

Academic Affairs Office | The Graduate College

Graduate Certificate Administration

2024-25 Academic Year

Admitting Certificate Students

Current Degree-Seeking Students

- No additional UI application/transcript/fee required
- Departmental consideration
- Departmental admission: Use <u>change of status form</u> (under "Admissions Forms")
- Graduate College adds Program of Study to student profile (MAUI)

Non-Degree (Unclassified)

- Non-degree (UI) application
- Transcript and application fee (\$40; charged when student first enrolls in a course)
- Departmental consideration (must request any extra materials from student directly)
- Departmental admission: Notify <u>Graduate Admissions</u>
- Graduate Admissions adds the CER to student profile (MAUI)

Students must have <u>at least</u> one CER course to complete or in progress at the time of admission!

Non-Degree Application

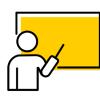
| Return to summary page | *Purpose of attending | O Certificate |
|--|---|---|
| Print your application* | Purpose of attending | O Other |
| Change your password | | |
| Read the instructions | *Certificate Program: | × |
| Logout | | |
| Be sure to save your work as you complete each application section. | List the courses you plan to take at lowa. | Adult Gerontology Acute Care Nurse Practitioner |
| | | Adult Gerontology Primary Care Nurse Practitioner |
| | *I plan to take courses | African American Studies |
| | - i plan to take courses | Aging and Longevity Studies (Online) |
| | | Agricultural Safety and Health |
| | | Applied Behavior Analysis |
| | | Biostatistics |
| | University of Iowa faculty member and/or department | Book Studies/Book Arts and Technologies |
| | with whom you have discussed your plans | College Teaching |
| | *Have you ever been enrolled (on campus, correspondence, extension) at The University of Iowa? | Emerging Infectious Disease Epidemiology |
| | | Family Nurse Practitioner |
| | | Gender, Women's and Sexuality Studies |
| | | Global Health Studies |
| | | Health Systems |
| | RESET FIELDS | Informatics |
| | | Institutional Research and Effectiveness |
| | | K-12 Equity and Inclusion |
| | | Literary Translation |
| IOWA | | Native American and Indigenous Studies |

fi 🖸 🗿 🖸 🖬 🖗

INWA

Academic Affairs Office | The Graduate College

Certificate Progress Overview



Coursework

- Monitoring student progress
- Addition of CER SPOS when courses are in progress
- Completion form/degree audit (as applicable)



Advising

- Advisor assignment (graduate program coordinator vs. additional vs. primary for Program of Study)
- "My Advisees" report screen in <u>MAUI</u>



Conferral

- ~15% of all graduating students (UG & grad) earn a CER
- CeCertificates and print certificates available for purchase via Paradigm (<u>Office of the Registrar</u>)

Certificate Policies



- Admission: Must occur prior to completing all CER courses!
- Credits and counting
 - -Certificates absorbed into master's degree(s)
 - Certificates should not overlap (i.e., one graduate CER counting credits from another graduate CER)
- Non-degree registration limits
 - -6sh registration limit does not apply to CER students
 - -CER-only students do not populate the non-degree advising list
 - -Please advise CER students accordingly

Certificate Completion and Conferral



- Completion
 - Defined as the end of the semester in which student completes last required class
 - Completion form (contact AAO for a template if needed)
 - Student applies for CER conferral if also applying for a degree
- Departmental administration
 - -Notify Graduate College of completion/submit form by deadline
 - -Use degree applicant report in MAUI
- Graduate College/AAO administration
 - -GC will evaluate and reach out with questions

Certificate Conferral Checklist



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

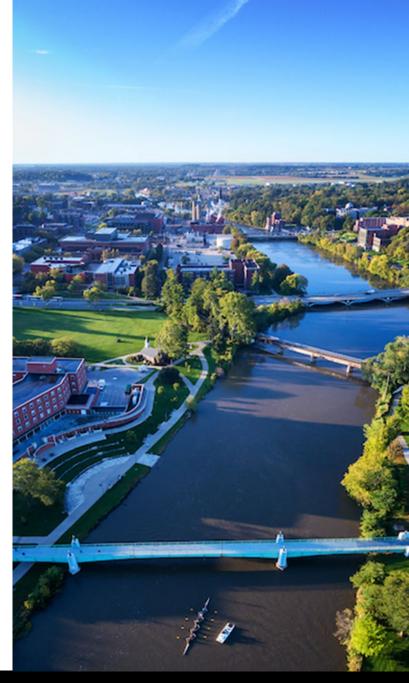
- □ Confirm student has CER listed as POS (additional)
 - □ <u>Submit COS form</u> if student should have CER added as additional POS
- □ Verify student's coursework (complete and in progress as applicable) with grade report
- □ Fill out a completion form for the student or verify degree audit/submit exceptions
- □ 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 (AAO will submit degree app if student has not)
- □ <u>Email</u> completion form (or list of students for degree audit) to AAO; AAO will confirm receipt

For students who have submitted a degree app for 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 pursuing the CER who should be completing this session?
 - □ Yes (fill out completion form for the student/verify courses as needed—see checklist above)
 - □ No (nothing further needed)

Curricular Updates

- Inform Graduate College of change request (Catalog Change <u>workflow</u> <u>form</u>)
- Gain approval according to proposal type
 - Some require notification only, some require routed approvals
 - Unsure? Email AAO
- Updates (departmental)
 - Completion form template
 - General Catalog
 - Sample Plan (as available)
 - Degree audit (as available)
 - Departmental website





Academic Affairs Office | The Graduate College

Questions?

Sara Pettit (she/her/hers) Academic Affairs Coordinator 205 Gilmore Hall sara-pettit@uiowa.edu

319-335-2709

