



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 4 – Academic Affairs

AP 5026 – PHILOSOPHY AND CRITERIA FOR CERTIFICATES

This procedure implements:

Certificates of Achievement

Certificates of Achievement that may appear by name on a student transcript or diploma require California Community Colleges Chancellor's Office approval.

The following is required for all Certificates of Achievement:

- I. Complete all required courses in the certificate with a grade of "C" or better. A "P" (pass) grade meets this requirement;
- II. Meet all standards for admission to the desired certificate program; and
- III. A minimum of six semester units of required courses in the certificate completed in residence at any of the colleges in the San Diego Community College District.

Certificates of Performance

Certificates of Performance are locally approved department awards (not to exceed 17 1/2) units that are not recorded on the official transcript.

The following is required for all Certificates of Performance:

- I. Complete all required courses in the certificate with a grade of "C" or better. A "P" (pass) grade meets this requirement; and
- II. All courses required for the certificate must be completed in residence at any of the colleges in the San Diego Community College District. Course substitutions or course equivalencies from other colleges may not be used to satisfy certificate of performance requirements.

Certificates of Completion

Certificates of completion that may appear by name on a student transcript require California Community Colleges Chancellor's Office approval.

The following is required for all Certificates of Completion:

- I. Complete all required courses in the certificate.
- II. All courses required for the certificate must be completed in residence at Continuing Education in the San Diego Community College District. Course substitutions or course equivalencies from other colleges may not be used to satisfy certificate of performance requirements.

Certificates of Competency

Certificates of completion that may appear by name on a student transcript require California Community Colleges Chancellor's Office approval.

The following is required for all Certificates of Competency:

- I. Complete all required courses in the certificate.
- II. All courses required for the certificate must be completed in residence at Continuing Education in the San Diego Community College District. Course substitutions or course equivalencies from other colleges may not be used to satisfy certificate of performance requirements.

High School Diploma Programs

High School Diploma Programs that may appear by name on a student transcript require California Community Colleges Chancellor's Office approval.

The following is required for all High School Diploma Programs:

To receive a joint high school diploma from the San Diego Continuing Education program in cooperation with the San Diego Unified School District Adult Education students must complete all required courses in the program in either Option 1 or Option 2 in the current catalog.

- I. Under Option 1, students must earn a total of 40 semester credits:
 - (1) Credit for appropriate senior high (grade 9-12) courses taken in Grades 7 or 8 may be applied to a high school diploma;
 - (2) Credit may be given for previous education, but no high school credit may be awarded for religion classes.
- II. Under Option 2, students must earn a minimum of 24 semester credits. Credits may be given for previous education.

References: California Code of Regulations Title 5: Sections 51022, 55060 et Seq., 55070, 55072, 55130, 55600 et seq.
Education Code: Section 70901, 70902, 78106
WASC/ACCJC Accreditation Standards: II.A, II.A.3

Approved by
the Chancellor: February 10, 2017

Supersedes: New Procedure