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)