

## Arts Extension Service **Arts Management Undergraduate Certificate Request Form**

PLEASE SUBMIT THIS FORM **ONLY AFTER** YOU HAVE COMPLETED ALL YOUR COURSES. YOU SHOULD COMPLETE ALL SECTIONS OF THIS FORM. YOU MUST SUBMIT THIS FORM IN ORDER TO RECEIVE YOUR CERTIFICATE IN THE MAIL.

This Certificate Request Form has two pages. Please fill in the chart on the next page completely. This form will be verified by the Registrar's Office. The Arts Management Certificate requires a minimum of 15 credits from the Arts Extension Service as outlined on the application form and website. This includes 12 credits from the Required Course list plus one or more electives. You must receive a grade of C or higher to have it count towards your certificate. You must submit this form to our office by the appropriate listed deadline (listed on page 2 of this form) to receive your certificate in the mail. All forms are available on the Arts Extension Service website [www.umass.edu/aes](http://www.umass.edu/aes) on the Campus Certificate page, or from your instructor.

Please email the forms to [aes@acad.umass.edu](mailto:aes@acad.umass.edu) or mail it to: **Arts Extension Service, 221 Hampshire House, UMass, Amherst, MA 01003.**

**Name:** \_\_\_\_\_

**Name as it should appear on certificate:** \_\_\_\_\_

**SPIRE ID Number:** \_\_\_\_\_ **Major/Minor/Concentration:** \_\_\_\_\_

**College/University:** \_\_\_\_\_ **Expected Semester/Year of Graduation:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **UMass Email address:** \_\_\_\_\_

**Non-UMass Email address** (so we can keep you posted on job opportunities, resources, and more):

\_\_\_\_\_

**Permanent Address to mail Certificate:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATE ELIGIBILITY FORM**

SPIRE ID: \_\_\_\_\_

Submission Deadlines: February conferral – Feb 15<sup>th</sup>  
 May conferral – May 25<sup>th</sup>  
 September conferral – Sept 15<sup>th</sup>

STUDENT NAME: \_\_\_\_\_

DEPARTMENT: **ARTS EXTENSION SERVICE**  
 CERTIFICATE PROGRAM: **ARTS MANAGEMENT UNDERGRADUATE CERTIFICATE**

Dept.	Course No.	Course Title	Semester Completed	Credits	Grade
Arts Extension Service	ARTS-EXT 500	<b>*Introduction to Arts Management</b>		3	
Arts Extension Service	ARTS-EXT 501	<b>*Arts Fundraising</b>		3	
Arts Extension Service	ARTS-EXT 502	<b>*Arts Marketing</b>		3	
Arts Extension Service	ARTS-EXT 504	<b>*Financial Management in the Arts</b>		3	
Arts Extension Service		*		3	
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\* = required

**DEPARTMENTAL AUTHORIZATION ONLY:**

This signature designates that the student has completed the requirements for the certificate indicated.

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

Printed Name: \_\_\_\_\_