**POLICIES:**

1. It is your responsibility to determine whether you have met the requirements for your degree. Please see the MSC Catalog for a complete list of graduation requirements.
2. 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. 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.
4. Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the WCCC Director of Instruction for signature.
5. Finally, the WCCC Director of Instruction or the department administrative assistant will take the signed forms to the Registrar’s Office. (Students cannot handle the forms once the advisor signs.)
6. 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.
7. NOTE: The semester before graduation, you may be required to take a Major Field Achievement Test (exit exam).

**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 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  Date

Signature of WCCC Director of Instruction  Date

Signature of Registrar  Date
Students should work closely with a faculty advisor when selecting and scheduling courses prior to registration.

Degree Requirements:
- 2.00 cumulative GPA or higher in all MSC coursework
- “C” or better in each course which comprises the area of emphasis or specialization
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- A student must follow the MSC graduation requirements either from 1) the program sheet for the major in effect at the time the student officially declares a major; or 2) a program sheet for the major approved for a year subsequent to the year during which the student officially declares the major and is approved for the student by the department head. Because a program may have requirements specific to the degree, the student should check with the faculty advisor for additional criteria. It is the student’s responsibility to be aware of, and follow, all requirements for the degree being pursued. Any exceptions or substitutions must be approved by the student’s faculty advisor and Department Head.
- See the “Undergraduate Graduation Requirements” in the Mesa State College catalog for additional graduation information.

Technical Certificate – Police Academy  (36 Semester Hours)

See the current Mesa State College catalog for a list of courses that fulfill the requirements below. If a course is on the general education list of options and a requirement for your major, you must use it to fulfill the major requirement and make a different selection within the general education requirement.

Course No Title Sem.hrs Grade Term/Trns
CRJW 101 Basic Police Academy I 6
CRJW 102 Basic Police Academy II 12
CRJW 105 Basic Law 8
CRJW 106 Arrest Control 3
CRJW 107 Law Enforcement Driving 3
CRJW 108 Firearms 3
KINA 127 Physical Conditioning 1

SUGGESTED COURSE SEQUENCING FOR THE TECHNICAL CERTIFICATE WITH A SPECIALIZATION IN POLICE ACADEMY – P.O.S.T. CERTIFICATION

16 week term Hours
CRJW 101 Basic Police Academy I 6
CRJW 102 Basic Police Academy II 12
CRJW 105 Basic Law 8
CRJW 106 Arrest Control 3
CRJW 107 Law Enforcement Driving 3
CRJW 108 Firearms 3
KINA 127 Physical Conditioning 1
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