2012-2013 PETITION/PROGRAM SHEET
Degree: Professional Certificate
Program of Study: Decision Support Systems
Specialization: None

About This Certificate . . .

The Certificate in Decision Support Systems is designed to expose students and business managers to the knowledge and skills needed to use computer software to solve business problems, particularly to support decision making. The certificate will provide students with an overview of information they would encounter if they went on to earn the Minor in Managerial Informatics or the BBA Concentration in Information Systems or the BS in Computer Information Systems, each of which more fully prepares students to work in or manage the information systems functions of organizations.

POLICIES:

1. 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.
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 Department Head for signature.
5. 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.)
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.

_____   _____20_____
Signature of Advisor   Date

_____   _____20_____
Signature of the Department Head   Date

_____   _____20_____
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 CMU coursework.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- 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.
- When filling out the program sheet a course can be used only once.
- See the "Undergraduate Graduation Requirements" in the catalog for additional graduation information.

CERTIFICATE: DECISION SUPPORT
(9 semester hours)

Course No	Title	Sem.hrs	Grade	Term

Core Classes

Course No	Title	Sem.hrs	Grade	Term
CISB 205	Advanced Business Software	3	_____	_____
CISB 305	Solving Problems Using Spreadsheets	3	_____	_____
CISB 306	Solving Problems Using Databases	3	_____	_____

SUGGESTED COURSE SEQUENCING FOR A CERTIFICATE IN DECISION SUPPORT SYSTEMS

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
CISB 205 Advanced Business Software	3	CISB 306 Solving Problems Using Database	3

SECOND YEAR

Fall Semester	Hours	Spring Semester	Hours
CISB 305 Solving Problems Using Spreadsheets	3		

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