Application for a Graduate Certificate as a Secondary Program

Instructions to Applicants: Currently enrolled master’s and doctoral students may use this internal application in lieu of the standard university Application for Graduate Study to apply for a graduate certificate as a “secondary” program. Please attach to this form a copy of your Mason internal transcript and a short statement expressing why you are interested in this graduate certificate. Return this form to the Office of Student Affairs at the address listed above (campus location: Robinson B, room 402).

Please refer to the catalog for all policies governing master’s or doctoral students concurrently pursuing graduate certificates. Note: More than half of the credits required for the certificate program must be taken in degree status for the master’s or doctoral degree. Students must also be admitted to the graduate certificate program at least one semester before the completion of certificate requirements.

STUDENT INFORMATION

____________________________  ____________________________  ______________
Student G Number               Student Name (First, MI, Last)         Date

____________________________       __________________________________________
E-mail Address                  Telephone (day)

Primary Program: ________________________________

Secondary Program Request: ________________________________

Effective Term: ________________________________

Departmental Approval (required): ________________________________

   Signature    Date

Dean’s Approval (required): ________________________________

   Signature    Date

Student Signature: ________________________________

   Signature    Date  6/3/10