

**2021-2022**  
**TUNXIS COMMUNITY COLLEGE - GRADUATION GUIDE**  
**BUSINESS ADMINISTRATION CERTIFICATE** (J13JJ42)

*This program may be taken completely online.*

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

COURSE NUMBER	COURSE TITLE	COURSE TITLE (ELECTIVES OR SUBS.)	S.H.	SEM.	GRADE	QUALITY POINTS
<b>FIRST SEMESTER:</b>						
ACC*113	Principles of Financial Accounting (a)		3			
BBG*231	Business Law I (a)		3			
BMK*201	Principles of Marketing (a)		3			
<b>SECOND SEMESTER:</b>						
<b>Select one of the following courses:</b>						
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)					
<b>OFFICE USE ONLY</b>	<b>Total Program SH</b>		<b>21</b>			
	<b>Total Program SH &amp; Quality Points Earned</b>					
	<b>Total Program Grade Point Average</b>					

(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**

**OVER**

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.**