

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

[Return to summary page](#)

[Print your application*](#)

[Change your password](#)

[Read the instructions](#)

[Logout](#)

Be sure to save your work as you complete each application section.

*Purpose of attending

Certificate
 Other

*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](#)

▼

- Adult Gerontology Acute Care Nurse Practitioner
- Adult Gerontology Primary Care Nurse Practitioner
- African American Studies
- Aging and Longevity Studies (Online)
- Agricultural Safety and Health
- Applied Behavior Analysis
- Biostatistics
- Book Studies/Book Arts and Technologies
- College Teaching
- Emerging Infectious Disease Epidemiology
- Family Nurse Practitioner
- Gender, Women's and Sexuality Studies
- Global Health Studies
- Health Systems
- Informatics
- Institutional Research and Effectiveness
- K-12 Equity and Inclusion
- Literary Translation
- Native American and Indigenous Studies

IOWA

Iowa City, Iowa 52242

319-335-3500

[f](#) [t](#) [@](#) [v](#) [in](#) [p](#)

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 who 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
- 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



Academic Affairs Office | The Graduate College

Questions?

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