

## Request for New Emphasis/Certificate

Effective Date: FALL 2025

Submission Date:

Department:

College of:

Contact Person:

Session Based:      Yes      No

Proposal for a New:

Modality of Program:

Title of new Emphasis/Certificate:

Major:

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

- Approved requests become effective in the next academic catalog.

1. Purpose/Justification for New Emphasis/Certificate:

2. Will this affect any education majors? *If "yes," this requirement will need approval of the Council for Teacher Education before submitting to Graduate Studies.*

Yes      No

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.*

Yes      No

4. Does this new **certificate** meet University catalog definition? *This can be found at the bottom of page 2.*

Yes      No

5. Will additional resources or costs be required?      Yes      No  
If so, what will be needed?

6. Describe the program assessment plan:

- a. Enrollment targets =
- b. Outcome expected and process to evaluate =
  
- c. 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.***

- 1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines?
  
- 2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student?

**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

**Checklist: Check once verified.**

- Required fields completed.
- Listed courses are currently active
- Course Id's match Course names.
- Course hours are correct.

Required 30 hr min, with 15 hrs of 800-899  
**Academic Planning Excel Attached Current  
Program Guide from Online Catalog**  
KBOR Forms Attached, if applicable

-Approved: Department Chair/Director

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

-Approved: College Curriculum Committee

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

-Approved: Dean of College

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

-Approved: Graduate Council Chair

Date: \_\_\_\_\_ Signature: \_\_\_\_\_