

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, I, \_\_\_\_\_ am enrolling in the 4YG program for the Business Administration major under the 2022-2023 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 ____ 4YG 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	____ Advisor ____ 4YG 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

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 2022**

Course	Cr	Title	✓
BUA 110	3	Survey of Business Principles	
_____	3-4	LAC Science course	
_____	3	Humanities LAC course	
_____	3	Art LAC course	
FYS _____	3	First Year Seminar	
CCC 101	0.5	College Life	

**SPRING 2023**

Course	Cr	Title	✓
MRK 230	3	Principles of Marketing	
WRI 100	3	College Writing	
_____	3	Art LAC course	
_____	3	Humanities LAC course	
_____	3	Mathematics & Logic LAC course	
CCC 102	0.5	Exploring Your Future	

**FALL 2023**

Course	Cr	Title	✓
ACC 101	3	Financial Accounting	
ECO 101	3	Principles of Economics: Macro	
BUA 204	3	Business Communications	
_____	3-4	LAC Science course	
_____	3	elective***	

**SPRING 2024**

Course	Cr	Title	✓
ACC 102	3	Managerial Accounting	
ECO 102	3	Principles of Economics: Micro	
CCC 201	3	Sophomore Year Expedition	
BUA 219	3	Quantitative Methods	
_____	3	elective***	

**FALL 2024**

Course	Cr	Title	✓
BUA 345	3	Operations and Supply Chain Management	
BUA 202	3	Business Applications & Technology	
BUA 250	3	Principles of Finance	
_____	3	Concentration course**	
_____	3	Concentration course**	

**SPRING 2025**

Course	Cr	Title	✓
BUA 281	4	Professional Ethics	
BUA 221	3	Business Law	
_____	3	International Elective*	
BUA 329	3	Organizational Behavior	
_____	3	Concentration Course **	

**FALL 2025**

Course	Cr	Title	✓
BUA 354	3	Industry Strategy & Innovation	
_____	3	Concentration course**	
_____	3	elective***	
_____	3	elective***	
_____	3	elective***	

**SPRING 2026**

Course	Cr	Title	✓
_____	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

<b>Natural Science (SCI):</b> 7 cr. total, one must be a lab-based course
1. Recommended: PSY 215, FSC 101
2. _____
<b>Arts (ART):</b> 6 cr. total, one must be a 3 cr. course
1. Recommended: COM 107, 108
2. _____
<b>Mathematics &amp; Logic (ML):</b> 6 cr. total, one must be a MAT course
1. _____
2. BUA 219
<b>Ethics (ETH):</b> 1 course, 3 cr.
1. BUA 281
<b>Technology:</b>
1. BUA 202
<b>Oral Presentation:</b>
1. BUA 204 or 202, and BUA 354

<b>Writing (WRI1, WRI2):</b> 2 courses, 6 cr. total
1. WRI 100
2. BUA 204
<b>Humanities (HUM):</b> 2 courses, 6 cr. total
1. recommended: HIS 121, 122
2. recommended: COM 102, 140, or 245
<b>Social Science (SS):</b> 2 courses, 6 cr. total
1. ECO 101
2. ECO 102
<b>Global Studies (GS):</b> 1 course, 3 cr.
1. CCC 201
<b>Information Literacy:</b>
1. BUA 354