# UNDERGRADUATE CERTIFICATE PROGRAM FORM

**CHECK THE APPROPRIATE PROGRAM:**

- Child Advocacy Studies (CAST)
- Conflict Resolution
- Criminal Justice
- Digital Evidence Discovery
- Digital Evidence Investigation
- Entrepreneurship/ Small Business Management
- Healthcare Information Technology
- Hispanic Cultural Certificate for Nurses
- Human Resource Management
- Post Bachelor's Certificate in Accounting
- Post Bachelor's Certificate Legal Nurse Consultant
- Post Bachelor's Certificate in Legal Studies
- Training and Staff Development
- Web Applications Development

**DATE REQUESTED:** ____________________________

**Expected Completion Term (circle one):**

- Fall I or II
- Spring I or II
- Summer I or II

**Last Name (Please Print)**

**First Name**

**Student ID**

**Street Address**

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<th>City</th>
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<th>Daytime Phone</th>
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**SEND FORM TO:**

Office of the Registrar
320 N. DuPont Highway | New Castle, DE 19720-6491
Fax: (302) 328-8907

[Visit the University website](http://wilmu.edu)
CERTIFICATE PROCEDURES

General Description

These certificate programs allow students to finish a certain amount of credits in a concentrated area to obtain a certificate. After acquiring a certificate, the student may choose to continue and further their education by taking courses to obtain a degree.

Process

- Students choose to major in a certificate program.
- Students are advised on what classes need to be completed to obtain the certificate.
- Students may meet with their advisor/coordinators during the course of their studies.
- When students are enrolled in their last course for completion of the certificate program, the student must fill out the appropriate certificate form.
- The form must be submitted to the Registrar’s Office.
- The Registrar Associate responsible for degree conferral/certificate completion will perform an audit to determine if this student has met all certificate requirements. After that has been confirmed, a statement will be noted on the student’s transcript.
- The Registrar Associate will also print the certificate and mail it to the student’s home address.
- PLEASE NOTE: Certificate candidates are not eligible to participate in a graduation ceremony.