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):** Health and Aging Services Administration

**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:** __________________

**Registrar’s Office Use Only**

**Program Code:**

**ROUTING:** Original-TLA, cc: BA, SM, Degree Review

*GC = Grad Council, APC = Academic Policies Committee*

S://Forms/Certificate Master Form.doc