

This form should be used by students who have completed a university-approved basic certificate program.

- 1) Basic certificate programs must include a minimum of 9 units and maximum of 18 units of coursework. Programs may require that all prerequisite coursework has been completed prior to enrolling in the basic certificate program. At least 6 units must be completed at SJSU. At least 50% of coursework counted toward the certificate must be letter graded.
- 2) Basic certificate programs may include lower-division and upper-division courses numbered 1 through 199.
- 3) Basic certificates are available to matriculated students (regular or special session status).
- 4) Generally, a maximum of 33% of basic certificate units (e.g., 3 units for a 9-unit certificate) can be completed in non-matriculated status at SJSU with approval from the department or school. In some cases, a basic certificate may be completed entirely through Open University if the student has completed a Bachelor’s degree and received approval from the department or school.
- 5) Unless otherwise stated in the catalog, courses taken as part of an SJSU Academic Certificate program can be applied to an approved major, minor, or emphasis program subject to SJSU policies. Unless otherwise stated in the catalog, courses taken for a major or minor may be applied to a basic certificate program upon approval from the basic certificate program advisor/director.
- 6) Students must have a minimum GPA of 2.0 in basic certificate coursework in order to be awarded a certificate. However, departments or comparable units may elect to set more stringent standards to ensure the quality of certificate holders with respect to the program.
- 7) The advisor/director of the program is responsible for verifying a student’s satisfactory completion of the academic requirements established for the program and for forwarding a copy of the certificate completion form to the Office of the Registrar. The Office of the Registrar records the completion of the program on the student’s transcript.

S16-17 University Policy, Academic Certificate Programs, Amended 12/5/2022

STUDENT INFORMATION

Name: _____ SJSU ID: _____ Major: _____
 Email: _____ Phone: _____

CERTIFICATE INFORMATION

Certificate Name: _____ Total Unit Required: _____
 Completion Date: Term _____ Year _____

COURSE NUMBER	INSTITUTION	TERM	UNITS	GRADE	NOTES

CERTIFICATE PROGRAM DIRECTOR/CHAIR

Name (print): _____ Signature: _____ Date: _____

Office of the Registrar Use

- COMPLETION TERM _____ CAREER: UGD PBXT GRAD OTHER _____
 RECORDED (TRANSCRIPT NOTES) DATE: _____ INITIALS: _____ CERTIFICATE SENT DATE: _____ INITIALS: _____