This form should be completed in consultation with the applicant’s FCCMS program advisor (see advisor instructions on last page).

Courses recommended for the Certificate are listed on the program website: [www.fivecolleges.edu/marine/courses](http://www.fivecolleges.edu/marine/courses) and are grouped by the distribution categories they fulfill. Course requirements must be fulfilled or in progress before this application is submitted. **Deadline for January/February graduation: November 30th**

**Deadline for May graduation: April 30th   
Please type in the form where appropriate, then print out, and sign (or sign electronically). *Transcripts (from all institutions listed on this application), Field/Lab Experience Log, and copy of research poster (email PDF to marinesci@smith.edu) must be submitted with this application.***

|  |  |
| --- | --- |
| Student Name (as you would like it to 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. | Coastal and Marine Sciences 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. | |

**Certificate Advisor Approval:**

Asthe FCCMS faculty advisor, I have worked with this student to ensure a strong concentration in coastal & marine sciences. I approve of this student’s coursework, field/lab experience, and research project, and feel he/she has met the requirements for the Five College Coastal & Marine Sciences Certificate (print out and sign).

FCCMS Program Advisor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_

# 1. Six Required Courses ([www.fivecolleges.edu/marine/courses](http://www.fivecolleges.edu/marine/courses))

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course title | Course Number | Institution | Semester & Year | Credits | FCCMS Category |
|  |  |  |  |  | Ecology and Biodiversity |
|  |  |  |  |  | Geology and Chemistry |
|  |  |  |  |  | Resource Management and Policy |
|  |  |  |  |  | (any category) |
|  |  |  |  |  | (any category) |
|  |  |  |  |  | (any category) |

Additional Courses from the FCCMS course list (add rows as necessary)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course title | Course Number | Institution | Semester & Year | Credits | FCCMS Category |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# 2. Field/Lab Experience Log (minimum of 80 hours is required) Please attach a signed log sheet with this application, available at [www.fivecolleges.edu/marine/certificate](http://www.fivecolleges.edu/marine/certificate).

# 3. Marine-related Research Project (poster)

Please attach an 8.5” by 11” photocopy of the research project poster, and send a PDF file of the poster to the program coordinator (marinesci@smith.edu).

Poster title: Click or tap here to enter text.

Research location: Click or tap here to enter text.

Research Mentor: Click or tap here to enter text.

Project Summary: Click or tap here to enter text.

Poster presented at the FCCMS poster session (yes or no): Click or tap here to enter text.

**Certificate Applicant Submission:**

As the applicant, I declare that my work and accomplishments have been accurately and honestly represented in this application   
(print out and sign).

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

**Submit the following with your application   
(your application cannot be processed without them):**  \*\*\*Field/Lab Experience Log   
 \*\*\*Electronic Copy of research poster  
 \*\*\*Transcripts from all institutions listed in this application(if home campus transcript does not include grades from courses taken   
 elsewhere)

**Please submit applications to:**

Five College Coastal & Marine Sciences Program  
97 Spring Street

Amherst, MA 01002

(413) 542-4024

[marinesci@fivecolleges.edu](mailto:cbright@fivecolleges.edu)

fivecolleges.edu/marine

**Instructions to the FCCMS Program Advisor for submitting certificate completion documents:**

1. Meet with student to review requirements and ensure form is completed accurately. 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 (official or unofficial), 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 copy of student’s official transcript** (supplied by student) to the FCCMS Program Coordinator by **November 30th** for Fall graduates or **April 30th** for Spring graduates. The Program Coordinator will submit applications to the FCCMS Steering Committee for final review.

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1. If the Steering Committee agrees to award the certificate to the student, the Program Coordinator will submit documents to the Five Colleges, Inc. staff liaison for final processing. **The** **FCCMS Program Coordinator will remove the student’s transcript *(official or unofficial)* before submitting this form to Five Colleges, Inc. staff to protect student’s privacy**.
2. The certificate award will be noted on the student’s transcript by the registrar at the student’s institution. A hard copy of the certificate is normally printed and mailed to the student from Five Colleges, Inc. two months following the student’s date of graduation.