

STUDENT INFORMATION

Name:	Brock Student ID Number:
Brock Email: @brocku.ca	Telephone Number:
Student Signature:	Date:

REQUIREMENTS:

University regulations require minimum of 2 courses, 1.0 credit in length than a certificate and providing distinctive relevance in a specific area of study/focus. Credits earned toward a micro-certificate may be counted toward the requirements of a certificate or degree program if applicable to that program.

In recognition of specialized focus, admission requirements for micro-credentials may differ from certificate programs. Requests for a declaration of a micro certificate must be approved by the Centre/Department.

Please allow five (5) to seven (7) business days for requests to be processed. Inquiries may be sent to records@brocku.ca.

A copy of this form will be sent to the student's Brock email account for requests that have not been approved by the Centre/Department. Please see additional guidelines below.

MICRO CERTIFICATE SOUGHT: (Please choose from micro credentials listed in the undergraduate calendar at brocku.ca/webcal/current/undergrad/degr.html)

Micro Certificate:

CENTRE/DEPARTMENT

APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	Chair/Director's signature:	
Date:			

FOR OFFICE USE ONLY:

Effective date of change:	Signature:
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GUIDELINES FOR DECLARING A MICRO CERTIFICATE:

An application to declare a micro certificate must be approved by the appropriate Department/Centre. Please ensure that you check the appropriate Undergraduate Calendar at: <https://brocku.ca/webcal/current/undergrad/> for specific requirements and progression standards.

It is strongly recommended that you book an advising appointment with the appropriate Faculty, Department, or Program Advisor prior to submitting your application to discuss eligibility. For a complete list of Academic Advisors, please refer to: brocku.ca/academic-advising/find-your-advisor/ To allow timely consideration.

PROTECTION OF PRIVACY

The information on this form is collected under the authority of The Brock University Act, 1964 and in accordance with the Freedom of Information and Protection of Privacy Act ("FIPPA"). The information is used for the academic, administrative, and statistical purposes of the University. This information is protected and is being collected in accordance with the Freedom of Information and Protection of Privacy Act. Questions regarding the collection or use of this personal information, should be directed to the University Registrar at Brock University in ST 301, or at 905-688-5550, x3052 or at www.brocku.ca/registrar.