

Checklist for New Graduate Certificate Proposals

- ✓ Cover Letter
 - ✓ Include the names of all departments who plan to offer the certificate.
 - ✓ Identify one primary administrating department.
- ✓ Proposal
 - ✓ Indicate whether the certificate will be offered to main campus students, distance (online) students, or both.
- ✓ Program Change Form
- ✓ EC/CC Forms (if needed) <http://registrar.mst.edu/currcom/forms/>

NOTES:

- Use templates provided at <http://grad.mst.edu/faculty/certificates/>
- Cover letter and certificate proposal should be sent to the Vice Provost and Dean of respective College for approval and signature first.
- If you have any questions about any of these instructions, please contact the Office of Graduate Studies.