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/latinamericanstudies/certificate](https://www.fivecolleges.edu/latinamericanstudies/certificate)
Courses recommended for the certificate are listed at the program website: [www.fivecolleges.edu/latinamericanstudies/courses](https://www.fivecolleges.edu/latinamericanstudies/courses)

|  |  |
| --- | --- |
| Student Name: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. | FC-LACLS Program Advisor Name (print):Click or tap here to enter text.  |

To be completed by the Advisor:
The aforementioned student has completed all of the certificate requirements. I recommend to the Five College Latin American, Caribbean and Latino Studies Program Committee that this student be awarded the certificate.Advisor Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date Submitted to Committee: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
The LACLS Program Committee reviewed this form and agreed to award the certificate on this date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Courses: Please list complete information about each course fulfilling certificate requirements.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Institution | Course title | Department | Course number | Semester /Year | Credits | Grade Pending (Y/N) | Grade B or Better (Y/N) | Latino Studies Course (check all that apply) | Latin American or Caribbean Course (check all that apply) |
| 1. Introductory Social And Political History (1 Course)
 |
|   |   |   |   |   |   |   |   |   |   |
| 1. Humanities (1 Course)
 |
|   |   |   |   |   |   |   |   |   |   |
| 1. Social Science (1 Course)
 |
|   |   |   |   |   |   |   |   |   |   |
| 1. Interdisciplinary Seminar
 |
|   |   |   |   |   |   |   |   |   |   |
| 1. Four Other Courses:
 |
|   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |
| 1. Language (Proficiency Through Second Year College Level)\*
 |
|   |   |   |   |   |   |   |   |   |   |

\*If the language requirement was verified in a manner other than a course, please specify how and when:
Click or tap 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 copy of student’s (unofficial) 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.