**REQUEST FOR GRADUATE CERTIFICATE IN DEMOGRAPHIC METHODS**

**Information and Instructions**

**Trainee Reviews the Requirements of the Graduate Certificate.**

1. No course can count towards both the certificate program and your degree program(s) or track or specialization that appears on your transcript[[1]](#footnote-1), with the exception of classes that are electives. No more than six credits can be double counted in two programs.
2. At least one certificate elective must not be offered by or cross-listed with your home department.
3. Confirm your electives are listed on the CSDE webpage, [Required Electives](https://csde.washington.edu/training/demographic-certificate/courses/elective-courses/) Your electives must be listed on the CSDE webpage, [Required Electives](https://csde.washington.edu/training/demographic-certificate/courses/elective-courses/), unless you received a waiver.

**Trainee Prepares Documentation that Demonstrates You Met all the Requirements**

1. Fill in the highlighted fields in the form below.
   1. Column 1: Fill in the names, and course #'s of the certificate electives you have completed.
   2. Column 2: Fill in the number of credits for each course
   3. Column 3: Fill in the number of credits that you have completed.
   4. Type *Yes* or *No* to indicate whether the courses has or will serve as an elective for a degree.
   5. Fill in the name of your graduate degree program’s Graduate Program Advisor
2. Save your transcript in a pdf format with the option to display highlighting. Highlight the required and elective courses for the certificate program(s), degree program(s) and degree track or specialization that appears on your transcript as follows:
   1. Highlight courses on your transcript for each Graduate Certificate, Degree and track or specialization that appears on your transcript with a different color.
   2. Use another color to highlight shared electives counting toward both the Graduate Certificate and your degree (if applicable).
   3. If you will receive a transcriptable track or specialization, use a different color to highlight shared electives counting toward both the Graduate Certificate and the track or specialization and (if applicable).
   4. Write the color key on the transcript.
   5. If you need assistance determining your shared credits, please contact your Graduate Program Advisor(s) in each degree program.

**Trainee and Graduate Program Advisor (GPA) Conduct Credit Audit**

1. Meet with the staff member who serves in the role of Graduate Program Advisor (GPA) of each of your degree programs to review your color-coded transcript, CSDE form, and future course plans.
   1. Review the Requirements of the Graduate Certificate Program (above).
   2. Review your form and transcrip
   3. Complete a credit audit so that you know exactly what classes you will need to fulfill the requirements of your degrees
2. GPA confirm that the information on the form is accurate. and no courses that are required for the certificate will count toward your degrees or transcriptable track or specialization. The only courses that may be double counted are electives, with a maximum of six credits counted twice. The GPA signs the form to confirm the above. If they are unable to sign, they may confirm the above by stating the above in an email to CSDE Training Program Coordinator with the form attached.

**How to Submit the Documentation for the Certificate**

1. Save the signed form and a highlighted transcript in one pdf (*your last name*\_Cert-ward\_doc\_*yymmdd*.pdf).
2. If you received a waiver for a course, include the documentation in the pdf file.
3. Upload the pdf in the Graduate Certificate [Google Form](https://docs.google.com/forms/d/e/1FAIpQLSd_EjNvouLUO6LexrKgVAteT_9XXAKkmxy4t_2ZBp-yBl43JQ/viewform?usp=pp_url) (if available) and email the Training Program Coordinator to inform them about your submission.

**Note to Students who will be Graduating this Spring or Summer Quarter**

* If you have completed all the requirements for the certificate, except for one credit of CSDE 501 or the spring quarter of CSDE 502 AND you are currently enrolled in the class, you may submit preliminary documentation so that you may receive the framed certificate at the end of year reception (named *your last name*\_PRELIM-Cert-Doc\_*yymmdd*.pdf. However, to receive the formal Graduate School certificate on your transcript, you must update the documentation and submit the updated documentation after you have received credit for the course(s).

Thank you

**Graduate Certificate in Demographic Methods Credit Form**

|  |  |
| --- | --- |
| **STUDENT INFORMATION** | |
| Date |  |
| Student’s Name |  |
| Email Address |  |
| List each UW degree, transcriptable track or specialization[[2]](#footnote-2), and other Graduate Certificates you have received or plan to receive. |  |
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| --- | --- | --- | --- |
| **CREDITS FOR THE GRADUATE CERTIFICATE IN DEMOGRAPHIC METHODS** | | | |
|  | # Credits  Required | # Credits Completed | Credits Used for a Degree or Transcriptable Track or Specialization?  Yes or No |
| **Certificate Required Courses** |  | | |
|  |  | | |
| Population Studies Seminar CSDE 501 | 3 |  |  |
| Population Proseminar CSDE 502 |  | | |
| Fall Quarter | 1 |  |  |
| Winter Quarter | 2 |  |  |
| Spring Quarter | 2 |  |  |
| Demography and Ecology CSDE/Soc 513 | 3 |  |  |
| Research Methods in Demography CSDE/CSSS/Soc 533 | 3 |  |  |
|  |  |  |  |
| **Two Certificate Electives**  **(Fill in names and course #’s)** |  |  |  |
|  |  |  |  |
| 1 | 3 or more |  |  |
| 2 | 3 or more |  |  |

|  |  |
| --- | --- |
| **The GRADUATE PROGRAM ADVISOR** (your GPA, not your thesis/dissertation advisor) | |
| Degree Program #1 | |
| GPA’s Name and signature[[3]](#footnote-3) |  |
| Email Address |  |
| Degree Program #2 | |
| GPA’s Name and signature |  |
| Email Address |  |

1. Transcriptable tracks and specializations are well-defined areas of study that are noted on the official UW graduate transcript. [↑](#footnote-ref-1)
2. Transcriptable tracks and specializations are well-defined areas of study noted on the official UW graduate transcript. [↑](#footnote-ref-2)
3. If you are unable to sign, please email the form to the CSDE training program coordinator and cc the student, and state that you confirm that the information on the form is accurate and no courses on the form will count toward the student’s degree program(s) or transcriptable track or specialization, with the exception of six elective credits, which can only apply to one degree or a transciptable track or specialization. [↑](#footnote-ref-3)