

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.

### Conditions

By signing below, \_\_\_\_\_ is enrolled in the 4YG program for the Business Administration major under the 2014 catalog requirements and agrees to

- assume ultimate responsibility for monitoring 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. Courses must be selected in consultation with her 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. 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 her 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:

|                       | <b>Semester 1</b>                    | <b>Semester 2</b>                    | <b>Semester 3</b>                    | <b>Semester 4</b>                    |
|-----------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Beginning of Semester | ____ Advisor<br>____ 4YG Coordinator | ____ Advisor<br>____ 4YG Coordinator | ____ Advisor<br>____ 4YG Coordinator | ____ Advisor<br>____ 4YG Coordinator |
| Prior to registration | ____ Advisor<br>____ 4YG Coordinator | ____ Advisor<br>____ 4YG Coordinator | ____ Advisor<br>____ 4YG Coordinator | ____ Advisor<br>____ 4YG Coordinator |
|                       | <b>Semester 5</b>                    | <b>Semester 6</b>                    | <b>Semester 7</b>                    | <b>Semester 8</b>                    |
| Beginning of Semester | ____ Advisor<br>____ 4YG Coordinator | ____ Advisor<br>____ 4YG Coordinator | ____ Advisor<br>____ 4YG Coordinator | ____ Advisor<br>____ 4YG Coordinator |
| Prior to registration | ____ Advisor<br>____ 4YG Coordinator | ____ Advisor<br>____ 4YG Coordinator | ____ Advisor<br>____ 4YG Coordinator | ____ Advisor<br>____ 4YG Coordinator |

I agree to the stipulations set forth in this agreement.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ID Number

\_\_\_\_\_  
Entry Term

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
4YG Coordinator Signature

\_\_\_\_\_  
Date

**FALL 2014**

| Course                   | Cr  | Title  | ✓ |
|--------------------------|-----|--|---|
| ACC 101                  | 3   | Financial Accounting                                     |   |
| BUA 110<br>or<br>ECO 100 | 3   | Principles of Management or Business as a Social Process |   |
| ECO 101                  | 3   | Principles of Economics: Macro                           |   |
| _____                    | 3   | Art LAC course   |   |
| FYS _____                | 3   | First Year Seminar                                       |   |
| SPS 120                  | 0.5 | College Life   |   |

**FALL 2015**

| Course  | Cr | Title                       | ✓ |
|---------|----|-----------------------------|---|
| BUA 205 | 3  | Business Enterprise Systems |   |
| BUA 204 | 3  | Writing for Management      |   |
| _____   | 3  | International elective*     |   |
| _____   | 3  | Concentration elective**    |   |
| _____   | 3  | Humanities LAC course       |   |

**FALL 2016**

| Course  | Cr | Title                    | ✓ |
|---------|----|--------------------------|---|
| BUA 250 | 3  | Principles of Finance    |   |
| BUA 329 | 3  | Organization Behavior    |   |
| _____   | 3  | Concentration elective** |   |
| _____   | 3  | Humanities LAC course    |   |
| _____   | 3  | Science LAC course       |   |

**FALL 2017**

| Course  | Cr | Title                                  | ✓ |
|---------|----|--|---|
| BUA 351 | 3  | Industry Analysis and Entrepreneurship |   |
| _____   | 3  | Concentration elective**               |   |
| _____   | 3  | Social Science LAC course              |   |
| _____   | 3  | elective***                            |   |
| _____   | 3  | elective***                            |   |

\* Choose one from: BUA 240, ECO 315, or MRK 336.

\*\*Complete courses as required for a concentration in Economics, Health Care Management, Human Resources, Management, or Marketing.

\*\*\*Electives must be included to ensure that the overall total number of credits reaches the 120 credits needed to complete a degree.

## Liberal Arts Curriculum (LAC) for Business Administration majors

**Natural Science:** One must be a lab-based course

1. \_\_\_\_\_
2. \_\_\_\_\_

**Arts:** 6 cr. total, one must be a 3 cr. course\*

1. \_\_\_\_\_
2. \_\_\_\_\_

**Mathematics & Logic:** 6 cr total, one mathematics course

1. MAT 110
2. BUA 219

**Ethics:** 3 cr.

1. BUA 281

**Technology:**

1. BUA 205

**Oral Presentation:**

1. BUA 204 and 352

**SPRING 2015**

| Course  | Cr  | Title                          | ✓ |
|---------|-----|--------------------------------|---|
| ACC 102 | 3   | Managerial Accounting          |   |
| ECO 102 | 3   | Principles of Economics: Micro |   |
| MAT 110 | 3   | Probability & Statistics       |   |
| MRK 230 | 3   | Principles of Marketing        |   |
| WRI 100 | 3   | College Writing                |   |
| SPS 160 | 0.5 | Exploring Your Future          |   |

**SPRING 2016**

| Course  | Cr | Title                       | ✓ |
|---------|----|-----------------------------|---|
| BUA 219 | 3  | Quantitative Methods        |   |
| BUA 221 | 3  | Business Law                |   |
| BUA 281 | 3  | Business Ethics             |   |
| _____   | 3  | Concentration elective**    |   |
| _____   | 4  | Science LAC course with lab |   |

**SPRING 2017**

| Course  | Cr | Title                                  | ✓ |
|---------|----|--|---|
| BUA 345 | 3  | Operations and Supply Chain Management |   |
| _____   | 3  | Concentration elective**               |   |
| _____   | 3  | Art LAC course                         |   |
| _____   | 3  | elective***                            |   |
| _____   | 3  | elective***                            |   |

**SPRING 2018**

| Course  | Cr | Title                           | ✓ |
|---------|----|---------------------------------|---|
| BUA 352 | 3  | Innovation and Entrepreneurship |   |
| _____   | 3  | elective***                     |   |
| _____   | 3  | elective***                     |   |
| _____   | 3  | elective***                     |   |
| _____   | 3  | elective***                     |   |

**Writing:** 6 cr.

1. WRI 100
2. BUA 204

**Humanities:** 6 cr. total from two disciplines\*

1. \_\_\_\_\_
2. \_\_\_\_\_

**Social Science:** 6 cr. total from two disciplines\*

1. ECO 101
2. \_\_\_\_\_

**Global Studies:** 3 cr.

1. BUA 240, ECO 315, or MRK 336

**Information Literacy:**

1. BUA 351

\*The courses used to fulfill the Arts, Humanities, and Social Science requirements must be in 5 different disciplines.