

## CLASS ATTENDANCE

Regular class attendance is necessary if a student is to receive maximum benefit from college enrollment. The student must make arrangements for makeup work and absences with the instructor, who will determine whether an absence can be excused. Instructors will permit students to make up work missed because of field trips and activities approved by the college.

## TERM HONORS (FALL & SPRING TERMS ONLY)

Full-time (Fall and Spring semester) students are recognized for their academic achievement in college-level courses based on the following:

**Chancellor's Academic Honors** – Grade Point Average (GPA) of **3.90 or greater**

**President's Academic Honors** – Grade Point Average (GPA) from **3.75 to 3.89**

**Dean's Academic Honors** – Grade Point Average (GPA) from **3.50 to 3.74**

## GRADUATION REQUIREMENTS

Upon recommendation from the faculty, staff, and chancellor, students who meet the general requirements and curriculum requirements of a program will be granted the designated degree or certificate. It is the student's responsibility to know and follow the requirements of the curriculum and the rules governing academic work. No IECC official or faculty member can relieve a student of this responsibility.

To graduate, all students must:

1. Successfully complete all of the prescribed requirements in the selected program of study;
2. Earn the required number of hours for the degree or certificate;
3. Earn, at a minimum, the required number of college-level credits at IECC:
  - For a degree, 16 credit hours
  - For a certificate, 16 credit hours or 50% of the required credit hours, whichever is less;
4. Earn a cumulative grade point average of at least 2.0 for all IECC coursework;
5. Satisfy all IECC financial obligations;
6. Fulfill any outstanding requests for records; and
7. Make application for graduation and pay the required fee.

## GRADUATION HONORS

Students who meet the following academic objectives will be recognized at the college's commencement ceremony and an appropriate designation will appear on their transcripts and diplomas.

### High Honors

Students shall be recognized with high honors for attaining a cumulative grade point average of **3.90 or**

**greater** for college-level coursework completed from IECC through the term prior to graduation.

### Honors

Students shall be recognized with honors for attaining a cumulative grade point average of **3.50 to 3.89** for college-level coursework completed from IECC through the term prior to graduation.

## TRANSCRIPT REQUESTS

Current and former IECC students may obtain both unofficial and official transcripts of their education records; however, IECC reserves the right to withhold education records from students who have an outstanding debt owed to IECC. Requests for transcripts will not be processed until a hold has been resolved.

### Unofficial Transcripts

There's no charge for unofficial transcripts obtained via a link in a student's Entrata account. Standard charges apply for unofficial transcripts obtained through the Student Records Office. These transcripts will be identified as "Unofficial Transcript". Be advised that most colleges and universities accept only official transcripts submitted to the receiving institution by the college issuing the transcript.

### Official Transcripts

There are 2 options for requesting official transcripts:

1. Online at the National Student Clearinghouse. IECC has partnered with the National Student Clearinghouse to process transcripts online. A link from a student's Entrata account provides access to the site where there are easy-to-follow directions to aid in placing the order. A major credit or debit card is necessary.
2. In person in the Student Records Office at the college. A completed transcript request form, photo ID, and payment of the fee are required prior to release of the transcript.

For more information or to request a transcript, visit [www.iecc.edu/transcript](http://www.iecc.edu/transcript).

## CAREER AGREEMENTS

IECC participates in a state-wide cooperative agreement to maximize Career and Technical Education opportunities for Illinois students. Under the terms of the Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER) agreement, students may enroll in an eligible CTE certificate or degree program at a community college outside of their home district and pay the in-district tuition rate. The agreement is authorized by the student's home district who will ensure the desired curriculum is not available in-district.

**Out-of-District Students:** Students residing outside IECC District 529 who want to enroll in an Associate in Applied Science Degree or a certificate not available from their