**REQUEST FOR GRADUATE CERTIFICATE IN DEMOGRAPHIC METHODS**

**Information and Instructions**

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

1. At least one certificate elective must not be offered by or cross-listed with your home department.
2. Confirm your electives are listed on the CSDE webpage. 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 transcript
	3. Complete a credit audit so that you know exactly what classes you will need to fulfill the requirements of your degrees

**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 [here](https://csde.washington.edu/application-for-certificate-completion/).

Thank you

**Graduate Certificate in Demographic Methods Credit Form**

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| **STUDENT INFORMATION** |
| Date |  |
| Student’s Name  |  |
| Email Address |  |
| List each UW degree, transcriptable track or specialization, and other Graduate Certificates you have received or plan to receive. |  |
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| **CREDITS FOR THE GRADUATE CERTIFICATE IN DEMOGRAPHIC METHODS** |
|  | # CreditsRequired  | # 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 |  |
| Spring Quarter | 2 |  |  |
| Demography and Society CSDE/SOC 513 | 3 |  |  |
| Research Methods in Demography CSDE/CSSS/SOC 533 | 3 |  |  |
| CSDE 533 Lab | 2 |  |  |
| **Certificate Electives** **(Fill in names and course #)** |  |  |  |
|  |  |  |  |
| 1 | 3 or more |  |  |

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