



EAST TENNESSEE STATE UNIVERSITY

To: Catherine A. Morgan, Director of Student Financial Aid

From:

Date:

RE: Seeking Aid Approval for New Graduate Certificate Program

This Memorandum serves as official request to add a newly approved graduate certificate to ETSU’s Electronic Application to Participate in Federal Aid Programs (EAPP) for review and subsequent approval for federal financial aid. Documentation required to support the request is identified below and attached.

- Copy of Graduate Certificate Proposal (submitted through curriculog)
- Copy of submitted THEC Policy A1.5A Academic Actions Notification (if less than 24 credits)
- Document outlining course offerings (example below). NOTE: Courses offered in 5 or 7 week blocks may not meet requirements for federal approval.

Health Care Management Graduate Certificate						
	Term 1	Term 2	Term 3	Term 4	Term 5	
HSMP 5525	Spring					
HSMP 5550		Fall				
HSMP 5530			Spring			
HSMP 5050			Spring			
HSMP 5590				Fall		
Elective					varies	