



2018-2019 PROGRAM REQUIREMENTS
Award: Professional Certificate
Program of Study: Insurance

About This Major . . .

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.

Advising Process and DegreeWorks

This document is intended for informational purposes to help determine what courses and associated requirements are needed to earn a certificate. Some courses are critical to complete in specific semesters while others may be moved around. Meeting with an academic advisor is essential in planning courses and discussing the suggested course sequencing. It is ultimately the student's responsibility to understand and fulfill the requirements for her/his intended certificate.

DegreeWorks is an online degree audit tool available in MAVzone. It is the official record used by the Registrar's Office to evaluate progress towards a certificate and determine eligibility for graduation. Students are responsible for reviewing their DegreeWorks audit on a regular basis and should discuss questions or concerns with their advisor or academic department head. Discrepancies in requirements should be reported to the Registrar's Office.

Graduation Process

Students must complete the following in the first two months of the semester prior to completing their certificate requirements (for one semester certificates complete in the first week of class):

- Review their DegreeWorks audit and create a plan that outlines how unmet requirements will be met in the final semester.
- Meet with their advisor and modify their plan as needed. The advisor must approve the final plan.
- Submit the "Intent to Graduate" form to the Registrar's Office to officially declare the intended graduation date and commencement ceremony plans.
- Register for all needed courses and complete all requirements for each degree sought.

Submission deadlines and commencement details can be found at <http://www.coloradomesa.edu/registrar/graduation.html>.

If your petition for graduation is denied, it will be your responsibility to apply for graduation in a subsequent semester. Your "Intent to Graduate" does not automatically move to a later graduation date.

INSTITUTIONAL CERTIFICATE REQUIREMENTS

The following institutional requirements apply to all CMU professional certificates. Specific programs may have different requirements that must be met in addition to institutional requirements.

- Consists of 5-59 semester hours.
- Primarily 300-400 level courses.
- At least fifty percent of the credit hours must be taken at CMU.
- 2.00 cumulative GPA or higher in all CMU coursework.
- A course may only be used to fulfill one requirement for each degree/certificate.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under Program-Specific Certificate Requirements.
- The Catalog Year determines which program sheet and certificate requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.
- See "Requirements for Undergraduate Degrees and Certificates" in the catalog for a complete list of graduation requirements.

PROGRAM-SPECIFIC CERTIFICATE REQUIREMENTS

- 9 semester hours for the Professional Certificate in Insurance.
- A "C" or better must be achieved in achieved in coursework toward major content area.

PROFESSIONAL CERTIFICATE: INSURANCE REQUIREMENTS (9 semester hours)

- ☐ 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

First Year, Fall Semester: 6 credits

- ☐ FINA 412 - Life/Health Insurance Licensure & Financial Planning (3)
- ☐ FINA 310 - Risk Management (3)

First Year, Spring Semester: 3 credits

- ☐ FINA 415 - Property/Liability Insurance Licensure (3)
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