

PITTSBURG STATE UNIVERSITY  
Office of Graduate and Continuing Studies  
Request for Creation of Certificate

Department of \_\_\_\_\_ College \_\_\_\_\_ Date Submitted \_\_\_\_\_

Effective Date \_\_\_\_\_ Certificate Name \_\_\_\_\_

Certificate Description/Rationale:

\*\*Attach Certificate Curriculum

**Additional Questions:**

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? (Can the certificate be completed in one year?)                      Yes                      No
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student?                      Yes                      No

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

Date \_\_\_\_\_ Signature, Departmental Curriculum Committee Chairperson \_\_\_\_\_

Date \_\_\_\_\_ Signature, College Curriculum Committee Chairperson (if applicable) \_\_\_\_\_

Date \_\_\_\_\_ Signature, Council for Teacher Education Chairperson (if applicable) \_\_\_\_\_

Date \_\_\_\_\_ Signature, Dean of College \_\_\_\_\_

Date \_\_\_\_\_ Signature, Graduate Council Chairperson \_\_\_\_\_

Approved for effective date: \_\_\_\_\_

Once approved, this information will be submitted to the Registrar's office for catalog changes.