

Date Received: _____

Received By: _____

Date Processed: _____

Certificate/Minor Declaration

Certificates and minors are supplemental credentials completed alongside the primary degree and cannot substitute for primary major requirements. They are subject to the rules outlined in the [Academic Catalog](#). A student must be a Baccalaureate degree seeking with a minimum of 45 hours of completed coursework towards their primary degree with an overall cumulative GPA of 2.50 or higher. **Certificates and Minors cannot extend a student's expected term of graduation.**

LAST NAME: _____ FIRST NAME: _____

BANNER ID: _____ EMAIL: _____@floridapoly.edu

DECLARING: ☐ Minor ☐ Certificate NAME OF MINOR/CERTIFICATE: _____

PRIMARY MAJOR: _____

Certificate/Minor Requirements

General Requirements:

- Most minors/certificates require between 12 & 18 credit hours with at least 5 credit hours at the 3000/4000 level. At least 3 credit hours of minor/certificate coursework must be unique and not be counting towards the student's declared major(s). Overlap with a major's unrestricted electives does not count against this limit.
- Students must maintain a minimum cumulative GPA of 2.0 within the minor/certificate coursework to be eligible for completion. A grade of C- or better is required for every course applied towards the minor/certificate.
- Failure to meet any of the above requirements may result in administrative removal of the certificate or minor.
- Students must have enrolled for at least one semester before declaring a minor or certificate.
- Some major/minor and major/certificate combinations are prohibited. Refer to the Academic Catalog for restrictions.
- Each certificate or minor may have additional rules or guidelines which can be found in the [Academic Catalog](#).

Certificate Requirements Only:

- At least 50% of coursework must be completed at Florida Poly.
- Students cannot declare a certificate after completion of 75 earned credit hours.
- **Lean Six Sigma Certificate:** A grade of "B" or better is required in each of the four Lean Six Sigma certificate courses (MAC 2312, STA 3032, EIN 4221, EIN 2004).

Student Acknowledgement

I understand the [rules and requirements](#) that come with pursuing a minor or certificate, and that non-completion of a certificate or minor may affect my financial aid eligibility and may result in excess credit hour fees for courses taken that do not apply to my degree program.

STUDENT SIGNATURE: _____ DATE: _____

Primary Major Department Chair Approval

By signing this form, I acknowledge that I have reviewed the above student's eligibility and confirm this change does not extend the student's time to graduation.

DEPT. CHAIR SIGNATURE: _____ DATE: _____

NOTES: