

Procedure for admission of Graduate Certificate students

If an applicant is currently admitted to a master's or doctoral program at PSU, in good standing, and currently registered for classes, use the GO-19M (for master's students) or GO-19D (for doctoral students).

- Student submits the correct form to the Graduate Certificate program, with the top portion filled out and his/her signature on it.

- If using the GO-19M, he/she would mark "I wish to add to [or "transfer from"] my present master's degree the Graduate Certificate program in" [insert GC program name]. If using the GO-19D, use the line "I wish to add to [or "transfer from"] my present doctoral degree the Graduate Certificate in" [insert GC program name]. *Be sure the student picks the right line – it is possible to cancel admission to the current degree program with this form; the language is very clear.*

- This form needs the signature of his/her current adviser in the master's or doctoral program to make it clear the existing program is aware of the potential change to the student's admission status.

- Transcripts: If the Admissions Office already has official transcripts from all institutions attended (other than PSU), the student does not have to submit any official transcripts. If the Admissions Office is lacking any official transcripts (for instance, if the student has attended another institution since his/her original admission, or returned to one of the previous institutions and therefore would have a more complete transcript, or for some other reason Admissions does not have an official transcript), s/he must supply them. For the program, the student must supply any transcripts (either official or unofficial, at the discretion of the program) that the GC program may need, plus whatever additional materials the program requires. These may include a program application form, a student statement, test scores, letters of recommendation, employer recommendations, proof of sufficient background in the field, or other materials. [To be "official", transcripts must arrive sealed in the original envelope from the institution's registrar's office; if they are opened, tampered with in any way, or in a non-official envelope, they are not official. If an official transcript is opened by an appropriate PSU employee in the program/department office, each page of that transcript should be marked with the date, "official when opened in [dept]", and the signature of the PSU employee who opened the transcript.]

- There is no fee required for students who have already paid a \$50 application for a graduate degree program.

- The program receives the materials and creates a file.

- The program admissions committee evaluates the material and makes a decision to accept or not accept the applicant for admission.

To accept, the program sends an admission letter to the student; if there are conditions, be sure they are explicitly stated in this letter

- the program marks the correct section at the bottom of the GO-19M or D and sends the original *to OGS*, along with a copy of the admission letter

To reject, the program sends a letter notifying the student that he/she has not been accepted into the GC program

- the program marks the correct section at the bottom of the GO-19M or D and sends the original *to OGS*, along with a copy of the non-acceptance letter; this form would just be kept in the student's file in OGS, and there would be no change to Banner

- If accepted by the GC program, OGS confirms eligibility – if the student has a current admission to a graduate degree program and is in good standing (and currently registered), there should be no problems with adding or transferring to the grad certificate program. [Note: if the student is not in good standing, s/he is also not eligible for admission into a graduate certificate program; if the student is not currently admitted to a graduate degree program and/or currently registered for credits, use the procedure on the other side of this form.] OGS approves the GO-19 and enters the admission into BANNER. *The student will be able to register up to 16 credits per term (from the existing degree admission).*

- OGS scans the form, keeping a copy for the OGS student file along with a copy of the letter; sends a copy of the GO-19 to the student, to the GC program, and to the degree program, all by email, and sends the original GO-19 plus a copy of the letter to the vault

If an applicant is not currently admitted to a master's or doctoral program at PSU and/or is not currently registered for classes, use the Application for Graduate Certificate Program. This form is available on the web and can be filled out on-line. The applicant will need to print it to sign and submit it.

- Applicant submits the application form to the department. It needs to be complete and signed; be sure the student has indicated the Grad Certificate program s/he is interested in entering.
 - Transcripts: If the Admissions Office already has official transcripts from all the applicant's postsecondary institutions (this would likely be the case for a student who has previously been admitted to PSU), those transcripts do not need to be submitted again. If the Admissions Office is lacking any official transcripts (for instance, if the student has attended another institution since his/her original admission, or returned to one of the previous institutions and therefore would have a more complete transcript, or for any other reason the transcript is not in the Admissions file), s/he must supply them with the application. [To be "official", transcripts must arrive sealed in the original envelope from the institution's registrar's office; if they are opened, tampered with in any way, or in a non-official envelope, they are not official. If an official transcript is opened by an appropriate PSU employee in the program/department office, each page of that transcript should be marked with the date, "official when opened in [dept]", and the signature of the PSU employee who opened the transcript.] For the program, the student must supply any transcripts (either official or unofficial, at the discretion of the program) that the GC program may need, plus whatever additional materials the program requires. These may include a program application form, a student statement, test scores, letters of recommendation, employer recommendations, proof of sufficient background in the field, or other materials.
 - There is a \$50.00 fee for application. We prefer that the student pay by credit card; there is a place to mark this on the back of the application. *If the student pays by check, however, this check **must be** transmitted within 24 hours to the Admissions Office for cashing, along with a copy of the application form. The Admissions processors know that they establish a BANNER record for these students at this step and cashier the check (by law it must be processed completely within seven days); the processor will then wait for the Grad Certificate program to make a decision before proceeding.*
- The program receives the materials and creates a file.
 - The program admissions committee evaluates the material and makes a decision to accept or not accept the applicant for admission. Be sure to verify the accreditation of the baccalaureate-granting institution and the GPA of the applicant. If you cannot figure out whether the student is eligible, be sure to check with the Admissions Office before proceeding.
- To accept, the program sends a letter to the student recommending admission; if there are conditions, be sure they are explicitly stated in this letter
 - the program sends a copy of this letter, along with the original of the application and all official transcripts (see above), to the Admissions Office.
 - To reject, the program sends a letter notifying the student that he/she has not been accepted into the GC program
 - the program sends a copy of this letter, along with the original of the application and all official transcripts, to the Admissions Office.
- If accepted by the GC program, Admissions confirms the accreditation of the baccalaureate institution, creates a BANNER record (or updates it, for those previously sent over with a check) and cashiers the \$50 credit card application fee. *The student will be able to register up to 16 credits per term once this admission process is complete.*
 - Admissions sends an admission letter to the student with a copy to the GC program.
- If rejected by the GC program, Admissions creates a BANNER record (or updates it, for those previously sent over with a check) and cashiers the \$50 credit card application fee. *The student's status will not change – the student could still register for up to 8 credits per term as a Quick Entry non-admit.*