



## Undergraduate Certificate Plan Acknowledgement and Responsibility Form

Check the appropriate box:

- ☐ Initial Certificate Plan
- ☐ Revised Certificate Plan
- ☐ Additional Certificate Plan

Date: \_\_\_\_\_ Applied to Graduate? Yes ☐ No ☐

University ID#: \_\_\_\_\_ Student: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_ Catalog Year: \_\_\_\_\_

College of: \_\_\_\_\_ Certificate: \_\_\_\_\_

<u>Required Course</u>	<u>Completed?</u>	<u>In Progress?</u>	<u>If neither, when will student enroll in course?</u>

Once requirements for the certificate are met, the student's transcript will be noted with the certificate award date. The student will also receive a hard copy of the certificate after grades are posted for the term of completion. The below signatures certify the above student filed a certificate plan on the date under the catalog term and has received a printed copy of the certificate requirements. In order to be eligible for certificate conferral, the student understands it is his/her responsibility to fulfill these and other requirements in the catalog.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Academic Advisor or Department Head

Registrar Use  
Processed by:

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

Return to the Office of the Registrar  
Box T-0620 / Stephenville, TX 76402 / 254.968.9121 / 254.968.9389 Fax / registrar@tarleton.edu

Created 04/16