

## Curriculum Revision Form

Effective Date: FALL

Submission Date:

Department:

College of:

Contact Person:

Minor Required?

Major/Minor/Emphasis/Certification Name:

*If selection is "Deletion" complete questions 2, 3, & 4, then complete signatures.*

**Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.**

Used to change program name and/or curriculum, effective the upcoming academic catalog.

Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe your Changes:

2. Rationale for change, including changes to curriculum objectives:

3. Will this change 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

4. If this change affects any other department on campus, **please attach any email notifications between departments.**

5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

Yes                      No

6. Will additional resources or costs will be required?

Yes                      No

If so, what will be needed?

**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.



# Kansas Insurance Certificate

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## Required Courses (12 hours)

FIN-208 Introduction to Risk Management and Insurance (3 hours)

FIN-210 Financial Planning (3 hours)

## Select two of the following:

ACCTG-411 Individual Taxation (3 hours)

AT-562 Damage Analysis, Estimating, and Insurance Appraisal (3 hours)

FIN-623 Financial Institutions and Markets (3 hours)

MGT-310 Business Statistics (3 hours)

MKTG-450 Personal Selling and Sales Management (3 hours)

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Revised: 10/09/2024

**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 - Financial Services Certificate

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Core Courses -</b>			<b>12</b>
FIN	208	Introduction to Risk Management and Insurance	3
FIN	210	Financial Planning	3
		Select 6 hours from:	6
ACCTG	411	Individual Taxation	
AT	562	Damage Analysis, Estimating, and Insurance Appraisal	
ECON	430	Money and Banking	
FIN	623	Financial Institutions and Markets	
FIN	671	Internship in Financial Services	
MKTG	450	Personal Selling and Sales Management	
QBA	210	Business Statistics	
<b>Total Credit Hours -</b>			<b>12</b>
<b>Minor -</b>			
<b>General Education, 34-35 hours -</b>			
<b>Total Credit Hours:</b>			<b>12</b>

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.