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

TO: Graduate Coordinator/Program Director

FROM: _____ _____
Student's Name BANNER ID

I am submitting this request to change my degree status from master's degree seeking to certificate.

I understand that if this request is approved, it ends my status as a master's degree seeking student in the _____ program. 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. Any grades of "IP" assigned for thesis-related courses will be changed to "S" or "U" as appropriate by the professor of record through submission of a grade change form to the Registrar's Office. If enrolled in a thesis course for the current term, I may drop the course prior to the last day to drop a graduate course according to the published academic calendar. A statement will appear on my transcript noting the transfer from the master's program to the certificate program with the effective month, day and year.

_____ _____
Signature: Student **Date**

TO: Dean of School/College

A change from the master's degree to certificate is approved for the above named student. The student has been advised of the academic consequences of making this change. 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:

"Transferred from master's degree to certificate effective _____ _____ _____"
Month Day Year

_____ _____
Signature: Dean of School/College **Date**

C: Department Registrar

Approved by FSU Graduate Council on October 29, 2015