Office of Admissions and Records

Declaration/Change of Minor/Certificate

Students are subject to the catalog requirements when the minor/certificate is declared.

Instructions for change of minor/certificate:
1. Take this form to the dean's office or advising center of the college offering your new minor/certificate. Obtain the appropriate signature approving acceptance to the new minor/certificate.

2. Submit the completed form to the Office of Admissions & Records, second floor, Student Services Building.

Change/Add: If you are requesting a minor/certificate for which you do not qualify your request will not be processed.

Remove: You do not need the Dean's or Designee's signature to request the removal of a minor/certificate.

Name _______________________________ NSHE ID _______________________________

Signature ___________________________ Date _______________________________

Check one: □ Change □ Add □ Remove

Minor/Certificate Requested ________________________________ Catalog Year __________

Circle one

Dean's or Designee's Signature ___________________________ Date __________________

Note: Many undergraduate degrees require a minor. A certificate may NOT be used in place of a required minor.

For Office Use Only □ Approved □ Denied Evaluator ________________________ Date __________

University of Nevada, Reno/MS 0120 - 775-784-4700 - Fax: 775-784-4283