

**NUNEZ COMMUNITY COLLEGE  
 CERTIFICATE OF TECHNICAL STUDIES  
 BUSINESS FUNDAMENTALS**

<b>NAME:</b>						
	Last	First	MI	Advisor Name		
<b>Student ID Number:</b>				<b>Catalog 2017-2018</b>		
Course No.	Course Title	Substitute or Transfer Course	College			
18 Hours of required Courses in Major. Must earn grade "C" or better in each course.					Hrs	Grade
BUSN 1100	Introduction to Business			3		
BUSN 1175	Customer Service, Sales, and Skills			3		
BUSN 1330	Personal Finance			3		
BUSN 2100	Management			3		
BUSN 2400	Business Communication			3		
ELECTIVE	Select 1 course form the following: BUSN 1600, BUSN 1610, BUSN 1620, BUSN 1630, BUSN 1640, BUSN 1640, BUSN 2600, BUSN 2610, BUSN 2620, BUSN 2630, BUSN 2640, BUSN 2650, BUSN 2660, BUSN 2670			3		

**18 Hours**

\_\_\_\_\_  
 Exit Advisor's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Dean's Signature

\_\_\_\_\_  
 Date

# GRADUATION AUDIT CHECKLIST

OK to post \_\_\_\_\_  
 Posted \_\_\_\_\_  
 Ed. Entered \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Credential:

Associate	Associate of Applied Science	Associate of Arts	Associate of Science
Certificate	Certificate of Applied Science	Certificate of Technical Studies	Technical Diploma

Major or Concentration: \_\_\_\_\_  
 (Write out complete name of major)

Initials if Verified	Verification Item	Details
	Graduation Application Initiator	_____ Date Submitted by Student Internally initiated by _____ _____
	Minimum of 25% hours earned at Nunez	Enter # of hours earned at Nunez: _____
	Minimum of 50% of hours in major earned at Nunez	Enter # of hours in major earned at Nunez: _____
	Maximum of 1/3 hours in major from non-traditional credit	Enter # of hours in major from non-traditional credit: _____
	Maximum of 25% of hours from portfolio-based or non-traditional credit	Enter # of hours in program from non-traditional credit: _____
	Minimum of 12 hours at 2000 level in a degree program	Enter # of hours at or above 2000 level: _____
	Minimum of 2.00 Adjusted Program GPA	Enter Program GPA: _____
	Grade of 'C' or higher in major courses	Yes No
	If this is a second degree, 15 hours completed that were not applied to first degree (9 hours for a second certificate)	Yes No
	Current # of hours completed in the program	_____ Hours Completed _____ Hours in Progress
	Student expected to complete courses needed for graduation	Semester of Completion _____
	Any holds preventing graduation (bursar, college transcripts, etc)	List holds: _____ _____

Name of Verifier: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## WAIVER OF GRADUATION REQUIREMENTS

**Student's Name:** \_\_\_\_\_ **Banner ID:** \_\_\_\_\_

This form serves as justification for a waiver of specific graduation requirements as outlined in the graduation policy in the College Catalog.

The following Graduation Requirements should be waived:

Applicant should complete the requirements of their program as described in the catalog in effect at the time they enrolled. If the student changes their major or does not enroll at Nunez for a fall or spring semester, they must follow the program requirements described in the catalog that is in effect at the time of the change of major or return to the College.

Applicant must be enrolled at Nunez when applying for graduation. Students who apply for degrees or certificates after leaving school must have completed program requirements for graduation and have been enrolled within nine months preceding their late application for graduation.

Applicant must complete an application for graduation and/or pay the graduation fee if they have fulfilled program requirements for a certificate or degree.

Applicant may substitute the following course(s) for the required course(s):

Required course: \_\_\_\_\_

Substitution course: \_\_\_\_\_

Other:

**Authorizing Signature:**

\_\_\_\_\_  
Tonia Loria,  
Dean of Academic Affairs

\_\_\_\_\_  
Faculty Member