Undergraduate Certificate Program Form

The Undergraduate Certificate Program Form should be filed the semester prior to completion of the certificate program. In addition, all students must file an Application for Certificate and pay a $15 application fee through TopNet to receive the certificate.

Print/Type Name _____ WKU ID _____

Local Address _____ Street or Residence Hall

City _____ State Zip _____ Daytime Phone Number

☐ Check here if planning to use the below certificate to fulfill the requirement for a minor. (Note: Utilizing the certificate in place of a minor is not applicable if the student plans to graduate with a BIS major, is pursuing a major that requires over 48 hours, or intends to graduate with two or more majors.)

Certificate Program _____ _____
Reference Number Name of Program

List all courses in the program

All certificate requirements will be completed by:
□ May 20 _ _ □ August 20 _ _ □ December 20 _ _

Subject Area	Course Number	Hr	Gr	Tr
Total Hours				

Certificate Program Declaration

I understand and accept responsibility for meeting all requirements for completion of this certificate program.

_____
Student Date

Program Approvals

_____
Advisor Date

_____
Department Head Date

_____
College Dean/Representative Date

- This certificate program form serves as an agreement between the University and the student regarding the course requirements for the certificate.
- A minimum gpa of 2.0 must be earned in total course work required for this certificate program, in addition to a minimum cumulative 2.0 gpa and a minimum 2.0 gpa earned in WKU coursework.
- Indicate each transfer course by a (T) in the Tr. Column. Use course numbers from the transfer institution. A maximum of 6 transfer hours may be used for the certificate program for certificates sought prior to fall 2021.
- Beginning fall 2021, certificate programs can be counted in place of a minor if (a) the major and certificate combination consists of at least 50% upper level hours, and (b) the two programs consist of at least 48 unduplicated hours. Additionally, a minimum of 50% of hours earned toward the certificate are earned at WKU.
- Only undergraduate courses may be used to fulfill undergraduate certificate program requirements.
- All changes made after the certificate program has been approved must be filed on a Degree Program Change Form which can be obtained from the college dean's office.
- Following completion of the program requirements, the certificate will be mailed to the diploma address identified when the Application for Certificate is submitted on TopNet.

Dean's Office: Please send the completed form to Degree Certification (Potter Hall 239).