Request for New Emphasis/Minor/Certificate

Effective Date: FALL 2025   Submission Date:

Department: College of:

Contact Person:

Proposal for a New: Modality of Program:

Title of new Minor/Emphasis/Certificate:

Major: Minor Required?

New Minor/Emphasis/Certificate – **REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.**
- Used to create new Minors/Emphases/Certificates and CAN require KBOR approval or notification. See KBOR requirements below.
- Approved requests become effective in the next academic catalog.

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 upload to **"College Curriculum Legislation" in SharePoint.***

        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 minor, emphasis, and certificate meet University catalog definitions? *These can be found at 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 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

Checklist

Required fields completed.   Required 120 credit hour minimum met.
Listed courses are currently active   Academic Planning Excel Attached
Course Id's match Course names.   Current Program Guide from Online Catalog
Course hours are correct.   KBOR Forms Attached, if applicable

-Approved: Department Chair/Director
Date: _____   Signature: *Alexander D. Binder*
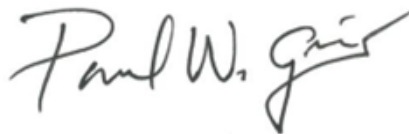
-Approved: College Curriculum Committee
Date: _____12/18/24_____   Signature: *Jennifer Pursley*

-Approved: Dean of College
Date: _____12/18/24_____ Signature: *Paul W. Grimes*

-Approved: Council for Teacher Education (if applicable)
Date: _____ Signature:

-Approved: University Undergraduate Curriculum Committee
Date: _____ Signature:

-Approved: Faculty Senate
Date: _____ Signature, Recorder Faculty Senate:

New Minors Where No Board-Approved Degree Program Exists will need KBOR Approval, it can be found at:
https://www.kansasregents.org/academic_affairs/new_program_approval

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 board 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.

Please Note: This is a 3-month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process.

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

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

Make sure to attach the program guide from current catalog! (For Revised Curriculum)
https://www.pittstate.edu/registrar/catalog

Academic Planning Document for 2025-2026

Major/Emphasis/Minor/Certificate - Entrepreneurship Certificate

Course Prefix	Course Num.	Course Name	Cr. Hr.
		Core Courses -	**12**
ENTR	201	Foundations of Entrepreneurship	3
ENTR	320	Entrepreneurial Marketing	3
ENTR	310	Entrepreneurial Finance	3
		Select 3 hours of Approved Electives from:	3
ENTR	670	Internship in Entrepreneurship (1-3 hours)	
ENTR	510	Gorilla Consulting (1 hour, repeatable up 3 times)	
		Total Credit Hours -	**12**
		Minor -	
		General Educaton, 34-35 hours -	
		Total Credit Hours:	**12**

Be sure all information is correct and courses are active before submitting.

Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.

Your legislation will be returned if either is found.