

<b>Inver Hills Community College Policies</b>
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<b>Policy Name:</b> Graduation	<b>Policy Number:</b> 3.17
<b>Author:</b> Landon K. Pirius	<b>Policy Custodian:</b> Management Team
<b>Authority:</b> MnSCU Board Policy 3.36 and Procedure 3.36.1	<b>Effective Date:</b> August 2011
<b>Last Review Date:</b> 2008	<b>Next Review Date:</b> Fall Semester 2013
<b>Groups Affected:</b> All	
<b>Distribution Plan (identify audience/publications):</b> All email to campus faculty and staff. All email to students. College catalog. College website. Policy and procedure review website	

**Part 1. Policy Statement:**

A student will earn a certificate or an Associate’s degree upon satisfactorily completing all requirements for graduation and complying with all applicable college policies, including that all Inver Hills Community College financial obligations are met.

**Part 2. Policy Procedures:**

**Subpart A. Graduation requirements.**

Students have four years to complete the graduation requirements published in the catalog under which they initially enrolled or in any subsequent catalog published during their enrollment. Students taking more than four years to complete graduation requirements at Inver Hills must follow the curriculum in a catalog under which they were enrolled during the four-year period preceding their date of graduation. Students must file an Application for Graduation form with a counselor prior to registering for the semester in which they expect to complete their graduation requirements.

Students seeking a technical certificate are not required to meet with a counselor. Certificate students can obtain the Application for Certificate Completion form either online or from the Enrollment Center.

**Subpart B. Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in Fine Art degree requirements.**

Course and credit requirements for degree programs vary depending on the program. For specific requirements for all programs, please see program pages in the *College Catalog*. General graduation requirements for degree programs include:

1. Earn a minimum of 60 semester credits numbered 1000 or above with a minimum grade-point average (GPA) of 2.00. (Some degree programs require more than 60 credits)
2. Complete the career program and Liberal Arts Distribution requirements of the degree program.
3. Complete a minimum of 20 college-level credits at Inver Hills. This requirement will be reduced to 12 college-level credits at Inver Hills for students transferring at least 8 college-level credits from another MnSCU institution and/or the University of Minnesota.
4. Earn a minimum grade-point average (GPA) of 2.00 for Minnesota Transfer Curriculum (MnTC) courses if seeking an Associate in Arts degree.

**Subpart C. Diploma/Certificate completion requirements.**

Course and credit requirements for diploma and certificates vary depending on the program. For specific requirements for all programs, please see program pages in the *College Catalog*.

1. Diplomas: Earn 30 to 48 earned college-level credits; students must earn at least one third of the credits at Inver Hills Community College.
2. Certificates: Earn 9 to 30 earned college-level credits; students must earn at least one third of the credits at Inver Hills Community College.
3. Earn an Inver Hills GPA of 2.00 and a Minnesota Transfer Curriculum (MnTC) GPA of 2.00 (if applicable).
4. Complete a minimum of 12 semester credits at Inver Hills for the college to certify completion of the Minnesota Transfer Curriculum. Students must earn a 2.00 GPA within the Minnesota Transfer Curriculum in order to complete it.
5. Meet specific course grade requirements in the specific certificate/diploma program. See *College Catalog* or talk with a college counselor.

**Subpart D. Use of credits for multiple degrees and certificates.**

In order to be awarded both the certificate and the degree, the student must apply to complete the certificate at least one semester prior to completing the corresponding associate degree. Students who apply for the certificate after earning the associate's degree will not be awarded the certificate. Students interested in completing a certificate and its corresponding associate degree should consult with a counselor to create an appropriate educational plan.

**Subpart E. Commencement.**

A formal commencement ceremony is planned for the end of each spring semester. Invitations will be sent to all graduation applicants. Attendance is encouraged but not mandatory.

**Subpart F. Graduation with honors.**

Honors medallions are presented annually to graduating students who have attained a minimum of a 3.75 grade-point average for 20 or more grade-point credits earned while attending Inver Hills Community College. Students who graduate with honors will have "Honors" designated on their final transcript.

**Subpart G. Diplomas.**

Diplomas are ordered following a final, successful graduation requirement check conducted by the Office of Enrollment Services. Diplomas are ordered at the end of the fall, spring, and

summer terms. Graduates should receive their diplomas 10 to 12 weeks from the end of the term.

<b>Action</b>	<b>Date</b>
Campus Community Review Period	November 22, 2010 – December 3, 2010
Student Senate Final Review	February 2, 2011
Shared Governance Final Review	February 1, 2011
Management Team Approval	February 7, 2011
Communication to Campus Community	February 28, 2011