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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:**

|  |  |  |
| --- | --- | --- |
| **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 # |
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