

TROY UNIVERSITY
GRADUATE CERTIFICATE IN GOVERNMENT CONTRACTING
 Certificate Plan and Progress Record
 Certificate Verification
12 Semester-Hours

Name: Student ID#: Campus:
 Address: Email:

Submit this form with the Certificate Intent form. A copy of transcript must be attached. May not use "Student Academic Credits" or "Academic Evaluation" report.

DEGREE REQUIREMENTS:

1. Admitted to the MPA program
2. Official transcript of all academic work
3. Unconditional Admission
4. 12 Semester hours of credit
5. Meet residency requirements
6. No more than two grades below "B"
7. Overall GPA of 3.0
8. All credit earned within 8 years of graduation

REQUIRED CERTIFICATE COURSES: (12 Semester Hours)

COURSE NO.	TITLE	HRS	GRADE	TERM/YR	TRANSFER CREDIT
PA 6645	Managing Government Contracts	3			
PA 6647	Advanced Contract Administration	3			
PA 6648	Contract Negotiation	3			
PA 6649	Government Contract Law	3			

ITEMS TO BE DISCUSSED:

- Conditional or Unconditional Admission
- Availability of faculty for academic advising
- Petition for transfer credit once unconditionally admitted (3 SH maximum)
- Class attendance
- Drop and Withdrawal procedures; deadlines and consequences
- Petition for an incomplete grade
- Student participation in course and program evaluation

ADMISSION STATUS:

TYPE	DATE	INITIALS
Conditional		
Unconditional		
Residency		
Test Scores		

STUDENT ACKNOWLEDGEMENT: I have read the current year's Graduate Catalog and acknowledge the contents and requirements of the above degree. I have received academic advising for my Faculty Adviser, and I hereby apply for Admission to Candidacy.

Student's Signature _____ Date _____ Approved: _____ Date _____
 Director, MPA Program

Faculty Adviser _____ Date _____ Approved: _____ Date _____
 Chair/Associate Dean or Dean (Optional)

Approved: _____ Date _____
 Graduate School (Optional)