

Graduate Certificate Progression Checklist

(For students who are in University Graduate School certificate programs.)

Updated 4/1/2017 - No Requirements were changed

√ Admission Letter, Final Transcript and EAP Requirements			
	Program – at the time of admission	Admission Letter	Attach to the Graduate Application eDoc when admitted.
	Program	Final Transcript	Attach to the Graduate Application eDoc the final transcript showing conferral of the undergraduate degree when the student is admitted. If it is not the final transcript with the degree conferral, send the final transcript via RTS during the student’s first semester.
	Student	EAP Requirements	If required, complete courses resulting from the English for Academic Purposes test (EAP).
	Program	EAP Requirements	Track EAP requirements for non-native English speakers and verify required courses were taken before submitting the Recommendation for Graduate Certificate Completion Form .
Miscellaneous Forms located on our website at http://graduate.iupui.edu/forms/index.shtml			
	Program	Transfer Credits	Any transfer of credit for coursework from an outside institution or outside your IUPUI school, which lists a course from another IUPUI school that is being matched to your student's plan of study, will require written approval from the IUPUI School that offers the course(s). The memo must include the student name, UID, program and all courses requested for approval identified by course number, title and credit hour assigned to the course. This memo must be from the School's Dean of Graduate Studies and/or Graduate Program Director that offers the courses. Send completed form along with a copy of the official transcript (front and back) to gradrec@iupui.edu within the first year. http://graduate.iupui.edu/forms/index.shtml
	Program	Course Substitution	When appropriate, send completed forms to gradrec@iupui.edu http://graduate.iupui.edu/forms/index.shtml
	Program	Course Revalidation	If applicable, send completed form as soon as possible to gradrec@iupui.edu If student is also earning a master degree, the revalidation form must be submitted before the Master’s Application for Advanced Degree (MAAD) eDoc. Note: The form should include details of how the course(s) is being revalidated. http://graduate.iupui.edu/forms/index.shtml
	Student	Graduate & Professional Program Update Form	If a student has been out of the program more than 12 months and less than 24 months, he/she will need to complete the Graduate and Professional Program Update Form found on our website (http://graduate.iupui.edu/forms/index.shtml). Students must submit the completed form directly to their program for approval. If the student has not enrolled for more than 24 months they must reapply to the program to be reactivated. Programs must send the approved Graduate and Professional Program Update Form to our office via RTS for processing.
	Program	Termination of Study Form	Submit completed form to gradrec@iupui.edu as soon as possible to avoid student registering after termination. http://graduate.iupui.edu/forms/index.shtml
	Program	Leave of Absence	Submit completed form to gradrec@iupui.edu within two weeks of student’s notification to take leave. http://graduate.iupui.edu/forms/index.shtml

	Program	Return for Leave of Absence	Submit completed form to gradrec@iupui.edu one week prior to the student's return. http://graduate.iupui.edu/forms/index.shtml
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Process and Deadlines:

	Student	Outstanding Grades	Verify that all previous "R" and "I" grades have been changed, or will be changed by the university wide deadlines for each semester which can be found on the Office of the Registrar's website .
	Program	Post Outstanding Grades	Deadlines for May, August and December graduates are university wide deadlines which can be found on the Office of the Registrar's website .
	Program	Recommendation for Graduate Certificate Completion Form must be received from the program no later than the 15 th of the month prior to the anticipated graduation month	Complete and submit to gradrec@iupui.edu no later than 15th of the month prior to the anticipated graduation month of May, August or December . If the student is receiving a Master's Degree for the same month as the Certificate, the Graduate Certificate Completion Form can be attached to the Master Application for Advanced Degree (MAAD) eDoc which should be received no later than the 15th of the month prior to the anticipated graduation month of May, August or December . Refer to the Master's Degree Progression Checklist for instructions and deadlines. http://graduate.iupui.edu/forms/index.shtml (NOTE: If a student has been out of the program more than 12 months and less than 24 months, he/she will need to complete the Graduate and Professional Program Update Form found on our website. Completed forms must be submitted by the program via gradrec@iupui.edu . If a student has been out for more than 24 months, he/she will have to reapply to the program.)

Degree, Transcript and Certificate

	Student	Degree Date	IU certificates are awarded for May, August and December. May certificate date is Mother's Day(USA); August and December certificate date is the last day of IUPUI classes, visit the academic calendar on the Office of the Registrar's website .
	Student	Transcript	Once your certificate is posted, it will immediately appear on your transcript. To order transcripts, visit the Office of the Registrar's website .
	Student	Certificate	Once our office receives your certificate, you will receive an email via your preferred email address that's listed on your One.IU.edu account. This email will contain instructions on how you'll be able to receive the certificate. Make sure to keep your home address in One.IU.edu current. That is the only address used to send your certificate.

Additional Resources

Please check out our Guides and Job Aids at <http://graduate.iupui.edu/faculty-staff/guides.shtml> for information on:

- Admissions
- eApp
- IUIE
- Workshops
- eDocs