



Declaration of the Undergraduate Certificate

StudentName: _____ Student ID# _____

Student Signature: _____ Date: _____

Instructions for completing the form:

- Complete Parts 1 and 2 to declare or change your undergraduate certificate program.
- Submit completed form to the Certificate Coordinator for Approval.
- Upon approval, the Certificate Coordinator will route the form to the Division of Lifelong Learning.
- Division of Lifelong Learning will assign an Advisor and route the form to the Office of Student Records for processing.

PART 1

Current Academic Information: (list all info)

Program (College) _____

**Plan (Major/Cert) _____

** Are you a current degree seeking student: Yes No

**If the answer is yes, are you dropping your current degree
academic program: Yes No**

PART 2

Update to:

Undergraduate Certificate Program _____

Program Requirement Term _____

Modality of Program * _____

*Online or In Person

Student Must Obtain All Applicable Signatures

Certificate Coordinator Approval: _____ Date: _____

Division of Lifelong Learning Advisor: _____ Date: _____