



## **Certificate Approved Program**

### **Instructions for Completing Certificate Approved Program**

The form on page 3 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 3) 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 Bursar's Office through the Gateway- Student Center before submitting the form to the academic Department. [After making an online payment](#); a receipt will be emailed from the Bursar's Office to the student within 1-2 business days.

**\*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 3**

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**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 Reader <http://www.adobe.com/products/acrobat/readstep2.html>.
2. Save the PDF form to your computer desktop prior to entering your personal information.

## APPLYING FOR AWARD OF THE CERTIFICATE

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 page 3) 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 student pays the application fee (\$7.00) for the award of the certificate with the Bursar's Office. [Payment can be made online](#); and a receipt will be emailed from the Bursar's Office to the student within 1-2 business days.
- 3) The chair determines that all the requirements for the certificate have been satisfactorily completed and signs the Certificate Approved Program CAP form.
- 4) The chair submit the Certificate Approved Program CAP form to the Special Academic Programs Coordinator, Khaled Ezzat, at [khaled@sfsu.edu](mailto:khaled@sfsu.edu)
- 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.

### 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.
- 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.

**San Francisco State University**  
**CERTIFICATE APPROVED PROGRAM**

Updated 07/20

Date: \_\_\_\_\_ Student ID No. \_\_\_\_\_

Name: \_\_\_\_\_  
Last                      First                      Middle

Address: \_\_\_\_\_  
Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Accepted to **Software Engineering** Certificate Program

**Admission reviewed and approved by:**

\_\_\_\_\_

**Department Chair**

**Effective Term:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**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	Units Required	Units Completed	Term Registered	Institution (if transfer)	Grade
<b>Core Requirements: (6 units)</b>						
CSC 847	Cloud and Distributed Computing: Concepts and Applications	3				
CSC 848	Software Engineering	3				
<b>Core Options (3 Units):</b>						
CSC 780 or CSC 867		3				
<b>Elective Course (3 Units):</b>						
		3				
<b>Total for entire program</b>		<b>12</b>				

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/Approved Substitutions (specify): \_\_\_\_\_

**Certificate Advisor** (if appropriate): \_\_\_\_\_  
Type/Print Last Name                      Signature                      Date

**Program/Department Chair** (required): \_\_\_\_\_  
Type/Print Last Name                      Signature                      Date

**Dean of Graduate Studies:**

\_\_\_\_\_  
Signature                      Date

**Please include a proof  
For payment of fee**

[Type text]