



Administrative Procedure

Chapter 4 – Instructional Services

AP 4025.1 – PHILOSOPHY AND CRITERIA FOR CERTIFICATES

All certificates and diplomas must comply with national and state statutes, regulations, District policy, local approval and/or accrediting agencies, good practice, and the philosophy, mission, and goals of the institution.

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:

1. Admission to the desired certificate program where applicable; and
2. 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.
3. Completion of all required courses in the certificate with a grade of "C" or better. a "P" (pass) grade meets this requirement.

Certificates of Performance

Certificates of Performance, not to exceed 15 1/2 units, are locally approved department awards that are not recorded on the official transcripts.

The following is required for all Certificates of Performance:

1. Complete all required courses in the certificate with a grade of "C" or better. A "P" (pass) grade meets this requirement; and
2. Complete all courses required for the certificate 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.

Complete all courses required for the certificate in residence at the San Diego College of Continuing Education Course substitutions or course equivalencies from other colleges may not be used to satisfy certificate of completion requirements.

Certificates of Competency

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

Complete all courses required for the certificate in residence at the San Diego College of

Continuing Education. Course substitutions or course equivalencies from other colleges may not be used to satisfy certificate of competency 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.

To receive a joint high school diploma from the San Diego College of 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.

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

Reference: 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: September 22, 2023

Supersedes: AP 5026 - 2/10/2017