

Certificate in Humanitarian Assistance Program Statement

Bulletin/Handbook:

INSTRUCTIONS: This form is required for planning and graduation verification. A [Degree Director](#) signed copy must be submitted to the JKSSIS Office of Academic and Student Affairs with your [graduation packet](#). Please use the [designated handbook](#) for your bulletin year as a guide.

Note: For students that entered prior to Fall 2017, each course (or set of courses) must equal at least 4 credit hours to count toward the total course requirement. Please see the [5 to 4 credit portfolio site](#) for more information.

Note: University College coursework is not eligible to count towards JKSSIS degree requirements.

Name (First & Last)

DU ID#

Preferred Email

Graduation Term/Year?

Application to Graduate Submitted: Yes:

(Date: _____) No:

Humanitarian Assistance Core

Prefix	Number	Course Title	Term	Year	Credits	Grade
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Electives

Prefix	Number	Course Title	Term	Year	Credits	Grade
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Internship (Optional)

An internship (150 hours) with an organization, whose core work includes international humanitarian assistance or humanitarian policy / advocacy, is required for the Humanitarian Assistance Certificate. These are usually completed by students in the summer between the first and second years of the MA program. Students arrange their own internship placements but should consult with the HA certificate director for ideas. Approval must be obtained in advance from the Director of the HA Certificate. Internships must also be approved by the JKSSIS Office of Career and Professional Development before the internship starts.

Prefix	Number	Course Title	Term	Year	Credits	Grade
INTS	4981	Internship***	_____	_____	_____	_____

Credit Hour & Course Totals

	Credit Hours		Courses*
Completed to Date:	_____	+	_____
In Progress (i.e. no final grade assigned):	_____	+	_____
Expected Upon Completion	_____	+	_____

If you have not yet completed all requirements, please use the notes page to describe how you intend to complete those requirements by the date of your intended graduation.

Please note that courses completed with a grade of D or less cannot be applied to the degree program or the total credit requirement. Additionally, in no case may more than [one-fourth of the hours accepted](#) toward the degree be grades of "C."

* For students that entered prior to Fall 2017, each course (or set of courses) must equal at least 4 credit hours to count toward the total course requirement. Zero credit courses/internships do not count towards the credit/course total. Please see the [5 to 4 credit site](#) for more information.

Signature

Degree Director Signature: _____ Date: _____
Or Signature Image:

Notes

Please use this section to add any notes or additional information for the record. These notes should highlight any relevant information that will assist the Degree Director or Director of Graduate Affairs in understanding the students record.

Example: Course Substitution Approved on 9/27/2017, Student will take INTS 4339 in lieu of INTS 4362 to fulfil the Sustainable Human Development requirement. Course substitution approval form is attached to graduation packet.