

## Instructions for Filing for an Award of a Certificate with SFSU Graduate Division

Once you have completed all certificate program requirements, including any Petition for Grade Change\* that may be needed, you may file for the award of the certificate with the Graduate Division/SFSU. Final grades for all certificate coursework need to be reflected on your transcript. Follow the steps below to apply for the SFSU Certificate in: Educational Therapy; Early Childhood Special Education; or Vocational Special Education

### STUDENTS WILL:

- complete the Certificate Approved Program (CAP) form;  
[the CAP form is available online: [www.sfsu.edu/~gradstdy](http://www.sfsu.edu/~gradstdy) ]
- download an unofficial copy of your SFSU transcript reflecting grades for all course requirements completed;
- pay \$7.00 certificate processing fee at Bursar/Cashier window, in Administration or Student Services building;
- submit completed CAP form, stamped with fee payment, and accompanying transcripts to Program Advisor and Department Chair for review and approval [Department of Special Education, BH 156].

### THE DEPARTMENT WILL:

- forward signed, approved CAP packet to SFSU Graduate Division for final review with SFSU Bulletin requirements; the Dean of the Graduate Division will send an authorized SFSU Certificate to the department for the Chair's signature;
- provide the Chair's signature on the official Certificate in \_\_\_\_\_ ; and
- mail the official Certificate to you, at the address provided on the CAP form.

- SFSU policy states that once a student exits the university (e.g., graduates with a master's degree), SFSU will not process any Petition for Grade Change retroactively, including incomplete grades. You must be re-instated or re-admitted to SFSU as a matriculated student at the time of any grade change. Current enrollment is required for matriculation status. See SFSU Bulletin ([www.sfsu.edu](http://www.sfsu.edu)) for policies on: Graduation Requirements regarding residency; Basic University Graduate Certificate Program Requirements; Grading; Incomplete Grades, and course Substitution limits.

Annual application deadlines for re-admission are:

March 15	Fall semesters
October 15	Spring semesters