

NUNEZ COMMUNITY COLLEGE
CERTIFICATE OF APPLIED SCIENCE
MEDICAL CODING AND BILLING

NAME:					
	Last,	First	MI	Advisor Name	
Student ID Number:				Catalog 2017-2018	
Course No.	Course Title	Substitute or Transfer Course	College		
27 Hours in Required Courses. Must earn a grade of "C" or better in each. 12 hours must be in residence.				Hrs	Grade
BUSN 1150	Survey of Microcomputer Applications			3	
HSOM 1020	Medical Terminology I			3	
HSOM 1030	Medical Terminology II			3	
HSOM 1110	Basic CPT Coding			3	
HSOM 2700	Basic ICD10CM Coding			3	
HSOM 2010	Legal Aspects of Medical Office			3	
HSOM 2050	Medical Office Management			3	
HSOM 2090	Advanced Medical Coding			3	
HSOM 2150	Reimbursement and Patient Coding			3	

12 Hours of General Education Requirements. *Must earn a grade of "C" or better in each.

ENGL 1010*	English Composition I*			3	
MATH 1195 or Higher	Business Math or Higher			3	
BIOL 1010	Introduction to Anatomy & Physiology			3	
Select one course from one of the following areas:					
Humanities	See the General Education Courses page of the Catalog for eligible Humanities courses			3	
Fine Arts	See the General Education Courses page of the Catalog for eligible Fine Arts courses				
Social Sciences	See the General Education Courses page of the Catalog for eligible Social Sciences courses				

TOTAL HOURS: 39

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