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 change of status form (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 Graduate Admissions
- Graduate Admissions adds the CER to student profile (MAUI)

**Students must have at least one CER course to complete or in progress at the time of admission!**
Non-Degree Application

Purpose of attending

Certificate Program:
List the courses you plan to take at Iowa.

I plan to take courses

University of Iowa faculty member and/or department with whom you have discussed your plans

Have you ever been enrolled (on campus, correspondence, extension) at The University of Iowa?

RESET FIELDS
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 MAUI

**Conferral**
- ~15% of all graduating students (UG & grad) earn a CER
- CeCertificates and print certificates available for purchase via Paradigm (Office of the Registrar)
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)
  - Check COS form 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)
- Email 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 workflow form)

• 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
Questions?

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