
Graduate Certificate Course Verification

When to Use this Form

Use this form if you are earning a Graduate Certificate to verify that you have completed the coursework necessary to receive the certificate.

Instructions

1. Fill out all fields, using the spaces provided to list all coursework that fulfills the requirements for the certificate. If you have more courses than there are available spaces, please type your courses on a separate document and attach it to this form.
2. Print the form and sign where indicated.
3. Obtain the name and signature of the Certificate Program Coordinator for your program.
4. Submit the completed form to the Graduate School for processing in one of the following ways:
 - Scan the signed form and email it to **gradcertificate@utk.edu**.
 - Send the form by mail to the Graduate School.
 - Deliver the form in person to the Graduate School main office.

Graduate Certificate Course Verification

Name: _____
Last First Middle

Student ID #: _____ **Email:** _____

Mailing Address: _____

Name of Certificate Program: _____

Term for Certificate Award **Year:** _____ **Term:** *Fall* *Spring* *Summer*

I am also expecting to graduate from a degree program this term.

List only graduate coursework that fulfills requirements for the certificate

Year/Term	Department	Course #	Course Title	Credit Hours	Grade

The Graduate School will certify that all of the courses listed above meet the requirements for this certificate.

Signature: _____

Printed Name of the Certificate Program Coordinator

Signature of the Certificate Program Coordinator

To be completed by the Graduate School *Certificate will be awarded for the _____ term*

Dean of the Graduate School _____
Approval Date