

INSTRUCTIONS FOR COMPLETING THE GRADUATE CERTIFICATE PLAN OF STUDY (POS) FORM

Graduate certificate programs offer students the opportunity for focused study of a body of knowledge at the graduate level, leading to the award of an academic credential that can be earned in a relatively short time. Graduate certificate programs can serve both as the core for more advanced study leading to the master's or doctoral degree, and as an opportunity to pursue specialized education that assists the individual in an established career or provides opportunity for career advancement.

Any student admitted to the Graduate College may apply for admission to a graduate certificate program. A graduate certificate requires completion of 12 to 21 credit hours of coursework (depending upon the program of study), of which at least two-thirds must be at the 5000 level or above. Specific certificate programs may have higher requirements.

With the approval of the major department and the Graduate College, up to 3 hours of graduate-level credit from another institution may be used toward certificate programs. The GPA must be at least 3.0 on any transfer credit. A GPA of 3.0 is required of courses applicable to a graduate certificate. No grade may be lower than a 'C'; individual programs may have more stringent requirements.

During the semester in which a student plans to complete a certificate program, a student should complete a Plan of Study (POS) listing the courses used in earning the certificate. This POS is approved by the department head and the Graduate College prior to the credential being placed on the student's academic record. Once the certificate POS is approved at the Graduate College, the Graduate College will request that the Registrar place a notation of the Certificate on the student's transcript.

1. A Certificate POS is completed only once – during the semester in which all requirements for the Certificate will be completed.
2. Please type all information. Additional forms may be downloaded from the Graduate College website at <http://gradcollege.okstate.edu/download/plansforms.htm>. Please staple multiple pages with the first page of the Plan of Study (student information is on the top) as the first page.
3. Complete all student information as requested.
4. Please be sure that you *accurately* identify the name of the certificate and the department in which you are studying.
5. Type the name of your certificate advisor and his/her phone number.
6. List courses in chronological order. List the course prefix (3 to 4 letters) and course number (4 digits) in the first column and the course title in the second column. [**Note:** all 3000 and 4000-level courses included on the POS must be offered for graduate credit—an asterisk (*) must appear next to the course number in the OSU catalog.] In the third column, list the institution where the course will be taken, if other than OSU. Give the semester and year the course will be taken in the fourth column. Finally, list how many credit hours will be received for each course in the fifth column. At the end of this table, indicate the total number of credits to be used for this degree.
7. Print the form.
8. Indicate the semester and year you anticipate graduating. Read the university requirements for coursework to be listed on a POS and *sign and date the form*.
9. Obtain approval signatures from your certificate advisor as well as the department head or graduate coordinator (check with your major department for the appropriate signature).
10. Submit **ONE** copy of the completed and signed form to the Graduate College. Students should retain a copy for their own use and information. Once the Graduate College has approved the POS, a copy will be sent to the Graduate Coordinator of the major department—check with that individual to get a copy of the approved POS.

Anticipated Date of Certificate Completion _____

Requirements for coursework to be listed on a POS: I understand that the approval of this Plan of Study is conditional and is based on the assumption that I will **complete my certificate within a 7 year time period**. In addition, I understand that **no course on the Plan of Study can be 10 years old or older at the time of graduation**. **Courses taken for pass/no pass credit cannot be included** in the Plan of Study. All courses must have been offered and taken for graduate credit to receive such credit. If these conditions are not met, I understand that a new Plan of Study must be submitted for approval.

Student's Signature Date

APPROVAL SIGNATURES

Certificate Advisor Date

Department/School Head/Director/Grad Coordinator Date

Dean of the Graduate College

Do not write in this box (Graduate College use only)

Date POS received

Date Revised POS received

Date POS approved