Undergraduate Certificate Program Form

The Undergraduate Certificate Program Form should be filed <u>the semester prior to completion</u> of the certificate program. In addition, all students must file an Application for Certificate and pay a $15 application fee through TopNet to receive the certificate.

_____ _____
Print/Type Name WKU ID

_____
Local Address Street or Residence Hall

_____ _____
City State Zip Daytime Phone Number

☐ Check here if planning to use the below certificate to fulfill the requirement for a minor. (Note: Utilizing the certificate in place of a minor is not applicable if the student plans to graduate with a major that requires over 48 hours or intends to graduate with two or more majors.)

Certificate Program _____ _____
Reference Number Name of Program

List all courses in the program

Subject Area	Course Number	Hr	Gr	Tr
Total Hours				

All certificate requirements will be completed by:
□ May 20 _ _ □ August 20 _ _ □ December 20 _ _

Certificate Program Declaration
I understand and accept responsibility for meeting all requirements for completion of this certificate program.

_____
Student Date

Program Approvals

_____
Advisor Date

_____
Department Head Date

_____
College Dean/Representative Date

- This certificate program form serves as an agreement between the University and the student regarding the course requirements for the certificate.
- A minimum gpa of 2.0 must be earned in total course work required for this certificate program, in addition to a minimum cumulative 2.0 gpa and a minimum 2.0 gpa earned in WKU coursework.
- Indicate each transfer course by a (T) in the Tr. Column. Use course numbers from the transfer institution. A maximum of 6 transfer hours may be used for the certificate program for certificates sought prior to fall 2021.
- Beginning fall 2021, certificate programs can be counted in place of a minor if (a) the major and certificate combination consists of at least 50% upper level hours, and (b) the two programs consist of at least 48 unduplicated hours. Additionally, a minimum of 50% of hours earned toward the certificate are earned at WKU.
- Only undergraduate courses may be used to fulfill undergraduate certificate program requirements.
- All changes made after the certificate program has been approved must be filed on a Degree Program Change Form which can be obtained from the college dean's office.
- Following completion of the program requirements, the certificate will be mailed to the diploma address identified when the Application for Certificate is submitted on TopNet.

Dean's Office: Please send the completed form to Degree Certification (Potter Hall 239).