SJSU SAN JOSÉ STATE UNIVERSITY

Advanced Certificate Audit

Instructions

Do not hand write - Must be typed

This form should be used by students who have completed a university-approved advanced (post-baccalaureate or post-master's) certificate program. Certificate programs that meet these specifications will then appear on the official transcript and university-issued certificate. The university requires a minimum GPA of 3.0 on the program as a whole for the certificate to be awarded. In addition, students should be aware of possible additional grade requirements imposed by the program itself, such as minimum grades in each course. Course substitutions, deletions, additions, or transfers from another university are not permitted with the exception of substitutions for courses shared by certificate programs when a student takes more than one. Only 3 units of "C" and 0 units of less than "C" coursework can be applied toward a certificate. Only 3 units of an entire program can be repeated (and can be repeated a single time only). If a course is repeated, both grades will be used in the computation of program GPA.

This completed form should be emailed to the appropriate GAPE evaluator (see www.sjsu.edu/gape/about_us/staff), submitted to Window G in the Student Services Center, or sent through interoffice mail to extended zip 0017.

Student Information

Last Name | First Name, M.I.

Student ID | Previous Name (if any)

Current Address | City | State | Zip

Daytime Phone | Email Address

Certificate Program Courses

Name of Certificate Program

Date of Completion of Certificate Program | Semester | Year

List All Courses Required in the Program

Dept. and Number	Title	Semester Units	Grade	Semester/Year Completed

List any special requirements of the program, such as that for a “B” grade in every class.

Required Signatures

Student

Name (print) _____ Signature _____ Date _____

Certificate Program Director

Name (print) _____ Signature _____ Date _____

FOR OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE

GAPE Evaluator

☐ Approved ☐ Denied Name Date