

VERIFICATION INFORMATION

The Graduate Certificate or GAP – Verification of Program Study is the point in time while completing a graduate certificate program, a student finalizes his or her agreed upon plan of study with the program and the Office of Graduate Studies. The form lists all of the coursework a student has taken or will take to complete his or her certificate.

The Graduate Certificate or GAP – Verification of Program Study form should be submitted after the completion of 9 credits but before 15 credits have been earned. Approvals by the Graduate Program Coordinator and the Director of Graduate Studies are required.

VERIFICATION REQUIREMENTS

- Applicants must be in full academic standing and have satisfied all deficiencies specified at the time of admission to the program
- Applicants must obtain all necessary signatures before submitting the form to the Office of Graduate Studies
- Applicants must submit a typed or neatly printed copy of the signed form to the Office of Graduate Studies
- Applicants should discuss any additional program-specific requirements with his or her Advisor or Graduate Program Coordinator

INFORMATION FOR USING THE WEB COPY OF VERIFICATION FORM

You can complete all fields except signatures. Once you finish filling-in the form, save a copy for your record. Forward a copy of the form to the Graduate Coordinator

To accommodate the variety of text used on the form, the size of some fields have been restricted and the font size will automatically adjust.

You can use the RESET button on the top of the form if you wish to clear all fields and reenter the information.

COMPLETING THE VERIFICATION FORM

Type/print complete name, street address, city, state and zip. Your copy after approval will be mailed to the address listed.

Sections 1-3: Fill in all information requested.

Section 4: List courses taken or other requirements fulfilled to meet Deficiencies. Give the course number, title, semester taken and grade. (*note: do not list any of these courses in Section 8*).

Section 5: If requesting transfer credit evaluation, check “yes,” include the number of credits to be transferred and the institution from where they were earned.

Section 6: *For office use only.*

Section 7:

- List courses taken, providing term, course number, title, credits and grade.
- List courses that will be taken, providing the course number, title and credits. The term and grade may be left blank; if not known
- In Lines 15-20, indicate the term, course number, title and grade for any transfer credits (non-UW Oshkosh courses)

Section 8: Sign and obtain program signatures before submitting copies to the Office of Graduate Studies.

Section 9: *For office use only*

Section 10: List any modifications, waivers or substitutions.

Submit the original signed copy of the form to the Office of Graduate Studies.

If changes to your Candidacy are needed after you've submitted this form, please complete a **Program Modification Form** to explain these changes.

QUESTIONS? PLEASE CONTACT

University of Wisconsin Oshkosh
Office of Graduate Studies
800 Algoma Blvd.
Oshkosh, WI 54901

Dempsey Hall 345
Email: gradschool@uwosh.edu
Phone: (920) 424-0311
Fax: (920) 424-0247