CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO
Office of Graduate Studies

Request to Recertify Coursework

This request is required to recertify courses older than the maximum number of years specified by your program. The maximum age limit for a course to be recertified is twelve years since the course was first taken, and only two-thirds of a program can be recertified.

For your petition to be approved you must check the box next to "*I certify that this student is current in the subject matter of the course(s) listed above*"

Additional information about course recertification, can be found in the Graduate Coordinator's Guidebook located on the Graduate Coordinator's Toolbox page.

Instructions:
1. Fill out the student's information, sign the form, and have the student sign the form.
2. Send the completed form to gradstud@csusb.edu.
3. Check the box to confirm currency in the course subject matter, sign the form and send the completed form to gradstud@csusb.edu.
4. Within 7 business days, the request will be reviewed by Graduate Studies, and you and your student will receive an email from AdobeSign. Click on the link in the email and download the form for your records.
5. The form will be sent to the Office of the Registrar for final processing.

CSUSB

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Academic Affairs
Office of Graduate Studies

Request to Recertify Coursework

First & Last Name:

Coyote ID Number:

Campus Email:

Phone Number:

Course Name & Number: Term & Year:

Course Name & Number: Term & Year:

Course Name & Number: Term & Year:

I certify that this student is current in the subject matter of the course(s) listed above:

Student Signature   Program Coordinator Signature

Graduate Studies Certification

☐ Approve   ☐ Deny

_____   _____
Associate Dean of Graduate Studies Signature   Date