



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

Advanced Professional Certificate Tracking Guidelines Request Form

Student Name _____

APC Program _____

Student NetID _____

Student GUID _____

Minimum Requirements: (1) A cumulative GPA of 3.00 in courses applied to certificate, and (2) 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. Certificate Programs must be planned and approved in advance by the program's Associate Dean and filed with the Academic Affairs Office and will not be awarded retroactively to students.

Course Name and Number	Learning Goal (Required)	Semester Completed	Credits Earned	Numeric Grade Earned	Are Credits Unique to APC (Yes/No)?

To calculate GPA, add total of numeric grades and divide by total credits earned. APC GPA = _____ (3.00 required)

Grades: A = 4.00; A- = 3.67; B+ = 3.33; B = 3.00; B- = 2.67; C = 2.00; F = 0.00

APC Associate Dean Signature

Date Approved

MPS Associate Dean Signature
(If cross-counting credits)

Date Approved

Student Signature

Date Approved

For internal use only - Date Received: _____ Date Processed: _____