



Please Read Instructions Below

A student currently enrolled in a program may request enrollment in an Academic Certificate by completing this form. Approval must be granted by the student's primary Academic Associate and Program Officer then the Academic Associate and Program Officer for the Academic Certificate program. All signatures are required. For International Students, approval from IGPO, Ms. Kathi Noyes, is also required. Completed forms may be emailed to registrar@nps.edu or dropped off to the Registrar's Office located in Herrmann Hall Room 022. **The deadline to submit forms is 2 weeks prior to the Academic Certificate's graduation ceremony date.**

If you are not a currently enrolled student, please visit the [Admissions](#) website to apply online.

I. Personal Information

Today's Date (MM/DD/YYYY):

Last Name:

First Name:

Middle Name:

Email:

II. Primary Curriculum Information & Approval to Enroll in an Academic Certificate

Curriculum Number:

For AC Nomination list and QPR purposes, the approved certificate courses are automatically 'associated' with the certificate curriculum

Via: Academic Associate Approval signature

Via: Program Officer Approval signature

Via: If International Student, Kathi Noyes' signature

III. Academic Certificate Information & Approval to Enroll

Curriculum Number:

Department Approved
Certificate Courses:

Start Academic Year/Quarter – End Academic Year/Quarter
(i.e., AY2016/1 – AY2016/4)

Via: Academic Associate Approval signature

Via: Program Officer Approval signature

Ref: Academic Council Policy Manual, Chapter 9 – Academic Certificates; Section 9.3 – Criteria:

An academic certificate must include at least 12 credit hours of work, 9 of which must be at the graduate level, and all of which must be NPS courses.

Courses in an academic certificate may be applied to a degree at NPS; there is no bar on 'double counting' for degree purposes. Courses may not be double counted for multiple certificates.

To be admitted to an academic certificate program, prospective students must meet the master's admissions requirements for NPS outlined in section 4.2 of this manual and any prerequisites for the courses in the certificate program. An academic certificate program must be completed within 3 years of admission to the program.

In addition a student must also possess:

1. a 3.0 or higher GQPR;
2. a 2.75 or higher CQPR.