

Graduate Certificate Change Form

Save blank form to desktop, then, fill in fields. Submit original, signed copy to Graduate Certificates, SVC1072

Date:

Name of Graduate Certificate:

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____Department:_____

Contacts:

Position	Name	Phone	e-mail address	Location	Mail Point
Grad Cert Director					
Advisor					
Admin. Asst.					

Non-substantive changes, such as changing certificate directors or certificate titles, can be approved by the Dean of the Graduate School or the Director of Graduate Certificates. All other changes must be approved by the Graduate Council before they can be implemented. Attendance before the Curriculum Subcommittee by the certificate program director or a representative is required. Please contact the Office of Graduate Certificates at 974-2442 for meeting schedule.

Directions:

- Complete both the current requirement and the proposed change fields.
- Provide a **brief justification** for the change on page two of this form.
- Get the approval and **signatures of your department chair and associate dean**. Other signatures will be obtained by the Office of Graduate Certificates.
- Send the original, signed document to the Office of Graduate Certificates in SVC1072.

Type of Change (director, title, admission requirement, required course, elective course, other)	Current Requirement	Proposed Change



Purpose – Describe why the change(s) are needed and how the graduate certificate will be improved:

APPROVALS	NAME	SIGNATURE	DATE
Department Chair			
College Committee Chair			
College Assoc. Dean			
Graduate Council Chair	Jim Strange		
Graduate Certificates	Delcie Durham or Lagretta Lenker		