

NAME _____

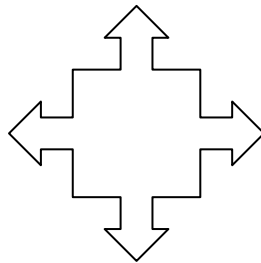
LBCC GRADUATION WORKSHEET 2009-2010 ID.NO _____

CERTIFICATE

Retail Management

C 5060

INSTRUCTIONS: Use this worksheet to track your progress toward graduation. You must be able to check off all the boxes on the checklist to receive this certificate. The college catalog and your advisor are two resources you can turn to if you need help. When you are nearing completion, meet with your advisor and have him or her sign this form. You should apply for graduation one term prior to the term you and your advisor determine you will have met the requirements for completion. **When you apply for graduation you must attach this form to your application. Your application is incomplete without this form signed by your advisor.**



Degree Evaluator

Date

FOR OFFICE USE ONLY				
Credit Toward This Degree				
Total Cr _____	LBCC Cr _____	GPA _____	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
_____ Registrar	_____ Date		C 5060A BH	

Advisor Instructions: This is the student's official record of their progress. The student must be present this form to the Admissions Office when they apply for graduation. Please address each requirement by checking off completed courses, indicating which courses the student plans to take, and clearly documenting substitutions or waivers.

PROGRAM REQUIREMENTS ARE APPROVED BY THE DEPARTMENT ADVISOR. CHANGES MUST ALSO BE APPROVED BY DIVISION DIRECTOR OR DEAN

Official Use		Credits	Waivers/ Substitutions	Advisor Initials	Date Approved
<input type="checkbox"/>	BA 206	Principles of Management	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 215	Survey of Accounting.....	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 223	Principles of Marketing.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 224	Human Resource Management.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 249	Retail Management.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 271	Information Technology in Business.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	CIS 125	Intro to Software Applications	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	MTH 060	Introduction to Algebra.....	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	SD 102	Supervision: Effective Communication	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	SP 100	Introduction to Speech.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	WR 214	Business Communication.....	3	<input type="checkbox"/>	_____

Admissions & Records will perform a final evaluation to ensure all courses have been completed with appropriate grades before this certificate is awarded to the student. Requirements such as general education, total credits and grade point average must be approved by the Registrar.

DEPARTMENT ADVISOR

Program requirements/proposed substitutions and waivers meet with my approval. Reasons for any changes are indicated and initialed on the appropriate line above.

DIVISION DIRECTOR or DEAN

Changes and/or substitutions in the program requirements have my approval.

Program Advisor Signature Date

Division Director or Dean Signature Date