

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>

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.