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| Certificate Addition/Modification Action Form |
| **1. Date:** Click here for Date |
| **2. Type of Action (check one):** |
| [ ]  **Add Certificate\*** [ ]  **Modify courses†** [ ]  **Modify total credits‡** [ ]  **Add Electives\*** |
| **3. Certificate Title:** Certificate Title | **Certificate Number:** Certificate Number |
| **4. How many courses are included in this certificate addition/modification:** How many? |
| *List all courses to be added/modified/deleted on the next page of this form.* |
| **5. Department:** Department |
| **6.** [ ]  **Department Chair’s Letter of Support describing curriculum action attached.** |
| **7. Department Chair’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_** |
|  *Please submit this signed form to Associate Dean for Curriculum for further processing.* |
| **8. Submitted to the NCC: \_\_\_/\_\_\_/\_\_\_** |
| **9. A. NCC Action: \_\_\_/\_\_\_/\_\_\_** |
|  **\_\_\_\_ Vote to Recommend Approval** |
|  **\_\_\_\_ Vote to Recommend Approval - Revisions Necessary Revisions received: \_\_\_/\_\_/\_\_\_** |
|  **\_\_\_\_ No vote taken - Returned for Revision Revisions received: \_\_\_/\_\_/\_\_\_** |
|  **\_\_\_\_ Vote to Recommend Disapproval** |
|  **Comments:** |
|  |
|  **B. NCC Action: \_\_\_/\_\_\_/\_\_\_ (if resubmitted)** |
| **10.** [ ]  **NCC Chair’s Letter describing final NCC recommendation received.** |
| **11. NCC Chair’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_** |
| **12. Submitted to the Dean through the Associate VP for Academic Affairs (AVPAA): Date: \_\_\_/\_\_\_/\_\_\_** |
| **13. AVPAA’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_** |
| **14. Dean’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_** |
| **15. Submitted to Provost/Vice Provost with letter from Dean: Date: \_\_\_/\_\_\_/\_\_\_** |
| **16. Submitted to NYSED via Provost/Vice Provost: Date: \_\_\_/\_\_\_/\_\_\_ Approval Date: \_\_\_/\_\_\_/\_\_\_** |
| **17. Submitted to NTID Student Records/Registrar: Date: \_\_\_/\_\_\_/\_\_\_ After NYSED Approved Date: \_\_\_/\_\_\_/\_\_\_** |
| ***\**** *Approvals: Dept., NCC, AVPAA, Dean, ICC/Grad Council, Academic Senate, Provost/Vice Provost, NYSED*, *NTID Registrar* |
| **†***Approvals: Dept., NCC, AVPAA, NTID Registrar* |
| **‡** *Approvals: Dept., NCC, AVPAA, Dean, ICC/Grad Council (FYI only), Provost/Vice Provost, NYSED*, *NTID Registrar* |

### Certificate Addition/Modification Action Form *(continued)*

**List all courses to be added/modified/deleted from the certificate:**

|  |  |  |
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| **Select Add, Modify,** **Delete from cert - keep active in SIS,****Delete from cert & Deactivate in SIS** | **Course Title** | **Course Number** |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
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| Select |  Course Title |  Course # |
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| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |