

Request to Add a Certificate to a Graduate Degree

Please read the following information prior to submitting this form.

- Form **must** include \$35.00 payment, or proof of payment.
- Use this form only if you have been admitted to a degree program in the Graduate School. If you have not, you will need to complete an application to the certificate program.
- Only grades of C or higher will satisfy requirements for course completion.
- Courses used to satisfy the Graduate Certificate program requirements cannot be older than seven years at the time the certificate completion is verified.

Student Name: _____

Student ID: _____

Certificate Program: _____

Start Term: _____

Current Degree Program: _____

Signature

Date

To be completed by the student's home department.

I am aware that the above student has requested admission to a certificate program. I approve the student pursuing the certificate in addition to the current degree.

Graduate Program Coordinator Signature

Adviser Signature

To be completed by the certificate program.

Admission to the Certificate program is approved.

Admission is denied.

Certificate Program Director Signature: _____

Academic Support Specialist Review

Graduate School Dean Approval

NDSU Application for Admission + Safety and Security Statement

For the safety and security of the NDSU community, all students making application to North Dakota State University **MUST ANSWER THE FOLLOWING QUESTIONS**. An affirmative response to any of these questions will not automatically prevent admission, but you will be asked by the University to provide additional information. The information will be reviewed by a campus committee to review possible effects on campus safety. Any falsification or omission of the data may result in a denial of admission, rescission of admission, dismissal, or other appropriate sanctions.

1.) Have you ever pled guilty (or no contest) to or been otherwise convicted of a felony in adult criminal court (**this excludes juvenile court proceedings**)?

Yes No (If yes, please indicate ALL states, cities, counties and dates of convictions. Attach an additional sheet if necessary)

State _____ City _____ County _____ Date _____

State _____ City _____ County _____ Date _____

2.) Within the past ten (10) years, have you pled guilty (or no contest) to or otherwise been convicted of a misdemeanor crime involving a crime of violence in adult criminal court (**this excludes juvenile court proceedings**)? "Crime of violence" means an offense in which physical force was either used, attempted or threatened against the person or property of another; or if by the nature of the offense it involves substantial risk that physical force may be used against a person or property of another. Examples of crimes of violence include, but are not limited to, arson, assault, burglary, homicide, robbery, and sex offenses.

Yes No (If yes, please indicate ALL states, cities, counties and dates of convictions. Attach an additional sheet if necessary.)

State _____ City _____ County _____ Date _____

State _____ City _____ County _____ Date _____

3.) Are you currently required to register as a sex offender in any state (this includes juvenile offenders who are required to register)?

Yes No (If yes, please indicate ALL states, cities and counties where registration is required. Attach an additional sheet if necessary.)

State _____ City _____ County _____ Date _____

4.) Have you been dismissed and/or suspended from a college or university for **disciplinary reasons** within the last 5 years? (Suspension is defined as a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed period, less than permanently. Dismissal from a college for disciplinary reasons is defined as a permanent separation from an institution of higher education on the basis of conduct or behavior.) **This excludes suspension based on academic performance.**

Yes No Institution _____ Date Suspension Began _____

***If you answered yes to any of the above, please write and attach a personal narrative explaining the nature of the offense(s) and surrounding circumstances. A yes answer to any of the above questions may require additional documentation which must be received 30 days prior to the term for which you are seeking admission.**

Name

Date of Birth

Date