



The Graduate School

# Declaration/Change of Certificate

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

## Instructions for declaration/change of certificate

Take this form to the department advisor or the dean's office offering your new certificate.

Obtain the appropriate signature approving acceptance to the new certificate.

Submit the completed form to the Graduate School in the Fitzgerald Student Services Building, second floor.

**Change/Add:** If you are requesting a 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 \_\_\_\_\_

Select one:                      Change          Add          Remove

Certificate requested \_\_\_\_\_ Catalog Year \_\_\_\_\_

Department advisor or  
Dean's office signature \_\_\_\_\_ Date \_\_\_\_\_

### For office use only

Approved

Denied

Evaluator

Date