The **Verification of Academic Minor / Certificate** form is a record of the courses taken by a student to fulfill the requirements for a minor or certificate.

This form is used by A&S advisors to determine that a student is:

- completing the Depth option (new core)
- eligible to receive a minor or certificate (in excess of the depth requirement)
- not double-dipping any courses for a minor/certificate with other requirements.

### UHM Colleges of Arts & Sciences

Verification of Academic Minor/Certificate

(For currently enrolled classified students only)

1. **To Be Completed by the Student and Submitted to the Minor / Certificate Department Prior to Student’s Graduation**

<table>
<thead>
<tr>
<th>Student ID Number</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s College (DO NOT Abbreviate)</td>
<td>Degree</td>
<td>Major</td>
<td>Total Credit Hours</td>
</tr>
<tr>
<td>Minor/Certificate: (circle which option)</td>
<td>List all courses counted for the academic minor or certificate and identify courses in the progress by an asterisk (*).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Credits</th>
<th>Grade</th>
<th>Semester Taken</th>
</tr>
</thead>
</table>

I understand that the courses listed above cannot be used to fulfill core and major requirements.

Student’s Signature __________________________ Date ____________

### II. TO BE COMPLETED BY STUDENT’S MINOR/CERTIFICATE DEPARTMENT

I have verified the courses and grades listed above except for work in progress and certify that the student satisfies the requirements for a minor/certificate if each course has a grade of C or higher. If any course has a grade lower than C, my approval is **null and void**. The student must earn a cumulative GPA of **__** in area coursework.

Departmental Minor/Certificate Advisor __________________________ Printed Name __________________________ Date ____________

### III. TO BE COMPLETED BY STUDENT’S MAJOR DEPARTMENT

None of courses listed above was used to satisfy a requirement in the student’s major program.

Departmental Major Advisor __________________________ Printed Name __________________________ Date ____________

**Major Department:**

1. Please attach Goldenerd and have student submit at Colleges of Arts & Sciences Student Academic Services.
2. Keep a copy for departmental records.

CAS/AOD revised 3/07
The student should have completed the top of the form.

The minor/certificate advisor should verify (and make any necessary changes) to the following information:

- Correct identification of minor versus certificate.
- Correct title of concentration pursued.
- Correct number of total credit hours.

Ensure that the student has signed and dated the form.

The next slide covers how to fill out the coursework area.
The minor/certificate advisor should verify (and make any necessary changes) to the following information:

- Any courses, credits, grades, etc. listed are correct.
- A grade of C (not C-) or higher is required for all applicable courses.
- Courses in progress and remaining to be completed should have an asterisk entered in the “Grade” column.

Use generic numbers whenever possible, such as 300+ or 4XX to indicate minor/certificate electives. If specific course numbers are listed, students are required to complete that specific course.

We cannot round up partial credit numbers. Transfer work from quarter system schools comes over as partial credits: 2.66, 1.33, etc.

Sum all partial credits and round down the total. The student may have to complete an additional course to meet the credit requirements for the minor/certificate.
INSTRUCTIONS FOR MINOR / CERTIFICATE DEPARTMENT ADVISORS:

- Enter the minimum department GPA required for the minor or certificate
- Sign and print your name, and date the form

II. TO BE COMPLETED BY STUDENT’S MINOR/CERTIFICATE DEPARTMENT

I have verified the courses and grades noted above except for work in progress and certify that the student satisfies the requirements for a minor/certificate if each course has a grade of C or higher. If any course has a grade lower than C, my approval is null and void. The student must earn a cumulative GPA of 2.5 in area coursework.

Grey T. Advisor
Departmental Minor/Certificate Advisor

Grey T. Advisor
Printed Name

December 15, 2008
Date

- Instruct the student to meet with their major department advisor to complete Part III.
INSTRUCTIONS FOR MAJOR DEPARTMENT ADVISORS:

- Confirm that courses being counted toward the minor or certificate are not being double-dipped for use in the major; double-dipping is not allowed.
- Sign and print your name, and date the form.

III. TO BE COMPLETED BY STUDENT’S MAJOR DEPARTMENT

None of courses listed above was used to satisfy a requirement in the student’s major program.

Grey T. Mentor       Grey T. Mentor       Grey T. Advisor
Departmental Major Advisor  Printed Name  Date

Major Department:
1. Please attach Goldenrod and have student submit at Colleges of Arts & Sciences Student Academic Services.
2. Keep a copy for departmental records.

Instruct the student to turn in the signed original at QLC #113, along with their Goldenrod, and sign up for a GRAD Session.
Students need to submit this form in order to finalize their graduation paperwork.

Please remind students that they can attend a **GRAD session** 1-2 semesters prior to their intended semester of graduation – ideally, BEFORE registration for their final semester. This helps prevent unwelcome “surprises.”

We appreciate collaborating with departmental advisors in ensuring that our A&S students meet their degree requirements in a timely fashion.

Questions? Call: 956-8755

If you have any concerns or suggestions, please contact your college liaison. For contact information, download a CASSAS Contact Sheet from our [Departmental Advisor Webpage](#)