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**PITTSBURG STATE UNIVERSITY**

**CONTINUING EDUCATION ACTIVITY/EVENT NOTIFICATION FORM**

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Have you read the Continuing Education activities policy located at [www.pittstate.edu/office/graduate/continuing-studies.dot](http://www.pittstate.edu/office/graduate/continuing-studies.dot) Yes      No

Title of your activity/event: \_\_\_\_\_

Date of the activity/event: \_\_\_\_\_

Name and title of the PSU organizer/co-organizer: \_\_\_\_\_

Name and title of the PSU Administrator Approver: \_\_\_\_\_

Brief description of activity/event:

Are the participants:

Students:                      Yes              No

Non-Students:                Yes              No

Faculty:                        Yes              No

Briefly describe if funds/fees will be collected:

Have relevant links for registration and payment collection been created?      Yes      No

Signature of Organizer/Co-organizer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Administrator Approver: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Please return to Graduate and Continuing Studies \_\_\_\_\_

Signature of Graduate and Continuing Studies Dean: \_\_\_\_\_ Date: \_\_\_\_\_