

# Information for Academic Certificate Coordinators

(This supplements policies and procedures established by the Registrar's Office at [www.registrar.uidaho.edu/faculty-staff/certificates.html](http://www.registrar.uidaho.edu/faculty-staff/certificates.html))

The academic department offering the certificate designates a "certificate coordinator" to manage the process in consultation with the department chair. This process includes advising and determining student eligibility; verifying requirements have been met upon completion; and presenting the award (see steps below).

The certificate courses are selected from the existing graduate curriculum, and are available to both on-campus and off-campus students. Engineering Outreach provides the following services to students who select EO course delivery: mailing DVDs and other course materials; providing a toll-free phone number; assisting with the registration and admission processes; tracking exams and returning homework; providing an informative web site and catalog; and providing general customer service support.

## Step 1: Coordinator Provides Initial Advising

- Discuss eligibility, verify GPA meets department requirement (at least 2.80 cumulative); admission status can be non-degree or UI grad (non-degree students must have an undergraduate degree in a related field);
- Advise regarding transfer credit if applicable;
- Advise regarding a plan of study;
- Advise the student to submit the *Academic Certificate Declaration* form (part of the *Change of Curriculum* form on the registrar's web site) prior to starting the certificate. Download at [www.students.uidaho.edu/default.aspx?pid=19711](http://www.students.uidaho.edu/default.aspx?pid=19711)

## Step 2: Student Completes Required Coursework

- Student completes the *Tracking/Verification Form* (download at [www.uidaho.edu/eo/forms/certificatetracking.pdf](http://www.uidaho.edu/eo/forms/certificatetracking.pdf)), and sends it to the certificate coordinator;
- Department verifies that the student has met all requirements, and approves the *Tracking/Verification Form* accordingly.

## Step 3: Issuing the Certificate Award

- Coordinator sends the approved *Tracking/Verification Form* to EO; EO prints the award and returns it to the coordinator; or the department may print the award. Refer to registrar's guidelines and sample forms at [www.registrar.uidaho.edu/faculty-staff/certificates.html](http://www.registrar.uidaho.edu/faculty-staff/certificates.html);
- Coordinator signs the certificate, and obtains the signatures from the department chair and dean;
- Coordinator sends the *Tracking/Verification Form* and a copy of the certificate award to the Registrar's Office for notation on the student's transcript;
- Coordinator mails (or presents) the award to the student.