### I. To Be Completed by the Student and Submitted to the Minor/Certificate Department

Prior to Student's GRAD Session

<table>
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<tr>
<th>Student ID Number</th>
<th>Last name,</th>
<th>First Name,</th>
<th>Middle Initial</th>
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**Student's:**

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<tr>
<th>College (DO NOT Abbreviate)</th>
<th>Degree</th>
<th>Major</th>
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**Type:**

(minor or certificate) program of study

**Total Credit Hours:**

List all courses counted for your academic minor or certificate area and identify courses in progress by an asterisk (*).

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<tr>
<th>Course Number</th>
<th>Credits</th>
<th>Grade</th>
<th>Semester Taken</th>
<th>Course Number</th>
<th>Credits</th>
<th>Grade</th>
<th>Semester Taken</th>
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I understand that the courses listed above cannot be used to fulfill core and major requirements.

**Student’s Signature**

____________________________________________

**Date**

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### 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 also meet the required GPA of _____ in courses used for the minor or certificate.

**Departmental Minor/Certificate Advisor**

________________________

Printed Name

__________

Date

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

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

**Departmental Major Advisor**

________________________

Printed Name

__________

Date

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**Major Department:**

1. If student is near graduation, please attach Goldenrod and have student submit at Colleges of Arts & Sciences Student Academic Services.
2. Keep a copy for departmental records.