

This form should be used by students who have completed a university-approved basic certificate program.

- 1) Basic certificate programs must include a minimum of 9 units and maximum of 18 units of coursework. Programs may require that all prerequisite coursework has been completed prior to enrolling in the basic certificate program. At least 6 units must be completed at SJSU.
- 2) Basic certificate programs may include lower-division and upper-division courses numbered 1 through 199 (excluding individual studies, directed reading, supervision, and credit/no-credit courses).
- 3) Basic certificates are available to matriculated students (regular or special session status).
- 4) A maximum of 33% of basic certificate units (e.g., 3 units for a 9-unit certificate) can be completed through Open University at SJSU with approval from the department or school.
- 5) Unless otherwise stated in the catalog, courses taken as part of an SJSU Academic Certificate program can be applied to an approved major, minor, or emphasis program where one is required for the student's degree. Unless otherwise stated in the catalog, courses taken for a major or minor may be applied to a basic certificate program upon approval from the basic certificate program advisor/director.
- 6) Students must have a minimum GPA of 2.0 in basic certificate coursework in order to be awarded a certificate. However, departments or comparable units may elect to set more stringent standards to ensure the quality of certificate holders with respect to the program.
- 7) The advisor/director of the program is responsible for verifying a student's satisfactory completion of the academic requirements established for the program and for forwarding a copy of this form to the Office of the Registrar. The Office of the Registrar records the completion of the program on the student's transcript

Use DocuSign to send this completed form to the appropriate Graduation Evaluator ([sjsu.edu/registrar/graduation/evaluators](https://sjsu.edu/registrar/graduation/evaluators)).

**STUDENT INFORMATION**

Name: \_\_\_\_\_ SJSU ID: \_\_\_\_\_ Major: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**CERTIFICATE INFORMATION**

Certificate Name: \_\_\_\_\_ Total Unit Required: \_\_\_\_\_  
 Completion Date: Term \_\_\_\_\_ Year \_\_\_\_\_

COURSE NUMBER	INSTITUTION	TERM	UNITS	GRADE	NOTES

**CERTIFICATE PROGRAM DIRECTOR/CHAIR**

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office of the Registrar Use**

RECORDED (TRANSCRIPT NOTES) DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_  CERTIFICATE SENT DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_