Request for Late/Corrected Degree Certification or Exception

This form replaces the previous forms, '*Request for Degree Certification Exception*' and '*Degree Certification Correction*' and is only to be submitted by the Graduation Analyst, Dean, or Chair of the Department.

Please indicate the purpose of the request and list the student's degree **EXACTLY** as it should appear in the system, along with a detailed explanation for the late certification, correction, deletion, or exception. If the purpose of the request is in regard to an exception, you must also enter your explanation in the notes section of UMdegree if Undergraduate, or on SPACMNT if Graduate Level.

Type of Request (Select One) ☐ **Late Certification** ☐ **Correction** ☐ **Deletion** ☐ **Exception**

Student I.D. Number	Student's Name (Print)	Date of Birth

Degree Should Appear As: ☐ **Undergraduate** ☐ **Graduate**

Graduating Term	Graduation Date	Degree (ie: AS-BS)	Overall Hrs.	GPA	NCATE ☐Y ☐N	Thesis/Diss. ☐Y ☐N Hrs. _____	Honor Code	Additional Honors

Major Code	Major Description	Conc. Code	Concentration Description

Major Code	Major Description	Conc. Code	Concentration Description

Minor Code	Minor Description	Minor Code	Minor Description

Reason for Request:

Please elaborate:

Undergraduate Approval (No Stamped Signatures)

Signature of Chair or Dean
/
Printed Name   *Date*

Graduate Approval (No Stamped Signatures)

Signature of Dean
/
Printed Name   *Date*

Submitted by:

/
Graduation Analyst   *Date*

Processed by:

/
Registrar's Office Representative   *Date*

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