



Office of the Registrar
 Summerville Campus
 Rains Hall
 (706) 446-1430
 gradapp@augusta.edu

SUMMERVILLE CERTIFICATE APPLICATION

Certificate applications are due to the Registrar's Office by Fall Midterm **BEFORE** completion of requirements for Spring applicants, and by Spring Midterm **BEFORE** completion of requirements for Summer and Fall applicants. Part 1 must be completed by the student and submitted to the department of their major for the completion of Part 2. The completed form and any exceptions to degree or graduation requirements not previously applied to JagTrax must be submitted to the Registrar's Office for final processing. A new application must be completed if there are any changes to the information below. If this is an updated application, please highlight the changes.

PART 1: COMPLETED BY STUDENT

First Name: _____ Middle Initial: _____ Last Name: _____ Student ID: _____

Diploma _____ Phone Number: _____ Cell _____ Home _____

Mailing _____ Street Address _____ Email Address: _____

Address: _____ City _____ State _____ Zip Code _____ (After Graduation) _____

Program Completion Term: **Fall** **Spring** **Summer** **20** Certificate: _____

Certificate Name: _____

Print your name as you want it to appear on your certificate. Your Certificate Name must match your name in POUNCE. If necessary, submit a name change to the Registrar's Office.

Commencement Policy: Certificate programs are not listed in the commencement program. Students who complete requirements for a certificate program only at the time of graduation are not eligible to participate in commencement. **Initial Here**

Graduation Application Fee: Upon receipt of completed application, a \$50 non-refundable graduation application fee will be added in POUNCE to students applying only for a certificate program. The graduation application fee is waived for those students applying for a certificate program in addition to a degree program. Payment is due at time of charge. Previous payment will only be moved once if application is updated to a new term. **Initial Here**

PART 2: COMPLETED BY DEPARTMENT

List all incomplete coursework below, including prior, current, and future terms. Please attach a departmental tracksheet listing all coursework being used to fulfill certificate requirements.

Catalog Year: _____ Term _____ 20 _____ Term _____ 20 _____ Term _____ 20 _____

Catalog year refers to the course/degree requirements outlined for a specific academic year. A students' catalog year is typically listed as the academic year when they first enrolled. Consideration of a catalog year is very important! At times, it may be more advantageous for the student to follow a different catalog year, due to changes to a major from the time they first enrolled.

All degree requirements (courses, Legislative requirements, capstones, exit exams, portfolios, etc.) will be met by the grading deadline.

_____ **Initial Here**

Comments: _____

PART 3: REQUIRED SIGNATURES

Student Printed Name _____ Student Signature _____ Date _____

Advisor Printed Name _____ Advisor Signature _____ Date _____

Certificate Department Chair or Program Director Printed Name _____ Certificate Department Chair or Program Director Signature _____ Date _____