

**Degree/Certificate/Major/Minor/Concentration Cover Sheet**

Date: 01/28/2021

Institution: Purdue

Campus: Fort Wayne

School or College: College of Professional Studies

Department:

Location: Online      50% or more online: Yes  No 

County: Allen

Type: New Stand-Alone Certificate

Program name:

Post-Baccalaureate Certificate in Nonprofit Management

Graduate/Undergraduate: Graduate

Degree Code: Other

**Brief Description:**

The Department of Criminal Justice and Public Administration proposes an online Post-Baccalaureate Certificate in Nonprofit Management. The Post-Baccalaureate Certificate in Nonprofit Management will consist of twelve (12) graduate credit hours delivered through four (4) existing courses within the Master of Public Administration (MPA) program. The Post-Baccalaureate Certificate in Nonprofit Management program would be administered by Dr. Nurgul Aitalieva, the MPA director.

**Rationale for new or terminated program:**

Fort Wayne is the second-largest city in Indiana, with an estimated population of over 268,000; Allen County has an estimated population of more than 379,000 people. According to the TaxExemptWorld, Allen county has more than 3,000 nonprofit organizations in existence at the present time (<https://www.taxexemptworld.com/organizations/allen-county-in-indiana.asp>). There is clearly a critical mass of potential students in this particular field of public service. The Post-Baccalaureate Certificate in Nonprofit Management program will allow practitioners and professionals working in nonprofit and government sectors with the Bachelor's degree to complete the required work without having to earn a Master's degree. This certificate program will also allow students without an MPA degree who enroll in the certificate program to apply to the MPA program, and receive 12 hours of credit toward the degree.

CIP Code: 52.0206

Name of Person who Submitted Proposal:

Dr. Nurgul Aitalieva

Contact Information (phone or email): aitalien@pfw.edu

**TITLE PAGE FOR GRADUATE  
CERTIFICATE PROPOSAL**

INSTITUTION: Purdue University

CAMPUS: Fort Wayne

COLLEGE: College of Professional Studies

DEPARTMENT/SCHOOL: Criminal Justice and Public Administration

CERTIFICATE PROGRAM TITLE: Post-Baccalaureate (Graduate) Certificate in Nonprofit  
Management

CERTIFICATE TYPE:  POST-BACCALAUREATE CERTIFICATES

These programs generally require 12-29 credits of graduate-level academic work; all students enrolling in these programs must have completed their baccalaureate degrees.

POST-MASTERS CERTIFICATES

These programs generally require 12-18 credits of graduate-level academic work; all students enrolling in these programs must have completed their Master's degrees.

METHOD OF DELIVERY:  On Campus

Via Distance Learning

Online

SUGGESTED CIP CODE: 52.0206

Fall Semester 2021

PROJECTED DATE OF IMPLEMENTATION:

## Request for a New GRADUATE Certificate Program

Campus: Purdue University Fort Wayne

Proposed Title of Graduate Certificate Program: Post-Baccalaureate Certificate in Nonprofit Management

Projected Date of Implementation: Fall 2021

TYPE OF CERTIFICATE: (check one)

POST-BACCALAUREATE CERTIFICATES – These programs generally require 12-29 credits of graduate-level academic work; all students enrolling in these programs must have completed their baccalaureate degrees.

POST-MASTERS CERTIFICATES –These programs generally require 12-18 credits of graduate-level academic work; all students enrolling in these programs must have completed their Master’s degrees.

I. Why is this certificate needed? (Rationale and purpose, including market research)

Fort Wayne is the second-largest city in Indiana, with an estimated population of over 268,000; Allen County has an estimated population of more than 379,000 people. According to the TaxExemptWorld, Allen county has more than 3,000 nonprofit organizations in existence at the present time (<https://www.taxexemptworld.com/organizations/allen-county-in-indiana.asp>). There is clearly a critical mass of potential students in this particular public service field. The Post-Baccalaureate Certificate in Nonprofit Management program will allow practitioners and professionals working in nonprofit and government sectors with a Bachelor’s degree from an accredited institution to complete the required work without having to earn a Master’s degree.

II. In narrative form, explain the major topics to be covered in the curriculum of the certificate.

The curriculum of the Post-Baccalaureate Certificate program will cover important policies, perspectives and issues germane to the nonprofit sector. Particular emphasis will be placed on fund development, grant administration, and management.

The proposed Post-Baccalaureate Certificate program will consist of twelve (12) graduate credit hours delivered through four existing courses within the Master of Public Administration (MPA) program. (Please see Question IX below for a list of courses.)

III. What methods of delivery will be used for this program (check all that apply)?

- Residential
- Hybrid
- Online

If hybrid or online, please respond to the following prompts/questions:

a. What technologies will be used to give students access to instruction?

The program will use D2L Brightspace – Purdue’s learning management system.

- b. If the program is being offered residential and digitally (hybrid and/or online), the curriculum offered identical

N/A

- c. If applicable, explain how students will complete labs, studios, clinicals, etc.

N/A

- d. Who will administer the online program via Purdue Online? Specify PFW program coordinator or outside vendor/contact person.

The program would be administered by the Department of Criminal Justice and Public Administration faculty under the direction of Dr. Nurgul Aitalieva, the MPA director.

- IV. How does this certificate complement the university’s/department’s/school’s strategic plan(s)?

The Post-Baccalaureate Certificate in Nonprofit Management will share the same core purpose as the MPA program to produce graduates who are committed to public service and have the theoretical foundations and skill sets that will enhance contributions to their organizations and agencies. This Certificate program will also share the Purdue University Fort Wayne strategic plan’s goals of cultivating an affirming campus climate that embraces a culture of mutual understanding, equity, and respect. The Certificate program will actively pursue community engagement through partnerships with regional, state and national constituents.

- V. Describe any innovative features of the program (e.g., involvement with local or regional agencies, or offices, cooperative efforts with other institutions, etc.).

The Post-Baccalaureate Certificate will continue the MPA programs’ focus on involvement with local and regional agencies, extending to this new audience.

- VI. Describe any relationship to existing programs on the campus or within the university.

Current MPA program students have two concentration choices: Nonprofit Management and Public Administration & Policy. The proposed certificate program would require the completion of the same 12 credit hours as in the concentration. Students enrolled in the MPA program would NOT be eligible for the Certificate. However, the Certificate will be “stackable” with the MPA. In other words, students can complete the Certificate and then apply for admission to the MPA. Once accepted, they will receive 12 hours of credit toward the MPA degree. Thus, the Post-Baccalaureate Certificate program will strengthen enrollment in the MPA program.

There has never been the Post-Baccalaureate Certificate option in the MPA program at the Purdue Fort Wayne campus. As such, it does not conflict with any existing program.

- VII. List the major student learning outcomes (or set of performance-based standards) for the proposed certificate.

The Department of Criminal Justice and Public Administration faculty members have aligned the Post-Baccalaureate Certificate in Nonprofit Management program to the Network of Schools of Public Policy, Affairs, and Administration (NASPAA) standards<sup>1</sup>. Student learning outcomes for the program are listed and aligned to courses on the curriculum map (see Appendix).

- VIII. Explain how student learning outcomes will be assessed (student portfolios, graduate follow up, employer survey, standardized test, etc.) and describe the structure/process for reviewing assessment findings for the purpose of ensuring continuous improvement of the certificate.

In the core competency areas, the graduate certificate students should be able to demonstrate a diverse knowledge and skills base in the areas of leadership, policy process involvement, strategic analysis and action, applied organizational management, and professionalism. Assessment data will provide information on individual and collective candidate performance and on program performance. Assessment will be based upon the Network of Schools of Public Policy, Affairs, and Administration (NASPAA) competencies. To ensure adequacy, all standards and elements will be reviewed and mapped across the following two graduate nonprofit management courses:

- 1) PPOL 52100 The Nonprofit and Voluntary Sector
- 2) PPOL 52500 Management in the Nonprofit

Both quantitative and qualitative data will be captured electronically for regular review for the purpose of program improvement.

It is expected that in the development and teaching the two graduate courses in the program, faculty will include assignments that build candidate understanding of standard elements assigned to that course and monitor candidate progress through course assessment and Signature Assignments. While each element serves to provide specific orientation for each program competencies, faculty will be also encouraged to examine competencies as a whole so as to move elements beyond a checklist and into an integrated approach to public management principles.

It is also expected that candidates view course assessments and Signature Assignments as opportunities to check their learning against program-level competency criteria, for it is through that approach that they can determine areas for personal improvement. Every effort will be made throughout the program to provide meaningful feedback to candidates to assist their self-assessment as candidates are provided their individual performance data.

Descriptive rubrics used in the MPA program evaluate student performance on a four-point scale. For each criterion evaluated, students are scored as either

4. Exceeding Standard (Excellent)
3. Met Standard (Good)
2. Approaching (Standard Fair)
1. Failing Standard (Poor)

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<sup>1</sup> The Network of Schools of Public Policy, Affairs, and Administration is a Washington, D.C.-based non-profit organization. It is an international association of public affairs schools at universities in the United States and abroad. Source: <https://www.naspaa.org/>

Table 1 describes when the assessment occurs, expected level of achievement relative to the outcome, and the measure used to evaluate student performance.

**Table 1. Overview of the Post-Baccalaureate Certificate Program Assessment**

<b>Program Level Competency</b>	<b>Expected Level of Learning</b>	<b>Measure</b>	<b>When Assessment Occurs</b>
#1. Leadership	Meet standards	PPOL 52500 Signature Assignment & Descriptive Rubric	PPOL 52500 Management in the Nonprofit
#2 Policy Process Involvement	Meet standards	PPOL 52100 Signature Assignment & Descriptive Rubric	PPOL 52100 The Nonprofit and Voluntary Sector
#3 Strategic Analysis and Action	Meet standards	PPOL 52500 Signature Assignment & Descriptive Rubric	PPOL 52500 Management in the Nonprofit
#4 Applied Organization Management	Meet standards	PPOL 52100 Signature Assignment & Descriptive Rubric	PPOL 52100 The Nonprofit and Voluntary Sector
#5 Professionalism	Meet standards	PPOL 52500 Signature Assignment & Descriptive Rubric	PPOL 52500 Management in the Nonprofit

- IX. List all specific program completion requirements, including courses, minimum course GPA, minimum overall GPA, maximum number of transfer credits, maximum time allowed from the completion of the first course, how many courses can be applied to another certificate or program of study, etc.

The Post-Baccalaureate Certificate course of study will require completion of 12 credit hours through four existing courses within the Master of Public Administration (MPA) program.

- 1) PPOL 52100 The Nonprofit and Voluntary Sector (3 credit hours)
- 2) PPOL 52500 Management in the Nonprofit (3 credit hours)
- 3) PPOL 55700 Proposal Development and Grant Administration (3 credit hours)
- 4) PPOL 55800 Fund Development for Nonprofits (3 credit hours)

Only courses with grades of C (2.0) or above will be counted for degree requirements; however, grades below C are used in computing the cumulative GPA, even if a course is repeated and a higher grade is earned. Students enrolled in a certificate program must complete nine (9) of the 12 credit hours in Purdue residency with a minimum cumulative GPA of 3.0 (B) or better.

Students admitted to an MPA program will not be eligible for admission to the certificate program or eligible for the awarding of a certificate. Students enrolled in the certificate program, and who apply to the MPA program, must meet all MPA admission requirements. Students planning to request admission to an MPA program after successfully completing a certificate program should follow the regular application procedure outlined for the degree program. With the approval of the director of graduate studies, up to 12 graduate credit hours of appropriate course work with grades of B or better from the certificate program may be transferred to the MPA program.

X. Describe target audience to be served as well as the goal for the number of participants.

The Post-Baccalaureate Certificate in Nonprofit Management program is a 12-credit-hour program of study in nonprofit management that is flexible enough to be adapted to the needs of pre-career and in-service professionals working in nonprofit and government sectors. Career employees of public and private sector agencies seeking courses in nonprofit management, and especially those changing from professional or technical roles to managerial roles, may find the certificate program beneficial. The goal is for the certificate to start with a minimum of 15 students.

XI. What are the admission requirements? (Explain if they exceed those required by the Graduate School for a) degree prerequisites, b) minimum GPA, c) minimum scores for the TOEFL, TOEFL iBT, and IELTS, if not, restate the requirements of the Graduate School.)

Are students who are currently admitted to a degree program eligible to earn a certificate?

Within their current major	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Outside their current major	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

As stated previously, students enrolled in the MPA program will NOT be eligible for the Certificate, yet students in other Graduate programs would be. In addition, those with undergraduate degrees from a range of content areas would be eligible for admission to the Post-Baccalaureate Certificate program in Nonprofit Management.

Candidates to the Post-Baccalaureate Certificate program in Nonprofit Management would need to have an earned baccalaureate degree from an accredited institution of higher education, submit a Statement of Purpose, one letter of recommendation, and provide transcripts.

XII. List and indicate the resources required to implement the proposed program. Indicate sources (e.g., reallocations or any new resources such as personnel, library holdings, equipment, etc.) of resources.

The Post-Baccalaureate Certificate in Nonprofit Management program would require no new instructional resources due to embedding the certificate completion pathway within the existing MPA program. The only additional resources would be related to any marketing resources needed for either print materials and/ or through the University website.

XIII. Include a Liaison Library Memo

The Liaison Library Memo is attached.

XIV. Include a completed Gainful Employment Certificate Worksheet (Appendix O).

The Certificate is attached.

**Appendix.** Post-Baccalaureate Certificate in Nonprofit Management Course Competency Mapping (12-credit hrs)

I - Introduced indicates that the concepts, knowledge and skills are introduced to students in the course (formative assessment at the course level). E - Expanded and Emphasized indicates that students are provided with opportunities to practice and apply the concepts, knowledge and skills in the course (formative assessment at the course level). A - Assessed indicates that competencies are assessed at the program level (summative assessment for the Program SLOs).			Course Title	\$2500 Manag in the Nonprofit	\$2100 Nonprofit and Volunt Sector	\$5700 Proposal Dev & Grant Admin	\$5800 Fund Devel for Nonprofit
Program-level competencies (PCs) & Student learning outcomes (SLOs)		Key Words & Phrases	Freq	4	6	5	6
<b>PC 1. Each graduate will be competent to lead and manage in public governance</b>							
SLO 1.1	Analyze organizational behavior to improve systems and manage performance	Analyze org behavior	2	I	I		
SLO 1.2	Apply theories that can inform leadership and management in organizations while taking into consideration the political, institutional, legal, and ethical context and other environmental constraints	Apply theories	1	A			I
SLO 1.3	Evaluate intergovernmental and intersectoral relationships, which characterize complex political and economic environments of modern public administration	Evaluate intergov and intersect relationships	2		I	I	
<b>PC 2. Each graduate will be competent to participate in and contribute to the policy process</b>							
SLO 2.1	Utilize the results of appropriate quantitative or qualitative methods to inform decision making and improve the policy process	Utilize the results of appropriate methods	1		A		E
SLO 2.2	Evaluate institutional, legal, and political dynamics of the policy process with the highest ethical standards	Evaluate dynamics of the policy process	2		I		E
<b>PC 3. Each graduate will be competent to analyze, synthesize, think critically, solve problems, and make decisions</b>							
SLO 3.1	Identify and apply appropriate decision tools to support data-informed management, evaluation and policy choices	Identify and apply appropriate decision tools	2		I		E
SLO 3.2	Collect, analyze, interpret, and present data using appropriate models and methods	Collect, analyze, interpret, and present data	1	A		E	
SLO 3.3	Apply systematic research processes to novel problems and produce research in written format	Apply systematic research processes	2	I		I	
<b>PC 4. Each graduate will be competent to articulate and apply a public service perspective</b>							
SLO 4.1	Apply public service values to the management of public and nonprofit organizations	Apply public service values	1				I
SLO 4.2	Demonstrate the ability to use theories, concepts, and practices to manage effectively in complex environments	Demonstrate the ability to use theories, concepts, and practice	1	E	A		
<b>PC 5. Each graduate will be competent to communicate and interact productively with a diverse and changing workforce and citizenry</b>							
SLO 5.1	Express problems, concepts, analysis, and recommendations in written or oral communications clearly and accurately	Express problems, concepts, analysis, and recommendations	2		E		I
SLO 5.2	Prepare written and oral communications a diverse group of citizens, stakeholders, and public servants	Prepare written and oral communications	2	E		I	
SLO 5.3	Identify and explain issues of cultural diversity given the changing demographics of society	Identify and explain issues	2	A	I		E



**When developing a new degree program, major, certificate, minor, concentration, track, or specialization please review the questions below when developing your response to the library or additional resources sections. Please consult your liaison librarian for assistance.**

### Library Resources

Address the following issues regarding the impact of the new program on the library's budget and personnel. Please respond to each item below indicating the library sources and services required to support the proposed program.

- Which databases/indexing sources will be used by the courses in this program?

*Courses in the Post-Baccalaureate certificate program can make use of the following existing library databases (for additional details, see: <https://library.pfw.edu/az.php>):*

*Social Services Abstracts  
Applied Social Sciences Index and Abstracts (ASSIA)  
Public Affairs Indexing Services (PAIS)  
EBSCO Management Collection  
Business Source Premier  
ABI/INFORM Global*

*While not required for the certificate program, the PFW campus at large might benefit from the Library subscribing to a related, philanthropy-focused resource: Candid (<https://candid.org/>).*

- What are the journals that will be used by students completing library research in this program? Please list three to five titles. Is there an expectation that access to new journals will need to be purchased for students in this program?

*Examples of nonprofit management journals available from Helmke Library include:*

*Chronicle of Philanthropy (2000-current)  
Journal of Nonprofit Education & Leadership (2010-current)  
Journal of Nonprofit & Public Sector Marketing (2000-current, with 2-year embargo)  
Nonprofit Management & Leadership (1998-current)  
Voluntas: International Journal of Voluntary and Nonprofit Organizations (1990-current, with 1-year embargo)*

- Are there any specific reference sources (e.g. encyclopedias, handbooks, standards, etc.) required to support the new program?

*Helmke Library has previously acquired reference resources related to the program:*

*Jossey-Bass handbook of nonprofit leadership and management (2016), available online*  
*Nonprofit sector: a research handbook (2006), available online*  
*A Dictionary of Nonprofit Terms and Concepts (2006), available online*  
*Leadership in nonprofit organizations: a reference handbook (2011), available in print*

- Is there an expectation for additional books to be purchased? What about DVD or audio/visual materials? What is the estimated dollar amount needed yearly to support this program with new books and media materials?

*Presuming that Helmke Library's post-COVID-19 materials budget will be restored to its pre-COVID-19 level, Helmke Library's budget will be sufficient for purchasing books (and other e-materials) for the program.*

- Will the new program use the Library's Document Delivery Services? Costs for this service come out of the Library's budget. What types of materials would the program be requesting through DDS?

*Yes, the Library's Document Delivery Services will be used for items not immediately available at Helmke Library.*

- Who is the liaison librarian for this program? The liaison librarian provides support through involvement in Blackboard-supported classes, one-on-one research consultations, in-class instructional sessions, and tailored course guides for research assignments. Which of these librarian services do you anticipate will be utilized in the new program?

*Ann Marshall will be the liaison librarian for the program and will provide support for the certificate program through online research guides, in-person and/or virtual instruction, and individual research consultations.*

- Memo from Liaison Librarian regarding resources.

*Memo is attached.*

- Is there an accrediting body that will be overseeing this program? What are the statements of the accrediting body related to the library, e.g. holdings, personnel, services?

*The new certificate program does not require an additional accrediting process.*

Liaison Librarian Memo

Date: 2/17/21  
From: Ann Marshall  
To: Nurgul Aitalieva  
Re: Post-Baccalaureate Certificate in Nonprofit Management

Describe availability of library resources to support proposed new program:

Helmke Library already subscribes to several important databases related to the program, as listed on the library resource questionnaire. Full text journals are available through existing subscriptions or document delivery. Presuming the Library's post-COVID-19 budget is restored to pre-COVID-19 levels, acquisition of books and other e-media to support the program can be purchased within Helmke Library's budget. If new subscriptions are needed at a future date, they may need to be funded by an increase in the Library's budget. Currently, the Library is able to support the new Post-Baccalaureate Certificate in Nonprofit Management.

Comments:



2/17/2021

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*Liaison Librarian Signature*

*Date*

Please email [academic\\_program@pfw.edu](mailto:academic_program@pfw.edu) with questions about this form.  
Send signed original to Associate Vice Chancellor for Academic Programs  
Kettler Hall, Room 74

Purdue University Fort Wayne  
**Gainful Employment (GE) Form**  
 (must accompany Graduate Certifications Proposals)

TO BE COMPLETED BY DEPARTMENT CHAIR/DIRECTOR

**Application for Review for Title IV Federal Student Aid Eligibility**

**NAME OF PROGRAM:** Post-Baccalaureate Certificate in Nonprofit Management

**DEPARTMENT:** Criminal Justice and Public Administration      **SCHOOL/COLLEGE:** College of Liberal Arts

A program eligible to participate in Title IV federal student aid would be considered a Gainful Employment Program if it can be completed as a standalone certificate program and prepares students for "gainful employment in a recognized occupation." A review and documentation of these criteria is essential prior to program implementation. Failure to meet these criteria may jeopardize Purdue University's eligibility to award federal student financial aid or take part in other programs under the Higher Education Act. Final approval for eligibility may be determined by the U.S. Department of Education.

QUESTION	ELIGIBILITY CRITERIA
1. Is this a standalone certificate program?  2. Is the student required to be enrolled in a degree-seeking program while pursuing this certificate?  3. Would this certificate alone prepare a student for gainful employment in a recognized occupation?    4. Is the program a one-year minimum training program that leads to a degree (or other recognized educational credential) and prepares students for gainful employment in a recognized occupation?	1. <input checked="" type="checkbox"/> Yes    ___ No  2. ___ Yes <input checked="" type="checkbox"/> No  3. <input checked="" type="checkbox"/> Yes    ___ No  If YES, list the Standard Occupation Code(SOC): <b>11-9151.00 - Social and Community Service Managers</b> <i>(The Department of Labor's Standard Occupational Code (SOC) must be provided to show the occupation that the program prepares students to enter and can be found on the Department of Labor's O*NET website - <a href="http://www.onetonline.org">http://www.onetonline.org</a>)</i>  4. <input checked="" type="checkbox"/> Yes    ___ No  If YES, describe how this program prepares the student for gainful employment: <u>Provides necessary skills to manage and lead nonprofit organizations and programs</u>  <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> <p style="text-align: center;"><b>***If you answered NO to all of the above – STOP HERE. Certificate is <u>not</u> eligible for Gainful Employment***</b></p>

<b>ELIGIBILITY CRITERIA</b>	
Academic Year Definition Requirements	<p>Number of weeks of instructional time per academic year for this program: <u>24</u> In an academic year, a full-time student must complete at least <u>12</u> semester hours.</p> <p>(NOTE: Federal regulations define academic year as a period of a minimum of 30 weeks of instructional time. In an academic year, a week of instructional time is any week in which at least one day of regularly scheduled instruction or examination occurs, or at least one day of study for exams for final exams if it occurs after the last scheduled day of classes for the semester. Instructional time does not include periods of orientation, counseling, vacation, or any other activity not related to class preparation or examinations. Internships, cooperative education, and independent study are forms of instruction that may be included in the definition of academic year. For an undergraduate educational program, an academic year is a period a full-time student must complete at least 24 semester hours.)</p> <p>The length of the program is <u>1.0</u> academic years. (Federal regulations require that the program length is at least two academic years and provides an associate, bachelors, graduate, or professional degree or a one-year training program that leads to a degree or certificate (or other recognized educational credential) and prepares students for gainful employment in a recognized occupation.)</p> <p><b>Department Head (please attach a Program of Study documenting the following):</b></p> <ul style="list-style-type: none"> <li>• This program prepares students for gainful employment in the same or related recognized occupation as an educational program that has previously been designated as an eligible program at Purdue University Fort Wayne.</li> </ul>
Document(s) Required	If program proposal and approvals (Faculty Senate, Vice Chancellor for Academic Affairs, and Provost's Office, and the Indiana Commission for Higher Education, if applicable) are not on file with the Office of Academic Affairs, you may be asked to provide documentation.

Signature: Department Head

Date

When Completed Send to:

Douglas Hess, Director of Financial Aid,  
Purdue University Fort Wayne  
2101 E. Coliseum Blvd, KT 103B  
Fort Wayne, IN 6805  
hessd@pfw.edu

*Office Use:* This program is

**Eligible** – Based on submitted documentation, the Division of Financial Aid has determined that this certificate IS ELIGIBLE for Title IV federal student aid.

**Ineligible** – Based on submitted documentation, the Division of Financial Aid has determined that this certificate IS INELIGIBLE for Title IV federal student aid.

Signature: Director of Financial Aid

Date