

2018-2019
TUNXIS COMMUNITY COLLEGE - GRADUATION GUIDE
BUSINESS ADMINISTRATION CERTIFICATE (J13JJ42)

STUDENT: _____ BANNER ID#: @ _____

COURSE NUMBER	COURSE TITLE	COURSE TITLE (ELECTIVES OR SUBS.)	S.H.	SEM.	GRADE	QUALITY POINTS
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FIRST SEMESTER:						
ACC*113	Principles of Financial Accounting (a)		3			
BBG*231	Business Law I (a)		3			
BMK*201	Principles of Marketing (a)		3			

SECOND SEMESTER:						
Select one of the following courses:						
ACC*123	Accounting Software Applications (a) OR		3			
BBG*115	Business Software Applications (a) OR					
CST*201	Introduction to Management Inf.Systems (a)					
BBG*240	Business Ethics (a)		3			
ECN*101	Principles of Macroeconomics (a)		3			
BMG*202	Principles of Management (a) OR		3			
BMG*210	Organizational Behavior (a)					

OFFICE USE ONLY	Total Program SH	21			
	Total Program SH & Quality Points Earned				
	Total Program Grade Point Average				

- (a) Prerequisite and/or corequisite required.
- (b) To be selected in consultation with Business Administration faculty advisor.

Upon completion of 12 credits, this Guide must be signed below and filed with the Records Office. Failure to do so may result in a delay in your graduation status.

STUDENT SIGNATURE: _____ DATE _____

ADVISOR SIGNATURE: _____ DATE _____

COLLEGE POLICY REQUIRES THAT STUDENTS WHO HAVE COMPLETED SIX CREDITS MUST TAKE THE COLLEGE PLACEMENT TEST IN ENGLISH AND MATHEMATICS AND MEET WITH A STAFF MEMBER TO ENROLL IN A PROGRAM.

The following quality point averages must be earned by students for academic good standing:

- 1.50 GPA up to 11 Semester Hours
- 1.70 GPA completion of 12-30 Semester Hours
- 2.00 GPA completion of 31-60+ Semester Hours

Students with averages less than those cited may have their achievements reviewed by their advisor. Such a review may result in a modified program or other formal action.

GRADUATION REQUIREMENTS - DEGREE AND CERTIFICATE STUDENTS

In order to qualify for graduation, a student must be accepted in a degree or certificate program and have:

- a. achieved a quality point average of 2.0 or more in the courses required for his/her program.
- b. Achieved a minimum grade of C- in Composition for all degree programs and where indicated for certificates.
- c. Filed with the Records Office, by March 1st or November 1st, a completed application for graduation.
- d. Filed with the Records Office a Program Guide signed by both the student and their advisor.
- e. Fulfilled all financial obligations to the College.
- f. Completed at least 25% of the minimum credit requirements for the degree or certificate at Tunxis Community College.

Graduation Honors: Graduation Honors will be awarded during the presentation of graduates. Honors are based on program grade point average. Honors criteria are listed as follows:

AA/AS Degree - 30 credits at Tunxis

- 3.90 – 4.00 = Highest Honors
- 3.70 – 3.89 = High Honors
- 3.40 – 3.69 = Honors

Certificate - 15 credits at Tunxis

- 3.50 = With Distinction

Note: Credits earned in developmental courses do not satisfy degree or certificate requirements.

THE FINAL AND ONLY OFFICIAL EVALUATION WILL BE COMPLETED BY THE REGISTRAR SUBSEQUENT TO THE ADVISOR'S SIGNATURE.

