GRADUATE SCHOOL - UNIVERSITY OF MASSACHUSETTS AMHERST

GRADUATE CERTIFICATE ELIGIBILITY FORM

SECTION A – To be completed by the candidate SPIRE ID: 12345678

ANTICIPATED CERTIFICATE DATE: SEPTEMBER ☐ FEBRUARY ☒ MAY ☐ YEAR 2020

NAME – As it appears in SPIRE: _____

NAME TO BE LISTED ON CERTIFICATE: Review and update the Diploma Name section in SPIRE which can be found in the Student Center, under Expected Graduation Term / Graduation Data. If you need a special character for your name that is not available in SPIRE, please email the Graduate Student Service Center.)

MAILING ADDRESS FOR CERTIFICATE: Review and update your Mailing Address in SPIRE as this is the address to which your certificate will be sent. Please make sure that SPIRE always has the correct mailing address to ensure proper delivery.

EMAIL: student@umass.edu

PHONE: (555) 555-5555

DEPARTMENT: Educational Policy, Research and Administration

CERTIFICATE PROGRAM: Higher Education Leadership and Administration

SECTION B – LIST COURSES TO BE COUNTED TOWARD THE CERTIFICATE

Dept.	Course No.	Course Title	Semester/Year Taken	Credits	Grade
EDUC	601A	Foundations of Higher Education	Sum 2017	3	A
EDUC	674	Leading Higher Education	Fall 2017	3	A-
EDUC	621	Managing Higher Education	Sum 2018	3	A
EDUC	723	Organizing Higher Education	Spring 2019	3	A
EDUC	692R	Introduction to College Teaching	Fall 2019	3	

SECTION C – To be completed by the Graduate Certificate Program Director

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

Signature: _____ Date _____

Printed or Typed Name: _____

This form must be submitted to the Graduate Student Service Center (534 Goodell) by the appropriate deadline. You may also scan and email the form to degreq@grad.umass.edu.