

## Certificates for IEP Students

Two types of certificates are issued to students:

1. Certificate of Completion
2. Certificate of Participation

### 1. Certificates of Completion - Eligibility

Certificates of Completion will be issued to students who

- are enrolled in a full time (18 hours per week or more) program
- complete their program of study from start to finish, as enrolled, without withdrawing, failing, or being dismissed
- have successfully completed a level and are eligible to progress to the next level with
  - overall attendance of 80% or more
  - grades of 2.0 (70%) or higher (grade of “C”) in every class
  - a rating of “CR” in all credit/no-credit classes
  - participated in a minimum of 12 weeks of academic instruction

### 2. Certificates of Participation – Eligibility

Certificates of Participation will be issued to students who

- are enrolled in a part-time (10-15 hours per week or more) program
- complete their program of study from start to finish, as enrolled, without withdrawing, failing, or being dismissed
- have achieved
  - overall attendance of 80% or more
  - grades of 2.0 or higher (grade of “C”) in every class
  - a rating of “CR” in all credit/no-credit classes
  - participated in a minimum of 4 or more weeks of academic instruction

## How to Move Up to the Next Level and Receive a Certificate\*

Students are eligible to move up a level after 2 consecutive sessions (A+B) or 1 full semester, under the conditions listed below:

- Pass all graded classes with a 2.0 (70%) or higher (grade of “C”)
- Pass all Credit/No Credit classes with a “CR”
- Successfully complete a minimum of 12 weeks of academic instruction
- Keep overall attendance above 80%

**NOTE:** A student may fail one class and still be eligible to progress to the next level, but not receive a certificate. These scenarios are listed below:

**Level 100 – 104** Students who fail a class, must have an overall GPA of 2.3 or higher to progress to the next level. They are not eligible for a certificate of completion.

**Level 105 (to move to Level 106)** Students who fail a class, must have an overall GPA of 2.7 or higher to progress to the next level. They are not eligible for a certificate of completion.

Level progression is not granted mid-term. Moving up a level only happens after the final week of the semester and applies to the following semester.

\*Certificates are not issued to students who fail any class, including CR/NC classes, and/or whose attendance falls below an 80%.