



GEORGETOWN UNIVERSITY
School of Continuing Studies

Office of Academic Affairs & Compliance
School of Continuing Studies
Georgetown University
640 Massachusetts Ave., NW
Washington, DC 20001
Fax: 202-784-7235
scsoaac@georgetown.edu

APC Completion Application

Applicant Information

Applicant Name: Mr./Ms. _____

GUID Number: _____

Phone: _____ GUEmail: _____

Alternate Email (optional): _____

Are you an international student? Yes No

International students are required to notify the Office of International Programs (202-687-5867) of their intent to end their studies/obtain their certificate at the start of their final semester.

For which semester and year are you applying to earn your certificate (finishing all requirements)?

Spring of 20_____ Summer of 20_____ Fall of 20_____

Academic Program

- APC in Human Resources Management APC in Journalism
 APC in Public Relations and Corporate Communications APC in Real Estate
 APC in Sports Industry Management APC in Technology Management

Minimum APC Academic Requirements – Please Check All That Apply

- By the end of the current semester, I will have a minimum of 12 unique credits (out of a maximum of 15 total credits) that apply to this APC alone and do not count to another APC or MPS program.
- By the end of the current semester, I will have 15 earned graduate-level credits that apply to my APC program.
- By the end of the current semester, I will have a minimum cumulative GPA of 3.00 for all coursework completed in my APC program at Georgetown.
- I have submitted with this application my APC Certificate Guidelines which was submitted to and signed by my program at the start of my studies.

Important: Certificate Programs must be planned and approved in advance by the program Associate Dean and filed with the Academic Affairs Office and will not be awarded retroactively to students. The individual MPS APCs may have additional program-specific course and/or GPA requirements. Students are strongly encouraged to print copies of their unofficial transcripts and class schedules to review with their academic department in the semester prior to their planned graduation. While the academic department can provide guidance and advice, it remains the students' responsibility to ensure that they have met all school and program requirements.

Please return your completed application to the *SCS Office of Academic Affairs & Compliance*, via fax to 202-784-7235; hand-deliver or mail to 640 Massachusetts Ave, NW; Washington, DC 20001



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Certificate Information

Certificates are issued three times a year to qualified students: September (for summer certificates); January (for fall certificates); and May (for spring certificates). The name on your certificate should correspond to the name on your official transcript.

Full Legal Name _____

First Name

Middle Name or Initial

Last Name

I will pick up my certificate at the Tropaia Ceremony.

I would like my certificate to be mailed to the following address:

Tropaia Ceremony

Students who have **completed** the APC by the end of the current spring semester are invited to attend. Additionally students who have **completed** the APC in the previous summer or fall terms are invited to attend the spring ceremony.

I plan to attend the May Tropaia Ceremony.

I do not plan to attend the May Tropaia Ceremony.

Student Signature and Date