

# Certificate Conferral Checklist



## For students have completed a CER and are known to the program:

- Confirm student has CER listed as POS (additional)
  - [Submit COS form](#) if student should have CER added as additional POS
- Fill out a completion form for the student
- Verify student's coursework (complete and in progress as applicable) with grade report
- Is the student graduating with a degree other than the CER in the same semester?
  - Yes (If the student DOES intend to graduate, ensure student has applied for primary degree and CER award)
  - No (If the student DOES NOT intend to graduate with an additional degree, the AAO will need to apply the student for the CER)
- [Email](#) completion form to the AAO with other information as needed; AAO will confirm receipt

---

## For students who have completed the CER but have NOT notified the program:

- Use [degree applicant report](#) in MAUI; filter by Graduate College and program
  - Cross-check with departmental records; are there any students in this list without a completion form yet?
    - Yes (fill out completion form for the student/verify courses as needed—see checklist above)
    - No (nothing further needed)