

**Georgia State University**  
**Andrew Young School of Policy Studies**  
**Department of Public Management and Policy**

**Procedures for Applying for Graduate Certificates**

1. Students have to be admitted to a graduate program in order to enroll in one of the graduate certificate programs in the Department of Public Management and Policy.
2. Students applying for admission to one of the graduate certificate programs must submit an application for the award of a graduate certificate. The form can be downloaded and is also available from the Department of Public Management and Policy and the Office of Academic Assistance of the Andrew Young School of Policy Studies.
3. Students should discuss their plans of study with the appropriate certificate program advisor (see the GSU Graduate Catalogue).
4. Students are required to complete the required and elective courses as outlined in the Graduate Catalogue. However, substitutions may be made with the prior approval of the certificate program advisor and the chair of the department.
5. Only courses for which the students earn grades of B or better can be used to satisfy the requirements for a graduate certificate.
6. Students may enroll in more than one certificate program, but no more than two courses may be used to satisfy the requirements in another certificate program.
7. An application for the award of a graduate certificate should be submitted at least 30 days prior to the end of the semester in which the award is to be made.
8. The application for the award of a graduate certificate should be submitted directly to the PMAP Dept.
9. Students may have certificates mailed to the address indicated on the award form or picked up from the PMAP Dept. at 14 Marietta Street, 3<sup>rd</sup> floor.

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**Application for the Award of a Graduate Certificate**

Check certificate for which you qualify:

- Graduate Certificate in Disaster Management
- Graduate Certificate in Nonprofit Management
- Graduate Certificate in Planning and Economic Development

Students completing program requirements for one of the certificate programs above should complete this form and return it to the appropriate faculty advisor or Lisa Shepard for processing.

**Print or type name as it should appear on the certificate:**

\_\_\_\_\_

**Degree Program (if applicable):** \_\_\_\_\_

**Student Number:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Address where certificate should be mailed:**

\_\_\_\_\_

\_\_\_\_\_

**Courses to be applied toward the certificate:**

<b>Course Number/Title</b>	<b>Semester Completed Grade</b>	
_____/_____	_____	_____
_____/_____	_____	_____
_____/_____	_____	_____
_____/_____	_____	_____
_____/_____	_____	_____

\_\_\_\_\_  
**(Student's Signature)**

\_\_\_\_\_  
**(Date)**