

AR 4102 Certificate of Achievement (new AR#)

Occupational/Vocational Technical Programs ???

Note: This procedure is **legally required**. Local practice may be inserted here, which must address:

- Establishment of an appointment process for related advisory committees; and
- Provisions for documenting the competence of students completing vocational and occupational programs.

Consistent with federal regulations pertaining to federal financial aid eligibility, the [*Chief Instructional Officer*] will ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its website.

The [*Chief Instructional Officer*] shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

❖ From current SMC AR 4354 Career and Department Certificates of Completion (old AR#)

Career and Department Certificates of Completion

At least 50% of the units required for certificates of achievement and department certificates must be completed at Santa Monica College.

AR 4354 does not apply to the IGETC Certificate of Achievement (AR 4354.1) or the CSU GE Certificate of Achievement (AR 4354.2).

Revised: 12/12/06 Revised: 11/02/10, 4/07/15

❖ From current SMC AR 4354.1 IGETC Certificate of Achievement (old AR#)

IGETC Certificate of Achievement

In order for a student to receive an IGETC Certificate of Achievement, as opposed to IGETC certification for transfer, at least 50% of the units must be completed at any California Community College(s). A minimum grade of "C" (2.0 on a 4.0 scale) or "P" is required for each course applied to the IGETC Certificate of Achievement and complete

certification is required to receive an IGETC Certificate of Achievement. Refer to AR 4350 for IGETC certification requirements for transfer.

Revised: 11/2/10, 3/8/17

❖ **From current SMC AR 4354.2 CSUGE Certificate of Achievement (old AR#)**

CSU General Education Certificate of Achievement

In order for a student to receive a CSU GE Certificate of Achievement, as opposed to CSU GE certification for transfer, at least 50% of the units must be completed at any California Community College(s). A minimum grade of “C” (2.0 on a 4.0 scale) or “P” is required for each CSU GE Area A1, A2, A3, and B4 course. A minimum grade of “D-” (.07 on a 4.0 scale) or “P” is acceptable for other CSU GE areas applied to the CSU GE Certificate of Achievement. The minimum overall GPA on the CSU GE pattern must be a “C” (2.0 on a 4.0 scale) and complete certification is required to receive a CSU GE Certificate of Achievement. Refer to AR 4350 for CSU GE certification requirements for transfer.

Revised: 11/2/10, 3/8/17

References:

[Title 5 Sections 55070-72, 55600 et seq.;](#)
[U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 C.F.R. Part 600.\]](#)

§ 55600. Definitions.

For the purposes of this subchapter the following definitions apply:

- (a) “Vocational education contract” or “career technical education contract” means a written agreement between any community college district and a contractor which meets standards prescribed herein to provide career technical instruction to students enrolled in community colleges. Such agreements shall also be required to comply with the provisions of article 5 (commencing with section 8090) of chapter 1, part 6 of the Education Code.
- (b) “The California State Plan for Vocational Education” or “Carl D. Perkins Career Technical Education Act of 2006 California State Plan” means an official agreement between the United States Commissioner of Education and the California State Board of Education which provides standards, policies, and procedures that shall apply to the operation of various phases of career technical education to qualify for financial support from the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Public Law 109-270), or any successor federal legislation.
- (c) “Contractor” as used in section 55602 means any private postsecondary school authorized or approved pursuant to the provisions of chapter 7 of part 59 of division 10 of the Education Code (commencing with section 94700), and which has been in

operation not less than two (2) full calendar years prior to the effective date of the contract, to provide career technical skill training authorized by the Education Code and this subchapter.

(d) "Eligible costs" means all direct and indirect related instructional costs but does not include expenditures for capital outlay (object of expenditure code 6000 as defined in the California Community Colleges Budget and Accounting Manual).

(e) "Public or private postsecondary educational institution in a neighboring state that borders on the district boundary" for purposes of Education Code section 8092.5 means a public or private institution which:

(1) is located in a neighboring state that borders on the district boundary; and

(2) is a contractor under subdivision (c); or

(3) a private postsecondary school that meets standards established by the Chancellor.

(f) "Qualified faculty of the district" for purposes of section 55630(e) may include persons who have entered into contracts with the district pursuant to section 58058(b).

§ 55070. Credit Certificates.

(a) Any sequence of courses consisting of 16 or more semester units or 24 or more quarter units of degree-applicable credit coursework shall constitute an educational program subject to approval by the Chancellor pursuant to section 55130. The college-awarded document confirming that a student has completed such a program shall be known as a certificate of achievement and may not be given any other designation. The award of a certificate of achievement is intended to represent more than an accumulation of units. Listing of the certificate of achievement on a student transcript symbolizes successful completion of patterns of learning experiences designed to develop certain capabilities that may be oriented to career or general education; provided however, that no sequence or grouping of courses may be approved as a certificate of achievement pursuant to this section if it consists solely of basic skills and/or ESL courses. For purposes of this subdivision, the term "general education" includes coursework taken to satisfy transfer patterns established by the University of California, the California State University, or accredited public postsecondary institutions in adjacent states which award the baccalaureate degree.

(b) Shorter credit programs leading to a certificate may be established without review and approval by the Chancellor after approval by the college curriculum committee and the district governing board. Such a certificate may be given any name or designation deemed appropriate by the district governing board, except that such a certificate may not be referred to as a certificate of achievement, a certificate of completion, or a certificate of competency, unless approved by the Chancellor pursuant to subdivision

(c). Such a certificate may not be listed on a student's transcript, unless approved by the Chancellor pursuant to subdivision (c).

(c) A district may submit any sequence of courses consisting of 8 or more semester units or 12 or more quarter units of degree-applicable credit coursework to the Chancellor and request that it be approved as a program leading to a certificate of achievement. The Chancellor may approve such a program if he or she determines that it satisfies the requirements of subdivision (a) despite requiring fewer than 16 semester or 24 quarter units of degree-applicable credit coursework.

(d) Content and assessment standards for certificates shall be defined by the local curriculum committee and comply with the requirements of this chapter. Such standards should also ensure that certificate programs will be consistent with the mission of the

college, meet a demonstrated need, be feasible, and adhere to guidelines on academic integrity which may be developed by the Chancellor, the Academic Senate for California Community Colleges or other appropriate statewide bodies.

(e) A description of each approved program shall be included in the college catalog.

(f) The Chancellor shall develop forms and procedures for submission of applications for approval of a program leading to a certificate of achievement.

(g) Provisions of this section regarding the naming or designation of certificates shall become effective for the Fall 2008 term.

§ 55072. Award of Certificates.

The governing board, or its designee, shall award the appropriate certificate to any student who has completed the prescribed curriculum leading to that certificate as approved pursuant to section 55070.