Completion of Requirements for Certificate

Completion of a certificate program, with or without completion of a degree program, will be recorded on the student’s transcript if the following conditions are met:

1. The student’s Certificate Program Advisor has prepared a Certificate Degree Plan, which will be sent to the Office of the Registrar prior to the end of the semester in which the student completes the requirements of the certificate.

2. The student has applied officially, by submitting an Application for Graduate Certificate (application is available online at http://utsa.edu/registrar/forms.html) to the Enrollment Services Center, no later than September 15 for the Fall Semester, February 15 for the Spring Semester, or June 15 for the Summer Semester. The application of any student applying for a certificate after the established deadlines will be processed the following semester.

It is the responsibility of the student to meet with the Certificate Program Advisor during the last semester of certificate coursework in order to determine that all requirements of completion have been met. It is also the responsibility of the student to apply for the certificate by the established deadline by submitting a paper application to the Office of the Registrar, as explained above.

If a student has graduated from one of UTSA’s approved graduate degree programs and then wishes to apply for a certificate using hours previously earned, the student must apply for admission to UTSA as a special (non-degree-seeking) graduate student and indicate their intent to seek admission into a certificate program. See admission policy for certificate programs.

The student’s completion of a certificate program, with or without completion of a degree program, will be recorded on the student’s transcript.