

GRADUATE COLLEGE

Proposed Plan of Study for a Graduate Certificate

Student Information:

Student Name: _____ Date: _____

Student ID Number: _____ Email: _____

Graduate Program: _____

Catalog Year: _____ Anticipated Completion Date: _____

Instructions:

Purpose: The Proposed Plan of Study for a Graduate Certificate (PPSGC) is the review by the Graduate College of the detailed plan of study for a graduate student. The PPSGC is intended to identify degree requirements and graduate regulations that have been overlooked or misinterpreted by the student or anyone providing advice to the student. The PPSGC authorizes the Graduate College to make changes to the student's degree progress report (AAR) and make the student eligible to apply for graduation.

Procedure: The PPSGC is a required form for all graduate students enrolled in a certificate program. The student is responsible for completing and signing the PPSGC and submitting it to the correct Program Coordinator for approval. A list of current Program Coordinators is located on the graduate college website. Once the Program Coordinator has approved and signed the form it then goes to the Graduate College for approval. Once the PPSGC form is approved by the Graduate College, the student is notified by email and will be given instructions on how to apply for graduation. A change in an approved PPSGC, such as the case where a course is no longer available, can be requested by submitting a Request for Adjustment of Academic Requirements form to the Graduate College.

Time of Submission: The student should submit the PPSGC shortly after admission to the certificate program. Certificates can typically be completed in one or two semesters.

Graduate College Use Only:

Degree Requirements:

Course Prefix, Number and Title (example: ED-CIFS 506 Issues in Education) Credit Grade Semester/Year

Signatures:

Student: _____
Signature Print Name Date:

Approved/Disapproved

Program Coordinator: _____
Signature Print Name Date:

Graduate Dean: _____
Signature Print Name Date:

Boise State University, Graduate Admission and Degree Services, Riverfront Hall, Room 307, 1910 University Drive, Boise, ID 83725-1110. Office hours are 8-5 Monday-Friday.
Telephone: Local 208-426-3903, Toll Free 1-800-824-7017, Fax 208-426-2789, Email: gradcoll@boisestate.edu Website: <http://graduatecollege.boisestate.edu/>

Distribution: Original to Graduate Admission and Degree Services, copies to Registrar, Program Coordinator, and Student.