

2019-2020
TUNXIS COMMUNITY COLLEGE - GRADUATION GUIDE
HEALTH INFORMATION TECHNOLOGY CERTIFICATE (J13JJ32)

STUDENT: _____

BANNER ID#: @ _____

COURSE NUMBER	COURSE TITLE	COURSE TITLE (ELECTIVES OR SUBS.)	S.H.	SEM.	GRADE	QUALITY
						POINTS
BIO*115	Human Biology (a)		4			
BOT*137	Word Processing Applications (a)*		3			
BOT*180	Medical Terminology (a)		3			
BOT*181	Medical Coding I (a)		3			
BOT*182	Medical Coding II (a)		3			
BOT*287	Foundations/Management Medical Insurance (a)		3			
BOT*288	Medical Practice Mgmt. Software Apps. (a)		3			
BOT*291	Electronic Health Records (a)		3			
ENG*101	Composition (a)		3			
ENG*106	Writing for Business (a)		3			
OFFICE USE ONLY	Total Program SH		31			
	Total Program SH & Quality Points Earned					
	Total Program Grade Point Average					

(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 BELOW 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.