



**REQUEST TO ADD, REMOVE, OR VALIDATE COMPLETION OF
AN UNDERGRADUATE CERTIFICATE**
ARIZONA STATE UNIVERSITY
UNIVERSITY REGISTRAR SERVICES

PLEASE TYPE/PRINT LEGIBLY.

NAME (Last, First, Middle)		10 DIGIT ASU ID #	DAYTIME PH. #
CERTIFICATE CAMPUS	CERTIFICATE COLLEGE Public Service	CERTIFICATE TITLE	
CERTIFICATE CAT YR.	CERTIFICATE CODE (EX: LAPOSCERI) HSRTMUERT	Special Events Mgmt Certificate	

- ADD Certificate (in progress with certificate requirements)
- REMOVE Certificate (no longer pursuing certificate)
- COMPLETED Certificate (all certificate requirements have been completed)
Semester all requirements were completed

I have reviewed a degree audit report showing the requirements for the certificate listed on this form. I understand that it is my responsibility to meet these requirements.

STUDENT SIGNATURE 	DATE 3-19-18	ADVISOR SIGNATURE 	DATE
DEPARTMENT APPROVAL (IF APPLICABLE) 	DATE 3-19-18	COLLEGE/ACADEMIC UNIT APPROVAL 	DATE

Completion of undergraduate certificate requirements is verified using the Degree Audit Reporting System (DARS) and/or by approval from the academic unit. Students should monitor their progress to certificate completion using the Degree Audit Reporting System (DARS) and to see an academic advisor as needed. Students may request degree audit reports by logging in to My ASU: <http://my.asu.edu>