Certificates are not currently “declared” online, and are not monitored by the Registrar’s Office, but their completion is noted on students’ transcripts – this form insures consistent and accurate recording.

**Action Requested**

**Department(s):** Management and Marketing  
(Primary contact department listed first)

**Contact Person:** Tim Vaughan  
**Position/Title:** Associate Dean

- [ ] New Certificate  
- [x] Dropping a Certificate  
- [ ] Change of Title  
- [ ] Certificate existed prior to Fall 2000

**Effective Year and Term for Implementation of Action**  
- **Year:** 2015  
- **Term:** Fall

**Certificate Information**

**Title (25 spaces):** Business Essentials

**Division:**  
- [x] Undergraduate only  
  (Requires approval by APC*)  
  APC approval date _______  
- [ ] Graduate Only  
  (Requires approval by GC*)  
  GC approval date _______

**Certificate Description (unofficial):**

**Signature Section**

**Prepared or Initiated by:** ____________________________  
**Date:** __________________

**Associate Vice Chancellor:** ____________________________  
**Date:** __________________

**VC/Provost:** ____________________________  
**Date:** __________________

---

*GC = Grad Council, APC = Academic Policies Committee

S://Forms/Certificate Master Form.doc