

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)