Graduate Programs -- Fayetteville State University
MASTER'S DEGREE TO CERTIFICATE CHANGE FORM (INVOLUNTARY DISCONTINUED)

TO: Graduate Coordinator/Program Director

FROM: _____ _____
Student's Name BANNER ID

I am submitting this petition for consideration to be awarded a certificate in
My status as a master's degree seeking student in the
program has ended due to

I understand that if this request is approved a statement will appear on my transcript noting that I was not awarded the master's degree in the _____ program.

I understand that all previously earned credits and grades for the master's degree will remain on my record. I may be required to enroll in additional course credits to meet the requirements for the certificate as indicated on the certificate program of study.

_____ _____
Signature: Student **Date**

TO: Dean of School/College

The above named student's status as a master's degree seeking student in the
_____ program has ended due to
_____.
The graduate faculty is recommending the award of a certificate, upon the successful completion of the requirements for the certificate. An updated program of study is attached.

_____ _____
Signature: Graduate Program Coordinator **Date**

_____ _____
Signature: Department Chair **Date**

For Registrar Use

TO: Registrar
RE: Transcript comment
Please add the following comment to the above named student's transcript:

"Master's degree not awarded. Certificate awarded _____ _____ _____"
Month Day Year

_____ _____
Signature: Dean of School/College **Date**
C: Department Registrar
Approved by FSU Graduate Council on October 29, 2015