are listed on the Degree Programs page here: <http://www.gs.emory.edu/academics/index.php>.

**Certificate Clearance Form**

**Submit this completed form to the Laney Graduate School along with an Application for Degree for the certificate. Please attach additional documentation if necessary.**

*Reminder: In order for certificates to be noted on students’ transcripts, students should submit an Application for Degree for the certificate (in addition to the Application for Degree submitted for the dissertation) by the degree application deadline during the semester they plan to graduate.*

**Date submitted** *(month/day/year)*:

**Student Information**

Full Name: Emory Email: Empl ID:

Graduate Program *(If applicable, include both division and program.)*:

Certificate Program:

Anticipated graduation date (*enter month/year*)?

Date certificate requirements met (*enter month/year*)?

Student Signature:

**Certificate Requirements**

**Coursework Completed**

|  |  |  |
| --- | --- | --- |
| **Course Name** | **Course Number** | **Semester Completed** |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

**Other Requirements (such as papers, exams, project or practicum)**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Description (if needed)** | **Date Completed/Approved** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Approval**

*The student has satisfied all requirements for the certificate.*

Director of Certificate Program: Email:

Signature and Date: