

**STATEMENT OF INTENT TO ENROLL:
UNDERGRADUATE CERTIFICATE OF COMPETENCY**

LEGAL NAME:

First

Middle

Last



CERTIFICATE OF COMPETENCY PROCEDURES AND POLICIES

1. All Certificate of Competency programs and courses carry full undergraduate academic credit.
2. Some Certificate programs may require achievement of a minimum grade point average determined by the sponsoring academic department. In no event will a Certificate be awarded to a student who completes Certificate requirements with less than a 3.0 grade point average.
3. The student must file a Statement of Intent form prior to the completion of the fourth course within the program.
4. No more than nine (9) credits will be transferred into the program. Outside courses to be considered for transfer, subject to approval by the department chairperson, should be submitted to the Student Navigation Center. The transcript(s) must be official and should be submitted along with the Statement of Intent
5. Certificates will be mailed to students when completion of requirements has been verified. The students must notify the Student Navigation Center of intent to complete during the final semester of enrollment.
6. Certificate of Competency requirements are departmentally determined. All requirements must be fulfilled prior to the awarding of the certificate.