

TROY UNIVERSITY  
 Graduate Certificate in Government Contracting  
 Graduate Degree Plan and Progress Record/  
 Application for Admission to Candidacy  
 36/39 Semester Hour Program

Name \_\_\_\_\_ Student ID # \_\_\_\_\_ Campus \_\_\_\_\_

Address: \_\_\_\_\_ Troy Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**CERTIFICATE REQUIREMENTS:**

- |   |   |
|---|---|
| 1. GRE, or equivalent exam, test scores submitted | 7. Overall GPA of 3.0   |
| 2. Official transcript of all academic work       | 8. All credit earned within 8 years of certificate completion |
| 3. Unconditional Admission                        |   |
| 4. Semester hours of credit: 12                   |   |
| 5. Meet residency requirements                    |   |
| 6. No more than two grades below "B"              |   |

**REQUIRED CERTIFICATE COURSES – 12 Semester Hours**

COURSE NO.	TITLE	HRS	GRADE	TERM/YR	TRANSFER CREDIT
PA6645	Managing Government Contracts				
PA6647	Advanced Contract Administration				
PA6648	Contract Negotiation				
PA6649	Government Contract Law				

**ITEMS TO BE DISCUSSED WHEN ADMITTED**

- \_\_\_\_\_ 1. One term limit to have transcript(s) and test scores on file
- \_\_\_\_\_ 2. Temporary, Conditional, and Unconditional Admission
- \_\_\_\_\_ 3. Availability of faculty for academic advising
- \_\_\_\_\_ 4. Petition for transfer credit once unconditionally admitted (3sh Max)
- \_\_\_\_\_ 5. Class Attendance
- \_\_\_\_\_ 6. Drop and Withdrawal procedures; deadline and consequences
- \_\_\_\_\_ 7. Petition for an Incomplete grade
- \_\_\_\_\_ 8. Student participation in course and Program Evaluation

Admission Status		
Type	Date	Initials
Conditional		
Unconditional		
Residency		
Test Score		

STUDENT ACKNOWLEDGEMENT: I have read the \_\_\_\_\_ Graduate Catalog and acknowledge the contents and requirements of the above certificate program. I have received academic advising from my Faculty Advisor.

\_\_\_\_\_  
 Student's Signature Date

APPROVED \_\_\_\_\_  
 Chair/Associate Dean or Dean Date

\_\_\_\_\_  
 Advisor Date

CANDIDACY  
 APPROVED: \_\_\_\_\_  
 Dean, Graduate School Date

Distribution:  
 Original- Official File  
 Gold: Student  
 Pink: Campus/Branch file  
 All other (Green, Canary): UC