BUSINESS ADMINISTRATION Four-Year Graduation Guarantee 2018-2019 Catalog



Cedar Crest College's Four-Year Graduation (4YG) Guarantee is open to all academically qualified candidates enrolled full-time in a 4-year bachelor's degree program, with the exception of Nuclear Medicine Technology. It does not apply to dual degree, fifth-year, or graduate programs. Provided students comply with all of the conditions of the program, Cedar Crest College will guarantee graduation within four years. The guarantee extends to one major only. While many students add additional majors and minors and finish within four years, Cedar Crest will not be able to provide four year guarantee in those cases.

| _ | | | | | | | |
|---|---|---|---|----|----|---|--|
| (| 1 | n | ผ | ıt | in | n | |
| | | | | | | | |

By signing below, I, ______ am enrolling in the 4YG program for the Business Administration major under the 2018-2019 catalog requirements and I agree to:

- assume ultimate responsibility for monitoring my academic progress and the completion of all academic requirements;
- enroll at Cedar Crest for four continuous academic years;
- remain in good academic standing;
- complete an average of 30 new credits in each academic year. Note: Courses must be selected in consultation with your academic advisor and 4YG coordinator and must apply to the recommended course sequence on page 2;
- maintain the GPA requirements of the Business Administration major and Liberal Arts Curriculum;
- meet regularly with her assigned academic advisor and 4YG coordinator following the schedule outlined below;
- resolve all outstanding holds that would prevent registration prior to the start of registration for each semester;
- register for classes each semester on the date appropriate for class standing as set forth by the Registrar;
- be responsive to communication from Cedar Crest College, including advisors and the 4YG coordinator;
- officially declare a Business Administration major by the completion of 30 credits. Note: If a change of major is requested after 30 credits, the ability to sign a new 4YG contract is not guaranteed.
- complete the following and all other Business Administration major requirements:
 - o Earn a C- or better in all courses taken for major requirements.
 - Maintain a minimum cumulative GPA of 2.25.
 - o Maintain a minimum GPA of 2.5 in all major courses.
 - o Abide by all other departmental policies and successfully meet all other graduation requirements.

The 4YG does not guarantee that courses will be offered at a particular time or on particular days, nor can it assure graduation in four years if accreditation agencies require immediate curricular changes. This agreement pertains only to the catalog specified; if major requirements change and the student elects to follow the newer requirements, this contract is void.

If a student meets all of the degree/program requirements but cannot graduate in four years because a course or courses are not available, the student will meet with their advisor as soon as the problem is discovered to discuss options for completion. These options could include a course substitution, an independent study, or permission to enroll in the course in a subsequent semester at no tuition cost to the student.

Required Meeting Schedule:

| | Semester 1 | Semester 2 | Semester 3 | Semester 4 |
|-----------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Beginning of | Advisor | Advisor | Advisor | Advisor |
| Semester | 4YG Coordinator | 4YG Coordinator | 4YG Coordinator | 4YG Coordinator |
| Prior to registration | Advisor 4YG Coordinator | Advisor 4YG Coordinator | Advisor 4YG Coordinator | Advisor 4YG Coordinator |
| | Semester 5 | Semester 6 | Semester 7 | Semester 8 |
| Beginning of | Advisor | Advisor | Advisor | Advisor |
| | | | | |
| Semester | 4YG Coordinator | 4YG Coordinator | 4YG Coordinator | 4YG Coordinator |

| agree to the stipulations set forth in this agreement. | | | | | | |
|--|------|------|---------------------------|------------|--|--|
| Student Signature | | Date | ID Number | Entry Term | | |
| Advisor Signature | Date | | 4YG Coordinator Signature | Date | | |



FALL 2018 SPRING 2019 Course Course Cr **BUA 110** Principles of Management or 3 **MAT 110** 3 **Probability & Statistics** ECO 100 **Business as a Social Process** 3-4 LAC Science course **WRI 100** 3 College Writing 3 **Humanities LAC course** 3 Art LAC course 3 3 Art LAC course **Humanities LAC course FYS** 3 First Year Seminar CCC 102 0.5 **Exploring Your Future** 0.5 **CCC 101** College Life

| FALL 2019 | | SPRING 2 | SPRING 2020 | | | | |
|-----------|-----|---|-------------|---------|----|------------------------------|----------|
| Course | Cr | Title | ✓ | Course | Cr | Title | ✓ |
| ACC 101 | 3 | Financial Accounting | | ACC 102 | 3 | Managerial Accounting | |
| ECO 101 | 3 | Principles of Macroeconomics | | ECO 102 | 3 | Principles of Microeconomics | |
| BUA | 3 | BUA 204 Business Communication or BUA 261 Experiencing the Entrepreneurial Life | | CCC 201 | 3 | Sophomore Year Expedition | |
| | 3-4 | LAC Science course | | | 3 | Concentration course*** | |
| | 3 | elective*** | | | 3 | Elective*** | |

FALL 2020 SPRING 2021 Course Cr Course Cr **BUA 221 Business Law** BUA 3-4 BUA 281 or 282 Professional Ethics 3 **BUA 260** 3 Advanced Business Software **BUA 219** 3 Quantitative Methods 3 Concentration course** International Elective* 3 3 Concentration course*** **BUA 329** 3 Organizational Behavior elective*** 3 3 Concentration course***

| FALL 2021 | | | SPRING 2 | SPRING 2022 | | | |
|-----------|----|--------------------------------|--------------|-------------|----|--|----------|
| Course | Cr | Title | \checkmark | Course | Cr | Title | √ |
| BUA 351 | 3 | Industry Analysis and Strategy | | BUA 345 | 3 | Operations and Supply Chain Management | |
| BUA 250 | 3 | Principles of Finance | | BUA 352 | 3 | Innovation and Entrepreneurship | |
| | 3 | elective*** | | | 3 | elective *** | |
| | 3 | elective*** | | | 3 | elective *** | |
| | 3 | elective | | | | | |

^{*} Choose one from: BUA 240, ECO 315 or MRK 336. Also fulfills Global Studies requirement (see LAC below). Can't double-dip for minor.

Liberal Arts Curriculum (LAC) and College-Wide Requirements

Writing (WRI1, WRI2): 2 courses, 6 cr. total Natural Science (SCI): 7 cr. total, one must be a lab-based course 1. Recommended: PSY 215, FSC 101 1. WRI 100 BUA 204 or 261 Arts (ART): 6 cr. total, one must be a 3 cr. course Humanities (HUM): 2 courses, 6 cr. total recommended: HIS 121, 122 Recommended: COM 107, 108 recommended: COM 102, 140, or 245 Mathematics & Logic (ML): 6 cr. total, one must be a MAT course Social Science (SS): 2 courses, 6 cr. total ECO 101 **MAT 110 BUA 219** ECO 102 Global Studies (GS): 1 course, 3 cr. Ethics (ETH): 1 course, 3 cr. **BUA 281** CCC 201 Technology: Information Literacy: 1. BUA 260 1. BUA 351 **Oral Presentation:**

BUA 204 or 260, and BUA 352

^{**}Complete courses as required for selected concentration, or choose four electives in consultation with your advisor.

^{***}Electives must be included to ensure that the overall total number of credits reaches the 120 credits needed to complete a degree. Minors are strongly recommended