

## Graduation Questions Answered: Graduate Certificate Programs

### Q: How do I graduate from a Certificate Program?

A: You need to complete an Intent to Graduate (ITG) form by logging on to the myUCF portal, going to your Student Center, and clicking on the “Intent to Graduate: Apply” link located in the drop-down menu under Academics. When filing your Intent to Graduate form, please be sure to complete the university and program-specific surveys.

### Q: When is it due?

A: You should file your online ITG as early as possible but no later than the first week of classes during your final semester of enrollment in the graduate certificate program. ITG’s will not be accepted after the university’s course withdrawal deadline during the term of anticipated graduation.

### Q: How do I know that I’m ready to graduate?

A: It is your responsibility as the graduating student to verify that your audit (program of study) is complete and ready for graduation. You can view your audit by going to your Student Service Center account at: [my.ucf.edu](http://my.ucf.edu). Things to consider and look for that may prevent your graduation:

- a. Can you verify the semester and year of your admission to the certificate program? Enrolling in a non-degree seeking or Education Undecided status is not enrollment in or admission to a certificate program. **You must have completed an online graduate certificate application and earned formal admission to a certificate program in order to earn the certificate.**
- b. Have all of your course requirements been met (do they have a “+” next to them) on your audit? If not, you’ll need to meet with your faculty advisor or the Graduate Affairs staff to resolve why all of your certificate courses are not showing on your audit.
- c. Do you have any unresolved grade changes?
- d. Have you earned any grades of “C”? Only grades of “B-“ and above may count in a certificate program.
- e. Is your overall certificate program GPA a 3.0 or better?
- f. Are you registered during the term of intended graduation? Graduating students must be enrolled at UCF during the term of graduation.

**Q: Will I be notified if there are problems with my graduation?**

**A:** Once you've filed your online ITG, a formal review of your audit will be performed. We will notify you by email during the semester whether your file is complete and ready for graduation OR if there are remaining graduation requirements for you to meet. **As the graduating student, it is YOUR RESPONSIBILITY to follow-up on these notices and resolve all issues that may prevent your graduation.**

**Q: How will I receive my certificate?**

**A:** Certificates of Completion are mailed by the College of Graduate Studies 6-8 weeks after commencement. The certificates are mailed to the address you indicate on your graduation form.

**Q: What if I don't graduate by the semester indicated?**

**A:** If you don't meet graduation requirements during the term indicated on your Certificate Completion Form, you must file a new online form at the beginning of registration for the next semester of anticipated graduation. If you have completed your enrollment at UCF and will not be enrolled in the term of your graduation, you must request an "enrollment exception". This can be done by notifying the College of Education, Graduate Affairs Office, ED 115.

**If you have any questions about your graduation from UCF, please feel free to contact our office, College of Education, Graduate Affairs Office, at: 407.823.5369 or email us your questions at: [edgrad.ucf.edu](mailto:edgrad.ucf.edu).**