# Graduate Certificate Progression Checklist

**(For students who are in University Graduate School certificate programs.)**

**Updated Summer 2024**

| √ | Admission Letter, Final Transcript and EAP Requirements | | |
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| | Program – at the time of admission | Admission Letter | Attach to the **Graduate Application** eDoc when admitted. |
| | Program | Final Transcript | Attach to the **Graduate Application** eDoc the final transcript showing conferral of the undergraduate degree when the student is admitted. If it is not the final transcript with the degree conferral, send the final transcript via RTS during the student's first semester. |
| | Student | EAP Requirements | If required, complete courses resulting from the English for Academic Purposes test (EAP). The EAP policy is here EAP policies can be found here. |
| | Program | EAP Requirements | Track EAP requirements for non-native English speakers and verify required courses were taken before submitting the **Recommendation for UGS Graduate Certificate.** |
| **Miscellaneous Forms:** | | | |
| | Link to all forms HERE | | |
| | Program | Transfer Credits | Send completed IU Transfer Credit form IU Indianapolis Graduate Credit Transfer Report Form  along with a copy of the official transcript (front and back) to RTS within the first year. |
| | Program | Shared Credits | When certificate courses are also counting for the master's degree, identify those credits on the Plan of Study as "shared credits". No Transfer credit form will be required. Indicate the shared credit courses on the Recommendation for UGS Graduate Certificate form. |
| | Program | Course Substitution | When appropriate, send completed Course Substitution form to RTS |
| | Program | Course Revalidation | If applicable, send completed Course Revalidation form as soon as possible possible to RTS If student is also earning a master degree, the revalidation form must be submitted before or with the Master's Application for Advanced Degree (MAAD) eDoc. |
| | Student | Graduate & Professional Program Update Form | If a student has been out of the program more than 12 months and less than 24 months, he/she will need to complete the **Graduate & Professional Program Update form.** Students must submit the completed form directly to their program for approval. If the student has not enrolled for more than 24 months they must reapply to the program to be reactivated. **Programs must send the approved Graduate and Professional Program Update Form to our office via RTS for processing.** |
| | Program | Termination of Study Form | Submit Termination of Study form to RTS as soon as possible to avoid student registering after termination. |
| | Program | Leave of Absence | Submit Leave of Absence form to RTS within two weeks of student's notification to take leave. |
| | Program | Return for Leave of Absence | Submit Leave of Absence form to RTS within two weeks of student's notification to take leave. |
| **Process and Deadlines:** | | | |
| | Student | Outstanding Grades | Verify that all previous "R" and "I" grades have been changed, or will be changed by the university wide deadlines for each semester which can be found on the Office of the Registrar's website Deadline for all other months is no later than the 25th of the graduation month. |

| | Program | Post Outstanding Grades | Deadlines for **May, August and December** graduates are university wide deadlines that can be found on the Office of the Registrar's [website](). The deadline for all other months is no later than the 25<sup>th</sup> of the graduation month |
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| | Program | Recommendation for UGS Graduate Certificate must be received from the program no later than the 15<sup>th</sup> of the month prior to the anticipated graduation month | Complete [the Recommendation for UGS Graduate Certificate form]() and submit to [gradrec@iupui.edu]() no later than **15<sup>th</sup> of the month prior to the anticipated graduation month.** If the student is receiving a master's degree for the same month as the Certificate, the Recommendation for UGS Graduate Certificate form can be attached to the Master Application for Advanced Degree (MAAD) eDoc. Refer to the [Master's Degree Progression Checklist]() for instructions and deadlines. (**NOTE:** If a student has been out of the program more than 12 months and less than 24 months, he/she will need to complete the **[Graduate and Professional Program Update form]().** Completed forms must be submitted to us by the program via [RTS](). If a student has been out for more than 24 months, he/she will have to reapply to the program.) Late submissions (after the 15<sup>th</sup>) will force us to change graduation to a later month. Any deviation from the UGS Bulletin must be approved by Dr. Janice Blum ([jblum@iu.edu]()) and be attached to the electronic form. |

## Degree, Degree Name, Transcript and Certificate

| | Student | Degree Date | Certificates are awarded monthly. Please note if you are completing a master's degree and certificate, you must be enrolled in both programs and the certificate must be awarded before or at the same time as the master's degree. |
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| | Student | Degree Date | Graduate/ Professional dual degrees will be awarded in May, August and December. Visit the visit the [academic calendar on the Office of the Registrar's website](). |
| | Student | Degree Name | You will find important information about how your degree name will appear on diplomas, certificates, Commencement Programs, and on university websites that list graduates [here.]() |
| | Student | Transcript | Once your degree is posted, it will immediately appear on your transcript. To order transcripts, visit the Office of the Registrar's [website](). |
| | Student | Certificate | Make sure to keep your Non-IU E-Mail address updated and home address in [One.IU.edu]() current. The home address is the only address used to send your diploma. |