AWARDING OF CERTIFICATES

A. Certificate Policy

The College of the Sequoias (COS) will award a certificate to a student who satisfactorily completes the program requirements stated in the college catalog.

For any certificate, a student must complete (a) a minimum of twelve (12) semester units at COS or (b) at least 25% of the units required to earn the certificate must be completed at COS, whichever option is most beneficial to the student.

Students must receive a grade of "C" or higher in each course to successfully complete a certificate.

Exception: For the Certificates of Achievement in CSU GE, a minimum grade of "D-" (0.7 on a 4.0 scale) is required for each course, except for Area A and B4, which must be completed with a grade of "C" or higher. The minimum overall GPA on the CSU GE pattern must be a "C" (2.0 on a 4.0 scale) per CSU Executive Order 1100.

Certificates of Achievement that consist solely of basic skills and/or ESL courses are not permitted.

B. Awarding of Certificates

Responsibility for assessing the eligibility for and the processing of certificate awards is managed by the Admissions and Records Department. Exception: Certificates for programs governed by specific State requirements (e.g., Police, Fire, Allied Health Programs) are assessed and processed by each specific area.

C. Certificate Provisions

1. College of the Sequoias recognizes the following certificates:
    a. Certificates of Achievement: Certificates of Achievement are noted on a student's transcript upon successful completion. Certificates of Achievement are at least 8 or more semester units and are approved by the Chancellor's Office.
    b. Skills Certificate: Skill Certificates are not noted on a student's transcript nor are they required to be submitted to the Chancellor's Office for approval. Skill Certificates are under 16 units and are not financial aid eligible.
    c. The student becomes eligible for the certificate when the student has completed the application for that certificate and provided the necessary documentation, such as transcripts, necessary for evaluation of the application.

D. Applicant Procedures

   1. Students can obtain an application for a Skill Certificate or Certificate of Achievement online at the COS website or in person at the Admissions and Records Office.

   2. Students can apply for the certificate in the last semester for which courses will be completed.

   3. The application for a Skill Certificate or Certificate of Achievement form can be submitted three ways:
      a. Using the upload forms system
      b. Emailed directly to evaluations@cos.edu
      c. In person at any of our three campuses
            i. Visalia Campus (A&R, Room 107)
           ii. Tulare College Center (Building A)
          iii. Hanford Educational Center (The Hub)

   4. After grades have been posted, it may take up to eight weeks to process and print the certificate. All certificates are printed by a contracted printing company and the average turn-around time is 10-14 business days. The certificate will be mailed directly to the student's address on file. Students need to verify that their Mailing Address is up to date.

E. Determining Award

The Admissions and Records Department is responsible for reviewing and determining if a certificate shall be awarded. If a course substitution or waiver is being used, documentation must be on file with Admissions and Records. After reviewing the application and supplemental documentation (e.g. unofficial transcripts, major sheet, degree audit, course substitution), and verifying that all requirements have been met, the Admissions and Records Department will award the certificate and the student will be notified.

F. Official Notation on Record

The Evaluations Department will update the student's record to reflect the earning of the certificate(s) and only then does it become "official."

Reference: Title 5, Section 55601
Adopted: April 14, 2009
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