Checklist for Revised Graduate Certificate Proposals

✓ Cover Letter
  ✓ Include the names of all departments who plan to offer the certificate.
  ✓ Identify one primary administrating department.

✓ Revised Proposal

✓ Existing Proposal (please make sure the revised and existing proposal are each on their own page)

✓ EC/CC Forms (if needed) http://registrar.mst.edu/currcom/forms/

✓ If revision includes a graduate certificate title change, a PC Form must be included http://www.dhe.mo.gov/academic/formpc.php

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NOTES:

- Use templates provided at http://grad.mst.edu/faculty/certificates/
- Cover letter and revised certificate proposal should be sent to the Vice Provost and Dean of respective College for approval and signature first.
- If you have any questions about any of these instructions, please contact the Office of Graduate Studies.