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# 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. Obtain the name and signature of the Certificate Program Coordinator for your program, either using an electronic signature (see the [Graduate School](#) or instructions on this process) or a physical signature (with a pen).
3. If you have received a form with an electronic signature, email the form to **gradcertificate@utk.edu**. Otherwise, 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:** \_\_\_\_\_

**Name of Certificate Program:** \_\_\_\_\_

I am aware that I must apply to graduate from this certificate program through MyUTK.

**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.*

**Are you concurrently enrolled in a degree program?**    Yes    No

If you answered “yes” to the above question, please indicate which three (3) credit hours for the certificate was earned outside of the requirements of the degree(s) and other certificates. ([Graduate Catalog](#)).

**Course #:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Credit Hrs:** \_\_\_\_\_

\_\_\_\_\_  
*Printed Name of the Certificate Program Coordinator*

\_\_\_\_\_  
*Signature of the Certificate Program Coordinator*

**To be completed by the Graduate School**

\_\_\_\_\_  
*Dean of the Graduate School*

\_\_\_\_\_  
*Approval Date*