



2016-2017 PETITION/PROGRAM SHEET
Award: Professional Certificate
Program of Study: Insurance

About This Certificate . . .

The Certificate in Insurance is designed to prepare students with the knowledge and skills needed to engage in insurance agent activities in the workplace. The certificate will provide students with an overview of information they would encounter if they went on to earn the Insurance Concentration in the BBA, which more fully prepares a person for a career as an insurance agent.

NAME: _____ **STUDENT ID #** _____

LOCAL ADDRESS AND PHONE NUMBER: _____
 _____ () _____

I, (Signature) _____, hereby certify that I have completed (or will complete) all the courses listed on the Program Sheet. I have read and understand the policies listed on the last page of this program sheet. I further certify that the grade listed for those courses is the final course grade received except for the courses in which I am currently enrolled and the courses which I complete next semester. I have indicated the semester in which I will complete these courses.

 Signature of Advisor _____ 20____
 Date

 Signature of the Department Head _____ 20____
 Date

 Signature of Registrar _____ 20____
 Date

DEGREE REQUIREMENTS:

- 2.00 cumulative GPA or higher in all CMU coursework and a “C” or better must be achieved in achieved in coursework toward major content area.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Program sheets are for advising purposes only. Because a program may have requirements specific to the degree, check with your advisor for additional guidelines, including prerequisites, grade point averages, grades, exit examinations, and other expectations. It is the student's responsibility to be aware of, and follow, all guidelines for the degree being pursued. Any exceptions or substitutions must be approved by the faculty advisor and/or Department Head. Courses related to teacher licensure must also be approved by the Teacher Education Dept.
- When filling out the program sheet a course can be used only once.
- See “Requirements for Undergraduate Degrees and Certificates” in the catalog for additional graduation information.

CERTIFICATE: Insurance

(9 semester hours)

Course No	Title	Sem.hrs	Grade	Term
* FINA 310	Risk Management	3	_____	_____
* FINA 412	Life/Health Insurance Licensure & Financial Planning	3	_____	_____
* FINA 415	Property/Liability Insurance Licensure	3	_____	_____

*Consult with Business Department advisor regarding prerequisite classes that might be necessary to take.

SUGGESTED COURSE SEQUENCING FOR A CERTIFICATE IN INSURANCE

This is a recommended sequence of course work. Certain courses may have prerequisites or are only offered during the Fall or Spring semesters. It is the student’s responsibility to meet with the assigned advisor and check the 2 year course matrix on the Colorado Mesa website for course availability.

FIRST YEAR

Fall Semester	Hours	Spring Semester	Hours
FINA 412	3	FINA 415	3
Life/Health Insurance Licensure & Financial Planning		Property/Liability Insurance Licensure	
FINA 310	3		
Risk Management			

The above is one possible course sequence. Contact an advisor or the Department of Business for other possibilities.

POLICIES:

1. Please see the catalog for a complete list of graduation requirements.
2. This program sheet must be submitted with your graduation planning sheet to your advisor during the **semester prior to the semester of graduation, no later than October 1 for spring graduates, no later than March 1 for fall graduates.** You must turn in your “Intent to Graduate” form to the Registrar’s Office **by September 15 if you plan to graduate the following May, and by February 15 if you plan to graduate the following December.**
3. Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature. Finally, the Department Head will submit the signed forms to the Registrar’s Office. (Students cannot handle the forms once the advisor signs.)
4. If your petition for graduation is denied, it will be your responsibility to reapply for graduation in a subsequent semester. Your “Intent to Graduate” does not automatically move to a later graduation date.
5. NOTE: During your final year, you will be required to take a capstone exit assessment/project (e.g., Major Field Achievement Test).