



## CATALOG ENTRY

**Course location/delivery:** \_\_\_\_\_

**Brief description:**

**Credit toward graduate degree:** Up to 12 hours of certificate course credits may be applied to a graduate degree with departmental approval.

**Transfer Credit:** Non-degree seeking students and transfer students may apply one course to a graduate certificate with department approval.

**Standardized tests:** \_\_\_\_\_

**Admission requirements:**

Degree: \_\_\_\_\_ GPA: \_\_\_\_\_

**Prerequisite courses** (list specific courses or a certain number of credits in a discipline):

\_\_\_\_\_

**Application Process:**

Official Transcripts     Resume     Letter of Interest     Other: \_\_\_\_\_

**Registration Process:**

- First, consult with the certificate program advisor and obtain an electronic course permit if necessary. Then go to [www.bit.ly/USF-oasis](http://www.bit.ly/USF-oasis), the link to OASIS, USF's on-line registration system.
- Follow directions given online.
- To access online course materials, students must have the USF NetID (e-mail account). Please visit: [www.bit.ly/USF-ID](http://www.bit.ly/USF-ID) to obtain the NetID.

New students, including those studying online, may obtain the USFCard.

Please visit: [www.bit.ly/USF-card](http://www.bit.ly/USF-card) to obtain the USFCard.

**Tuition and Fees:** (Text for this area will be inserted based on the type of certificate selected from the drop-down list below.)

**Financial Aid:** Non-degree seeking students are not eligible for financial aid. Please contact private lenders for information on the types of student loans available.

## JUSTIFICATION

**Purpose:** Describe the nature of the graduate certificate program, its primary goals, why it is needed and how it is unique.

**Benefits:** Describe how this graduate certificate will benefit students, the department, the university and the community.

**Marketing/Outreach:** Describe your target market.

**Competition:** List other schools where a similar program is offered and how the courses are delivered, i.e. traditional, partially online, fully online, alternative calendar, etc.

University	Location	Name of Grad Cert	Delivery Method

**Funding:** On a separate sheet, detail costs associated with the start-up and operation of the proposed graduate certificate (faculty, staff, equipment, space etc.). Attach a letter of resource support from your department chair/college dean to the signed proposal.

Position	Name	Signature	Date
Department Chair			
College Committee Chair			
College Assoc. Dean			
Graduate Council Chair			
Graduate Certificates	Kathleen H. Barnes		