*Please submit the completed form along with a copy of your current transcript to your Ethnomusicology Campus Advisor no later than the end of the add/drop period in the second semester of your senior year.*

|  |  |
| --- | --- |
| 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 /Minor / Concentration: Click or tap here to enter text. |
| Permanent Email (best way to contact you after graduation):  Click or tap here to enter text. | Ethnomusicology Campus Advisor Name (print):  Click or tap here to enter text. |
| Ethnomusicology Certificate Focus:  Click or tap here to enter text. | Major Advisor (if different):  Click or tap here to enter text. |
| Permanent Address (certificate is mailed to the address provided, normally by July 15 following the date of graduation):  Click or tap here to enter text. | |

**Certificate Requirements:**

List completed and in progress courses:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Institution** | **Course title** | **Dept.** | **Course #** | **Semester/Year** | **# of Credits Earned** | **Instructor** | **Grade Pending? (Y/N)** |
| 1. **Area Studies or Topics Courses (at least two)** | | | | | | | |
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| 1. **Methodology Courses (at least two)** | | | | | | | |
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| 1. **Performance Courses (at least one)** | | | | | | | |
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| 1. **Elective courses** | | | | | | | |
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**Focus:**Briefly explain the focus of your course of study to earn the Five College Ethnomusicology Certificate. How do your courses listed above reflect this? Include any relevant practical experience (e.g. internships, study abroad, field research, etc.) Attach additional pages if necessary.

Click or tap here to enter text.

**Advisor Certification:** The aforementioned student has completed all the certificate requirements. I recommend to the Five College Ethnomusicology Committee that this student be awarded the certificate:

Advisor Signature: Date:

**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 a check mark). 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. Please return completed applications to the program committee 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 the Five College staff liaison for final processing.
5. The certificate award will be noted on the student’s transcript by the appropriate campus registrar. A hard copy of the certificate is normally mailed to the student from Five Colleges, Inc. in July following the student’s date of graduation.