

2018-2019
TUNXIS COMMUNITY COLLEGE - GRADUATION GUIDE
MICROCOMPUTER PROCESSING CERTIFICATE (J13JJ28)

STUDENT: _____ BANNER ID#: @_____

COURSE NUMBER	COURSE TITLE	COURSE TITLE (ELECTIVES AND SUBS.)	S.H.	SEM.	GRADE	QUALITY POINTS
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FIRST SEMESTER

CSC*101	Introduction to Computers (a)		3			
CSC*126	Programming Logic & Design with Visual Basic		3			
CSC*231	Database Design I (a)		3			

SECOND SEMESTER

BOT*111	Keyboarding for Information Processing I		3			
BOT*137	Word Processing Applications (a)		3			
CSA*135	Spreadsheet Applications		3			
CST*150	Web Design & Development I (a)		3			

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

(a) Prerequisite and/or corequisite required.

Upon completion of 14 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.

NOTE: SEE REVERSE SIDE FOR GRADUATION REQUIREMENTS

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.

