



GRADUATE STUDENT

CLINICAL TEACHER CERTIFICATE FORM

Policies and Procedures for Processing Certificates Effective Summer 2002

Revised: 07/2013

ELIGIBILITY

All clinical teachers, their spouses or dependents who have a valid Clinical Teacher Certificate issued by the Office of Student Services. Credit certificates issued through the Office of Student Services are valid for a period of five years from the date of issue. No extensions will be granted. Certificates are non-transferable other than to spouse and/or dependents. Certificates for the The Department of Music are issued and responsibility is maintained by that Department, independently of the School of Education.

BENEFITS AVAILABLE

The certificate has no monetary value. It may be redeemed only for the number of tuition credits shown.

If the number of credits for the student's course is more than the number of tuition credits on the certificate, the student will have to pay the difference at the student's regular tuition rate or 50% Teacher Tuition Discount, if applicable. This certificate should not be used by students on tuition remission or externally funded grants.

If the number of credits for the student's course is less than the number of tuition credits on the certificate, the student may use the remaining number of credits for a future course, provided the certificate does not expire.

REGISTRATION

1. The student should bring the certificate, this form and a Course Request signed by an advisor, to the Undergraduate Office of Student Services located in Merrick 312.
2. The Office of Student Services will validate the certificate.
3. The student will take the certificate, this form and the Course Request to the Graduate Enrollment Coordinator or Graduate Studies Coordinator in Orovitz 311-B who will complete the form and sign it.
4. Once approved, the student is responsible for taking this form to the Office of Financial Assistance Services located at the Rhodes House, Building 37E.
5. The student should wait until the Certificate is posted to his or her account by the Office of Financial Assistance Services.
6. If additional tuition is owed, the student may proceed to the Office of Student Accounts in the Ashe Building Room 158 to pay his or her tuition.

FOR INFORMATION

Graduate Enrollments Coordinator, Patricia C. Capps
Undergraduate Office of Student Services
Office of Financial Assistance Services
Office of Student Account Services

305-284-5663
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305-284-5212
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