



NAME OF GRADUATE CREDENTIAL: _____

COLLEGE/SCHOOL(S): _____

DEPARTMENT(S): _____

For inter-college/ inter-departmental graduate credentials, where will the graduate credential be located? _____

Position	Name	Phone	Email	Mailstop
Graduate Credential Director				
Advisor [may be director(s)]				
Administrative Assistant				

ACADEMIC REQUIREMENTS:

Total Credit hours required (minimum of 6 required): _____

Implementation Date: _____

Expected student enrollment number: _____

Time limit for completion: _____

Other graduate programs to which the proposed graduate credential is related:

SHOULD THIS GRADUATE CREDENTIAL BE AVAILABLE:

- Students who are currently not enrolled in *any* graduate program
- Students enrolled in a program that does not include the Graduate Credential courses as requirement or electives
- Any student who is qualified to pass the courses
- Other, please explain:



Overlapping Graduate Credentials

In case different Graduate Credentials share a course, the additional Graduate Credential can only be awarded if an alternative course is identified, i.e., earned Graduate Credentials should not share courses.

Credit towards Graduate Certificate or Graduate Degree:

With program permission, Graduate Credentials can be imported into a corresponding Graduate Certificate or Graduate Degree Program. No course with a grade less than "B-" and a course number lower than 5000 can be imported.

Admission Requirements:

Documentation of prior training that indicates the likelihood of the student passing the credential courses with a cumulative GPA of 2.7 should be shared with the Graduate Credential Director, and be attached to the application.

Students who are currently enrolled in a degree granting graduate program do not need to submit a separate application for the Graduate Credential, but should share with the Graduate Credential Director that they intend to earn the Graduate Credential

Graduate Credential Completion:

Upon completing all Graduate Credential-required coursework, students must submit a [Graduate Credential Completion Form](#) to the Graduate Credential Program Director. After confirmation that all requirements have been fulfilled with a minimum of B minus in each course, the Graduate Credential Director will sign the Completion Form and forward it to the Graduate School for final approval. The Graduate School will complete the approval process and will send a Graduate Credential Recognition to the student.

Financial Aid:

Graduate courses in which a student enrolls to fulfill the requirements of a Graduate Credential are NOT eligible for financial aid, unless the student is enrolled in a degree-granting program.

Approvals	Name	Signature	Date
Graduate Credential Director			
Graduate Credential Administrator			
Department/Unit Chair			



SAMPLE!

Graduate Credential Registration for Kenny Wolf

(Please submit as soon as your Graduate Credential has been approved.)

Credential Name _____

Educational Goals:

The six-credit Graduate Credential is designed to provide students with focused training on central issues related to:

The goal of this Graduate Credential is to provide students with a short learning opportunity that will equip them with the knowledge and skills to:

Learning Outcomes:

Upon completion of this Graduate Credential students will be able to:

Learning Objective 1

Learning Objective 2

Learning Objective 3

Curriculum and Assessment Map:

To earn this Graduate Credential, the following courses have to be passed with a minimum grade of B minus.

Please list the courses and the required credits.

Course 1

Course 2

Course 3

Course 4



	Assessments			
	Course #:	Course #:	Course #:	Course #:
Outcome #1:				
Outcome #2:				
Outcome #3:				

The Graduate Credential contact email:

The Graduate Credential contact signature: