

**UNIVERSITY OF PITTSBURGH  
SCHOOL OF EDUCATION  
ACADEMIC POLICIES AND PROCEDURES**

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**TITLE OF POLICY:**        **MINOR VERIFICATION**

**DATE APPROVED:**        MARCH 2012

**POLICY:**

The minor and/or certificate degree is an accomplishment that goes beyond the minimum degree requirements. The minor (certificate) identifies the acquisition of additional skills, knowledge, and abilities that are included in the student's transcripts.

However, obtaining the minor or certificate requires a verification process that goes beyond the general requirements of completing the focused series of courses. The process requires a final step for verifying the completion of the minor program.

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**PROCEDURE:**

During the student's final term of study, the student is required to send a copy of their transcripts to the Dean's Office in the School of Education. An email link is provided below, so students may submit their transcripts by email to the following address:        [gal@pitt.edu?subject=Minor Verification](mailto:gal@pitt.edu?subject=Minor%20Verification)

After verifying the student's completion of the minor and/or certificate program, the dean's office will send a return message of verification.