



POLICY & PROCESS SUMMARY:

Upon completion and grading of all coursework required for your certificate program, fill out this form, obtain your Program Certificate, and submit your completed form to the Office of the University Registrar. Once processed, your transcript will be updated to reflect the completed certificate. You may choose to order a printed certificate by submitting a non-refundable \$15 processing fee* with this form. **Please note: this form/process is separate from the NJ State Teacher Certification process, which is managed by the College of Education's Office of Clinical Experiences.**

PART I: PETITIONING STUDENT INFORMATION

Last name	First name
Rowan ID	Major

Email

Phone number