



Certificate, Concentration, and Minor Authorization Form

INSTRUCTIONS: If a college develops a new certificate, concentration and/or minor, please complete this form and the Dean of the college should submit this form at a Deans' Council meeting. Attach a brief description of the Certificate, Concentration and/or Minor. This description will be used in upcoming catalogs. Please attach a list of required courses or a flow chart for the new certificate, concentration, and/or minor.

After this, Enrollment Services will generate the appropriate code(s) and disseminate the information to the colleges. **NOTE: Certificates, concentrations and minors will NOT appear in Banner NOR on student transcripts until this form has been through the process and submitted to Enrollment Services. These will appear on the students' transcripts for the NEXT graduation period. (no retroactive postings)**

Check one: New Revised End (no longer offered)

College: Architecture Arts & Sciences Engineering Business and IT

Department: _____

Name of Certificate, Concentration, or Minor:

Level: Graduate Undergraduate

Check all that apply: Certificate Concentration Minor

Number of credit hours required:
 Certificate: _____ Concentration: _____ Minor: _____

For Concentrations and Minors ONLY: Is this tied specifically to a degree? (Meaning a student can only earn the concentration or minor if they are in a specific degree program.)

Yes No **If yes, which degree(s):** _____

Authorizations:

Department Chair Signature Date

Dean Signature Date

Provost Signature Date

University Registrar Signature Date