TROY UNIVERSITY

GRADUATE CERTIFICATION PROGRAM IN GOVERNMENT CONTRACTING

Certificate Plan and Progress Record
Certificate Verification
12 Semester-Hour Program

Name: _____ Student ID#: _____ Campus: _____

Address: _____ Email: _____

Submit this form with the Certificate Intent form. A copy of transcript must be attached. May not use "Student Academic Credits" or "Academic Evaluation" report.

DEGREE REQUIREMENTS:

1. GRE, or equivalent exam, test scores admitted
2. Official transcript of all academic work
3. Unconditional Admission
4. 12 Semester hours of credit
5. Meet residency requirements
6. No more than two grades below "B"
7. Overall GPA of 3.0
8. All credit earned within 8 years of graduation

REQUIRED CERTIFICATE COURSES: (12 Semester Hours)

COURSE NO.	TITLE	HRS	GRADE	TERM/YR	TRANSFER CREDIT
PA 6645	Managing Government Contracts	3			
PA 6647	Advanced Contract Administration	3			
PA 6648	Contract Negotiation	3			
PA 6649	Government Contract Law	3			

ITEMS TO BE DISCUSSED:

- ☐ 1. One term limit to have transcript(s) and test scores on file
- ☐ 2. Temporary, Conditional, and Unconditional Admission
- ☐ 3. Availability of faculty for academic advising
- ☐ 4. Petition for transfer credit once unconditionally admitted
- ☐ 5. Class attendance
- ☐ 6. Drop and Withdrawal procedures; deadlines and consequences
- ☐ 7. Petition for an incomplete grade
- ☐ 8. Student participation in course and program evaluation

ADMISSION STATUS:

TYPE	DATE	INITIALS
Conditional		
Unconditional		
Residency		
Test Scores		

STUDENT ACKNOWLEDGEMENT: I have read the current year's Graduate Catalog and acknowledge the contents and requirements of the above degree. I have received academic advising for my Faculty Adviser, and I hereby apply for Admission to Candidacy.

_____
Student's Signature Date

_____
Faculty Adviser Date

Approved: _____
Director, MPA Program Date

Approved: _____
Chair/Associate Dean or Dean (Optional) Date

Approved: _____
Graduate School (Optional) Date