MAE Pre-Graduation Checklist – Certificate Students

_____ Submit course substitution form if necessary (If a course is taken outside the approved list for the specific certificate program, you must first get approval from Dr. Landers for it to count toward the certificate. Kathy Wagner [wagnerkc@mst.edu] will then assist you in submitting a substitution form to include the course in your program. This should be done during the semester in which you are taking the course.)

_____ Apply for Completion in Joe’Ss (instructions can be found here, http://registrar.mst.edu/psinfo/psstudenttraining/) (Must be done by 4th week of graduating semester. If not completed by the 4th week deadline, you must submit a paper form*, including a reason for submitting late and signatures at the bottom. If you are a distance student, you can email this form to Kathy Wagner [wagnerkc@mst.edu] and she will deliver it to the Registrar’s Office for you).

_____ Submit application for admission to the following semester, if you plan to continue to the MS program**. (This should be done online through the Office of Admissions. You do not need to pay another application fee.)

*Link for graduate forms and deadlines:

http://grad.mst.edu/forms/

**If you receive a B or better in all four certificate courses, that qualifies you for automatic entrance into the MS program without requiring GRE scores. However, you must still submit the application for admission.