

AWARDING OF CERTIFICATES**A. Awarding of Certificates**

Responsibility for assessing the eligibility for and the processing of certificate awards is shared between Academic Services and Student Services, with Student Services (the Office of Admissions and Records) responsible for coordinating the process. Exception: Certificates for programs governed by specific State requirements (e.g., Police, Fire, Allied Health Programs) are assessed and processed by each specific area.

B. General Skill and Academic Certificate Provisions

1. A Skill Certificate (fewer than 12 units) or Certificate of Achievement (12 units or more approved by the Chancellor's Office) will be awarded upon the student's completion of a certificate's course(s) and unit requirements as outlined in the college catalog and grades have been posted.
2. In order for certificates to be published in the COS graduation program, certificate applications must be approved and returned to the Office of Admissions and Records prior to the deadline established each semester by the Office of Admissions and Records.
3. The student becomes eligible for the certificate when the student has completed the application for that certificate in full and provided the documentation, such as transcripts, necessary for evaluation of the application.

C. Applicant Procedures

1. Students can obtain an application for a skill or achievement certificate online at www.cos.edu.
2. Students should complete the application and print out a copy of their unofficial transcript by accessing Banner Web.
3. Students will then be responsible for obtaining verification and approval of the application from the division which awards the certificate.
4. Once official grades have been posted for all courses being counted for certificate completion, the division will return the completed application to the Office of Admissions and Records for processing.
5. Unless by mutual agreement between an academic program or department and the Office of Admissions and Records that a certificate will be printed

elsewhere, the Office of Admissions and Records will print the certificates and hold for pickup by the student. If a student chooses to pay for mailing of the certificate arrangements can be made by the student with the Office of Admissions and Records.

D. Determining Award

The academic program or department is solely responsible for determining if an award of a college certificate shall be made. After reviewing the applicant list and related applicant materials and determining if an award has been earned, the division chair, or designee from the program or department, will check mark the applicant list next to the name of the student. This indicates the division chair acknowledges to the Dean or other administrator an award has been earned. The Dean or other administrator will then verify and sign that the program or department has “certified” that the award can be issued for that term to the student.

E. Official Notation on Record

Each applicant list and accompanying documentation will be returned to the Office of Admissions and Records. Admissions and Records will update the Banner records of students who have earned awards to reflect this and will store the applicant lists and documentation. Once the award is noted on the student record, it becomes “official.”

Reference: Title 5, Section 55601

Adopted: April 14, 2009

Revised: April 8, 2013