



EASTERN CONNECTICUT STATE UNIVERSITY

Declare/Drop Certificate Program

(Submit to Registrar's Office once complete. **Form does not need to be completed if submitting request from Eastern Email**)

Undergraduate Certificate Policy

1. An undergraduate certificate is a credential that is conferred upon the satisfactory completion of a postsecondary education program of study.
2. An undergraduate certificate program may be completed as a stand-alone program or concurrently with a bachelor's degree program. Unless otherwise specified, all undergraduate academic policies and procedures apply to undergraduate certificate students.
3. An undergraduate certificate consists of 9-15 hours of coursework/course credit.
4. Any course credit obtained as part of a certificate may be applied to either a major or minor within a degree program. There is no limit on the number of courses that can apply both to a certificate and a degree.
5. Certificates are intended to be "stackable," such that a course taken may apply to more than one certificate simultaneously, and multiple certificates may be obtained on the way to an undergraduate degree.
6. Students taking courses within a program who wish to declare a certificate must do so before completing the final course in the program.
7. Certificate seeking students must receive grades of "C-" or better in all courses required for the certificate and maintain a minimum certificate GPA of 2.0 unless otherwise specified.
8. Certificate courses may **NOT** be taken on a Credit/No Credit basis.
9. At least six (6) certificate credits must be completed at Eastern. Individual certificate programs may have additional requirements.

Name _____ Eastern ID _____

Change to be made: Add Certificate ____ Drop Certificate ____ If multiple changes, specify below

Certificate program(s) (see below) _____

Coordinator Signature _____ Date _____

Student Signature _____ Date _____

Undergraduate Certificates:

Department:

Emergency Services and Public Safety	Sociology, Criminology, Anthropology and Social Work
Geospatial Technology	Environmental Earth Science
Victim Services and Advocacy	Sociology, Criminology, Anthropology and Social Work