

**NUNEZ COMMUNITY COLLEGE**  
**CERTIFICATE OF TECHNICAL STUDIES**  
**WORD PROCESSING**

|   |   |                               |                          |        |
|---|---|-------------------------------|--------------------------|--------|
| <b>NAME:</b>  |   |                               |                          |        |
|   | Last  |                               | First                    | Middle |
| <b>Student ID Number:</b>   |   |                               | <b>Catalog 2017-2018</b> |        |
| Course No.  | Course Title  | Substitute or Transfer Course | College                  |        |
| 18 Hours of Required Courses. Must earn a grade of "C" or better. |   |                               | Hrs                      | Grade  |
| BUSN 1150   | Survey of Microcomputer Applications  |                               | 3                        |        |
| BUSN 1175   | Customer Service, Sales, & Skills   |                               | 3                        |        |
| BUSN 1600   | Word Processing   |                               | 3                        |        |
| BUSN 2600   | Advanced Word Processing  |                               | 3                        |        |
| BUSINESS ELECTIVE   | Select two of the following: BUSN 1100, BUSN 1330, BUSN 1530, BUSN 1610, BUSN 1620, BUSN 1630, BUSN 1640, BUSN 2100, BUSN 2400, BUSN 2610, BUSN 2620, BUSN 2630, BUSN 2640, BUSN 2650, BUSN 2660, BUSN 2670 |                               | 3                        |        |
| BUSINESS ELECTIVE   |   |                               | 3                        |        |

**TOTAL: 18**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean 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<br>Internally initiated by _____<br>_____ |
|                      | 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<br>No   |
|                      | If this is a second degree, 15 hours completed that were not applied to first degree (9 hours for a second certificate) | Yes<br>No   |
|                      | Current # of hours completed in the program   | _____ Hours Completed<br>_____ Hours in Progress                          |
|                      | Student expected to complete courses needed for graduation  | Semester of Completion<br>_____   |
|                      | Any holds preventing graduation (bursar, college transcripts, etc)  | List holds: _____<br>_____  |

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