Department of Special Education & Communication Disorders

Directions for Filing the Award for the Certificate
<u>Autism Spectrum Graduate Certificate</u>

To apply for the Award for the Certificate upon completion of the requirements for the Autism Spectrum Graduate Certificate, please do the following:

1. On the attached form type in the following:
   - Personal information
   - Term registered and grade/or "in progress" for autism courses SPED 791, 825, 794
   - 1 approved 3-unit graduate-level course elective, term registered and grade/or "in progress"

2. Attach Unofficial Transcript

3. Pay $7.00 fee at the Cashier's Office and have the form stamped "Paid"

4. Turn in the stamped form with attached transcript to Dr. Pamela Wolfberg's faculty mailbox (Burk Hall 156)

5. Upon approval of your Portfolio, Dr. Wolfberg will sign and then turn in the form to the Department Chair (Dr. Bui) to sign

6. The Department will forward your paperwork to the Graduate Office for processing (which will be approved upon completion of your Master's).

You will receive an official certificate in the mail once it is processed. If you have questions or concerns regarding processing you may contact the Department or Graduate studies office.

Division of Graduate Studies
1600 Holloway Avenue, ADM 250
San Francisco, CA 94132
Phone: 415/338-2234
gradstdy@sfsu.edu
web: www.sfsu.edu/~gradstdy

Certificate Approved Program

Instructions for Completing Certificate Approved Program

The form on page 4 must be typed.

To apply for award of certificate, please submit the form to your certificate advisor and Department Chair for approval. Prepare a Certificate Approved Program (CAP) form (page 4) attach a copy of your unofficial transcript(s) indicating completion of all course requirements for the certificate program and obtain approval from the department chair offering the certificate program.

The department chair is responsible for determining that all the requirements for the certificate have been satisfactorily completed. This is accomplished by signing the CAP form.

You will need to pay a $7.00 processing fee at the Cashier's Office before submitting the form to the Division of Graduate Studies. After paying the application fee ($7.00) for the award of the certificate at the Cashier's Office and having the CAP form stamped "Paid," submit: (a) the signed CAP form, (b) the supporting transcript(s), and (c) the evidence of the fee paid, to the Graduate Division *(for both undergraduate and graduate certificates)*. Submit these documents to GradStop ADM 250.

*Note that the Graduate Division is responsible for the final processing requirements for both undergraduate and graduate certificates. Graduation for Extended Learning certificates is processed through the Extended Learning Office.

Form begins on Page 4

_____

PLEASE NOTE: in order save your personal information on the following PDF forms, you will need to:

1. Install latest version of Adobe Acrobat Reader on your computer. Click here for Free Adobe Acrobat Readerhttp://www.adobe.com/products/acrobat/readstep2.html.
2. Save the PDF form to your computer desktop prior to entering your personal information.

THE CALIFORNIA STATE UNIVERSITY: Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles,

Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, Stanislaus

APPLYING FOR AWARD OF THE CERTIFICATE

The Division of Graduate Studies is responsible for the final processing requirements for both undergraduate and graduate certificates. The processing of certificates offered only through Extended Learning is managed by the Extended Learning staff.

When all the requirements for either an undergraduate or graduate certificate program have been completed, the following steps must be taken to apply for the certificate:

1) The student prepares a Certificate Approved Program (CAP) form (see online form below) and forwards it, along with transcript(s) showing the completion of all course requirements, to the department chair of the area offering the certificate program.

2) The chair determines that all the requirements for the certificate have been satisfactorily completed and signs the CAP form.

3) The student pays the application fee ($7.00) for the award of the certificate at the Cashier's Office and has the CAP form stamped "Paid".

4) The student files the signed CAP form, with evidence of fee paid, and the supporting transcript(s) in the Division of Graduate Studies, ADM 254 *(for both undergraduate and graduate certificates)*.

5) The Division of Graduate Studies reviews the materials received and authorizes the issuance of the *undergraduate or graduate* certificate on behalf of the department/program area and in the name of the university. The Dean of Undergraduate Studies or Graduate Studies, as appropriate, signs the certificate and returns it along with two signed copies of the CAP form to the department/program area.

6) Upon receipt, the department/ program chair signs the official certificate and arranges to issue it, along with a copy of the CAP form, to the student. A second copy of the signed CAP form is to be retained by the department/program area for its records.

7) The Division of Graduate Studies also forwards a signed copy of the CAP form to the Registrar's Office. This copy of the CAP form will serve as the official notification that all the certificate requirements have been completed satisfactorily. The registrar is then responsible for posting the award of the certificate on the student's permanent academic record (i.e., transcript).

Basic University Undergraduate Certificate Program Requirements

- Every student in an undergraduate certificate program must complete a minimum common core of course work (i.e., required of all students) consisting of at least twelve (12) semester units. See specific program requirements.

- At least two-thirds of the units comprising an undergraduate certificate program must be at the upper division level. Graduate level courses may be used in special circumstances to satisfy program requirements at the discretion of the academic area offering the certificate.

- At least one-half of the required minimum number of units must be taken in residence. Credit by examination is permitted in accordance with established university regulations.

- At least two-thirds of the units applied toward meeting the requirements of an undergraduate certificate program must be graded on an A-F basis.

- The course work used to satisfy the requirements of an undergraduate certificate must be completed with a minimum cumulative grade point average of 2.0 (C), and only courses with a grade of CR, C-, or better, may be included to meet undergraduate certificate program requirements.

- Before completing an undergraduate certificate program, all students must demonstrate an appropriate level of writing competency as prescribed by the program area offering the certificate (see program requirements).

- Courses may be used to meet both a baccalaureate degree and an undergraduate certificate objective providing they are appropriate and acceptable toward the specific requirements of each program.

- All requirements for an undergraduate certificate program must be completed within a seven-year time period, beginning with the date of registration for the first course used to meet the requirements for the certificate.

Basic University Graduate Certificate Program Requirements

- Every student in a graduate certificate program must complete a minimum common core of course work (i.e., required of all students) consisting of at least nine (9) semester units. See specific program requirements.

- At least one-half, but not less than six, of the units comprising a graduate certificate program must be in graduate level courses. Any undergraduate level course utilized in the program must be at the upper division level.

- At least two-thirds of the course units for the certificate must be taken in residence. Units earned through extension, including Open University enrollment, are not considered as work in residence.

- Curriculum requirements must be met explicitly without the use of waivers and substitutions.

- At least two-thirds of the required units for a certificate program must be graded on an A-F basis.

- At least two thirds of the course units used to meet the requirements for the certificate must have been taken while in post-baccalaureate status. Course work taken prior to acceptance in the certificate program may not be used to meet program requirements, except in unusual circumstances. Approval must be granted in advance.

- The course work used to satisfy the requirements for a graduate certificate must be completed with a minimum cumulative grade point average of 3.0 (B), and only courses completed with a grade of C or better may be used to meet program requirements (i.e., C- grades and below are unacceptable).

- Before completing a graduate certificate program, all students must demonstrate an appropriate level of writing competency as prescribed by the program area offering the certificate (see program requirements).

- Courses may be used to meet both a master's degree and a graduate certificate objective providing they are appropriate and acceptable toward the specific requirements of each program.

- All requirements for a graduate certificate program must be completed within a seven-year time period, beginning with the date of registration for the first course used to meet the requirements for the certificate.

Fill out Certificate Approved Program form below

<div align="center">

San Francisco State University
CERTIFICATE APPROVED PROGRAM

</div>

Date: _____ Student ID No. _____

Name: _____
    Last   First   Middle

Address: _____
                Street

_____
City   State   Zip

Email Address: _____

Phone Number: _____

Official Certificate Title from *Bulletin*:
Department offering certificate:
Undergraduate ☐   **Graduate** ☐

All requirements must be completed within 7 years from the start of the term of the earliest course listed below

Dept. and Course No.	Course Title	Semester Units	Term Registered	Institution (if transfer)	Grade

TOTAL UNITS REQUIRED FOR CERTIFICATE: _____

The student has demonstrated, in accordance with university policy, an appropriate level of writing competency in the following manner (required):   ☐ Written examination prepared by program area
    ☐ Other, specify: _____

Other requirements (specify): _____

_____

Certificate Advisor (if appropriate): _____   _____ _____
                    Type/Print Last Name   Signature   Date

Program/Department Chair (required): _____   _____ _____
                    Type/Print Last Name   Signature   Date

Dean of Undergraduate or Graduate Studies:

_____   _____
Signature   Date

OFFICIAL USE BY CASHIER
For payment of fee