|  |  |
| --- | --- |
| Student Name (as it would appear on the certificate):Click or tap here to enter text. | Institution:Click or tap here to enter text. |
| Student ID number:Click or tap here to enter text. | Expected date of graduation (month and year):Click or tap here to enter text. |
| Campus Email:  Click or tap here to enter text. | Major:Click or tap here to enter text. |
| Permanent Email (best way to contact you after graduation): Click or tap here to enter text. | African Studies Program Advisor Name (print):Click or tap here to enter text.  |
| Phone:Click or tap here to enter text. |
| Permanent Address (certificate is mailed to the address provided, normally in July following the date of graduation):Click or tap here to enter text. |

Students are encouraged to use this form to consult with their certificate advisor, plan for both which courses to take and for completing all certificate requirements. Students are expected to finalize this form with their certificate advisor and attach a copy of their unofficial transcript during the final semester of their senior year: no later than **November1** for fall/January graduates, and **April 1** for spring/May graduates.
More information about certificate program requirements can be found at [www.fivecolleges.edu/african/certificate](https://www.fivecolleges.edu/african/certificate).
Courses recommended for the certificate are listed at the program website: [www.fivecolleges.edu/african/courses](https://www.fivecolleges.edu/african/courses).

 **Notes**:

1. Section A courses must be those whose content is focused at least 50% on Africa.

2. No more than three courses in any one department may be counted toward the minimum requirement.

3. A certificate candidate may present courses taken in Africa, but normally at least three of the six required courses must be taken among the Five Colleges.

4. Students must receive a grade of **B** or better in every course that qualifies for the certificate.

5. Unusual circumstances may warrant substituting certificate requirements; therefore a candidate through her/his African Studies Program Advisor may petition the African Studies Council **at least one full semester before graduation** for adjustments in these requirements. A successful petition will satisfy the interdisciplinary character of the certificate program.

**To be completed by the Advisor:**

The aforementioned student has completed all of the certificate requirements. I recommend to the Five College African Studies Council that this student be awarded the certificate. **Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted to Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The African Studies Council reviewed this form and agreed to award the certificate on this date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
Section A: Required Courses (one course means 3 or more semester credits).Please clearly indicate all courses that are in progress (grade pending) at the time this form is submitted.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Campus** | **Course Title** | **Department** | **Course #** | **Semester** | **Year** | **Credits** | **Grade B or Better? Y/N** | **Grade pending? Y/N** |
| A. Historical Overview Course: |
| Edit | Edit | Edit | Edit | Edit | Edit | Edit | Edit | Edit |
| B. Social Science Course: |
| Edit | Edit | Edit | Edit | Edit | Edit | Edit | Edit | Edit |
| C. Arts/Humanities Course: |
| Edit | Edit | Edit | Edit | Edit | Edit | Edit | Edit | Edit |
| D. Three Other Courses |
| Edit | Edit | Edit | Edit | Edit | Edit | Edit | Edit | Edit |
| Edit | Edit | Edit | Edit | Edit | Edit | Edit | Edit | Edit |
| Edit | Edit | Edit | Edit | Edit | Edit | Edit | Edit | Edit |

Section B: Foreign Language Requirement Proficiency through the level of the second year in college, in an indigenous or colonial language of Africa other than English.

Language: Click or tap here to enter text.

How was proficiency established?

* If by course:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Campus** | **Course Title** | **Department** | **Course #** | **Semester** | **Year** | **Credits** | **Grade B or Better? (Y/N)** | **Grade pending? (Y/N)** |
| Edit | Edit | Edit | Edit | Edit | Edit | Edit | Edit | Edit |
| Edit | Edit | Edit | Edit | Edit | Edit | Edit | Edit | Edit |

 Section B: Foreign Language Requirement (continued)

* If by exam or verification by a Five College faculty member, please note how and when:

 Click or tap here to enter text.

Section C: Post Graduation (This section is not required to earn the certificate, any information you wish to provide is greatly appreciated.)
What is the best way to contact you after graduation?

Click or tap here to enter text.

What are your post graduation plans? [ ]  Job [ ]  Graduate Program [ ]  Fellowship [ ]  Other

Please describe:

Click here to enter text.

Instructions to the program advisor for submitting certificate completion documents:

1. Meet with student to review requirements and ensure form is completed accurately. Verify that minimum grade requirement has been met (indicate with “yes” or “no”). Clearly mark any courses for which the grade is pending (in progress at the time the documents are submitted). Any in progress grades can be verified after the documents are submitted for processing.
 Note: In order to protect the student’s privacy, please do not include specific grades on this form. Do not email student’s grades or
 transcripts, as electronic communications are not considered sufficiently secure.
2. Sign and date the form to indicate the advisor’s recommendation of this student for the certificate award.
3. Submit the form **with a copy of the student’s transcript** to the Five College program Committee or Council overseeing the certificate for final review.
4. If the Five College program Committee or Council agrees to award the certificate to the student, the documents should be submitted to **fcacademics@fivecolleges.edu** for final processing by **December 15** for fall graduates and by **April 30** for spring graduates. **Please remove the student’s transcript before submitting this form to Five College staff** (**to protect student’s privacy**).
5. The certificate award will be noted on the student’s transcript by the appropriate campus registrar.