PURPOSE AND DESCRIPTION
Faculty (contract and adjunct), students, administrators, College, Continuing Education and District councils and committees, members of the Board of Trustees, and members of the community may initiate curriculum proposals. The purpose of the degree and certificate approval process is to ensure the following:

1. Academic awards shall be reviewed every six years.
2. Career technical awards shall be reviewed every two years.
3. Revisions to the awards shall be initiated through the curriculum process.
4. Curriculum shall be reviewed and approved in a timely fashion—credit curriculum changes shall meet established timelines in order to ensure inclusion in the catalog as stated in the District Instructional Services office curriculum calendar for catalog and schedule timelines.
5. Approval by the Colleges is required for all awards except for certificates of performance.
6. Educational awards shall 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 Colleges or Continuing Education.
7. Awards shall be appropriate for the mission of the community college.
8. Reporting and accrediting agencies requirements shall be met.
9. Arts and sciences transfer degree awards shall be restricted to those courses that meet major preparation requirements for four-year colleges and universities.
10. Types of Awards
   A. Associate of Science and Associate of Arts Degree
      Associate degrees may be one of four general types: associate of science, associate of arts, associate in science for transfer, or associate in arts for transfer.
      i. The “Associate of Science” (AS) degree will be awarded in the areas of science, technology, engineering or mathematics (STEM) fields; or areas of career technical education;
      ii. The “Associate of Arts” (AA) degree will be awarded in all areas not included in subdivision i. above;
      iii. The “Associate in Science for Transfer” (AS-T) degrees must be awarded for any science, technology, engineering, or mathematics (STEM) field and CTE programs as defined in the Transfer Model Curriculum (TMC);
      iv. The “Associate in Arts for Transfer” (AA-T) degrees must be awarded for all other degrees in areas not included in subdivision iii. above as defined in the Transfer Model Curriculum (TMC).
   B. Certificates of Achievement
i. Certificate of achievement is any credit certificate that may appear by name on a student transcript, diploma, or completion award and which requires 18 or more semester units (27 or more quarter) units of degree-applicable coursework. State Chancellor’s Office approval is required;

ii. The college may also request approval from the state Chancellor’s Office for certificate of achievements that require fewer units in order to list these certificates on student transcripts. In order to be approved, the proposed certificate must require 12 or more semester (18 or more quarter) units of degree-applicable credit coursework and less than 18 semester units (27 quarter units) and must represent a well-defined pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education. After state Chancellor’s Office approval, they must be called certificates of achievement and may be listed on student transcripts. It is expected that applications for these proposed certificates will demonstrate the same levels of need and academic rigor that is required for certificates requiring 18 or more semester (27 or more quarter) units. The application requires the same narrative and documentation required for all certificates of achievement;

iii. When a college creates a sequence of certificates and/or courses in a single four-digit TOP Code, arranged such that a student must complete one level before taking another level and the set or sequence as a whole requires 18 semester (27 quarter) units or more, then the entire certificate sequence requires state Chancellor’s Office approval.

C. Apprenticeship Programs
An apprenticeship award may be defined as an apprenticeship program. An apprenticeship program is preparation for any profession, trade or craft that can be learned through a combination of supervised, on-the-job training and off-the-job formal education. The California Division of Apprenticeship Standards (DAS), within the California Department of Industrial Relations, and the Chancellor of the California Community Colleges share responsibility for the approval of credit and non-credit apprenticeship programs.

D. Certificates of Performance
   i. A certificate of performance recognizes the attainment of knowledge and/or skill through successful completion of two or more courses as specified by a department (not to exceed 17 ½ units);

   ii. Certificates of performance are designed to prepare students for employment, job enhancement and/or job advancement. The completion of a certificate does not imply that a graduation requirement has been met;
iii. Certificates of performance shall be published in the college catalog;
iv. Award of certificate of performance will not be recorded on the official transcript.

E. Certificates of Completion
i. A noncredit Certificate of Completion is a document confirming that a student has completed a program or sequence of noncredit courses that prepares him or her to progress in a career path or undertake degree-applicable or nondegree-applicable credit courses;
ii. The content and assessment standards for Certificates of Completion shall be defined by the local curriculum committee;
iii. The review of noncredit certificate programs by the curriculum committee shall be conducted using the same standards as applied to credit programs with respect to academic integrity, consistency with college mission, meeting a demonstrated need and program feasibility;
iv. Noncredit Certificates of Completion may be awarded to students who have earned them on behalf of the Board of Trustees of the District by any appropriate District official or by a particular department or division pursuant to a delegation of authority from the Board of Trustees;
v. State Chancellor’s Office approval is required.

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