

# CERTIFICATE PROGRAM DEPARTMENTAL CERTIFICATION

**OLD DOMINION UNIVERSITY**  
**OFFICE OF THE UNIVERSITY REGISTRAR**  
 116 Alfred B. Rollins, Jr. Hall Norfolk, VA 23529  
 757-683-4425; FAX 757-683-5357

To be completed by **Certificate Program Coordinator**

Name \_\_\_\_\_ University Identification Number \_\_\_\_\_  

Last
First
MI

Certificate Program (Catalog title only, please): \_\_\_\_\_

**\*\*\*\*CERTIFICATE PROGRAM USE ONLY\*\*\*\***

**To be completed by the certificate program coordinator and submitted to the Office of the Registrar by the last day of examinations of the semester** in which the certificate is completed.

**Please furnish all information requested below.**

Student certified under 200\_\_\_\_Catalog

GPA in CERTIFICATE COURSES\_\_\_\_\_ HOURS REQUIRED FOR CERTIFICATE\_\_\_\_\_

List below all required certificate courses **both completed and not yet completed**. Current course completion will be checked by the Office of the University Registrar in order to verify that the student has successfully completed any courses remaining for the certificate as well as total hours and the minimal GPA requirements. Substitutions or waivers must be submitted on this form and approved by the Dean or Department Chair.\*

**Required Courses for the Certificate**

SUBJECT	COURSE NUMBER	CREDITS	GRADE EARNED/ EXPECTED	SUBJECT	COURSE NUMBER	CREDITS	GRADE EARNED/ EXPECTED

**Substitution/Waiver (please indicate category)**

- Substitution \_\_\_\_\_ for \_\_\_\_\_
- Waiver \_\_\_\_\_ for \_\_\_\_\_
- Substitution \_\_\_\_\_ for \_\_\_\_\_
- Waiver \_\_\_\_\_ for \_\_\_\_\_

The student named above is approved for the **certificate** indicated, subject to satisfactory completion of the work listed above.

*\*Please note that the Office of the University Registrar will post certificate completion as a comment on the student's academic history. The Office does not, however, provide paper certificates for completion of a certificate program.*

Date	Signature, Certificate Coordinator	Department
Date	Signature, Department Chair	College