

Cedar Crest College's Four-Year Graduation (4YG) Guarantee is open to all academically qualified candidates enrolled full-time in a 4year 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.

## **Conditions**

By signing below, I, \_\_\_\_\_\_ am enrolling in the 4YG program for the Business Administration major under the 2021-2022 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:
  - Earn a C- or better in all courses taken for major requirements.
  - Maintain a minimum cumulative GPA of 2.25.
  - Maintain a minimum GPA of 2.5 in all major courses.
  - 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 Semester	Advisor     AYG Coordinator	Advisor 4YG Coordinator	Advisor     4YG Coordinator	Advisor 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	Semester 5 Advisor	Semester 6	Semester 7	Semester 8 Advisor
Beginning of Semester				

I agree to the stipulations set forth in this agreement.

Student Signature

Date

ID Number

## Entry Term

Advisor Signature

**4YG Coordinator Signature** 



## BUSINESS ADMINISTRATION Recommended Course Sequence 2021-2022 Catalog

FALL 202 Course	21   Cr	Title	$\checkmark$	SPRING 2 Course	2022 Cr	Title   ✓
BUA 110	3	Survey of Business Principles		MRK 230	3	Principles of Marketing
	3-4	LAC Science course		WRI 100	3	College Writing
	3	Humanities LAC course		WIN 100	3	Art LAC course
	3	Art LAC course			3	Humanities LAC course
FYS	3	First Year Seminar			3	Mathematics & Logic LAC course
CCC 101	0.5	College Life		CCC 102	0.5	Exploring Your Future
FALL 202	22			SPRING 2	2023	
Course	Cr	Title	<ul> <li>✓</li> </ul>	Course	Cr	Title ✓
ACC 101	3	Financial Accounting		ACC 102	3	Managerial Accounting
ECO 101	3	Principles of Economics: Macro		ECO 102	3	Principles of Economics: Micro
BUA 204	3	Business Communications		CCC 201	3	Sophomore Year Expedition
	3-4	LAC Science course			3	Concentration course**
	3	elective***			3	elective***
FALL 202	23			SPRING 2	2024	
Course	Cr	Title	$\checkmark$	Course	Cr	Title ✓
BUA 345	3	Operations and Supply Chain Management		BUA 281	4	Professional Ethics
BUA 202	3	Business Applications & Technology		BUA 219	3	Quantitative Methods
BUA 250	3	Principles of Finance			3	International Elective*
	3	Concentration course**		BUA 329	3	Organizational Behavior
	3	Concentration course**		BUA 221	3	Business Law
FALL 202	24			SPRING 2	2025	
Course	Cr	Title	$\checkmark$	Course	Cr	Title ✓
BUA 354	3	Industry Strategy & Innovation			3	elective***
	3	Concentration course**			3	elective ***
	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.

\*\*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.

## Liberal Arts Curriculum (LAC) and College-Wide Requirements

Natural Science (SCI): 7 cr. total, one must be a lab-based course	Writing (WRI1, WRI2): 2 courses, 6 cr. total
1. Recommended: PSY 215, FSC 101 2	1. WRI 100 2. BUA 204
Arts (ART): 6 cr. total, one must be a 3 cr. course	Humanities (HUM): 2 courses, 6 cr. total
1. Recommended: COM 107, 108 2	<ol> <li>recommended: HIS 121, 122</li> <li>recommended: COM 102, 140, or 245</li> </ol>
Mathematics & Logic (ML): 6 cr. total, one must be a MAT course	Social Science (SS): 2 courses, 6 cr. total
1. 2. BUA 219	1. ECO 101 2. ECO 102
Ethics (ETH): 1 course, 3 cr.	Global Studies (GS): 1 course, 3 cr.
1. BUA 281	1. CCC 201
Technology:	Information Literacy:
1. BUA 202	1. BUA 354
Oral Presentation:	
1. BUA 204 or 202, and BUA 354	