



# Professional Cooking Certificate

ENGLISH: A three (3) credit English course is required. Students may be required to complete ENG-099, a non-credit course, prior to enrollment in ENG-103.

BIOLOGY: As listed.

BUSINESS: As listed.

COMPUTER INFORMATION SYSTEMS: As listed.

FOOD SERVICE ADMINISTRATION: As listed.

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## INSTRUCTIONS FOR GRADUATION CERTIFICATION

TO THE CANDIDATE: Careful and proper completion of this form will facilitate the review of your outline and graduation certification. Please print clearly.

1. Student Information: Provide the information requested at the top of the form.
2. Courses and Courses Completed: If not provided, enter the course prefix and/or number e.g. ENG 206, POS 200 of the courses you have successfully completed. Enter the number of credits completed and your grade. Be sure to include courses in which you are currently carrying an Incomplete. Use a catalog when unsure of the course number or number of credits.  
  
If you are using transfer credits to meet curriculum requirements, write the letter "T" after the number of credits. If you have not requested a transcript from your transfer institution, do so immediately. Or, if you have not received a credit evaluation, contact Student Central.
3. Courses in Progress and Courses-Final Semester: List the courses in which you are currently enrolled and in which you plan to enroll. Enter the number of credits under the appropriate category.
4. Review Requirements: Review curriculum requirements and be sure that courses you have listed under each category are appropriate. If you have any questions, discuss them with your advisor.
5. Nomination Form and Signatures: Obtain a Nomination for Degree form from your advisor. Discuss curriculum requirements. Obtain your advisor's signature on this outline.
6. Certification & Records: Submit this completed Curriculum Outline and Nomination for Degree form to Certification & Records by the established deadline. Failure to do so may result in postponed graduation, delayed receipt of your diploma, and exclusion from the Commencement program or press releases.