

**2018-2019**  
**TUNXIS COMMUNITY COLLEGE - GRADUATION GUIDE**  
**BOT: OFFICE APPLICATIONS CERTIFICATE (J13JJ24)**

STUDENT: \_\_\_\_\_ BANNER ID#: @\_\_\_\_\_

COURSE NUMBER	COURSE TITLE	COURSE TITLE (ELECTIVES AND SUBS.)	S.H.	SEM.	GRADE	QUALITY POINTS
BBG*240	Business Ethics (a)		3			
BOT*111	Keyboarding for Information Processing I*		3			
BOT*137	Word Processing Applications (a)*		3			
BOT*210	Computerized Office Applications (a)		3			
BOT*215	Word Processing Applications II (a)		3			
BOT*295	Administrative Practicum (a)		3			
COM*172	Interpersonal Communication (a)		3			
ENG*101	Composition (a)		3			
ENG*106	Writing for Business (a)		3			
<b>OFFICE USE ONLY</b>	<b>Total Program SH</b>		<b>27</b>			
	<b>Total Program SH &amp; Quality Points Earned</b>					
	<b>Total Program Grade Point Average</b>					

(a) Prerequisite and/or corequisite required.

\* If a student presents evidence of satisfactory completion of two years of high school study or its equivalent, he/she may, with faculty consent, choose to substitute an elective or achieve a passing grade on an administered Course Credit Exam.

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.**

**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.**