



**BOARD POLICIES**

<b>DIVISION</b> IV. Instruction and Curriculum	<b>POLICY NUMBER</b> 4.04.00
<b>CATEGORY</b> 4.04.00 Graduation Requirements	<b>DATE</b> Adopted: 1978 Revised: 1982, 05/1988, 12/2013, 05/2017, 08/2019, 09/2020

4.04.00      GRADUATION REQUIREMENTS

The student has the ultimate responsibility to fulfill the requirements for the degree he/she is pursuing, to check eligibility, to take courses, and to abide by the academic rules governing the program. The adviser/counselor’s role is to assist the student in making important decisions. Students should check with their adviser/counselor to ensure all graduation requirements have been met.

The requirements for graduation at Joliet Junior College (JJC) are those specified in the official college catalog at the time a student enrolls. Unless a student interrupts his/her enrollment for more than three consecutive year, he/she may elect to abide by the graduation requirements specific in any later catalog. If the student does interrupt his/her enrollment by more than three years, he/she will be subject to the requirements stated in the current catalog at the time of initial re-enrollment. Again, a student may elect to abide the graduation requirements set forth in any subsequent catalog.

To be awarded an Associate Degree at JJC, each student must meet the following requirements:

1. Satisfy all admissions requirements.
2. Complete the courses required to earn the given degree. If the student is a transfer student with coursework taken elsewhere, he/she must complete a minimum of 60 credit hours of which 15 credit hours applicable to the degree are earned at JJC. Proficiency test, CLEP, and Advanced Placement does not meet this requirement.
3. Earn a cumulative grade point average of at least 2.0.
4. Discharge all financial obligations to the College and have no restrictions.
5. File an application for graduation. An application should be filed at the time of registration for the student’s anticipated last semester.
6. Have all official transcripts from other college/universities on file in the Graduation Office by the graduation filing date for evaluation of credit. A delay in the process may result in a later graduation date.



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To be awarded a Certificate of Achievement or Certificate of Completion at JJC, each student must meet the following requirements:

1. Satisfy all admission requirements.
2. Complete the courses required to earn the chosen certificate. Complete a minimum of 4-29 credit hours (Certificate of Completion) or 30-50 credit hours (Certificate of Achievement). If the student is a transfer student with coursework taken elsewhere, he/she must complete a minimum of 25% of the total required credit hours applicable to the certificate at JJC. Proficiency test, CLEP, and Advanced Placement do not meet this requirement.
3. Earn a cumulative grade point average of at least 2.0 in the area of concentration.
4. Discharge all financial obligations to the college and have no restrictions.
5. File an application for graduation. An application should be filed at the time of registration for the student’s anticipated last semester.
6. Have all official transcripts from other college/universities on file in the Graduation Office by the graduation filing date for evaluation of credit. A delay in the process may result in a later graduation date.