



**UNDERGRADUATE CERTIFICATE PROGRAM FORM**

**CHECK THE APPROPRIATE PROGRAM:**

- Child Advocacy Studies (CAST)
- Criminal Justice
- Entrepreneurship/  
Small Business Management
- 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

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

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

(   )

(   )

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Evening Phone

**SEND FORM TO:**

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

**W I L M U . E D U**

## 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.