



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 departmental advisor, 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 _____

Student Athlete: Yes

Check one: Change Add Remove

Minor/Certificate Requested _____ Catalog Year _____
Circle one

Dept Advisor, Dean's Office _____ Date _____
or Advising Center Signature

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 _____