

Spring 2025 Advanced Certificate Deadlines and Information

	Form Deadline
Entering an Advanced Certificate Program¹	
Request to Enter an Advanced Certificate	May 22, 2025
Completing the Advanced Certificate	
Notification of Completion of Advanced Certificate ² (Must be approved by certificate advisor by this date)	June 13, 2025
Certificate Award Date ³	May 22, 2025

¹Students currently enrolled in a Master’s degree program must submit a Request to Enter an Advanced Certificate to be formally admitted into the certificate. Per policy, the student must be formally admitted no later than halfway through the units required for the Master’s degree and Advanced Certificate.

²Advanced Certificate students do not apply for graduation or pay the graduation application fee. Advanced Certificates are not automatically issued upon completion of the course requirements. Instead, Advanced Certificate graduation processing is initiated through a “Notification of Completion of Advanced Certificate Program” form. This form can be submitted by the advisor, or by the student (from within the Academic Records tile in my.SDSU). If the student initiates the form, it will be routed to the advisor for approval. Certificate award processing does not begin until the certificate’s Graduate Advisor approves this form. The "Notification of Completion of Advanced Certificate Program” form should be filed by the graduate advisor immediately after grades are reported in the final certificate course(s).

³Official SDSU transcripts showing that the Advanced Certificate was awarded can take up to 6 weeks after the Award Date. Advanced Certificates must be signed and mailed to the students by their academic department.