

Removal of Degree Certification Form

This form, when signed, verifies that the below named student should **not** be certified for the degree(s), major(s), or minor(s) listed below. If a diploma has already been distributed, the department shall contact the student to make sure the diploma is returned.

Return this form to the University Registrar's Office.

STUDENT INFORMATION

Student Andrew ID: _____ - OR - Student Card ID Number: _____
Student Name: _____
Last First MI

DEGREE INFORMATION

Note: Only list degrees/majors/minors **to be removed/not certified**.

Primary Degree: _____
Example: Master of Science in Computer Science
Certification Date (select one): **May** **August** **December** **Year** _____
(example 2006)

Additional Major(s): _____
Applicable to undergraduates only.
Certification Date (select one): **May** **August** **December** **Year** _____
(example 2006)

Minor(s): _____
Applicable to undergraduates only.
Certification Date (select one): **May** **August** **December** **Year** _____
(example 2006)

Reason for Removal of Certification (REQUIRED): _____

DATA REMOVAL

Check the box below if the degree/major/minor should be **removed** from S3. *If unchecked, we will set it as "In Progress."*

Remove data from S3

HONORS

Applicable to undergraduates and Tepper School of Business master's graduates only.

Select all that apply (i.e., should be **removed**):

Honors Thesis (yes/no)? _____
University _____ **College** _____

REQUIRED SIGNATURE AND CONTACTS

Print Department Contact Name: _____ Phone: _____
Print Department Head Name: _____ Date: _____
mm/dd/yyyy
Department Head Signature: _____

URO USE ONLY

Processed: _____ Date: _____