



**2014-2015 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

**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 and a “C” or better must be 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 the “Undergraduate Graduation Requirements” 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.

<b>FIRST YEAR</b>
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<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
FINA 412 Life/Health Insurance Licensure & Financial Planning	3	FINA 415 Property/Liability Insurance Licensure	3
FINA 310 Risk Management	3		

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

**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).