



2014-2015 PETITION/PROGRAM SHEET
Award: Technical Certificate
Program of Study: Real Estate Broker

About This Certificate . . .

This certificate program is designed for students who wish to complete the hours of education requirements of the Colorado Real Estate Commission for Broker Licensing. Students who successfully complete this course of study will be awarded an REC 33 Certificate, which will enable them to sit for the State Broker Licensing examination. Upon successful completion of the state exam, students can pursue employment as residential/commercial real estate agents or business brokerage agents.

For more information on what you can do with this major, go to <http://www.coloradomesa.edu/wccc/programs.html>

All CMU certificate graduates are expected to demonstrate proficiency in critical thinking, communication fluency, quantitative fluency, and specialized knowledge/applied learning. In addition to these campus-wide student learning outcomes, graduates of this major will be able to:

1. Students will have the ability to create professional business documents per industry standards. (Communication Fluency)
2. Students will have the ability to produce professional financial documents per industry standards. (Quantitative Fluency)
3. Students will have the ability to provide excellent internal and external customer service. (Applied Learning)
4. Students will have the ability to use business software applications proficiently. (Critical Thinking)
5. Students will have the ability to be effective, efficient, entry level office professionals. (Applied Learning)
6. Students will appreciate the significance of trustworthiness, confidentiality, dependability, self-motivation, and attitude. (Specialized Knowledge)

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

Date

Signature of Department Head

Date

Signature of Registrar

Date

Students should work closely with a faculty advisor when selecting and scheduling courses prior to registration. See the "Undergraduate Graduation Requirements" in the catalog for additional graduation information.

Degree Requirements:

- 2.00 cumulative GPA or higher in all 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.
- 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.
- Real Estate Broker courses will not be accepted for credit towards the Bachelors of Business Administration Degree (BBA).

Required Real Estate Broker Courses (12 semester hours)

Course No	Title	Sem.hrs	Grade	Term
REEB 201	Real Estate Broker I	6	_____	_____
REEB 202	Real Estate Broker II	6	_____	_____

**SUGGESTED COURSE SEQUENCING FOR A TECHNICAL CERTIFICATE IN
Real Estate Broker**

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.

Fall or Spring or Summer Semester

<u>First Semester</u>	<u>Hours</u>
REEB 201 Real Estate Broker I	6
REEB 202 Real Estate Broker II	<u>6</u>
Semester Total	12

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).