

Departmental Advisor Tutorial: Verification of Minor/Certificate

1 - General Information

UHM Colleges of Arts & Sciences Verification of Academic Minor/Certificate (for currently enrolled classified students only)

I. To Be Completed by the Student and Submitted to the Minor /Certificate Department Prior to Student's GRAD Session

Student ID Number _____ Last name, _____ First Name, _____ Middle Initial _____
 Student's: _____
 College (DO NOT Abbreviate) _____ Degree _____ Major _____
 Minor/Certificate: _____ Total Credit Hours: _____
 (circle which option)

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

Course Number	Credits	Grade	Semester Taken	Course Number	Credits	Grade	Semester Taken

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 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 pull 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 Goldenrod and have student submit at Colleges of Arts & Sciences Student Academic Services.
2. Keep a copy for departmental records.

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 confirm 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.

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2 - Part 1: Student's information

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.

UHM Colleges of Arts & Sciences
Verification of Academic Minor/Certificate
(for currently enrolled classified students only)

**I. To Be Completed by the Student and Submitted to the Minor /Certificate Department
Prior to Student's GRAD Session**

1234-1234 <small>Student ID Number</small>	Student, <small>Last name,</small>	Sampl <small>First Name,</small>	E. <small>Middle Initial</small>
Student's: Arts & Sciences <small>College (DO NOT Abbreviate)</small>		BA <small>Degree</small>	Sociology <small>Major</small>

Minor/Certificate: Minor Certificate
(circle which option)

American Studies Total Credit Hours: 15

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

Course Number	Credits	Grade	Semester Taken	Course Number	Credits	Grade	Semester Taken

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

Sampl E. Student *December 10, 2008*

Student's Signature Date

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3 - Part II: Minor/Certificate department approval

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

Enter dept.
GPA
requirement

- ✓ Instruct the student to meet with their major department advisor to complete Part III.

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4 - Part III: Major department approval

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.

<i>Grey T. Mentor</i>	Grey T. Mentor	<i>Grey T. Advisor</i>
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.

CASSAS revised 5/07

- ✓ Instruct the student to turn in the signed original at QLC #113, along with their Goldenrod, and sign up for a GRAD Session.

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8 - Additional Notes

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 our IDA phone line: 956-8755, ext. 2

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](#)