This program may be taken completely online.

**STUDENT: ______________________________**

**BANNER ID#: @_________________**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE (ELECTIVES OR SUBS.)</th>
<th>S.H.</th>
<th>SEM.</th>
<th>GRADE POINTS</th>
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<tr>
<td>ACC*113</td>
<td>Principles of Financial Accounting (a)</td>
<td>3</td>
<td></td>
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<tr>
<td>BBG*231</td>
<td>Business Law I (a)</td>
<td>3</td>
<td></td>
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<tr>
<td>BMK*201</td>
<td>Principles of Marketing (a)</td>
<td>3</td>
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**SECOND SEMESTER:**

Select one of the following courses:

- ACC*123 Accounting Software Applications (a) OR 3
- BBG*231 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) 3

<table>
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<tr>
<th>OFFICE USE ONLY</th>
<th>Total Program SH</th>
<th>21</th>
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<tr>
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<td>Total Program SH &amp; Quality Points Earned</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Program Grade Point Average</td>
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</table>

(a) Prerequisite and/or corequisite required.

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.