

Request for Graduate Certificate in Biochemistry

Instructions for Current ISU Graduate Students

Forms for current graduate students who wish to pursue a graduate certificate in addition to a graduate degree are found on the **Graduate College's Student Forms [webpage](#)** under **Graduate Certificate Forms**.

Request Graduate Certificate

Select **Request to Pursue a Certificate in Addition to a Graduate Degree** link under **Graduate Certificate Forms** to go to online request form and enter ISU ID number to proceed and submit. Once submitted, Professor Jack Girton (bpatch@iastate.edu), the Director of Certificate (DOC) for Biochemistry, will receive an email to review and approve request. Once he approves, you will be admitted to the program by the Graduate College and a new Certificate page will be created under Graduate Student Status in Access+. The next step is to complete a **Certificate Program of Study (POS)** to outline the 12-credit course plan to earn the Graduate Certificate.

Certificate Program of Study (POS)

Select either the online (preferred) or paper (to go away soon) **Certificate Program of Study (POS)** link under **Graduate Certificate Forms** to outline the 12-credit course plan to earn the Graduate Certificate. The link you select will take you either to the online submission page, where you enter an ISU ID number to proceed, or to the paper form. The list of approved BBMB courses for the Graduate Certificate in Biochemistry is found on the BBMB **Graduate Study [web page](#)**. *At least 3 credits listed on the POS must be taken after admission to the Certificate program.*

If submitted online (preferred), the Director of Certificate (DOC) will receive an email to review and approve the **Certificate Program of Study (POS)**. The paper form can be electronically signed and routed for final approval by the Graduate College.

Certificate Completion Form

Once the POS is approved and all qualifications for the Graduate Certificate are met, select the **Certificate Completion Form** link on the Certificate page in Access+ or in the **Graduate College's Student Forms [webpage](#)** under **Graduate Certificate Forms**. The paper form can be electronically signed and routed for final review and approval by the Graduate College. The Graduate College will certify that all requirements have been completed satisfactorily and inform the Registrar's Office and the Graduation Office.

The Registrar will provide a certificate document to each student after courses have been satisfactorily completed. Please see **C.2 Academic Procedures for Graduate Certificates** in the [Graduate College Handbook](#) for complete up-to-date information about the academic procedures for graduate certificates.