

26/27 Faculty Senate Request for New Emphasis/Minor/Certificate

New Minor/Emphasis/Certificate – **REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.**

- Used to create new Minors/Emphases/Certificates
- CAN require **KBOR** approval or notification.
- Approved requests become effective in the next academic catalog.
- **NEW - You will need to contact the Accreditation Liaison office and attach documentation.**

Effective Date: FALL 2027

Submission Date:

Department:

College of:

Contact Person:

Proposal for a New:

Modality of Program:

Title of new Minor/Emphasis/Certificate:

Emphasis Major (if applicable) :

Minor Required:

1. Purpose/Justification for New Minor/Emphasis/Certificate:

2. Will this affect any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before uploading to "Approved College Curriculum Legislation" in SharePoint.

3. Does this relate to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent University?

If "yes", please provide an explanation and attach all documentation (emails) between departments.

4. Does this new minor/emphasis/certificate meet University catalog definitions?
These can be found at bottom of this page.
5. Will additional resources or costs be required?
If so, what will be needed?
6. Describe the program assessment plan:

Enrollment targets -

Outcome expected and process to evaluate -

Plan to discontinue if enrollment targets not met -

Questions for certificate only:

If you have questions, contact the Financial Aid Office, 4240.

If "yes" to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education Approval.

Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines?

Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student?

Definition of an Emphasis

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

Definition of a Minor

Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

Definition of Certificate Program

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

Authorization Sign-Off Sheet

Name of New Emphasis/Minor/Certificate:

Checklist: Check once verified.

- ☐ Reviewed with Accreditation Liaison Office
- ☐ Required fields completed.
- ☐ Listed courses are currently active
- ☐ Course Id's match Course names.
- ☐ Course hours are correct.
- ☐ Meets 120 credit hour minimum.
- ☐ Academic Planning Excel Attached
- ☐ KBOR Forms Attached, if applicable

Department Curriculum Committee

Date: _____ Signature: _____

Department Chair/Director

Date: _____ Signature: _____

College Curriculum Committee

Date: _____ Signature: _____

Dean of College

Date: _____ Signature: _____

Council for Teacher Education (if applicable)

Date: _____ Signature: _____

University Undergraduate Curriculum Committee

Date: _____ Signature: _____

Faculty Senate Recorder

Date: _____ Signature: _____

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Following Faculty Senate Approval, submit sign off sheet and final complete package, in electronic format, to the office of the provost (220 Russ) for forwarding to KBOR for approval (must be entered into KBOR PI/CIP system at time of submission).

The Provost's Office will notify the department, college and Registrar of the completion of the approval process.