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

☐ 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)