Flowchart for Graduate Certificates

Admission

Registration

All certificate requirements must be met within 7 years. The requirements include pre-approved transfer credit (if applicable).

Discuss your goals and expectations with your Graduate Certificate Advisor

Take Courses. To determine eligibility of transfer credits, if any, complete the **Transfer Credit Request Form** during the first term.

Before completing 6 graduate credits of coursework:
Develop a **Graduate Certificate Program of Study** with your program.
***This is the plan for completing your certificate. Your advisor will assist you.**

Complete graduate certificate courses as required.

At least 15 weeks before you plan to complete the certificate:

(1) Submit your **Graduate Certificate Program of Study** online for Graduate School review and final approval.

(2) Submit an **Apply to Graduate form**.

The Graduate School will award the certificate once the following items have been completed:

1) All coursework and final grades/GPA requirements are met.
2) All certificate requirements are met.
3) Registration for a minimum of 3 graduate credits during term the certificate is awarded.

Final Project or Capstone

All Final Requirements Met → **No**

Yes

The awarded certificate will be identified on the student's OSU transcript for the term all requirements are completed.

Academic Unit Graduate Certificate Requirements

Review the requirements of your academic unit (college, school, department or program) with your adviser or the program director.

NOTE: A dashed line connected to a university requirement indicates your department or program may have additional requirements. Check with your academic unit for its specific rules and requirements.

NOTE: Check the Graduate Catalog for **full details on deadlines**.

Certificate Completion

Oregon State University
Graduate School