



COLLEGE OF EDUCATION, HEALTH, AND HUMAN SERVICES  
OFFICE OF GRADUATE STUDENT SERVICES

### CERTIFICATE GUIDELINES

Although the information below appears in the *Catalog*, it is of sufficient importance to warrant repetition.

- Graduate students must maintain a 3.00 minimum grade point average. Graduate Catalog policy states: **“A graduate student who receives a combination of more than 8 credit hours of B- (2.7) or lower grades, or more than 4 credit hours of grades lower than C (2.0) is subject to dismissal.”** Students who are unable to maintain academic standards of the College are subject to dismissal for academic reasons. Grades of C- or below are not counted toward completion of the certificate.

#### General Requirements

1. Certificates must be completed within six years after the first graduate enrollment.
2. No more than 2 hours of workshop may be used toward a certificate.
3. Before being eligible to be awarded a Certificate, students must be admitted to the Certificate program.

#### Current Degree Seeking Students

Students who are currently in a degree program (masters, Educational Specialist, or Ph.D.) may also apply to a certificate program. Their degree seeking coursework may be applied to the certificate coursework with advisor approval. The courses must be completed within six years and satisfy certificate course requirements.

#### Transfer Hours

Students who are admitted or were previously admitted as a guest or non-degree or who have a **previous graduate degree** (masters, Educational Specialist, or Ph.D.) and are not currently seeking another graduate degree may transfer a maximum 6 credit hours with advisor approval. Therefore, a total of six hours of transfer credits may be used toward the certificate requirements whether from another institution or taken at KSU **prior to admission to the certificate program.**

To transfer in coursework from an accredited institution (not KSU) the student completes the “Request for Transfer of Graduate Credit” form. The transfer of credit paperwork should be done in the first semester and submitted to room 418 White Hall with an original transcript with grade posted. OGSS will secure all required signatures. For coursework to qualify, the following conditions must be met: **(1) student was admitted as a graduate student at the time the graduate level course was taken; (2) a grade of “B” or Satisfactory was earned; (3) credit will be less than six years old at the time the certificate is conferred at Kent.**

#### Plan of study

It is the responsibility of each graduate certificate student to make an appointment with the assigned certificate advisor and prepare a plan of study to be filed with the Office of Graduate Student Services, 418 White Hall, by the end of the second enrolled semester. The plan of study form is available in the program area. If the plan of study must be revised after submitting to OGSS, the advisor must initial the change(s) on the plan of study or submit a memo to OGSS indicating the changes(s).

#### Staying Informed

As a Kent State University student you are given a kent.edu account. It is your responsibility to check it regularly. Kent State University’s official correspondence with students occurs through the kent.edu student email account. **Please note that your kent.edu email address will be added to the Graduate Student email list serve.** The Office of Graduate Student Services maintains a web site <http://www.kent.edu/ehhs/ogs> that will keep you informed about important policies, procedures and deadlines.

#### Graduation / Application Process

**The application for graduation for the certificate must be filed with the Office of Graduate Student Services (Room 418 White Hall) no later than Friday of the University’s official first week of classes in the SEMESTER IN WHICH GRADUATION IS ANTICIPATED.** You can apply for graduation by: 1) Apply online after logging onto your flashline, 2) Apply in person in the Office of Graduate Student Services, 418 White Hall, or 3) Download the application from <http://www.kent.edu/ehhs/ogs/graduation-applications>, you can then fax it to 330-672-9162. **Applications received and accepted after posted deadline will be charged a \$200 non-refundable late fee.** Deadlines will be enforced for graduation clearance.