

FAYETTEVILLE STATE UNIVERSITY

GRADUATE SCHOOL

MASTER'S DEGREE TO CERTIFICATE CHANGE FORM (INVOLUNTARY DISCONTINUED)

TO: Graduate Coordinator/Program Director

FROM: \_\_\_\_\_

Student's Name

\_\_\_\_\_

Banner ID

I am submitting this petition for consideration to be awarded a certificate in \_\_\_\_\_

My status as a master's degree seeking student in the \_\_\_\_\_  
program has ended due to \_\_\_\_\_.

I understand that if this request is approved a statement will appear on my transcript noting that I was not awarded the master's degree in the \_\_\_\_\_ program. I understand that 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.

\_\_\_\_\_

Signature: Student

\_\_\_\_\_

Date

TO: College Dean

The above named student's status as a master's degree seeking student in the \_\_\_\_\_ program has ended due to \_\_\_\_\_. The graduate faculty are recommending the award of a certificate, upon the successful completion of the requirements for the certificate. An updated program of study is attached.

\_\_\_\_\_

Signature: Graduate Coordinator/Program Director

\_\_\_\_\_

Date

\_\_\_\_\_

Signature: Department Chair/Associate Dean

\_\_\_\_\_

Date for Registrar Use

TO: Registrar

RE: Transcript comment

Please add the following comment to the above named student's transcript:

"Master's degree not awarded. Certificate awarded \_\_\_\_\_."
Month Day Year

\_\_\_\_\_

Signature: College Dean

\_\_\_\_\_

Date

Note: The college dean will inform the student, department chair/associate dean, and Office of the Registrar of the outcome of the request.

Approved by the SACSCOC Liaison January 29, 2021