

2011-2012 PETITION/PROGRAM SHEET
Degree: Bachelor of Applied Science
Major: Public Administration/Public Safety

About This Major . . .

The Bachelor of Applied Science in Public Administration/Public Safety combines the technical skills required of first responders with the management training necessary for success in areas related to public safety. A unique program, the B.A.S. allows students who have already earned an Associate of Applied Science degree or have completed a federal or state certified training program in law enforcement, fire sciences, emergency medical services or related fields to build on their technical specialties with general education courses and junior and senior level management classes. Depending on their previous education, students should be able to complete the B.A.S. degree within four additional full-time semesters.

B.A.S. students will be technically and academically prepared for leadership positions in their chosen fields. This degree will assist students in their upward mobility in their area of employment as they move into supervisory positions.

POLICIES:

1. Students may pursue other required classes in the B.A.S. program while completing their A.A.S. degree requirements.
2. It is your responsibility to determine whether you have met the requirements for your degree. Please see the catalog for a complete list of graduation requirements.
3. 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.**
4. 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.**
5. Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature.
6. Finally, the Department Head or the department administrative assistant will take the signed forms to the Registrar's Office. (Students cannot handle the forms once the advisor signs.)
7. 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.
8. NOTE: The semester before graduation, you will 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 _____ 20_____
Date

Signature of Department Head _____ 20_____
Date

Signature of Registrar _____ 20_____
Date

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

Degree Requirements:

- Students with an A.A.S. degree in Law Enforcement, Fire Science, or Emergency Medical Services or a related field will receive credit for up to 35 semester hours in their core training and may use any additional semester hours earned to meet their General Education Requirements (as applicable) or as unrestricted electives.
- 120 semester hours total (A minimum of 28 taken at CMU in no fewer than two semesters).
- 24 upper division credits (A minimum of 15 taken at the 300-400 course levels within the major at CMU).
- 2.00 cumulative GPA or higher in all CMU coursework
- 2.00 cumulative GPA or higher in coursework toward the major content area
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- When filling out the program sheet a course can be used only once.
- A student must follow the CMU 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 catalog for additional graduation information.

GENERAL EDUCATION REQUIREMENTS (31 semester hours)

See the current 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
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English (6 semester hours, must receive a grade of "C" or better and must be completed by the time the student has 60 semester hours.)

ENGL 111	English Composition	3	_____	_____
ENGL 112	English Composition	3	_____	_____

Math: MATH 110 or higher (3 semester hours, must receive a grade of "C" or better, must be completed by the time the student has 60 semester hours.)

MATH 1	_____	_____	_____	_____
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History (3 semester hours)

HIST	_____	_____	_____	_____
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Humanities (3 semester hours)

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Social and Behavioral Sciences (6 semester hours)

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Natural Sciences (7 semester hours, one course must include a lab)

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Course No	Title	Sem.hrs	Grade	Term/Trns
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Fine Arts (3 semester hours)

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OTHER LOWER DIVISION REQUIREMENTS (6 semester hours)

Kinesiology (3 semester hours)

KINE 100	Health and Wellness	1	_____	_____
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KINA 1	_____	1	_____	_____
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KINA 1	_____	1	_____	_____
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Applied Studies (3 semester hours)

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B.A.S. PUBLIC ADMINISTRATION/PUBLIC SAFETY MAJOR REQUIREMENTS

(39 semester hours) Must pass all courses with a grade of "C" or higher.

Required Core (33 semester hours)

POLS 236	State & Local Government	3	_____	_____
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POLS 342	Public Administration	3	_____	_____
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PADM 314	Public Organization Theory	3	_____	_____
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PADM 315	Public Management	3	_____	_____
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PADM 442	Public Budgeting	3	_____	_____
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PADM 446	Public Personnel Mang.	3	_____	_____
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ENGL 219	Introduction to Professional Writing	3	_____	_____
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ENGL 385	Technical and Professional Writing Topics	3	_____	_____
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SOCO 301	Intro to Human Services	3	_____	_____
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CISB 210	Fundamentals of Information Systems	3	_____	_____
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CISB 470	Management of Information Systems	3	_____	_____
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FOREIGN LANGUAGE REQUIREMENTS (6 semester hours) Two **consecutive** classes in the **same** foreign language. Must receive a grade of "C" or better. FLAS 114 & 115 will **NOT** fulfill this requirement.

FLA	_____	_____	_____	_____
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FLA	_____	_____	_____	_____
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Unrestricted Electives (All college level classes necessary – minimum of 9 semester hours – to bring credit hour total to 120 hours.)

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Bachelor of Applied Science Core (Up to 35 semester hours Semester Hours taken as part of a state approved Associate of Applied Science degree or an equivalent training program.)

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Course No	Title	Sem.hrs	Grade	Term/Trns	Course No	Title	Sem.hrs	Grade	Term/Trns
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Institution _____ Date Received _____

Special requirements: To be admitted to the B.A.S. degree, program applicants must possess an A.A.S or A.A. degree in Criminal Justice, Fire Science, Emergency Medical Services or a related field of study. Applicants possessing a certificate of completion from a certified training program in one of these areas may also be admitted conditionally to the program. Please see the Social and Behavioral Sciences Department Head for complete requirements and application form. All degree requirements must be completed as described above. Any exceptions or substitutions must be recommended in advance by the faculty advisor and approved by the Department Head. Students are required to participate in exit examinations or other programs deemed necessary to comply with the university accountability requirement.